

Tioga County

Comprehensive Emergency Management Plan (CEMP)



2013

CANNONDESIGN



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Appendix 5 Contracting and Procurement Guidance for Disasters

Appendix 6 Tioga County Policy for Reoccupying Damaged Structures

Appendix 7 Assessment and Situation Reporting Guide and Forms

Plan References Available Online to View and Download

- New York State Executive Law, Article 2-B
 Emergency Declarations, Questions, Answers and Forms
 Emergency Planning Guide for Local Officials
 Tioga County Multi-Jurisdictional Hazard Mitigation Plan
 NIMS and ICS Resource Center
 NY Alert

Record of Plan Changes

Annex Plans to the CEMP

The following functional and hazard specific annexes to this Comprehensive Emergency Management Plan (CEMP) are prepared and maintained as separate documents and are available at the Tioga County Emergency Management Office.

Tioga County Continuity of Operations Plan (COOP)
Tioga County Multi-Jurisdictional Hazard Mitigation Plan
Public Health Emergency Operations Plan
Hazardous Materials Incidents Annex
Large Gatherings Annex
Terrorism Incidents Annex
Mass Fatalities Annex

The following municipal governments have prepared disaster and emergency response plans that are annexes to this CEMP and are maintained as separate documents.

Town of Owego Emergency Plan
Village of Owego Emergency Plan
Town of Tioga Emergency Plan
Village of Waverly

The following plan annexes were included in the previous (2007) version of the CEMP and have been rescinded, replaced or withdrawn. Certain sections and provisions that were contained in these annexes have been replaced by policies or guidance in this 2013 CEMP; while other content of these annexes is no longer applicable or has been replaced by other policies and/or documents.

- No. 1 State Of Emergency Declaration
- No. 2 Warning & Notification Procedure
- No. 3 Flood Events
- No. 4 Weather & Climate Related Emergencies
- No. 7 Biological, Chemical Incidents
- No. 10 Agricultural Bio-Security
- No. 11 EOC/ICS Operations

Section I General Considerations and Planning Guidelines

A. Introduction

Preparation and implementation of a county Comprehensive Emergency Management Plan (CEMP) is recognized by local governments as a fundamental strategy for community disaster preparedness and response, and is endorsed by the State of New York and the federal government as an essential policy for effective public safety. Each local government, department, agency, institution and facility in Tioga County has an independent responsibility to prepare for disasters, and there is a complimentary need to develop a county-wide plan and policies that insure an integrated and coordinated local approach to managing emergencies. Consolidated county planning and unified organization among all agencies and governments is critical to effective coordination of emergency assistance; which includes the ability to access vital resources from the state and federal governments and obtain mutual-aid from neighboring counties, jurisdictions, the private sector and other support organizations.

B. Policy Regarding Comprehensive Emergency Management

This plan adopts the Comprehensive Emergency Management System; a nationally recognized disaster planning model that organizes the basic management structure and resource capabilities of the county in a way that can address all hazards that can impact the community -- plus it addresses all phases of disaster management; which in addition to response, includes prevention, mitigation and recovery.

Hazard Specific and All-Hazards Planning

A wide variety of emergencies, -- natural, man-made and technological-- can result in injuries and loss of life, property damage and the disruption of essential public services. The scope of certain hazards and the kind of resources required to address critical impacts often require specific and unique planning efforts, some of which are included in the appendices to this plan. But the number of potential hazards and types of emergencies is so extensive that it is not always practical to prepare a plan for each situation or circumstance. The comprehensive emergency management process recognizes that the authorities, leadership and resources a community uses to manage emergencies are essentially the same for any disaster, so the best approach is to effectively organize the community's personnel and capabilities in a system designed to address all potential hazards. In an all-hazards approach, county leadership and organization, and the resources of all jurisdictions and agencies, can be mobilized to address risk reduction, response and recovery for any type of hazard anywhere in the county.

Comprehensive Planning

It is increasingly evident in local emergencies and can be seen in high profile disasters across the nation and around the world, that managing emergencies involves much more than responding to a hazard when it occurs. Experience locally with flood prevention and fire protection provide ample evidence that much can be done to stop flooding and serious fires from occurring, and if these and other hazards cannot be eliminated, actions can be taken to reduce the impacts when they do occur. In this manner, emergency management has extended far beyond what a community does to respond to threats when they occur, and it is now expected that communities and government leaders will take steps and implement proactive policies to prevent hazards and reduce risks.

The comprehensive emergency management process calls for disaster planning to be addressed in three interrelated phases, where each step interacts in an ongoing cycle, one leading naturally into another. The phases of comprehensive emergency management include the following:

- Risk Reduction (Prevention and Mitigation)

Prevention refers to those activities which eliminate a hazard or reduce the number of occurrences of disasters

Mitigation refers to actions that lessen the impact of hazards when they do occur

- Response

Response is the actions taken to provide protection and essential public safety services when an emergency occurs, or response is sometimes initiated in advance of an imminent hazard. Response actions generally address the immediate life safety, health, community protection and essential public service demands created by the emergency.

- Recovery

Recovery activities are those taken following a disaster to restore the community to its pre-emergency state; which includes repairs, rebuilding and the restoration of public services and facilities. But recovery goes even further, by also incorporating risk reduction and mitigation measures into post-disaster restoration efforts.

Comprehensive Emergency Management Cycle



Legal Consideration

New York State Executive Law, Article 2-B, Section 23 provides authority for local governments to prepare comprehensive emergency management plans; and if such plans are prepared, they must include provisions for prevention and mitigation, response and recovery.

C. Purpose and Objectives of the Plan

The purpose of this plan is to establish policies and organize resources to implement a comprehensive emergency management program for Tioga County that reduces disaster risks, improves emergency response and insures effective recovery from disasters and emergencies.

Plan Objectives

- Establish policies and that will implement a comprehensive emergency management program in Tioga County that addresses risk reduction, prevention and mitigation and recovery
- Prepare a county comprehensive emergency management plan that follows recommendation and guidance established by the State of New York and the Federal Emergency Management Agency (FEMA)

- Identify legal authorities, policies and plans related to disaster and emergency management
- Establish a county program than coordinates emergency planning, emergency operations and resource management among the county, all local governments and services
- Establish county organizational structures and management systems for addressing disaster and emergency prevention, mitigation, response and recovery
- Provide basic policy and organizational information related to emergency programs and disaster response required by public officials and emergency personnel
- Include a disaster risk and vulnerability assessment for Tioga County
- Identify appropriate alerting, notification and communications systems for public officials and emergency personnel
- Identify systems for warning the public of disaster threats and establish systems for informing the public about emergency protective measures and the status of disaster recovery
- Establish systems for monitoring disaster threats and assessing emergency impacts
- Implement programs and policies to insure the safety of disaster responders and emergency workers
- Establish facilities, resources and policies for a county Emergency Operations Center (EOC) and the use of Incident Command Posts (ICP)
- Apply the National Incident Management Systems (NIMS) as a policy for disaster management in Tioga County
- Establish policies and requirements for managing human needs in a disaster
- Establish systems and capabilities to coordinate disaster services, operations, resources and mutual-aid with the state and federal governments and neighboring counties and jurisdictions

D. Legal Authority and Policy

New York State Executive Law, Article 2-B, Section 23 provides legal authority for counties and local governments to prepare comprehensive emergency management plans.

Section 20 of Executive Law, Article 2-B establishes policy for New York State that:

- Local government and emergency service organizations will continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary
- Local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs
- State and local natural disaster and emergency response functions be coordinated using recognized practices in incident management in order to bring the fullest protection and benefit to the people

E. Related Laws, Policies and Guidance

State and Federal Legislation, Policies and Guidance

New York State Emergency Planning Guide for Community Officials, 2008

Developing and Maintaining Emergency Operations Plans, FEMA Comprehensive Preparedness Guide (CPG) 101, Version 2.0, 2010

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended – establishes policies and resources for providing disaster preparedness and emergency assistance from the federal to state and local governments

Disaster Mitigation Act of 2000 (DMA 2000), Public Law 106-390 – provides policies and support for risk reduction and hazard mitigation programs and planning

The Homeland Security Act of 2002 (Public Law 107-296)

New York State Homeland Security Strategy

Homeland Security Presidential Directive 5 (HSPD-5) 2003 – establishes the National Incident Management System (NIMS) and the National Response Framework (NRF) to implement a single, comprehensive nationwide system for managing disasters and emergencies

Homeland Security Presidential Directive 7 (HSPD-7) 2003 – policies and programs for Critical Infrastructure Identification, Prioritization and Protection

Homeland Security Presidential Directive 8 (HSPD-8) 2011 - establishes programs and policies for national preparedness and support to state and local governments

National Continuity Policy, National Security Presidential Directive 51 and Homeland Security Presidential Directive 20, 2007 – establishing national continuity programs and policies applicable to federal emergency operations and support to state and local governments

National Fire Protection Association (NFPA) 1600 Standard on Disaster, Emergency Management and Business Continuity Programs, 2010

National Strategy for Pandemic Influenza, 2005

Federal Emergency Planning and Community Right-to-Know Act (EPCRA), SARA Title III, Section 303 – planning for facilities with extremely hazardous substances

Federal Superfund Amendments and Reauthorization Act, SARA Title I, CFR 1910.120 (Hazardous Waste Operations and Emergency Response) – planning for employee protection from hazards

NYS Labor Law , Article 2, Section 270-a (Public Employee Safety and Health)

Federal Clean Air Act, Section 112(r) – requirement for risk management planning at facilities with hazardous substances

Federal Energy Regulatory Commission (FERC) Emergency Action Planning Guidelines for Dams, and companion NYS DEC regulatory requirements for dam owners and operators

NYS Labor Law, Section 475- crowd control planning for places of assembly

State Education Law, Section 2801-a, and Regulations of the Commissioner of Education (School District safety and emergency response plans)

10 NYCRR 405.24 (requirements for hospital disaster plans and exercises)

- 10 NYCRR 415.26* (requirements for nursing home disaster plans)
- 18 NYCRR 485.6(f)* (requirements for disaster and emergency plans at adult homes, residences or shelters)
- 42 CFR 483.470(h), (i)* (emergency planning for long-term care facilities for the mentally retarded)
- 6 NYCRR 360-1.9(h); 360.1.14(g); and 373-2.4* (emergency planning requirements for solid waste, hazardous waste treatment, storage and disposal facilities)
- Public Health Law, Section 1125; 10 NYCRR 5-1.33; Section 401 of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002* – public water supply emergency planning
- 14 CFR 139.325* – airport emergency planning
- H.R. 3858 Pet Evacuation and Transportation Standards Act of 2006; and NYS Executive Law, Article 2-B A09292A, P.E.T.S. Act – standards and provisions for disaster planning to address the needs of pets and service animals

Relevant and Complimentary Plans

- The National Response Framework (NRF) 2008*
- NYS Comprehensive Emergency Management Plan, 2012*
- NYS Standard Multi-Hazard Hazard Mitigation Plan, 2011*
- National Pandemic Influenza Implementation Plan, 2006*
- NYS Pandemic Influenza Plan, 2008*
- NYS Fire Mobilization & Mutual Aid Plan*
- Tioga County Continuity of Operations Plan (COOP)*
- Tioga County Hazard Mitigation Plan, 2012*
- Tioga County Hazard Analysis (HAZNY), 2006*
- Tioga County Public Health Emergency Operations Plan*
- Tioga County Strategic Plan, 2010*
- Tioga County Infrastructure Master Plan, 2004*

F. The Planning Team

Effective emergency planning requires coordination, interdependence and cooperation among numerous local agencies and governments. Each has authority, responsibility and wide ranging resources to address local emergency preparedness, response and recovery. State and local policies identified in the previous section note that authority for emergency planning is assigned to the Chairman of the Tioga County Legislature and each municipal chief executive, and that responsibility for planning leadership is delegated to the county and a local Emergency Manager. Successful community preparedness, however, is overwhelmingly dependent on the participation and resources of all county officers, departments, agencies and community leaders.

To seek the integrated participation and multi-agency coordination necessary for an effective Comprehensive Emergency Management Plan (CEMP), Tioga County has established a planning team of core agency representatives who will guide inter-agency involvement and input in preparation and maintenance of this plan. Principal representatives from the following Tioga County departments and regional agencies form the planning team that guides development, implementation and maintenance of this Tioga County Comprehensive Emergency Management Plan.

Tioga County Emergency Planning Team

Chairman of the Tioga County Legislature
Chairman of the Legislature Public Safety Committee
Tioga County Emergency Management Director
Tioga County Attorney
Tioga County Sheriff
Tioga County Fire Coordinator
Tioga County Department of Public Works Department
Tioga County Economic Development and Planning
Tioga County Public Health Department
Tioga County Social Services
Tioga County Information Technology and Communications Services (ITCS)
Tioga County Soil and Water Conservation District

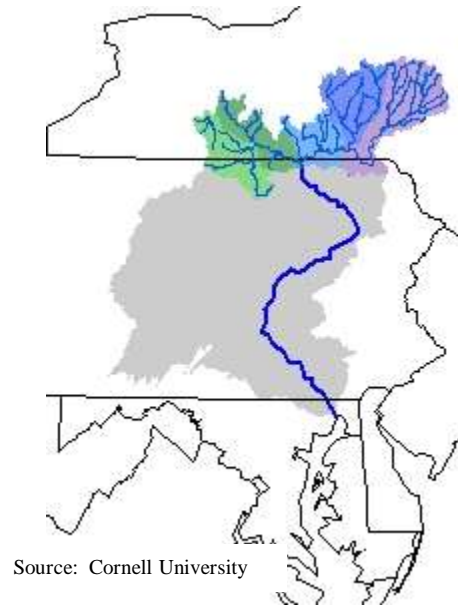
G. Community Characteristics

Geographic

The area of Tioga County is 518.60 square miles (2010 U.S. Census) and it is located in the central southern tier region of New York State. The County is west of Binghamton, NY and east of Elmira, NY and shares its southern border with Pennsylvania. The highest elevation is 1,994 feet in the northeast of the county.

The Susquehanna River and tributaries collect drainage from a large portion of south-central New York before the river flows south into northern Pennsylvania and then turns back into New York State, flowing west and south through Broome and Tioga counties New York, then back south into Pennsylvania. The Susquehanna River and its tributaries drain 27,510 square miles of New York, Pennsylvania and Maryland. All of the creeks and streams in Tioga County, NY drain to the Susquehanna and each of these tributaries are also vulnerable to flooding, often with little warning.

Susquehanna Watershed



Government

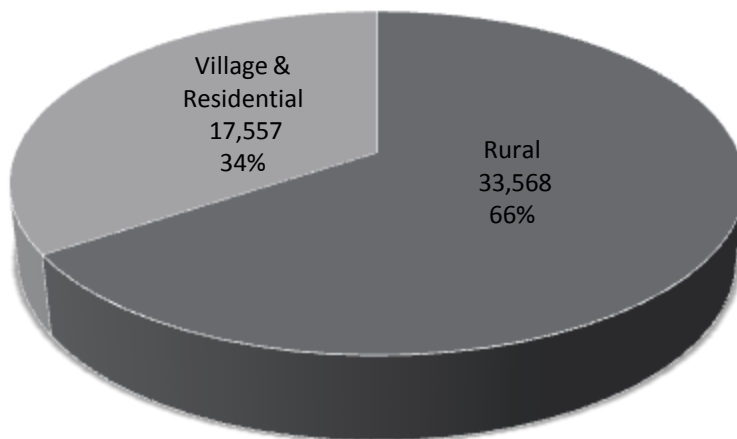
Tioga County is comprised of the nine towns (Barton, Berkshire, Candor, Newark Valley, Nichols, Owego, Richford, Spencer and Tioga) and six villages (Candor, Newark Valley, Nichols, Spencer, and Waverly). The county seat is Owego. Tioga County Government is administered by a Legislature consisting of nine elected district representatives. The Chairman of the Tioga County Legislature serves as the county Chief Executive officer.

Population and Demographics

2010 Tioga County Population: 51,125			
Municipality	2000 Population	2010 Population	Change
TOWNS INCLUDING VILLAGES			
Town of Barton	9,066	8,858	-208
Town of Berkshire	1,366	1,412	46
Town of Candor	5,317	5,305	-12
Town of Newark Valley	4,097	3,946	-151
Town of Nichols	2,584	2,525	-59
Town of Owego	20,365	19,883	-482
Town of Richford	1,170	1,172	2
Town of Spencer	2,979	3,153	174
Town of Tioga	4,840	4,871	31
Total Population Tioga County	51,784	51,125	-659
VILLAGES ONLY			
Village of Waverly	4,607	4,444	-163
Village of Candor	855	851	-4
Village of Newark Valley	1,071	997	-74
Village of Nichols	574	512	-62
Village of Owego	3,911	3,896	-15
Village of Spencer	731	759	28

Source: U.S. Census Bureau, 2010

Tioga County Population Distribution



Source: U.S. Census Bureau, 2010

Tioga County, NY



H. Concept of Operations

1. Local governments and their emergency service organizations are the essential first line of defense in responding to disaster and emergencies
2. Primary responsibility for responding to emergencies rests with each unit of local government – county, towns and villages; and with its local Chief Executive Officer – County Chairman, Supervisors and Mayors
3. NYS Executive Law, Article 2-B empowers local chief executives of political subdivisions to use the resources of the local government to cope with disasters and emergencies. Execution of this authority and responsibility for coordinating local resources is typically delegated - but not transferred - to a local Emergency Manager or Disaster Coordinator
4. When responding to a disaster, local jurisdictions are required to first apply and maximize the use of their own facilities, equipment, supplies, personnel and resources
5. When local resources are inadequate, the Chief Executive of a town, village or city may request and obtain assistance from other political subdivisions and the County
6. The Chairman of the Legislature, with organizational supervision by the county Emergency Manager and the support of other departments, has the responsibility to coordinate requests for assistance from local governments, and has the authority to direct and coordinate county disaster operations.
7. The County may obtain assistance from other counties or the State when the emergency or disaster is beyond the resources of Tioga County. Assistance to local governments from other counties, the state and federal governments must be coordinated through Tioga County
8. Tioga County will use the National Incident Management System (NIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
9. Local requests for assistance to the State will be submitted through Tioga County to the regional office of the New York State Office of Emergency Management (OEM)
10. State and federal assistance are only provided as supplemental resources to county and municipal efforts
11. Direction and control of state emergency management activities and resources is exercised by the Chairman of the New York State Disaster Preparedness Commission (DPC) and coordinated by the State Office of Emergency Management (OEM)
12. Requests for state military forces and equipment, even those located within Tioga County, can only be provided at the direction of the Governor, and must be requested through Tioga County and the State Office of Emergency Management(OEM)
13. When an emergency or disaster clearly exceeds the management and resource capabilities of state and local governments, the Governor may request federal assistance from the President through the Federal Emergency Management Agency (FEMA)

I. Plan Review, Maintenance and Updating

Responsibility and Agency Support

State and local policies identified in this plan provide that authority and leadership for emergency planning is assigned to the Chairman of the Tioga County Legislature and that responsibility for preparation and implementation of the plan and its provisions is delegated to the county Emergency Manager. Participation in the planning process is required by all county officers and agencies and the plan establishes a core planning team to assist in plan development, maintenance and implementation.

This plan can be updated or revised at any time and certain elements and critical features; such as emergency contacts, notifications and key resources may require regular modification and updating. Section 23 of New York State Executive Law, Article 2-B requires that all plans and revisions for comprehensive emergency management developed by local governments shall be submitted to the NYS Disaster Preparedness Commission annually.

A *Record of Plan Changes* is included as the last page of this document

Review and Updating Process

The review of the Tioga County Comprehensive Emergency Management Plan (CEMP) shall include an evaluation of the following areas.

- ✓ Reassess the role, influence and success of the Planning Team including; the composition and participation of its members and the Committee's ability to exercise leadership that leads to effective implementation of the plan, its provisions and policies
- ✓ Evaluate the status and progress associated with policies and objectives established for the plan and any revisions that are needed
- ✓ Review the role, participation, capabilities and resources of the departments and agencies that support and are responsible for implementation of the plan
- ✓ Reassess the hazards, risk and vulnerabilities the County faces and determine if changes or modifications are needed. Base the evaluation on new or modified data, current available information and changes to existing resources and capabilities
- ✓ Insure that continuing citizen and public participation are incorporated in the planning process

- ✓ Review technological systems and support capabilities that are used or available for plan implantation
- ✓ Review and update plan evaluation and training requirements, including schedules for training and exercising
- ✓ Monitor changes or modifications of laws and regulations related to the plan and emergency management programs
- ✓ Monitor the availability and status of funding and resources that can be used to enhance the plan and local emergency management capabilities
- ✓ Review relationships, programs and policies that integrate the plan and resources with those emphasized at the state and federal levels and with mutual aid available within the region

The Planning Team shall meet at least annually, or more often as needed to review and update the plan.

The following situations or conditions will require that the Planning Team meet more frequently to evaluate plan issues, reviews and updates.

- ✓ There are significant changes related to risks, vulnerabilities and capabilities associated with hazards that can impact Tioga County
- ✓ A disaster or emergency occurs and a timely review or evaluation is necessary to determine if plan resources would contribute to the recovery; or when the disaster indicates that objectives and provisions of the plan require modification
- ✓ Problems are identified that impede or threaten timely and successful implementation of any of the objectives and/or provisions of the plan
- ✓ There are changes to key personnel responsible for implementation of the plan; including those on the Planning Team and those representing participating departments, jurisdictions and support agencies
- ✓ There are issues or concerns regarding the ability of departments or support agencies to carry-out provisions and responsibilities identified in the plan
- ✓ Grants, funding or other resources become available that require immediate action or support by the Planning Team to insure applicable objectives and provisions of the plan are addressed
- ✓ Changes to legislation or authority require a review of plan policies and direction
- ✓ Local training and exercising highlight modifications or changes that need to be addressed in the plan

Ongoing Monitoring by All Participating Agencies

Planning team members and principal representatives of all participating departments and agencies are responsible for advising and timely notification to the Emergency Management Office of changes to provisions and resources related to the plan. The Tioga County Emergency Manager is responsible for organization and collection of information needed to review and update the plan, and will provide guidance and notifications necessary to insure regular plan maintenance and updating occurs as needed.

Continuous and regular monitoring of the Comprehensive Emergency Management Plan should be performed by each participating agency and department and should focus on the following.

- ✓ The status, progress and any problems associated with the agency's capability to implement provisions and responsibilities outlined in the plan
- ✓ Maintain and update notification, contact and communications information for the agency
- ✓ Monitor information about potential hazards, risks and threats
- ✓ Identify resources, opportunities and funding that can be used to improve emergency management capabilities
- ✓ Maintain contact and dialogue about emergency management issues and programs with other organizations in your specific area of service; including those at the local, regional, state and/or national levels
- ✓ Identify ways that citizen and public participation can be incorporated in the emergency management process

Section II Risk Reduction

A. Tioga County Hazard Mitigation Plan

The risk reduction program and goals for Tioga County are contained in the Tioga County Hazard Mitigation Plan (see *List of Appendices and References*).

The Tioga County Hazard Mitigation Plan is a multi-jurisdiction mitigation plan that addresses natural hazards of concern throughout the county. The Hazard Mitigation Plan meets multiple objectives, but its main purpose is to engage local communities in the process of hazard identification, risk assessment and the development of integrated hazard mitigation strategies. The Tioga County plan conforms to regulations set forth in the federal Disaster Mitigation Act of 2000 and is complimentary to the New York State Hazard Mitigation Plan. The Tioga County Hazard Mitigation Plan emphasizes disaster risk reduction goals and proposals that were identified by community leaders and municipal officials and serves as a guide for local decision making when considering development and projects that can impact or promote hazard mitigation and risk reduction.

Hazard mitigation is any action taken to eliminate or reduce the occurrence or impact of a hazard. Mitigation actions must be technically feasible, cost effective and environmentally sound; examples can include relatively inexpensive and simple activities like installing a hazard warning device, or an expensive and complex project such as an engineered flood control levee. The Tioga County Hazard Mitigation Plan establishes objectives and projects for each of the county's municipalities and helps them identify and mobilize resources that can be used to implement improvements that will reduce risks associated with natural hazards.

B. Hazard Mitigation Coordination and Leadership

The Tioga County Hazard Mitigation Plan represents a collaborative planning process engaged in by the county, each local jurisdiction and several area organizations that are responsible for hazard mitigation and risk reduction measures. The Tioga County Hazard Mitigation Planning Committee has been created to ensure the plan accurately reflects local risk reduction needs and that community participation is integrated into an overall county wide mitigation strategy. The committee includes one or more representatives from each of Tioga County's 15 municipalities, several county departments, plus representatives from police and fire departments, hospitals and support agencies in the region.

Each jurisdiction in Tioga County is responsible for identifying representatives to participate in activities of the county Hazard Mitigation Planning Committee and also serve as principal coordinator for hazard mitigation efforts in their community. The planning effort is led by the Tioga County Department of Economic Development and Planning, Emergency Management Office and the Tioga County Soil and Water Conservation District.

C. Identification and Analysis of Potential Hazards

The Tioga County Hazard Mitigation Planning Committee working with its planning contractor Tetra Tech EM, Inc. evaluated and ranked natural hazards of concern for Tioga County using methodologies promoted by FEMA's hazard mitigation planning guidance and generated by FEMA's HAZUS-MH risk assessment tool. This risk assessment performed in 2012 identified approximately 23 natural hazards that can potentially affect Tioga County and determined that 10 natural hazards are considered a significant risk to Tioga County and 5 of these 10 hazards are defined as '*Hazards of Concern*' or those most likely to seriously impact the county.

Natural Hazards of Concern

1. Flooding (riverine, flash and dam)
2. Severe Storm (windstorm, thunderstorm, hailstorm and lightning)Drought
3. Severe Winter Storm (heavy snow, blizzard, Freezing Rain, Sleet and Nor'easter)
4. Earthquake
5. Drought

Other Natural Hazards of Significant Risk

Ice Storm Tornado
Ice Jam Hurricane and Tropical Storm
Windstorm

The following natural hazards can also affect Tioga County, and while they could have severe impacts on certain populations or areas, they have not typically resulted in significant or widespread consequences.

Landslide Epidemic/Pandemic
Wildfire Extreme Temperatures
Blight Infestation

Tioga County has also evaluated potential hazards and impacts associated with technical and man-made threats. This evaluation was performed in 2012 using the *Threat and Hazard Identification and Risk Assessment (THIRA)* program developed by the U.S. Department of Homeland Security (DHS Comprehensive Preparedness Guide – CPG 201).

Technological and Man-Made Hazards Identified

Fire (Structural)

Transportation Accident – Highway, Air, Marine and Rail

Dam Failure (Structural)

Utility Failure (Infrastructure/System Hazard or Disruption)

Hazardous Materials (In Transit)

Oil and Petroleum Spill

Water Supply Contamination

Hazardous Materials (Fixed Site)

Structural Collapse

Fuel Shortage

Radiological (Fixed Site)

Radiological (In Transit)

Air Contamination

Food Shortage/Contamination

Animal Disease

Civil Unrest

Security and Terrorist Acts

Hostage, Active Shooter and Explosive Device

Chemical, Biological, Radiological and Nuclear Attacks, Releases and Devices

Utility, Communications and Cyber Attack

-- continued on the next page --

*Special Considerations for Natural, Technological and Man-Made Hazards***Hazards that Occur Most Often**

Severe Storm	Fire
Severe Winter Storm	Hazardous Materials (In Transit)
Flood	Oil Spill
Transportation Accident	Extreme Temperatures
Windstorm	

Hazards that Pose the Greatest Threat to Life

(defined as serious injury and death in extremely large numbers)

- Transportation Accident
- Security, Improvised Explosive or Active Shooter Event
- Terrorist Act
- Epidemic/Pandemic
- Hazardous Materials (Fixed Site)

Hazards that Occur with Little or No Warning

- Severe Storm
- Landslide
- Dam Failure
- Utility Failure
- Flood
- Tornado
- Fire
- Earthquake
- Security, Improvised Explosive or Active Shooter Event
- Terrorist Act
- Critical Infrastructure or Key Resource Failure
- Transportation Accident
- Wildfire
- Hazardous Materials (In Transit)
- Hazardous Materials (Fixed Site)
- Water Supply Contamination
- Transportation Accident
- Oil Spill
- Structural Collapse

D. Risk Reduction Program, Policies and Actions

Developing an Integrated Countywide Risk Reduction Program

The multi-jurisdiction Hazard Mitigation plan (see *List of Appendices and References*) prepared for Tioga County outlines the process and establishes the objectives and actions that form the County's risk reduction program. Preparation of county wide hazard mitigation goals and objectives were based on the findings and results of the Risk and Vulnerability Assessments contained in the Hazard Mitigation plan.

The Tioga County Hazard Mitigation Plan identifies six types of strategies for addressing risk reduction and hazard mitigation. These types of mitigation and their associated actions are established by FEMA in their Mitigation Planning Guide (FEMA 386-3).

Tioga County Hazard Mitigation Strategies

Mitigation Type	Mitigation Actions
Emergency Services	Actions that protect people and property, during and immediately following a disaster or hazard event; examples include warning systems, emergency response improvements and the protection of essential facilities
Public Education and Awareness	Actions to educate and inform government leaders, businesses, media, responders, citizens and property owners about hazards, how to protect themselves and ways to mitigate disasters
Hazard Prevention - Structural Design and Development Standards	Government, administrative and regulatory actions or processes that influence the way land is developed and how structures and facilities are built. Examples include planning and zoning, local building standards and floodplain laws, improved enforcement of regulations and building codes, incentives to preserve open space and improve the design and efficiency of facilities to meet modern standards
Property Protection, Retrofitting and Removal	Actions that involve modification of existing buildings or structures to protect them from a hazard, or removal of the structures from the hazard area. Examples include acquisition of floodprone properties, elevation, relocation, structural retrofitting, use of disaster resistant materials, installation of storm shutters and shatter-resistant glass, drainage and landscape management.

<u>Hazard Mitigation Strategies - continued</u>	
Mitigation Type	Mitigation Actions
Structural Protection	Actions that involve the construction of engineered structures to reduce the impact of a hazard. Such structures include dams, setback levees, floodwalls, retention areas, retaining walls and safe rooms
Natural Resource Protection	Actions that minimize hazard loss and also preserve or restore the functions of natural systems. These actions include sediment and erosion control, stream corridor management and restoration; the management and protection of watersheds, forests and woodlands, vegetation, wetlands, drainage areas, sloped terrain and wildlife habitat. It can include establishing environmental standards, review processes and protection zones

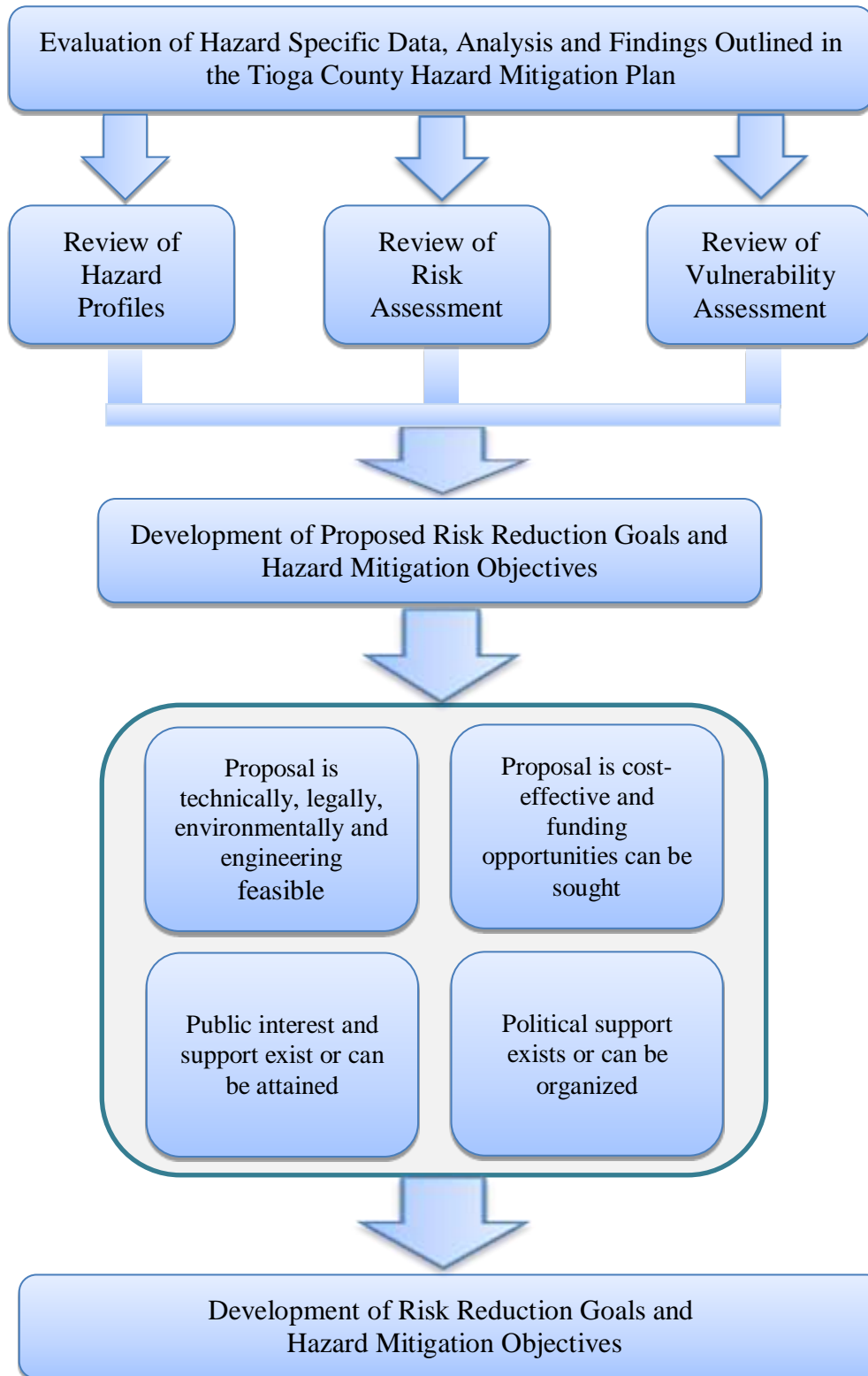
Proposed risk reduction projects and mitigation actions included in the Hazard Mitigation plan are developed by evaluating the hazard specific facts, records and data associated with each objective. Proposed risk reduction measures are then assessed to determine how the following considerations will affect successful implementation of the project or action.

- Technical and engineering feasibility
- Community impact and cost effectiveness
- Legal and environmental concerns
- Resources and funding exist or opportunities for funding can be sought
- Public interest exists or can be attained
- Political support exists or can be organized

The process for developing risk reduction goals and hazard mitigation objectives is outlined on the next page.

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Risk Reduction Objectives – Development Process



Risk Reduction and Hazard Mitigation Objectives for Tioga County

The following is a summary of the types of risk reduction and mitigation measures that are included in the 2012 Tioga County Hazard Mitigation plan (see *List of Appendices and References*). The plan includes a total of 304 specific projects or actions that address mitigation and improve disaster preparedness for the county, towns and villages. There are 53 county or countywide recommendations and each town and village has identified at least 11, to as many as 34 mitigation objectives for their jurisdiction.

Mitigation and Risk Reduction Initiatives

Integrated leadership and support by the following officials and executive boards is essential to successful implementation of the mitigation and risk reduction goals listed below	
<p>Leadership and Support of Municipal Executives and Boards Monitoring and Support of the Tioga County Legislature Leadership and Support from county and municipal departments, agencies and services Coordination with the Tioga County Department of Emergency Management</p>	
Type of Project	Project Descriptions
Acquisition of Repetitive Loss Properties	Acquisition or relocation of repetitively damaged structures that are located in hazard prone areas
Retrofit and Flood-Proofing of Vulnerable Structures	Retrofitting and improvements to public and private structures to make them more disaster resistant
Critical and Historical Facilities Protection	Flood-proofing and other upgrades at county and municipal buildings New county records facility
Best Management Practices	Continue to research and identify cost effective solutions and projects to alleviate flooding Structural and facility inventories to improve hazard awareness and identify mitigation opportunities Flood and stream protection and intervention training

Summary of Risk Reduction Initiatives - continued

Type of Project	Project Descriptions
Strengthen Building Codes, Development Standards and NFIP Compliance	Strengthen compliance with building codes and development standards Reinforce municipal compliance and participation with NFIP Archive elevation certificates
Stream Maintenance	Implement routine stream maintenance efforts in several communities
Streambank, Streamflow and Drainage Improvements	Streambank protection and stabilization projects Erosion control and retention projects Stormwater management projects Improved road drainage, culverts and ditches
Facility Design Improvements	Review proposed construction and projects to ensure minimum vulnerability to natural hazards Improved flood capacity design at road intersections and bridges Projects to repair and maintain existing dams Establish high capacity shelter sites that are outside the floodplain
Hazard Threat Recognition and Warning	Distribute NOAA weather radios for warning Improved technology for monitoring river and stream status that will enhance response capabilities and sharing of information
Preparedness and Readiness	Develop mutual aid agreements with neighboring counties/communities Develop contracts for disaster and emergency work Enhance Emergency Management and Mitigation staffing Improve disaster damage assessment capabilities

Summary of Risk Reduction Initiatives - continued

Type of Project	Project Descriptions
Public Education, Information & Outreach	<p>Education of the public regarding disaster preparedness</p> <p>Develop a citizen's hazard information website</p> <p>Outreach and education about flood hazard areas and NFIP</p> <p>Social media applications for hazard awareness</p> <p>Improved analysis and display of high water marks from previous flooding</p> <p>Improved signage for public information in flood areas</p> <p>Purchase variable message signs</p>
Technical Analysis and Digital Mapping	<p>Complete hydrological study of the watershed using LiDAR</p> <p>Digital database and mapping of evacuation shelters and routes</p> <p>Map groundwater recharge areas</p> <p>Digital mapping of evacuation routes and resource distribution facilities</p> <p>Improve technical evaluation of closed roads and hazardous conditions</p>

E. Integrating Emergency Management Programs and Resources

Multiple programs and services provided by a wide range of governments and agencies contribute to the risk reduction profile and resources for Tioga County. It is rare that any hazard mitigation project can be implemented using only the independent action and resources of a single agency or group. Success in achieving goals to reduce risks and advance community protection almost always requires the integrated participation and collective resources of several programs and providers. A county strategy and policies that emphasize partnerships and integrated problem solving using the cooperative interests and resources of multiple governments and agencies is essential to improved emergency management capabilities.

Integration of Emergency Management Programs

Integrated leadership, participation and support by the following officials and executive boards is essential to an effective emergency management capability in Tioga County	
Leadership and Support of Municipal Executives and Boards Monitoring and Support of the Tioga County Legislature Leadership and Support from County and Municipal Departments, Agencies and Services Coordination with the Tioga County Emergency Management Office	
Emergency Management Programs	Principal Supporting Agencies and Leadership
Emergency Preparedness Training and Exercises Hazard Mitigation Response and Recovery Resources	Tioga County Emergency Management Office Tioga County Bureau of Fire Economic Development and Planning Public Health Department Public Works Department Information Technology and Communication Services NYS Office of Emergency Management(OEM) Federal Emergency Management Agency (FEMA)
Fire and Hazardous Materials Services Fire Protection and Prevention Hazardous Material Response Teams Rescue Services Incident Management	Municipal and Volunteer Fire Departments Tioga County Bureau of Fire NYS Office of Fire Prevention and Control NYS Office of Emergency Management(OEM) Federal Emergency Management Agency (FEMA)
Emergency Medical Services (EMS) Disaster Medical Services Mass-Casualty Incident Management Emergency Medical Transportation	Area EMS, Ambulance and Fire Services Tioga County Public Health Department Area Hospitals NYS Department of Health

Integration of Emergency Management Programs - continued	
Emergency Management Programs	Principal Supporting Agencies and Leadership
Public Health Emergency Services Influenza and Disease Management Hazardous Materials Health Impacts Environmental Health Threats Terrorist Incident Health Exposures Hospitals, Medical and Assistance Facilities	Tioga County Public Health Department Area Hospitals and Medical Providers Nursing Homes, Medical Care and Assistance Facilities Tioga County Coroners NYS Department of Health NYS Office of Emergency Management(OEM) U.S. Public Health Service Federal Centers for Disease Control (CDC)
Law Enforcement Disaster Preparedness Terrorism Preparedness and Response Public Security Disaster Public Safety Services Transportation Emergencies	Area Police and Law Enforcement agencies Regional Colleges and Universities NY State Police NYS Department of Transportation NYS Department of Correctional Services NYS Parks Police NYS Office of Emergency Management(OEM) Federal Bureau of Investigation (FBI)
Flood and Natural Hazards Preparedness, Response and Recovery	Municipal Public Works and Highway Departments Tioga County Emergency Management Office Tioga County Department of Public Works Economic Development and Planning Tioga County Sheriff Information Technology and Communication Services Tioga County Soil and Water Conservation District NYS Office of Emergency Management (OEM) NYS Department of Environmental Conservation NYS Department of Transportation Federal Emergency Management Agency (FEMA) U.S. Army Corps of Engineers
School Preparedness and Emergency Response	Area School Boards and Administrators Tioga County Sheriff’s Department BOCES NYS Department of Education U.S. Department of Education NY State Police

Integration of Emergency Management Programs - continued	
Emergency Management Programs	Principal Supporting Agencies and Leadership
Transportation Emergencies Air/Rail/Highways/Waterways	Area Fire and EMS Services Areas Police and Law Enforcement Tioga County Aviation Services Tioga County Department of Public Works NYS Office of Emergency Management(OEM) NYS Department of Environmental Conservation NYS Department of Transportation
Disaster Human Services Community Shelters Disaster Mental Health Crisis Counseling	American Red Cross Salvation Army Area Fire and Law Enforcement Agencies Tioga County Social Services Tioga County Department of Mental Hygiene Tioga County Public Health Department NYS Disaster Human Needs Task Force Volunteer Organizations Active in Disaster (VOAD)

F. Emergency Response Capability Assessment

Each jurisdiction in Tioga County, as well as each department and agency that provides support and services in an emergency is responsible for assessing their response capabilities for dealing with disasters and emergencies.

A capability assessment should include an evaluation of the jurisdiction or agency’s ability to provide disaster services and support in the following areas.

- | | |
|--|---------------------------------------|
| Estimate of the populations to be served | Availability of personnel |
| Personnel and staff training | Management and supervision capability |
| Resources and equipment | Labor relations |
| Communications and technology | Mutual aid resources |
| Notifications systems/procedures | Emergency contracting |
| Warning and alerting the public | Finance and purchasing systems |
| Disaster assessment | Emergency facilities and power |

In evaluating community or agency capabilities, jurisdictions and departments should work with the Tioga County Emergency Management Office to consolidate and coordinate capability assessment activities. Many capability assessments are conducted as part of state or federal initiatives under the direction of the following agencies.

NYS Office of Emergency Management (OEM)

NYS Division of Homeland Security and Emergency Services (DHSES)

NYS Department of Health

NYS Department of Criminal Justice Services

NYS Office for Information Technology Services

U.S. Department of Homeland Security (DHS)

Federal Emergency Management Agency (FEMA)

G. Identification and Monitoring of Hazard Areas

The Tioga County Hazard Mitigation Plan (see *List of Appendices and References*) identifies hazard and risk areas associated with natural hazards that have defined geographic profiles.

These natural hazard risk areas and places associated with technological and man-made hazards are identified and monitored by the following agencies.

Hazard Area	Monitoring Agencies
High risk flood zones	Local government officials and boards Local Floodplain Management Officers Local Buildings and Codes officials Local Planning and Zoning Boards Soil and Water Conservation District Tioga County Economic Development and Planning Tioga County Public Works NYS Department of Environmental Conservation Federal Emergency Management Agency U.S. Army Corps of Engineers
Areas susceptible to erosion, slope failure and landslide	Local government officials and boards Local Floodplain Management Officers Local Buildings and Codes officials Local Planning and Zoning Boards Tioga County Economic Development and Planning Tioga County Public Works Soil and Water Conservation District NYS Department of Environmental Conservation
Areas at risk to dam failure	Dam owners and operators Local government officials NYS Department of Environmental Conservation U.S. Department of Energy
Areas near major transportation facilities including highways, rail, marine and airports	Tioga County Public Works Tioga County Aviation Railway operators NYS Department of Transportation NY State Police Federal Aviation Administration

Hazard Monitoring - continued

Hazard Area	Monitoring Agencies
Sites and areas where hazardous materials are used, stored and/or transported	Facility owners and operators Local Emergency Planning Committee (LEPC) Tioga County Bureau of Fire Local Fire Departments Tioga County Public Health Department NYS Department of Environmental Conservation NY State Police NYS Office of Fire Prevention and Control NYS Department of Transportation
Natural gas and fuel pipelines	Pipeline owners and operators NYS Department of Environmental Conservation U.S. Department of Energy Tioga County Bureau of Fire Local Fire Departments
High density areas with structural fire hazards and areas at risk to wildfires	Local government officials Local fire departments Tioga County Bureau of Fire NYS Office of Fire Prevention and Control NYS Department of Environmental Conservation

H. Identification and Protection of Critical Facilities

The Tioga County Hazard Mitigation Plan identifies critical facilities located in Tioga County. Critical facilities include the following kinds of buildings, systems and structures.

- * Emergency Operations Centers (County, Town and Village)
- * Public Safety Communications Facilities, Towers and Infrastructure
- * 9-1-1 Emergency Communications and Dispatch Centers (primary and alternate)
- * Police Stations and Facilities
- * Fire Stations and Facilities
- * Emergency Medical Service (EMS) Facilities
- * Hospitals and Medical Centers
- * Schools
- * Community Shelters
- * Senior Care and Senior Living
- * Highways, Roadways and Bridges
- * Potable Water Supply Facilities and Infrastructure
- * Wastewater Facilities and Infrastructure
- * Energy Utilities and Systems
- * Telecommunications Facilities, Towers and Infrastructure
- * High Hazard Dams
- * Public and Municipal Services Buildings and Facilities

Facility owners and operators have responsibility for site specific emergency planning. Assistance is typically available from support agencies representing their industry or area of service and plans should be coordinated with this Tioga County Comprehensive Emergency Management plan through the county Office of Emergency Management.

I. Identification and Protection of Vulnerable Populations

The Tioga County Hazard Mitigation Plan identifies special populations that may have heightened risks or response needs associated with hazards that can impact Tioga County.

For each jurisdiction in the county, the Hazard Mitigation Plan lists the percent of population in the following vulnerable population groups. Services and resources needed to assist vulnerable populations are provided by numerous departments and agencies in the county and coordinated by the Tioga County Disaster Human Services Committee described in [Section III](#), Response of this plan.

Vulnerable Populations

Vulnerable Population	Percent of County Population *
65 Years of Age and Over	15.6 %
Under 5 Years of Age	5.8 %
Under 20 Years of Age	32.4 %
Persons with a Disability	16.1 %
Institutionalized	0.7%
Persons below poverty level (1999)	8.4 %
Speak a Language other than English at home (1999)	3.8 %

Total population: 51,125

* U.S. Census, 2010 (unless noted)

Areas of Population Density in Tioga County

Villages

Candor
Newark Valley
Nichols
Owego
Spencer
Waverly

Subdivisions

Broughton
Crestview Heights / Pine Knoll
Lincolnshire
Marshland
Richford Hamlet
Ridgewood (King Point)
Tioga Terrace
Van Riper Tract
Woodwinds

J. Training of Emergency Personnel

Each department, organization and jurisdiction that participates in emergency management services and activities for Tioga County has the responsibility to promote and take part in training that will assure effective implementation of the policies and provisions of this plan.

Emergency Preparedness Cycle

fema.gov



Training is sponsored and/or conducted using the opportunities and resources available among the following agencies and is coordinated with Tioga County Emergency Management Office.

Tioga County Emergency Management Office
Tioga County Bureau of Fire
Tioga County Sheriff's Department
Tioga County Public Health Department
Tioga County Department of Mental Hygiene
Tioga County Department of Public Works
Local Fire, EMS and Law Enforcement Agencies
Regional Colleges and Universities
BOCES
American Red Cross
NYS Office of Emergency Management (OEM)
NYS Office of Fire Prevention and Control (OFPC) NYS Department of Health

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NY State Police

NYS Homeland Security and Emergency Services

NYS Division of Criminal Justice Services

NYS Department of Environmental Conservation

NYS Department of Transportation

NYS Education Department

NYS Disaster Human Needs Task Force

Federal Emergency Management Agency (FEMA)

Regular training programs and opportunities offered locally or in the region focus on the following emergency management topics or skills, but other training programs are often scheduled to address special training needs and related priorities.

Local Emergency Management Training

Program	Training Subjects
Emergency Management	Emergency Management Professional Development Emergency Planning, Exercise Design and Evaluation Public Officials and Information Officer Workshops EOC Operations and Disaster Recovery Workshops Mass Fatality and Mass Care Training Community Emergency Response Training (CERT)
Fire Services	Fire Suppression and Prevention Fire Command and Management Hazardous Materials Management Code Enforcement and Arson Investigation Emergency Response To Terrorism and Hazardous Materials Technical Rescue NYS Academy of Fire Science Wildfire Academy and Incident Management
Homeland Security	NY State Preparedness Training Center Counter Terrorism and Cyber-Security Training for Emergency Responders, Emergency Professionals and Government Officials
Incident Command System (ICS)	Incident Management Training for Emergency Responders, Public Safety Officers and Government Executives
Police, Law Enforcement and Security	Counter-Terrorism Preparedness and Response Community, Home, and Personal Safety School Preparedness and Safety
Emergency Medical Services	First Responder and Emergency Medical Technician Training
Hospitals and Health Care Facilities	Emergency Preparedness and Response
Public Health	Bio-Terrorism Preparedness and Response Emergency Preparedness and Response Influenza Pandemic and Strategic National Stockpile (SNS)
Schools and Colleges	Community and Emergency Responder Education
American Red Cross	Disaster Services Home and Family Preparedness Shelter Management

National Incident Management System (NIMS) Training

Homeland Security Presidential Directive (HSPD-5) *Management of Domestic Incidents* calls for the establishment of a single, comprehensive national incident management system. This policy has been further endorsed by the State of New York in Executive Order 26.1, and by Tioga County in its comprehensive planning. The National Incident Management System (NIMS) provides a systematic and cooperative approach to guide departments and agencies at all levels of government, as well as the private sector and other support organizations, in responding to emergency incidents and protecting life, property and the environment.

The above directives and endorsements require that all local governments and emergency response organizations in Tioga County comply with NIMS implementation efforts, which includes participation in ICS training and application of the ICS system in an emergency. Further information regarding ICS training and guidance regarding the types of ICS training that apply to various local government employees and emergency responders can be obtained from the Tioga County Emergency Management Office and the NYS Office of Emergency Management (OEM).

The most common ICS training programs provided for local government employees and emergency personnel in New York State and Tioga County include the following:

NIMS ICS Training Programs

Course	Title	Format	Participants
ICS 100	Introduction to the Incident Command System	On line or Classroom	All personnel involved with emergency planning, response or recovery efforts
ICS 200	Basic ICS	Classroom*	All personnel that perform emergency response and resource management functions
ICS 300	Intermediate ICS	Classroom	For response personnel who manage and/or supervise emergency functions, resources and/or personnel
ICS 402	ICS for Executives	Classroom	For executives, elected officials, board and legislative members and agency directors

* ICS 200 can be taken online, but NYS recommends and encourages the classroom format.

Based on the management or emergency response roles of local officials and emergency personnel, employers typically consider the following ICS courses when determining the kinds of training their staff will need to meet NIMS requirements.

ICS Training Opportunities

Course Number	Course Name	Intended Participants
IS – 700	ICS Awareness	for all emergency personnel, including all executives and all staff levels who support emergency operations
ICS-701	Multi-Agency Coordination Systems (MACS)	for resource management personnel, functional and program leaders and supervisors; including their deputies, assistants and/or alternates
ICS-702	NIMS Public Information Systems	for executives, public officials, public information staff and those who advise or develop materials for instructing and/or briefing the public
ICS-703	NIMS Resource Management	for resource managers, program leaders and supervisors; including their deputies, assistants and/or alternates
ICS-704	NIMS Communications and Information Management	for those at all levels involved in establishing and maintaining emergency communications and information technologies; including those involved in incident planning, data management and sharing and analysis
IS – 800	National Response Framework (NRF)	for all executive and management personnel, program leaders, supervisors, resource managers and their deputies, assistants and/or alternates
ICS-400	Advanced ICS	for those responsible for implementing, organizing and managing ICS; including their deputies, assistants and/or alternates

Exercise Program

Effective training for emergency response and the successful application of a comprehensive emergency management plan includes implementation of a progressive exercise program. Compliance with Homeland Security Presidential Directive (HSPD) – 5 *Management of Domestic Incidents* and the accompanying endorsements of HSPD - 5 by New York State and Tioga County also call for the establishment of a local exercise and evaluation program.

The exercise program and activities for Tioga County follow the standards outlined in the federal *Homeland Security Exercise and Evaluation Program (HSEEP)*, which is a capabilities-based exercise methodology designed to build a self-sustaining exercise program that applies standards for designing, developing, conducting and evaluating exercises of all types.

Disaster and emergency exercises have two purposes and most exercises are designed to address both these goals.

- Training - to provide emergency personnel with training, familiarization and experience in applying emergency policies, priorities and actions
- Evaluation - to evaluate the ability of response personnel to execute policies, priorities and actions established by emergency plans

Training and exercising related to the implementation of emergency plans and preparedness for emergency response are commonly introduced by conducting plan orientations, agency briefings and the use of emergency drills.

Exercise Preparedness Training

Training Activity	Description
Orientations and Briefings	Meetings, training sessions or discussion held with emergency personnel to introduce or review emergency plans, policies and priorities
Drills	A simulation or walk-through where emergency responders are required to execute or apply specific procedures or actions. For example, a drill where dispatchers are required to simulate emergency notification procedures, or when emergency workers are asked to simulate setting up a safety zone

The types of exercises that are used to provide training and evaluation of emergency personnel and implement emergency plans include the following. Generally, an integrated and progressive combination of these three types of exercises is planned for a community based on an annual or multi-year schedule.

Types of Emergency Exercises

Exercise Type	Description
Tabletop	Group discussion of a simulated emergency and a related set of specific issues and problems that allows emergency personnel to consider options, gain familiarity and make decisions about emergency plans, policies, priorities and resources
Functional	An exercise conducted in an EOC or incident management facility that simulates an emergency using a related set of specific issues and problems. The purpose is to provide training and evaluation for emergency personnel from multiple agencies and emergency specialties, focusing on the ability to manage emergency operations in an integrated and unified system
Full-Scale	An emergency simulation involving multiple agencies and emergency functions that provides training and evaluation for several areas of the emergency response system, including deployment of field and operational resources, executive participation and activation of the EOC and related incident management facilities

Progressive Exercise Activities



FEMA: Homeland Security Exercise and Evaluation Program

Training and Exercising Coordination and Support

Tioga County will promote and assist whenever possible the training needs and exercise requirements of first responders, government officials, and other participating agencies that have a role and responsibility in emergency planning, response and recovery.

Tioga County coordinates preparedness training through the Emergency Management Office. A comprehensive set of training programs and resources is available locally and through the federal government, New York State and a range organizations that serve Tioga County.

K. Public Education and Awareness

Tioga County conducts disaster public education and awareness through the resources of several local departments and agencies. Public education and awareness initiatives promote the following goals and activities.

- Provide education and awareness to help citizens protect themselves and their families in an emergency
- Provide education and awareness that helps citizens prevent disasters or reduce the impacts of a disaster
- Provide education on hazards to youth, adults and groups in the community
- Make the public aware of existing hazards in their communities
- Familiarize the public with the kinds of protective measures that have been developed to prevent and respond to disasters
- Coordinate disaster education with school systems and colleges in the county
- Use materials and resources available from the Federal Emergency Management Agency (FEMA), New York State Office of Emergency Management (OEM), the NYS Department of Health, New York State Police, the American Red Cross and other agencies

The following agencies are involved activities and provide leadership to promote disaster public education and awareness in Tioga County

Tioga County Emergency Management Office
Tioga County Bureau of Fire
Tioga County Public Health
Tioga County Sheriff
Tioga County Social Services
Tioga County Department of Mental Hygiene
Tioga County Soil and Water Conservation Service
American Red Cross

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Section III Response

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 - 2. Federal Emergency Support Functions (ESFs)
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I. Human Services

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J. Public Warning and Notification

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2. News and Press Releases
3. Hyper-Reach Emergency Notification Program
4. NY Alert
5. Route Alerting
6. Site and Hazard Specific Warning and Alerting

K. Situation Reporting

Section III Response

A. County Organization and Assignment of Responsibilities

1. Chairman of the Tioga County Legislature

The Chairman of the Tioga County Legislature is the Chief Executive Officer of Tioga County and directs the county emergency response organization. As the Chief Executive Officer of Tioga County, the Chairman is authorized by State Executive Law, Article 2-B to:

- use any and all resources of Tioga County for the disaster response
- declare a county state of emergency for all or parts of Tioga County
- issue emergency orders and suspend local laws, ordinances and regulations
- request assistance from or provide assistance to other local governments and the state

2. Role of the Emergency Manager

The Tioga County Emergency Management Director is responsible for executing and coordinating county operations and services for the disaster, as well as having the following authorities and responsibilities:

- Serves as a principal advisor on emergency management issues to the County Chairman and the Executive Policy Group
- Activates the county's emergency response organization and initiates county response activities
- Establishes and manages the Emergency Operations Center (EOC)
- Activation of the Tioga County Comprehensive Emergency Management Plan (CEMP) and related county emergency plans and annexes, including the coordination of agencies and resources required to implement the plans
- Notifies and briefs county departments, agencies and related support resources about county policies, organization and priorities for the emergency
- Coordinates the deployment and organization of integrated agency operations and resources
- Implements the Incident Command System (ICS)

- Facilitates coordination between the County and:
 - the Incident Commander
 - towns, cities and villages in the County
 - local governments outside the County
 - the State of New York
 - businesses and private sector organizations supporting the response

3. Executive Policy Group

- Advises the Chairman of the Legislature in determining the County’s overall strategic objectives by consolidating the analysis and input of the County’s principal public safety officials
- Assists in establishing County priorities and actions to be carried-out by participating agencies and resource providers
- Evaluates the safety, humanitarian, health, economic, social, environmental, legal and political impacts of the threat to the community
- Evaluates and makes recommendations to the Chairman of the Legislature regarding alternative actions and consequences for emergency response and recovery
- The Executive Policy Group consists of the following officials or their designees. Other officials or agency representatives can be assigned to the Policy Group by the Chairman to address specific requirements and demands of the emergency.

Chairman of the Legislature	Chairman of the Public Safety Committee
Sheriff	Public Health Director
Fire Coordinator	Public Works Commissioner
Emergency Management Director	County Attorney
Social Services Commissioner	ITCS Director

Note: Organization of disaster operations may also be impacted by provisions of the *Tioga County Continuity of Operations Plan (COOP)* when it is activated

4. Department and Agency Participation

The agencies identified in this section, and other organizations or support resources participating in a county response to disasters and emergencies can be called upon to provide senior management and other personnel and resources to one or more incident sites or facilities; including the county Emergency Operations Center (EOC), an Incident Command Post, and other disaster sites or incident facilities.

In some cases, agencies may need to provide simultaneous support for emergency operations and resources at more than one site.

Depending on the extent of available agency resources, and when authorized, agencies may also be required to support 24-hour, 7-day rotating shifts at emergency operations sites.

County Departments and Agencies

The following Tioga County departments, agencies and organizations are required to support the emergency response and perform essential functions in an emergency from the Emergency Operations Center (EOC), the Health and Human Services building or other site as directed.

County Attorney	Emergency Management
Personnel and Civil Service	Sheriff
Public Works	Social Services
Mental Hygiene	ITCS
Treasurer	Public Health
Fire Bureau	Real Property
Coroners	Economic Development and Planning
Tioga Employment	Veteran’s Services

Supporting Agencies and Coordinating Organizations

In addition to the county departments and agencies listed above, county emergency response is further supplemented by the following local and regional organizations, which would be represented at the county EOC or other incident facilities as appropriate. The Chairman of the Legislature or the Emergency Management Director can also request other resource providers not listed to participate in the response as necessary.

- Tioga Opportunities Inc.
- American Red Cross (ARC)
- Salvation Army (SA)
- Radio Amateur Civil Emergency Service (RACES)
- Civil Air Patrol (CAP)
- Soil and Water Conservation District

New York State Regional Representatives

Office of Emergency Management (OEM)

Fire Prevention and Control (OFPC)

State Police

Department of Health

Department of Environmental Conservation

Department of Corrections

Department of Transportation

Division of Military and Naval Affairs

Department of Education (BOCES)

Department of Labor

Coordinating representatives of the following organizations and services should also be assigned to assist with emergency operations at the County EOC or other county operation sites as appropriate.

- A Human Services Coordinator that can coordinate resources and services provided by public and private human resource agencies and organizations. See *Section III. I. Human Services*
- A school district or BOCES administrator to represent and coordinate emergency issues and requirements with school districts in the county
- A coordinating representative to work with utilities providing essential public services in Tioga County; including representatives from electric and natural gas companies, gas pipelines, municipal water and sewer systems and telecommunications
- A coordinating representative for pet and animal protection services and resources. See *Section III. I. Human Services*
- A county or local code enforcement officer or building inspector to coordinate support to municipal officers for building inspections, structural safety, habitability analysis, occupancy certifications, condemnation and reoccupation

5. Tioga County Emergency Management Organization

<i>Tioga County Emergency Management Organization</i>	
Chairman of the Tioga County Legislature	
Executive Policy Group	
Chairman of the Legislature	Chairman of the Public Safety Committee
Sheriff	Public Health Director
Fire Coordinator	Public Works Commissioner
Emergency Management Director	County Attorney
Social Services Commissioner	ITCS Director
County Coordinating Officers and Agencies	
Emergency Management Director	
County Attorney	Sheriff
Personnel and Civil Service	Public Health
Public Works	Social Services
Mental Hygiene	ITCS
Treasurer	Coroners
Fire Bureau	Real Property
Economic Development and Planning	Tioga Employment
Veteran's Services	
Support Agencies and Resources	
Tioga Opportunities Inc.	
American Red Cross (ARC)	
Salvation Army (SA)	
Radio Amateur Civil Emergency Service (RACES)	
Civil Air Patrol (CAP)	
Soil and Water Conservation District (SWCD)	

B. Functional Organization of Disaster Operations

Functional organization of emergency operations provides the structure, leadership and assignments needed to focus resources and integrate a complex multi-agency response. Grouping the efforts of multiple agencies, where each has overlapping responsibilities and resources capable of addressing public safety needs, promotes unified multi-agency concentration on the community’s most critical priorities. The functional approach also provides a framework for linking mutual-aid, other government and non-government support into the local response.

Organizing emergency operations using recognized functional groups follows emergency management and incident command principals which recognize that agencies or single departments are rarely able to address the complex demands and extensive resource needs of a disaster on their own. In a functional approach, agencies are aligned to match their collective resources with the most pressing needs of disaster victims. In this way, the response is not restricted by the resource limitations or competing interests of any single agency, but instead relies on inter-agency teamwork tied to jointly established objectives.

Each functional group has one or more departments identified as *‘lead agencies’*, which have primary responsibility for organizing resources and managing the response related to a defined public service area. Other agencies that have complimentary resources or ancillary interest, and those that can help with special tasks and services are identified as *‘support agencies’*.

Tioga County has established the following functional groups for emergency operations.

Command	Public Works
Emergency Management	Human Services
Law Enforcement and Security	Public Information
Fire, Rescue and Hazardous Materials	Information Technology and GIS Support
Public Health and Medical	

1. Functional Organization for Disaster Operations and the EOC

Functional Group	Responsibilities and Services
Command	Executive Policy Group Legal Issues, Contracting and Procurement Authority Participation in Public Information Activities Coordination with Elected Officials
Emergency Management	Manage the EOC Emergency Alerting and Warning Principal Advisor to the Chairman Organize the Executive Policy Group Oversight of Incident Command System (ICS) Use and Practices Coordination with Towns and Villages Coordination with State OEM and FEMA Local Coordination of State/Federal Assessments Coordination with Schools (if not addressed by other Functions)
Law Enforcement and Security	Police and Law Enforcement Disaster Area Security Homeland Security Emergency Alerting and Warning E 9-1-1 Communications Traffic Correctional Services Coordination with State and Local Police
Fire, Rescue and Hazardous Materials	Fire Safety and Operations Rescue Operations Emergency Alerting and Warning Hazardous Materials Response Coordination with Local Fire Departments Coordination with state OFPC
Public Health and Medical	Public Health Monitoring, Assessment and Response Coordination with Hospitals and Medical Facilities Implementation of Public Health Emergency Plans Medical Stockpiles and Teams Participation in Incident Public Information Activities Functional, Medical and Special Needs Services at Shelters

-- continued on the next page --

Functional Organization for Disaster Operations and the EOC – continued

Functional Group	Responsibilities and Services
Public Works	Public Infrastructure Highways, Streets and Bridges Coordination with Utility Systems and Providers Water and Sewer Infrastructure County Buildings, Facilities and Grounds Coordination with State DOT and other mutual-aid Coordination of Public Debris Collection and Disposal Regional Transportation Infrastructure Group Leadership Coordination of Highway Status Reporting and Assessments
Human Services	General Population Shelters Functional Needs Support Services (FNSS) Disaster Food and Meals Counseling and Mental Health Long-Term Housing Support Disaster Assistance Centers Unmet Needs Management of Donated Goods
Public Information	Public Advisories, Press Releases and Safety Information Public Information/Media Coordination with Local Governments Coordination with the Media Website and Social Networking Applications Information about Disaster Services and Assistance Public Inquiries, Community and Group Outreach
Information Technology and GIS Support	IT Support for Emergency Operations and the EOC Computer, Network and Internet Support Telecommunications and Cellular Phone Services GIS Support for Emergency Operations and the EOC Coordination with Technology Providers and Services

2. Provisional Functional Groups

In addition to the preceding functional groups, Tioga County will consider requirements for the following disaster task groups. Depending on requirements and resources available, these supplemental task groups can operate as independent teams, or these responsibilities can be assigned to one or more existing functional groups. Other provisional task groups can also be established to more effectively organize disaster operations, or to focus resources on critical needs.

Provisional Functional Groups	Functional Group(s) Providing Support
Transportation Infrastructure Group (TIG)	Public Works Note: The TIG is normally established jointly with NYS DOT but can also be organized as an independent county team
Public Safety and 9-1-1 Communications	Police and Law Enforcement (Sheriff) Fire Service Emergency Management Information Technology
Incident and Responder Safety	Fire Service Police and Law Enforcement Public Works Public Health Emergency Management
Other 1:	
Other 2:	
Other 3:	

3. Functional Group Participation, Leadership and Support

Functional Group	Function Leader	Primary Support
Command	Chairman of the Legislature Sheriff Emergency Manager	Public Works Commissioner Public Health Director Fire Coordinator ITCS Director
Emergency Management	Emergency Management Director	Sheriff Fire Coordinator Public Works Commissioner Public Health Director Fire Coordinator ITCS Director NYS Office of Emergency Management
Law Enforcement and Security	Sheriff	Local Police Agencies NYS State Police Law Enforcement Mutual Aid E 9-1-1 Coordinator
Fire, Rescue and Hazardous Materials	Fire Coordinator	Local Fire Chiefs Local Rescue Squads Hazardous Materials Teams NYS Office of Fire Prevention and Control Fire Mutual-Aid
Public Health and Medical	Public Health Director	American Red Cross Director of Mental Hygiene Coroners Medical Facility Directors NYS Department of Health School Administrators/BOCES
Public Works	Public Works Commissioner	Local Highway / DPW Superintendents Utility, Water and Sewer Representatives Economic Development and Planning Highway / DPW Mutual-Aid NYS DOT NYS Public Service Commission
-- Continued on the next page --		

Functional Group	Function Leader	Primary Support
Human Services	Director of Social Services	Tioga Opportunities, Inc. American Red Cross Salvation Army Community and Faith-Based Services Voluntary Organizations Active in Disaster Director of Public Health Director of Mental Hygiene Medical Facility Directors School Administrators/BOCES NYS Disaster Human Services Committee NYS Department of Health
Public Information	Sheriff Emergency Manager	Public Health Director Director of Social Services Public Works Commissioner Village Mayors / Town Supervisors Red Cross NYS Office of Emergency Management
Information Technology and GIS Support	ITCS Director	Department of Public Works Economic Development and Planning Communications Services Providers NYS Office of Information Technology

C. Using the Incident Command System (ICS)

1. Incident Command System (ICS) Policy

Tioga County uses the National Incident Management System (NIMS) and the Incident Command System (ICS) as the county's organization and management structure for disasters and emergencies. ICS has been formally adopted by the State of New York as the standard system for managing incidents that require multi-agency response.

2. Activation of the Incident Command System (ICS)

- ICS is activated anytime the need for a multi-agency management and coordination system is identified
- A decision to activate ICS can be made by the County or any municipal entity, or ICS is activated by the public safety officers of the agencies responding to an incident
- ICS is activated in the following manner:
 - ✓ Identification of an Incident Commander (IC)
 - ✓ Establishing an Incident Command Post (ICP)
 - ✓ Undertake an immediate evaluation of the organizational and resource requirements of the incident
 - ✓ Establish response objectives and prepare an Incident Action Plan (IAP)

3. Role of the Incident Commander (IC)

Under ICS, the Incident Commander has overall responsibility for effective on-scene management of the incident. The IC sets response objectives for the emergency and is responsible for preparation of an Incident Action Plan (IAP). The IC implements the ICS organizational structure to set in place the people and resources needed to meet the response objectives and effectively address the incident.

4. Identifying an Incident Commander (IC)

Selection of an Incident Commander is typically based on the following considerations and capabilities:

- The IC is commonly a senior manager for an agency that has a principal role and prevailing responsibility for addressing the particular hazard (for example: law enforcement for a security event, health official for public health incident, or a fire officer for fire and rescue activity)

- The IC should have strong management and organizational abilities
- Selection of the IC is not always based on the functional expertise or agency background of the individual. It is sometimes determined that a qualified individual with strong management, organizational and supervisory skills - usually from the government, public services or emergency response sectors - would be most appropriate as IC
- The individual should have training, experience and a comprehensive knowledge of the Incident Command System and how it is organized and implemented
- It is essential that the IC recognize the legal authorities and responsibilities assigned to county and local chief executives and the powers and authorities granted to participating response agencies
- A situation may often require a change or transfer of Incident Command during the response; such as when fire and rescue operations conclude, but an environmental hazard still exists, in which case the fire officer transfers command to a health or environmental official. Another circumstance requiring a change of Incident Command is when an event increases in size, scope and complexity and an IC with commensurate experience, skill and authority is needed

5. Organization of the Incident Command System (ICS)

ICS Functions

ICS is organized by the five functional sections outlined below. Any of the functions not specifically staffed or assigned in a response remain the responsibility of the Incident Commander.

- * Command
- * Operations
- * Planning
- * Logistics
- * Finance

ICS Command Staff

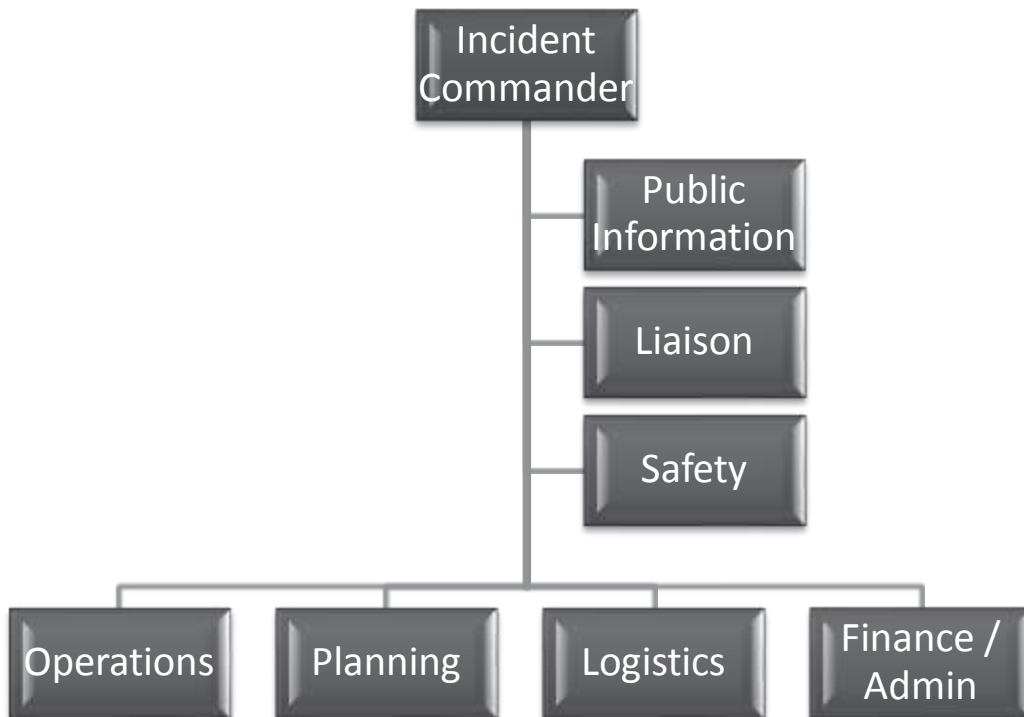
Aside from the Incident Commander, ICS Command Staff include the following positions, and if not filled the responsibility remains with the Incident Commander.

- * Information Officer – responsible for developing and releasing information about the incident to the public, media, response personnel and other appropriate organizations

- * Liaison Officer – provides coordination among the agencies and local jurisdictions participating in the response
- * Agency Representatives – a principal representative of each agency that has a substantial role, authority, responsibility and/or resource commitment to the incident, usually extending beyond a support function. Those having a primary role and others as designated by the Incident Commander may also be included in the Unified Command
- * Safety Officer – develop and implement measures for assuring personnel safety

ICS section chiefs (General Staff) and command staff are often selected based on their rank and experience in the functional service or discipline that is dominant to the hazard or emergency; such as fire, law enforcement or health. ICS requires that supervisors and leaders be qualified, which includes strong skills in management and organization, including training and knowledge of how ICS is used. Experienced managers from other disciplines not directly involved in the response often make excellent ICS supervisors and leaders, even when the incident is not related to their technical specialty, particularly when they have sound management abilities and an understanding of how ICS is implemented.

ICS Organization



Alternate 'Unified Command' Organization

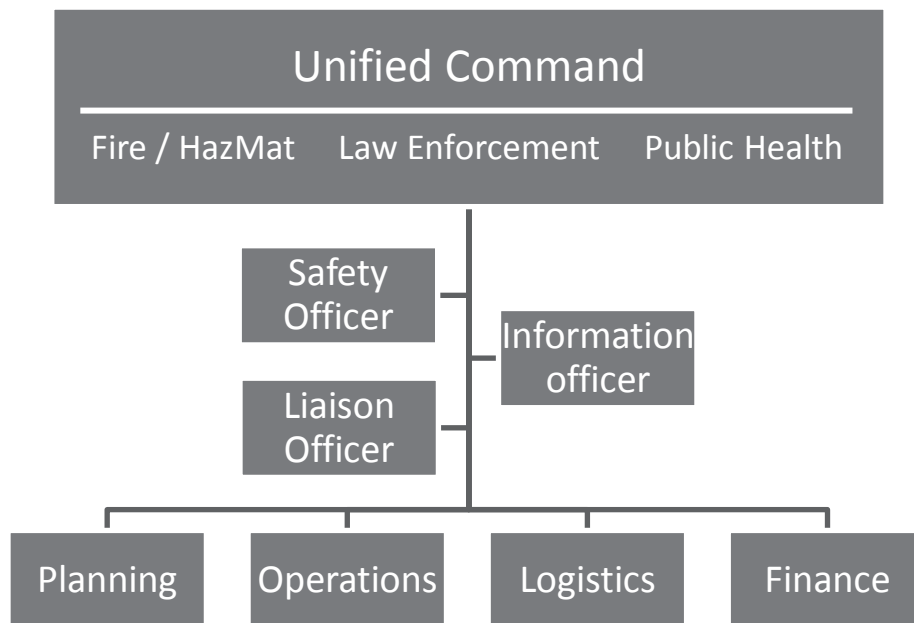
Unified Command allows managers from multiple agencies to participate in command decision making for an incident. In an emergency where several agencies have overlapping responsibilities for addressing critical elements of the response, and where those agencies each have vital resources that are essential to addressing the emergency, Unified Command permits key leaders from the primary responding agencies to engage in unified management of the incident.

In a Unified Command, response managers from each of the principal agencies or services join together at a unified command post where they conduct joint evaluation of incident requirements, develop integrated incident objectives and a consolidated, multi-agency Incident Action Plan (IAP).

For example, in a situation where a terrorist or criminal uses hazardous materials to create contamination and public health threats, the Fire Department and HazMat team, law enforcement and Public Health officials all have central responsibilities and critical resources that are essential to the emergency response.

Agency managers participating in a unified command often choose to share incident command and leadership responsibilities, but in other events those responsible for unified command can also designate a single Incident Commander, while each agency continues to participate in the consolidated development and implementation of the unified incident strategy and objectives.

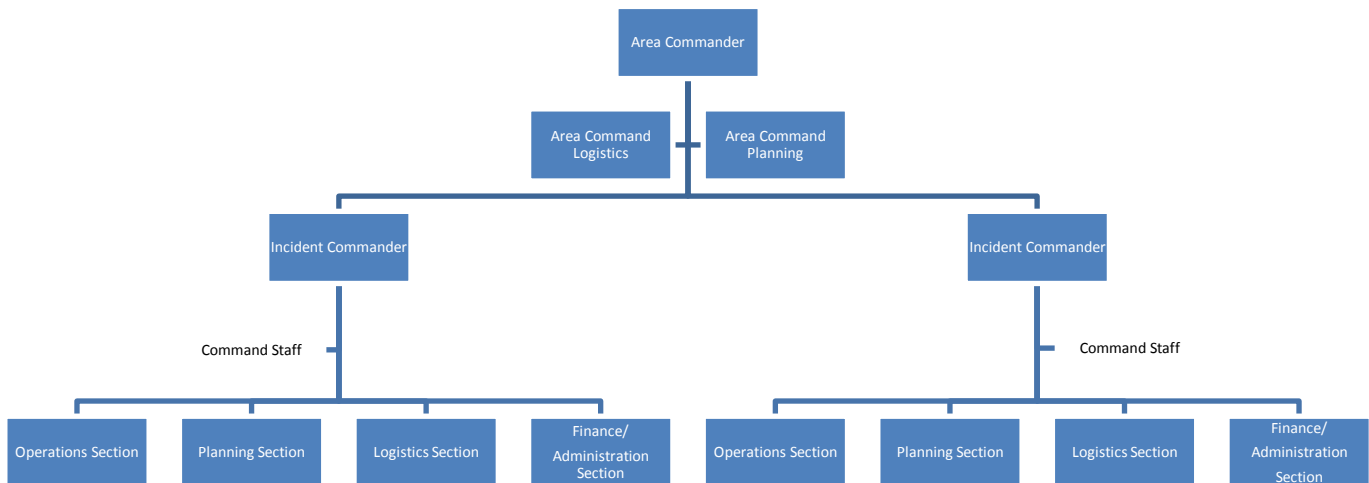
Unified Command



Alternate 'Area Command' Organization

In a large incident that covers a wide geographic area, perhaps involving numerous jurisdictions or where it is appropriate to establish multiple incident management locations, an Area Command may be established. In this instance, an Incident Manager would be named to oversee the entire response and assure that an integrated strategy, objectives and priorities are applied. Area Command resources would be established to provide overall coordinated logistics and planning for all sites. Each site or jurisdiction would then have its own basic ICS structure, including an Incident Commander and Command Post that report to and coordinate their response with the Area Command.

ICS Area Command



6. Incident Management and Special Support Teams (IMT)

An Incident Management Team (IMT) is a group of pre-qualified, multi-functional incident management personnel from various agencies and disciplines who are trained and experienced in applying ICS organization and resources in incidents of all types and hazards. There are five types of IMTs organized at the regional, state and national levels and each team draws a wide range of experienced ICS personnel from a variety of emergency specialties; including law enforcement, fire departments, forest and land management, public health, emergency medical, hospitals, rescue services, mortuary, human services and numerous other emergency management and public safety backgrounds.

These teams are available to local governments and agencies when they need assistance and supplemental resources to help in managing an emergency. They are accessed by first contacting the Tioga County Emergency Management Office and regional representatives of the NYS Office of Emergency Management (OEM).

The teams are very effective at implanting the ICS structure for an emergency response and can step into local command roles and implement operations, logistics, planning and finance functions. The teams deploy specialists in public information, safety, staging, resource management and the preparation of Incident Action Plans. They are prepared to manage an entire ICS operation, but are frequently called upon to manage certain response demands that exceed the scope and resources of local governments; including wildfires, health outbreaks, law enforcement operations, transportation disasters, rescue and evacuations and mortuary services.

7. Primary Emergency Management Facilities

Incident Command Post (ICP) – The location where primary on-scene command functions and the multi-agency response are organized and managed is called ICP. An incident managed using ICS requires an Incident Command Post (ICP) and has only one Command Post, unless an ‘Area Command’ system is established.

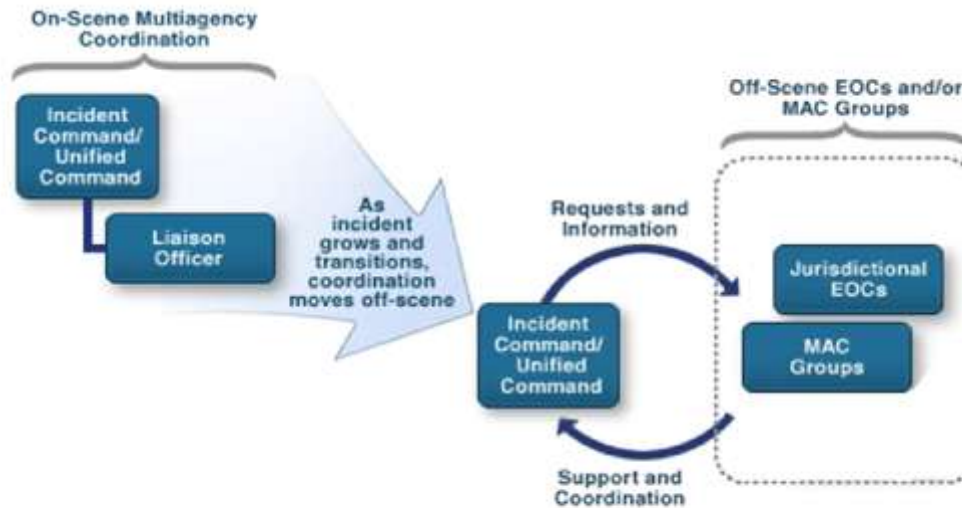
The term ‘command post’ is often used generically by local governments and many agencies to identify a central management or coordination site for their community or department. In ICS, the Incident Commander determines the most appropriate site for the command post based on the demands and requirements of the incident. Unless multiple local sites are designated Command Posts under an ‘Area Command’, ICS generally refers to these local government or agency management sites as local EOCs, government or jurisdiction coordination centers or agency specific operations facilities.

Emergency Operations Center (EOC) – The facility where government authority and services are managed and coordinated. The EOC typically provides agency coordination and resource management to support Incident Command and agencies at the Incident Command Post.

In ICS, the EOC is considered part of the Multi-Agency Coordination (MAC) function. In a small incident or the early and unfolding stage of a developing emergency, agency coordination is typically managed at the incident Command Post by the Incident Command staff. As the incident grows in size and complexity, however, more of the coordination related to resource

management and agency support functions is transferred away from the incident site to the Emergency Operations Center (EOC).

ICS EOC Transition



Joint Information Center (JIC) – The site where incident and multi-agency media relations and public information are coordinated. The JIC is typically located at or in proximity to the Emergency Operations Center or Command Post; where multi-agency public information and communications officers have access to County leaders, incident command and other key response staff.

For smaller incidents of limited scope, the response and associated resource requirements are often managed using only an on-site or local Command Post. The EOC is generally activated as the resource requirements and complexity of the incident increase. In some situations a limited activation of the EOC may be appropriate, where specific agencies or services are mobilized to support a local incident command.

D. Emergency Operations Center (EOC)

1. EOC Purpose and Objectives

- Organization and implementation of county objectives and services for emergency response and recovery
- Provide coordination and resource management for the emergency response and recovery
- Provide support services and coordination of resources for incident command, county departments and agencies and local governments
- Coordinate assistance, resources and support from:
 - state and federal governments
 - neighboring counties and jurisdictions
 - mutual-aid providers
 - community organizations
 - the private sector

2. Primary and Alternate Emergency Operations Centers (EOCs)

Primary EOC	Alternate EOC
Tioga County Public Safety Building 103 Corporate Drive Owego, NY 13827	Any Building with addition of Communications Trailer

3. Organization of the Tioga County EOC

- The Tioga County Emergency Manager is responsible for overall readiness, management and maintenance of the EOC
- During activation, the Emergency Manager serves as the EOC Manager, or shall delegate or identify other qualified staff to serve as the EOC Manager
- Agencies, departments and personnel assigned to the EOC are responsible preparing the resources they will need to effectively conduct agency support and operations from the EOC. Agencies must routinely work with the Emergency Manager to identify

personnel assigned to the EOC that will perform emergency response and recovery

- As part of Tioga County's comprehensive emergency preparedness program, county agencies and departments must work with the Emergency Manager on EOC planning, training, exercises and resource management to insure all agencies are ready to support an EOC activation and related emergency operations
- To the extent possible, and when authorized, agencies and departments must be prepared to staff the EOC on a 24-hour, 7-day schedule. In some instances, there may be a need for duplicate 24-hour staffing on both daytime and overnight shifts; while other events may only require an extension of daytime operations for a few extra hours. In yet other situations, there may be a need for extra staff during the day, but only reduced or minimal staff might be needed overnight
- Agencies may also need to support operations and staffing at a local command post or related incident facility
- At the EOC and related incident facilities, departments and agencies must assign staff who are capable of committing and deploying agency resources, or staff must have direct and immediate access to agency administrators and program managers so that resource requirements can be addressed rapidly and on a 24-hour basis if necessary
- When the EOC is operating on a continuous 24-hour schedule, an appropriate designation of shifts will be determined by the EOC Manager. In most instances when 24-hour operations are needed, agencies should plan to schedule personnel on two 12 ½ hour shifts. (The overlapping ½ hour of each shift provides the important time needed for briefings and transition among shift personnel)
- In cases where continuous or supplemental staffing is not possible or feasible, each department must work with the Emergency Management Office and EOC Manager to assure that provisions are in place to provide immediate access and alternatives for continuous agency support and services.
- Internal and external security at the EOC during an emergency will be provided by the County Sheriff's Department and coordinated with the EOC Manager.
- Provisions for on-site catering and/or meal services for emergency staff must also be in place if needed. During emergency activations, and when personnel are working shifts up to 12 continuous hours or more, and for other personal safety concerns, it is usually not possible or practical for staff to leave the building for extended breaks.

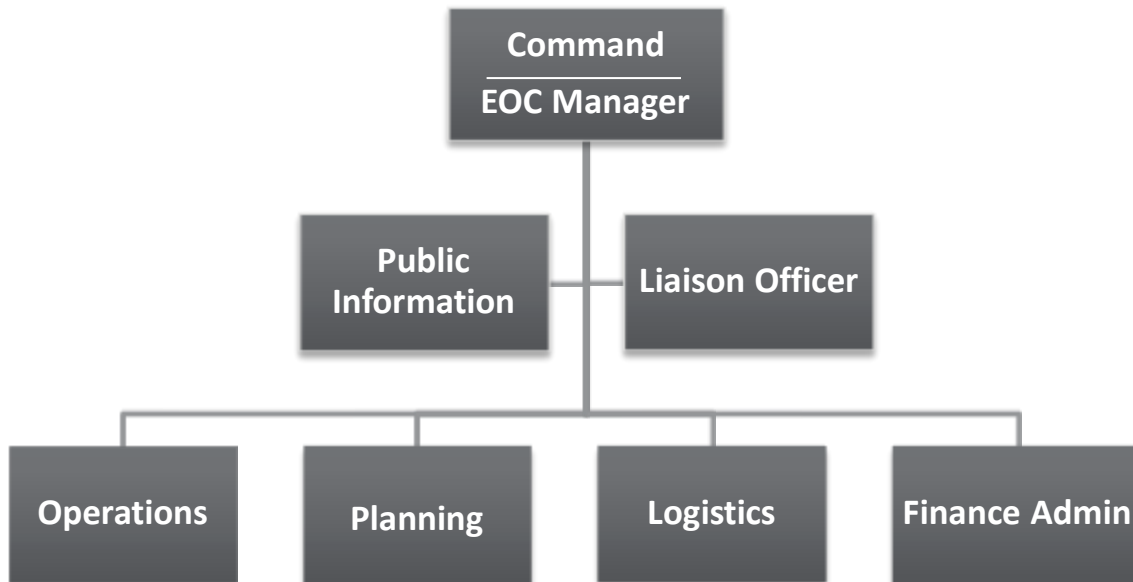
Tioga County Emergency Operations Center Agencies

<i>Tioga County Emergency Operations Center (EOC)</i>	
Participating Organizations and Agencies	
County Departments and Agencies	
County Chairman	Emergency Manager
County Attorney	Sheriff
Personnel and Civil Service	Public Health
Public Works	Social Services
Mental Hygiene	ITCS
Treasurer	Coroners
Fire Bureau	Real Property
Economic Development and Planning	Tioga Employment
Veteran's Services	
Support Agencies and Resources	
American Red Cross (ARC)	School District / BOCES Coordinator
Salvation Army (SA)	Civil Air Patrol (CAP)
Soil and Water Conservation District (SWCD)	Pet and Animal Services Coordinator
Public Utilities Representatives	Building Inspection/Codes Coordinator
Radio Amateur Emergency Service (RACES)	Human Services Coordinator
State Agency Regional Representatives	
Office of Emergency Management	State Police
Office of Fire Prevention and Control	Department of Health
Department of Environmental Conservation	Department of Transportation
Department of Labor	Division of Military and Naval Affairs
Department of Corrections	Department of Education (BOCES)

4. ICS Organization at the EOC

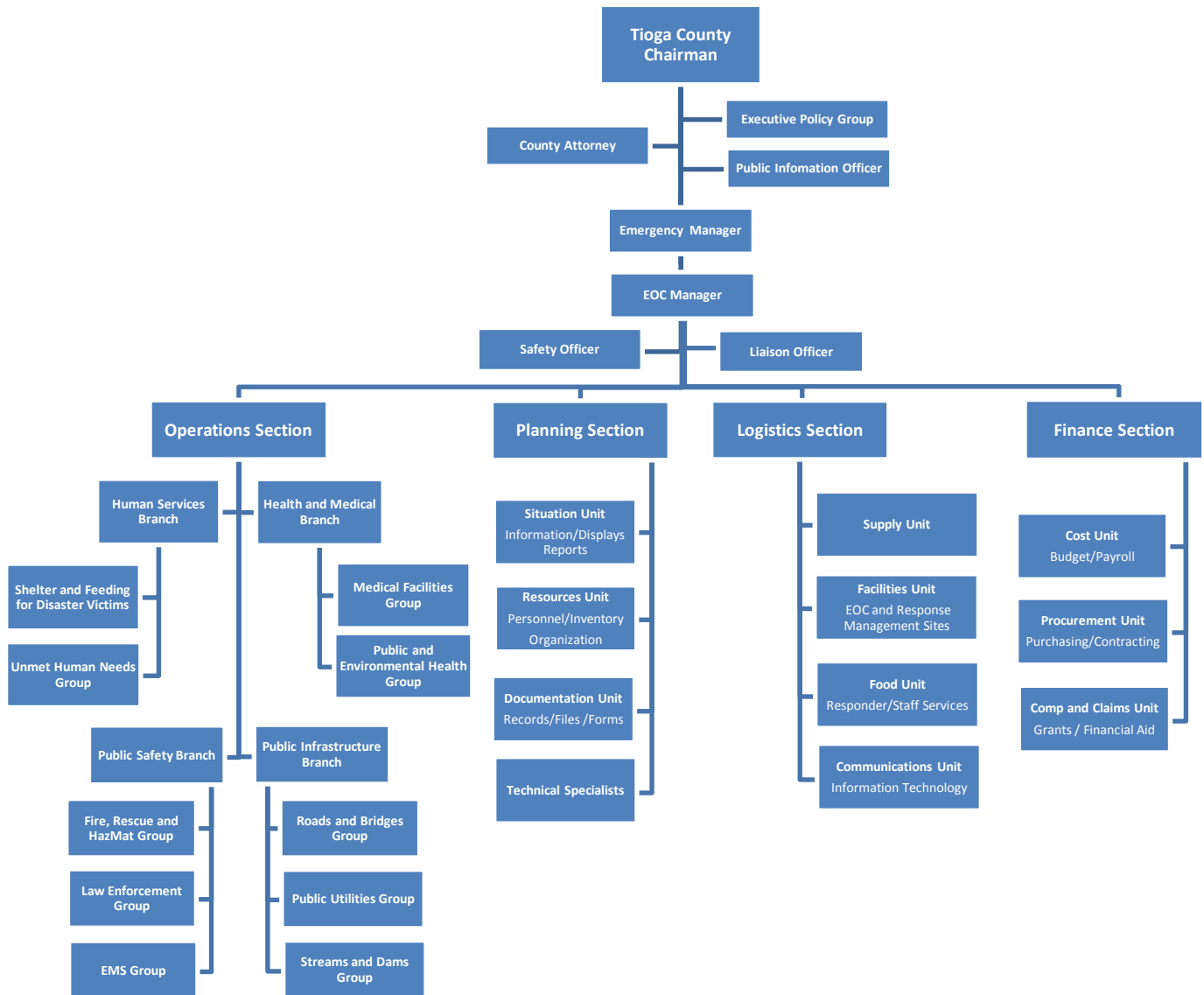
County response personnel operating at the EOC will be organized by ICS function, as depicted in the following organizational chart.

EOC ICS Organization - Basic



Law Enforcement and Security Fire and Rescue Health and Medical Public Works Human Services		Information Technology
EOC Functional Branches - As Needed		

EOC ICS Organization - Expanded



5. Determining the Operational Role of the EOC

The EOC is commonly called upon to undertake planning, logistics and finance functions in support of the emergency response, since it is not always necessary or practical to perform these functions in the field or from a Command Post. Operations functions are sometimes managed at the EOC, but often they are centered at a command post and the EOC provides support services. Generally, the EOC will perform a leading or primary operational role in disasters that have a broad geographic impact across the county; such as ice storms or when there is widespread flooding, evacuations and downed debris. Operations functions are most often located at a Command Post when the emergency affects a limited area or involves one or more specific sites.

6. EOC and ICS Support Staff

Many EOC and ICS tasks require general administrative and/or practical skills and do not require special knowledge or training in emergency operations. Most ICS functional services, especially the Operations Section, will require individuals with specific proficiencies, but much of the EOC and ICS support work can be performed by those with general skills. County departments and local agencies that are not normally called upon to help with emergency operations can often assist with these important disaster support activities - particularly with ICS Planning, Logistics, Finance and Public Information.

EOCSupport Departments

Departments responsible for the following activities have personnel that can assist the <u>Finance and/or Planning</u> sections	
Planning Audit Budget Property Finance Purchasing Records	... procurement and contracting State Agency Reps Regional Support Mutual Aid Incident Management Teams Federal Coordinators Disaster reports and recordkeeping
The following departments have personnel with management and/or administrative experience that can help in <u>Finance, Logistics or Planning</u> functions at the EOC	

Board of Elections County Clerk Youth Bureau	Management, organizational and administrative support
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When staffing an ICS organization, it is common to select leaders and key personnel from the function or agency that has a dominant role and responsibility based on the type of hazard that exists. For example, in a fire, it is typical that key ICS leaders would be fire officers, or in a public health emergency they would be from the health services.

In ICS, however, it is also possible to meet staffing needs by using qualified personnel from other functions or disciplines. For example, a good planner from a law enforcement agency could manage the planning section for a flood or a health outbreak, while an individual with good management skills from a public works department could also be effective leading the logistics section for a bus accident or hazardous materials

7. EOC Technology and Resource Requirements

The following agencies and officials are responsible for planning and implementing required technology and resources to support emergency operations at the EOC

- | | |
|-------------------|--------------------------------------|
| Emergency Manager | ITCS Director |
| Sheriff | Public Works / Buildings and Grounds |

Functional activities and operation of the EOC require that the following technology resources be provided at the EOC

- | | |
|------------------------------|--|
| Computers | Telephones and Cellular Phones |
| Network and Internet Access | Cellular Phone Service |
| Printers and Faxes | Audio-visual and projection equipment |
| Technology Security | Emergency Power |
| Cable or satellite TV access | Access to Public Safety Communications |

The following support services are required at the EOC.

- | | |
|----------------------------------|---|
| Furniture and/or workstations | Operations and/or briefing room |
| Adequate lighting | Task-group, meeting and conference rooms |
| Adequate restroom facilities | Heating, ventilation and air-conditioning |
| Break-room and food service area | Safety and security |

Parking, access and snow removal Cleaning, sanitation and trash removal
 Storage and supply area Emergency power

Planning for workspace, workstations and staff technology requirements

Approximately 17 Tioga County departments, plus representatives of 20 or more regional and state support agencies may be assigned or invited to participate in a partial or full activation of Tioga County emergency operations. Most of these emergency workers are assigned to the EOC in the Public Safety building or at the Health and Human Services building. Not all disaster events require full activation of all agencies, but for many disasters it is common that agencies will assign more than one representative to the EOC or Health and Human Services, particularly on an active daytime operational shift. In a situation where 20 of the 27 assigned agencies are mobilized, and if one-half of the 20 participating agencies assign more than one person on a shift, the combined capabilities of the two operations facilities would need to accommodate 30 or more personnel per shift. In a catastrophic disaster where full agency participation is required, there is potentially a need to provide EOC staff space and services for 47 or more personnel per shift.

Estimating Worksheet – Emergency Operations Technology Requirements

Requirements for Computers and Internet Access	Units Required	Network Capacity Required	Internet User Access Required
County supplied emergency operations workstation computers and network access			
Mobile or laptop computers to be assigned to emergency workers with county network access			
Internet access for users bringing personal or agency mobile computers			
Requirements for Telephones and Cellular Service	Units Required	Landline Capacity Required	Cellular Capacity Required
Emergency staff requiring workstation landline phones			
Cellular phones to be assigned to users at county sites			

Emergency staff bringing personal or agency provided cell phones			
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Estimating Worksheet – Emergency Operations Technology Requirements (continued)

EOC Equipment	Estimated Users	User Capacity per Unit	Units Required
Printers			
Faxes			
Copiers			

EOC Readiness

Each department and agency assigned to staff and participate in emergency operations in Tioga County is responsible for preparation and readiness of the plans and resource materials they will need to perform emergency work. Agencies should consult with and coordinate needs and requirements for conducting operations with the Emergency Management Office.

The Emergency Management Office is responsible for identifying and maintaining the general materials and resources needed by agencies to perform emergency operations. It is essential that the ITCS Department and Public Works provide support to the Emergency Manager in maintaining the systems and capabilities needed for operational readiness of the EOC.

Preparations and capabilities required to maintain operational readiness of the EOC and Health and Human Services sites include, but are not limited to the following, which can be provided in hard-copy and/or electronic formats as applicable.

- * A current alert and notification roster for all EOC agencies and personnel
- * Emergency plans; including applicable policies, charts, data tables and check lists used to manage emergency response and recovery
- * Maps, graphic aids and data used to plan and coordinate emergency response and recovery

- * Applicable resource inventories and data
- * Situation and information display boards, screens and projection equipment
- * Commonly used data collection, recordkeeping and reporting forms

- * Maintenance of a plan that will insure rapid and timely availability of information technology that includes computers, phones, network and internet access and audio-visual; and office equipment including copiers, printers and fax

- * Furniture and safety equipment

EOC Emergency Power Generator Type and Capacity

Site	Generator Status	Installation	Automatic or Manual Operation	Fuel Type	Facility Power Profile/Limitations
		Permanent, Temporary or Mobile		Capacity	Provides Full or Partial Facility Power
Primary EOC	Ready	Permanent	Automatic	Diesel 1,200 gal	None Full
Health and Human Services	Ready	Permanent	Automatic	Natural Gas	Will not run AC Partial
Alternate EOC	Ready	Mobile	Manual	Diesel	None Full
56 Main County Office	Ready	Permanent	Automatic	Natural Gas	IT Only Partial

E. County Response Activation Levels

County departments, agencies and personnel will be activated and mobilized based on the scope and magnitude of the emergency. Major disasters may require a full mobilization of department and agency resources, while incidents of limited impact could result in partial activation. The extent and level of county resources needed are determined by evaluating the existing demands and potential requirements of the response. The type of county activation for an incident will be determined by the Executive Policy Group or Emergency Manager using the following criteria.

Level 1: Controlled Incident

An existing or potential situation exists but there is no serious threat to life, health or property. No immediate assistance is needed beyond that provided by first responders, but monitoring and continuing evaluation are necessary.

- ✓ Emergency Services and key agencies with resources applicable to the situation would monitor from the EOC or their agency facility as appropriate, and brief or coordinate with other resources as necessary
- ✓ ICS functions appropriate to the incident are organized at the Incident Command Post

Level 2: Limited Emergency

A serious and/or potential threat to life, health, or property exists, but is confined to a limited area, usually within one municipality, or involves and is likely to remain confined to a small population.

- ✓ Key agencies with resources applicable to the emergency would mobilize at the EOC
- ✓ Coordination would be established with the Incident Command Post and affected jurisdiction

- ✓ Other agencies would be briefed, continue monitoring and prepare to assist if needed
- ✓ Support capability for ICS planning and logistics is established at the EOC

Level 3: Major Emergency

A significant multi-agency response to an emergency with widespread community impacts and sustained or expanding response and recovery demands.

- ✓ Agencies having common public safety roles and others having resources applicable to the emergency mobilize at the EOC
- ✓ Other support agencies evaluate a potential response and anticipate requirements
- ✓ Agencies must consider staffing multiple sites, plus extra hours or 24-hour shifts
- ✓ Executive participation and a public information group are established at the EOC
- ✓ Full planning and logistics units, and operations if appropriate, are in-place at the EOC
- ✓ Finance and liaison functions are expanded at the EOC
- ✓ State, regional and mutual-aid representatives are at the EOC
- ✓ Requirements for special teams and task groups are considered
- ✓ Appropriate EOC staff support resources are in-place
- ✓ Mobilization and support of certain federal Emergency Support Functions (ESFs)

Level 4: Full County Activation

Full activation occurs when an emergency has major threats to life, health and property; which usually involve a large population, multiple jurisdictions and long-term response and recovery.

- ✓ Full and sustained agency participation and support
- ✓ Support for extended hours, 24-hour and/or 7-day operations, as authorized

- ✓ Agencies may need to seek mutual-aid or program support from related providers
- ✓ Non-essential, routine agency functions may be suspended or performed by mutual-aid and/or supplemental providers
- ✓ Extensive coordination is required among local, state, federal and private sector resources
- ✓ Supplemental staff and specialty teams are integrated into the response organization
- ✓ Comprehensive public information and finance sections are needed
- ✓ Significant coordination and support of federal Emergency Support Functions (ESFs) may be required

F. Declarations, Orders, Authorities, Policies and Mutual-Aid

1. Declaring a State of Emergency

New York State Executive Law gives the Governor, the Tioga County Chairman and the chief executives of each local government (city and village mayors and town supervisors) the authority to declare a state of emergency and issue emergency orders for all or part of their jurisdiction.

County and local chief executives can declare a state of emergency when there is a public emergency, or a reasonable apprehension of immediate danger, and they find that public safety is imperiled.

Declaring a local State of Emergency supports the emergency response and recovery in the following ways:

- Increases powers and authorities of the executive
- Provides legal immunities and protection
- Permits the executive to mobilize all resources of the jurisdiction to address the emergency
- Allows the executive to request resources from, or provide resources to other jurisdictions
- Focuses the attention of citizens, the media, response agencies and emergency personnel

2. Emergency Orders and Suspension of Local Laws

After declaring a State of Emergency and during the continuance of the emergency, a local chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. Emergency orders may apply in all or part of the territorial limits of the local government and provide for the following:

- establishment of a curfew
- prohibition and control of pedestrian and vehicular traffic
- designation of specific zones where use and occupancy are prohibited or regulated
- designate zones where the ingress and egress of vehicles and persons are prohibited or regulated
- regulation and closing of places of amusement and assembly
- suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids
- prohibition and control of the presence of persons on public streets and places
- establishment or designation of emergency shelters, emergency medical shelters, and in consultation with the state commissioner of health, alternate medical care sites
- suspension of the jurisdiction's local laws, ordinances or regulations that prevent, hinder, or delay necessary action in coping with a disaster or recovery

3. Coordination of Emergency Orders

It is essential that local governments coordinate activities with the county and state when issuing emergency orders. This is usually accomplished in coordination with the Tioga County Emergency Operations Center (EOC), the Information officer assigned for the incident and/or the county Emergency Management Office. Such coordination is particularly important in a disaster that impacts more than one jurisdiction, since emergency orders generally include instructions, information or restrictions that require public cooperation and compliance.

Emergency orders must be announced to the public in a simple, straight-forward way, and they must be consistent from jurisdiction to jurisdiction. Clarity, consistency and overall public support are best achieved by using a single county-wide statement. For example, when multiple communities issue travel restrictions - where some call for a total 'travel ban', and others say 'essential travel only' – such well-intentioned but different instructions can create confusion and diminish public cooperation.

4. Evacuations

New York State law provides broadly stated authority that permits fire and law enforcement officers to take actions necessary to protect public safety. This authority is often applied when immediate action is necessary to evacuate citizens from a hazardous or potentially unsafe area.

In situations where an evacuation is of significant scope and magnitude, it is then best to carry-out the evacuation using an emergency order by the chief executive. Evacuations that involve larger numbers of people who are evacuated for extended periods and require extensive support from multiple services are better managed and coordinated under an emergency order by the chief executive.

5. Executing Declarations, Emergency Orders and Suspensions

A local declaration of emergency and emergency orders should be prepared in writing and officially withdrawn or rescinded when they are no longer needed or apply. It may sometimes be necessary to immediately and verbally declare a State of Emergency, but such action should be followed-up with a written proclamation.

A notification and copy of the Declaration of a State of Emergency, Emergency Orders and the suspensions of local laws should be provided to the County and State.

With regard to emergency orders and the suspension of local laws, the Executive Law imposes separate and distinct requirements and limitations for using these powers; including provisional conditions, time limits, expiration periods, application, filing, publication and broadcast requirements. Local executives should consult with their local attorney regarding these

requirements. The county Emergency Manager and the state Office of Emergency Management (OEM) may be able to assist the local attorney in reviewing these requirements.

Any person who knowingly violates a local emergency order of a chief executive issued under provisions of the Executive Law can be charged with a Class B misdemeanor.

6. Use of Local Government Resources and Requesting Assistance

Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is authorized and shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivision to cope with the disaster or any emergency.

Upon the threat or occurrence of a disaster, a chief executive may request and accept assistance from any other political subdivision. The law requires that this activity be coordinated with the county.

Assistance from other jurisdictions is provided and used on the terms and conditions as mutually agreed to by the chief executives of the requesting and assisting political subdivisions.

When a request for assistance is received, the chief executive of any political subdivision may give, lend or lease, any services, equipment, facilities, supplies or other resources of his political subdivision. The assistance can be provided on the terms and conditions the executive deems necessary to promote the public welfare and protect the interests of the political subdivision.

Any lease or loan of real or personal property, or any transfer of personnel, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction or rehabilitation made necessary by the disaster.

A political subdivision is not be liable for claims based on the exercise or performance, or failure to exercise or perform, a discretionary function or duty on the part of an officer or employee.

7. Coordination of Local Forces in Disasters

Upon the threat or occurrence of a disaster, the Executive Law authorizes the Tioga County Chairman to coordinate responses for requests for assistance made by the chief executive of any political subdivision within the county.

Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any comprehensive emergency management plans prepared by the affected municipality.

A chief executive or any elected or appointed county, city, town or village official shall not be held responsible for acts or omissions of municipal employees or disaster preparedness forces when performing disaster assistance pursuant to a declared disaster.

8. Intrastate Mutual-Aid Program

New York State Executive Law, Article 2-B, Section 29-h establishes the *Intrastate Mutual-Aid Program* that permits local governments in New York to request assistance from other local governments in preventing, mitigating, responding to and recovering from disasters.

The requesting local government must declare a local state of emergency to receive assistance under the provisions of this program and all requests and offers for assistance, to the extent practical, shall be made through the county emergency management office and submitted to the NYS Department of Homeland Security and Emergency Services.

Participation in and provisions of this program do not affect other agreements to which a local government may currently be a party and it does not affect other mutual-aid programs.

Requests for assistance may be made verbally or in writing, but verbal requests shall be put in writing as soon as practical. An inventory of resources being deployed must be maintained.

The law lists several provisions and requirements related to use of and participation in the mutual-aid program. Local officials should consult with their municipal attorney and the NYS Office of Emergency Management (OEM) regarding specific guidance about the program. Areas and topics covered in the law include the following.

- | | |
|------------------------------------|-------------------------------------|
| Costs and Expenses | Damages and Losses |
| Liability and Responsibility | Payments, Charges and Reimbursement |
| Materials and Supplies | Salaries and Compensation |
| Supervision and Direction | Insurance |
| Licenses, Certificates and Permits | Public Employment Contracts |

Assets and Equipment

9. Requesting State Disaster Assistance

When a local chief executive determines that the disaster is beyond the capacity of local government to meet adequately, and a local state of emergency is declared by the chief executive, the Tioga County Chairman may request the Governor to provide state assistance to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster.

10. Contracting and Procurement Guidance for Disasters – See [Appendix 5](#)

11. Tioga County Policy for Reoccupying Damaged Structures – See [Appendix 6](#)

G Public Information

1. Concept of Operations

All departments, local governments and officials involved in an emergency must acknowledge the essential requirement to coordinate public information activities. Public information is typically managed at the Incident Command Post, the county Emergency Operations Center (EOC) or a Joint Information Center (JIC) designated by the Incident Commander or County officials.

The Tioga County disaster public information program must be adapted to address the scope and complexity of each emergency. In an emergency of limited scope, public information needs will be managed by county officials at the EOC and coordinated with applicable department heads, local governments and state agencies. In disasters of greater complexity, including those requiring activation of the Emergency Operations Center (EOC), the County will name a Information officer (PIO), and in a major disaster it may be necessary to assign deputies, assistants and staff to support multi-functional public information requirements.

2. Public Information and the Incident Command System (ICS)

When the Incident Command System (ICS) is activated, county and local public information activities must be integrated with the Command Post, Incident Commander and Information officer. In some situations, the EOC may support the Command Post by handling certain public information needs, and in other disasters the Incident Commander may designate the EOC as the

primary public information management site and the EOC will serve as the Joint Information Center.

3. Disaster Public Information Activities

- Press releases
- Public advisories
- Safety information
- Coordination with media
- Photos and video
- Media monitoring
- Disaster site tours
- Rumor Control
- Coordination with local governments
- Coordination with state and federal agencies
- News conference organization
- Information about disaster services and assistance
- Website and social network applications
- Responding to public inquiries
- Community and group outreach

4. Planning for Public Information Needs

County Response Activation Levels are outlined in [Section III. E](#) (Response) of this plan. Organization and staffing requirements for the county's Public Information section are based on the scope of the incident and can be established using the activation guidelines in [Section III.E](#).

Level 1: Controlled Incident

An existing or potential situation exists but there is no serious threat to life, health or property. No immediate assistance is needed beyond that provided by first responders, but monitoring and continuing evaluation are necessary.

- ✓ Public information would be managed by the Incident Commander. County support is coordinated through the Emergency Manager and/or Sheriff

Level 2: Limited Emergency

A serious and/or potential threat to life, health or property exists, but is confined to a limited area, usually within one municipality, or involves and is likely to remain confined to a small population.

- ✓ Public information would be managed at the Incident Command Post
- ✓ If requested by the Incident Commander, support for public information activities are mobilized at the county EOC
- ✓ The Incident Commander and/or Information officer would maintain contact and regularly brief the EOC

Level 3: Major Emergency

A significant multi-agency response to an emergency with widespread community impacts and sustained or expanding response and recovery demands.

- ✓ A Public Information section is activated at the county (EOC)
- ✓ Appropriate staffing and support commensurate with the scope of the emergency are assigned to the EOC Public Information section
- ✓ Local Command Post and local government public information activities are consolidated with public information operations at the county EOC
- ✓ Participation by the County Chairman and agency directors is required in public information activities

Level 4: Full County Activation

An emergency with major threats to life, health and property; which usually involves a large population, multiple jurisdictions and a long-term response and recovery.

- ✓ Full and sustained Public Information capabilities are organized at the county EOC
- ✓ Expanded staff is mobilized to support multiple public information functions and personnel to support 24-hour and/or 7-day operations, if authorized, must be considered
- ✓ A Joint Information Center (JIC) is established at the EOC or alternate site to insure integrated public information activities among the county, local governments and
- ✓ Multiple agencies participating in the response

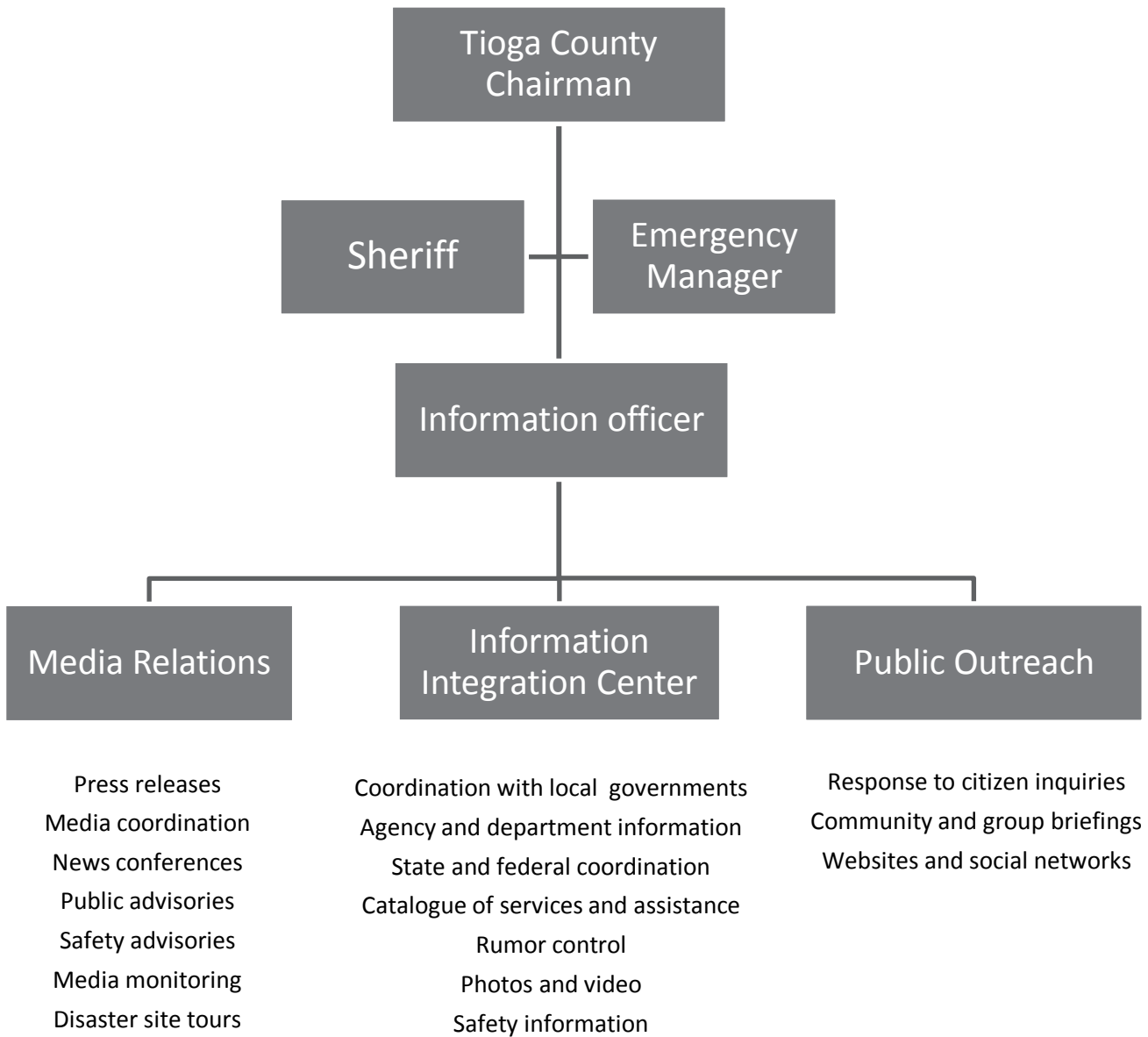
5. Joint Information Center (JIC)

The JIC is where multi-agency media relations and public information for an incident are coordinated. The JIC is typically located at or in proximity to the Command Post or Emergency Operations Center (EOC).

All agencies participating in the emergency response will coordinate their public relations activities with the JIC. Participating agencies at the local, state and federal levels shall assign Information officers (PIOs) or designated public relations personnel to coordinate agency public information at the JIC; or in situations where it is not practical to assign personnel to the JIC, agencies will designate personnel that can maintain contact and coordination with the JIC.

JIC managers must have direct and immediate access to key agency leaders, decision makers, the Incident Commander, the County Emergency Manager, Sheriff and County Chairman.

Public Information Organization



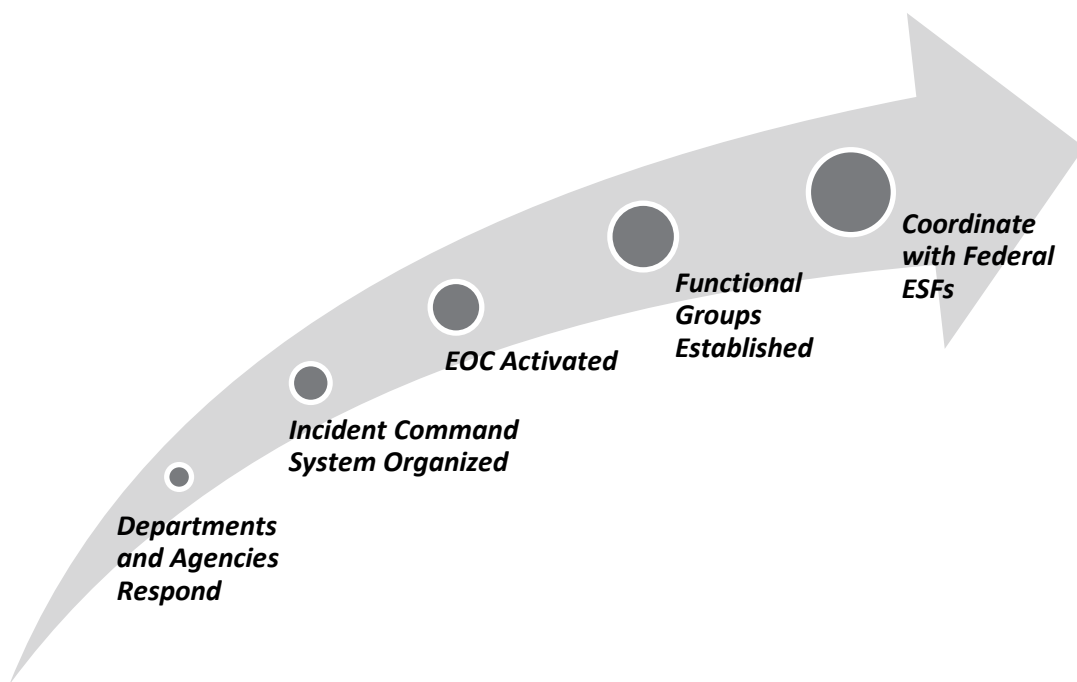
H. Coordination with Federal Emergency Support Functions (ESFs)

1. Concept of Operations

ESFs provide the structure for coordinating a federal interagency response when the National Response Framework (NRF) is activated to support local government disaster response and recovery. ESFs provide the organization, leadership and assignments needed to integrate a

multi-agency federal response and they provide a framework for integrating a federal response with state and local disaster operations.

The federal ESF process is more extensive and differs somewhat from the basic functional approach described previously in this plan and commonly used in Tioga County. This section outlines how ESFs provide the organization and structure necessary to integrate wide-ranging federal resources and support; and how federal, state and local emergency operations are consolidated to provide a complimentary disaster response and recovery.



The use of ESFs follows emergency management and incident command principals which recognize that agencies or single departments are rarely able to address the complex demands and extensive resource needs of a disaster on their own. ESFs establish an integrated multi-agency approach that focuses the disaster response on community needs and functionally organized objectives. By using ESFs and their reliance on cooperative interagency teamwork, the emergency is not restricted by the resource limitations or competing purpose of any single agency.

Each ESF will have one or more departments identified as *'lead agencies'*, which have primary responsibility for organizing resources and managing the response related to their functional area. Other agencies that have ancillary resources or interest, and those that can help with special tasks and services are identified as *'support agencies'*. One agency is usually named as the principal coordinator responsible for organizing the functional elements and providing management oversight of the ESF.

2. Federal Emergency Support Functions (ESFs)

ESF #	Function	Scope and Responsibilities
ESF #1	Transportation	Aviation/airspace management and control Transportation safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
ESF #2	Communications	Coordination with communications / technology industries Restoration of communication and technology infrastructure Protect and sustain cyber and technology resources Support response communications capabilities
ESF #3	Public Works and Engineering	Infrastructure protection and emergency repair Building restoration Engineering services and construction management Emergency contracting support for life-safety Debris Management
ESF #4	Firefighting	Coordination of federal firefighting activities Support to wildland, rural, and urban firefighting operations
ESF #5	Emergency Management	Coordination of incident management and response Coordination of mission assignments Resource and human capital Incident action planning Financial management
ESF #6	Mass Care, Emergency Assistance, Housing, and Human Services	Mass care Emergency assistance Disaster housing Human services
ESF #7	Logistics Management and Resource Support	Comprehensive logistics planning and management Resource and facilities support Contracting and procurement

ESF #	Function	Scope and Responsibilities
ESF #8	Public Health and Medical Services	Public health Medical services Mental health services Mass fatality management
ESF #9	Search and Rescue	Life-saving assistance Search and rescue operations
ESF #10	Oil and Hazardous Materials Response	Oil and hazardous materials response Chemical, biological and radiological response Environmental management / cleanup
ESF #11	Agriculture and Natural Resources	Nutrition assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources management Historic properties protection and restoration Safety and well-being of pets and service animals
ESF #12	Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecasting
ESF #13	Public Safety and Security	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control
ESF #14	Long-Term Community Recovery	Social and economic community impact assessment Long-term community recovery assistance Analysis and review of mitigation program implementation
ESF #15	External Affairs	Emergency public information Protective action guidance Media and community relations Congressional and international affairs Tribal and insular affairs

3. ESF Activation

Emergency Support Functions (ESF) are typically mobilized when a federal disaster declaration is authorized and provisions of the National Response Framework (NRF) are activated. This usually occurs when there is a multi-agency federal response that involves wide-ranging types of assistance and requires coordination among all levels of government.

For most disasters, it is common that only a few ESFs will be activated as needed to address specific federal support activities. Activation of most or all ESFs is usually not necessary and would only occur in major disasters of catastrophic scope and magnitude. Decisions regarding which ESFs will be activated and the scope of resources needed to support ESF operations are made by the Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO).

In previous disasters in New York and nationwide, the following indicators typically influence the scope of federal involvement and which ESFs will need to be activated.

- there are a significant number of casualties and/or displaced persons
- extensive housing damage exists, which also limits housing quality and opportunities
- there are significant medical and/or public health impacts
- environmental damage or hazards result in long-term or permanent relocation for a significant portion of the population
- infrastructure damage of a severity and scale likely to cause major service impacts and economic disruptions
- severe economic or physical damage affect key industries and employment
- disasters that result in serious financial distress and severe fiscal hardships to local government

4. Tioga County Assignments for Coordination with Federal ESFs

As outlined previously in this plan, Tioga County's response and EOC operations are organized into nine functional groups. Each of the county functional groups is assigned to be the primary local coordinating group with one or more federal ESFs.

This local coordinating responsibility should not be viewed as adding to the burden or workload of any local functional group – instead, the purpose is to take advantage of the federal staff and resources and use the capabilities of the ESF to support and carry-out the often complex and demanding emergency response requirements the local team must address.

Tioga County Functional Group Coordination with Federal ESFs

ESF #	Function	Command	Emergency Management	Law Enforcement and Security	Fire, Rescue and Hazardous Materials	Public Health and Medical	Public Works	Human Services	Public Information	Information Technology and GIS
ESF #1	Transportation						P			
ESF #2	Communications		✓	✓	✓					P
ESF #3	Public Works and Engineering						P			
ESF #4	Firefighting				P					
ESF #5	Emergency Management	✓	P	✓						
ESF #6	Human Services					✓		P		
ESF #7	Logistics and Resources		P	✓	✓	✓	✓	✓		✓
ESF #8	Public Health and Medical					P		✓		
ESF #9	Search and Rescue			✓	P					
ESF #10	Oil and Hazardous Materials				P		✓			
ESF #11	Agriculture and Natural Resources	✓	✓	<i>NY State Provides Primary Support for this ESF</i>			✓	✓		
ESF #12	Energy	✓	✓	<i>NY State Provides Primary Support for this ESF</i>			✓			
ESF #13	Public Safety and Security			P	✓					
ESF #14	Long-Term Recovery *	✓	✓			✓	✓	✓	✓	
ESF #15	External Affairs	✓	✓	✓					P	

* See Section IV. C. *Long-Term Community Recovery and Mitigation*. The Chairman assigns county Long-Term Recovery leadership based on issues and requirements related to the disaster recovery
P = Primary County Leadership and Coordination ✓ = Support

5. Supporting ESF Operations

The federal ESF system is designed to manage the numerous agencies and extensive staff and resources that are available from the federal government. Tioga County, like most small upstate New York communities, does not have adequate staff available that can support operations with each of the 15 federal ESFs. And while it is unlikely all or most ESFs would be activated in an emergency, even limited mobilization of several ESFs will put a taxing burden on the staffing capabilities of the county. In addressing local ESF support requirements, Tioga County will need to consider the following options.

- ❖ Rely on support from the State to assist with coordination of federal ESFs
- ❖ Use mutual-aid, such as emergency managers, from other counties and jurisdictions; including law enforcement, fire chiefs, public works, public health and other specialists
- ❖ Mobilize state and regional incident management teams

This plan does make arrangements or commitments for this kind of help, because such resources are limited and in a major disaster that has statewide or even regional impacts, access and availability of these resources will need to be evaluated based on requirements in Tioga County compared with the scope of disaster operations elsewhere.

Anytime disaster staffing is a concern and the need for more help is identified, Tioga County should mobilize an ICS Planning Section that can work with the state and other regional partners to consider ways disaster staffing can be supplemented

I. Human Services

1. Concept of Operations
2. Disaster Human Services Committee
3. Agency Participation
4. Human Services Leadership
5. Human Service Task Groups
6. Consolidation of Human Services in a Disaster
7. Human Services Management
8. Potential Disaster Human Service Requirements
9. Disaster Human Services Assistance
10. Human Services Assessment
11. Disaster Food and Meal Requirements
12. Coordination with the National Response Plan (NRP) – ESF # 6
13. Human Services References and Resources

1. Concept of Operations

Disaster human services in Tioga County are coordinated by a multi-agency committee consisting of county, regional and area human service providers that regularly serve the community. This integrated multi-agency approach to providing disaster human services sets in place a comprehensive structure for responding to the physical, mental, emotional, family and spiritual needs of disaster victims. Unified management of disaster human services in Tioga County is accomplished by coordinating the efforts of multiple county and regional human service agencies under provisions of the Tioga County Comprehensive Emergency Management Plan (CEMP) and by mobilizing representatives of these services at the Tioga County Emergency Operations Center (EOC) and the Health and Human Services building. Additional support is available from state, federal and voluntary agencies; which supplement local disaster response and recovery activities through the county disaster human services committee.

2. Disaster Human Services Committee

County departments, regional and area human service providers assign representatives to the disaster human services committee. This group is responsible for preparedness and planning related to disaster human services in Tioga County, and representatives are also assigned to the Tioga County Emergency Operations Center (EOC) and the Health and Human Services building to assist with coordination and management of human services in a disaster. The participating disaster human service agencies provide the leadership, staffing, resources and support the committee needs to organize and deliver disaster aid.

3. Agency Participation

The following Tioga County departments, as well as regional and area human service agencies, serve as principal members of the county's Disaster Human Services Committee. When an emergency occurs and an integrated human service response is required, these organizations designate staff to assist with disaster human needs management at the Tioga County EOC and the Health and Human Services building.

Department of Social Services

Department of Mental Hygiene

Department of Public Health

The comprehensive participation and resources of all human service providers in the region are essential to helping citizens and families recover from a devastating disaster. *An important feature of this plan is to insure that the leadership, resources and activities of all human services in the county are integrated into a unified disaster human services team.*

The American Red Cross and Salvation Army have well-established disaster programs that focus on services for the general population; including shelters, feeding and unmet needs. And the county Department of Social Services has wide-ranging benefits that help clients who meet established eligibility criteria. In a major disaster, it is crucial that these and all human service providers in the community join as a unified and complimentary force to address the far-reaching needs of disaster victims.

The following human service providers participate in activities of the human services committee and can provide support and resources to the committee’s disaster preparedness efforts. In an emergency, they can also be called upon to join the multi-agency disaster human services response by coordinating their disaster service activities with, or from, the Tioga County EOC and/or the Health and Human Services building. These and other human service providers can be added or included in Human Services Committee planning and operations as needed, depending on the scope of the disaster and community needs.

Non-Governmental Organizations (NGOs)

- American Red Cross
- Salvation Army
- Tioga Area Resource Partners (TARP)
- Volunteer Organizations Active in Disaster (VOAD)
- 2-1-1 Information and Referral
- Catholic Charities of Tompkins-Tioga County
- Accord
- Residential Support Services
- Tioga County Rural Ministry
- Cornell Cooperative Extension
- Volunteers of America
- Medical Reserve Corps
- Riverview Manor
- Elderwood Nursing Home and Assisted Living
- Chamber of Commerce
- Community Care Network of Nichols
- Tioga United Way

Tioga Opportunities Inc.

- Department of Aging
- Hosing Services
- Community Services
- Early Childhood Services
- Energy Services
- Family Health

As appropriate based on the nature of the disaster and impacted areas:

- Faith Based Services, Churches and Religious Organizations
- Home Health Agencies
- School Districts

4. Human Services Leadership

County, area and regional human service agencies participating in a coordinated effort to manage disaster human services shall select a team leader or principal human services coordinator, and shall also select required committee or task group leaders as may be necessary.

This plan calls for human service agencies to meet as many times per year as the committee deems necessary to plan and prepare for the coordinated organization and delivery of disaster human services. When agency representatives meet, an important objective should be the selection and maintenance of key leadership assignments for the committee and its task groups.

If no existing coordinator or leader of the disaster human services committee is in-place, the Tioga County Social Services Director will serve as interim or temporary committee leader until participating agency representatives can make a selection. The Social Services Director shall also name interim task group leaders when necessary, until the agencies meet to make appropriate selections from the committee's membership.

5. Human Service Task Groups

In pre-disaster planning and preparedness, the Disaster Human Services Committee will consider developing plans and operational capabilities centered on the functions and services listed in the table below. When a disaster occurs, the committee must evaluate the scope of the disaster and related needs for disaster human services and can organize emergency operations at the Tioga County EOC or other designated facility using the applicable task group(s) noted below. In some cases, the Human Services Committee may need to work with the ICS Planning section to identify personnel and leadership that can support each active task area.

Human Services Task Groups

Task Group	Service	Lead Agencies
General Population Shelters Functional Needs Support Services (FNSS)	General Population	Red Cross
	Special Needs	Public Health
	Medical Needs	Public Health
Disaster Food and Meals	At Community Shelters	Red Cross
	Community kitchens Meal only facilities Food / Meal pick-up sites Mobile meal delivery to homes	Salvation Army Department of Aging (TOI) Public Health Soup Kitchens and Pantries Community Services Fire Departments and Auxiliaries
	Institutional preparation and services	Schools and Colleges Correctional Facilities Hospitals
Counseling, Mental Health and Spiritual Needs		Department of Mental Hygiene Red Cross Faith Based Community Salvation Army Spiritual Leaders
Long-Term Housing		Department of Social Services Tioga Opportunities
Support Disaster Assistance Centers		Department of Social Services Public Health Mental Hygiene Salvation Army Department of Aging
Unmet Needs		TARP
Pet and Animal Sheltering		Public Health
Management of Donated Goods		TARP United Way Red Cross Salvation Army The Bridge Love Knows No Bounds Faith Based Community
Volunteer Management		TARP Red Cross Salvation Army Faith Based Community

6. Consolidation of Human Services in a Disaster

Human Services disaster operations will be established at the Tioga County Health and Human Services Building.

Human Services leadership and disaster program managers must also be represented and participate in executive, unified command and Incident Command System (ICS) functions at the Tioga County Emergency Operations Center (EOC).



7. Human Services Management

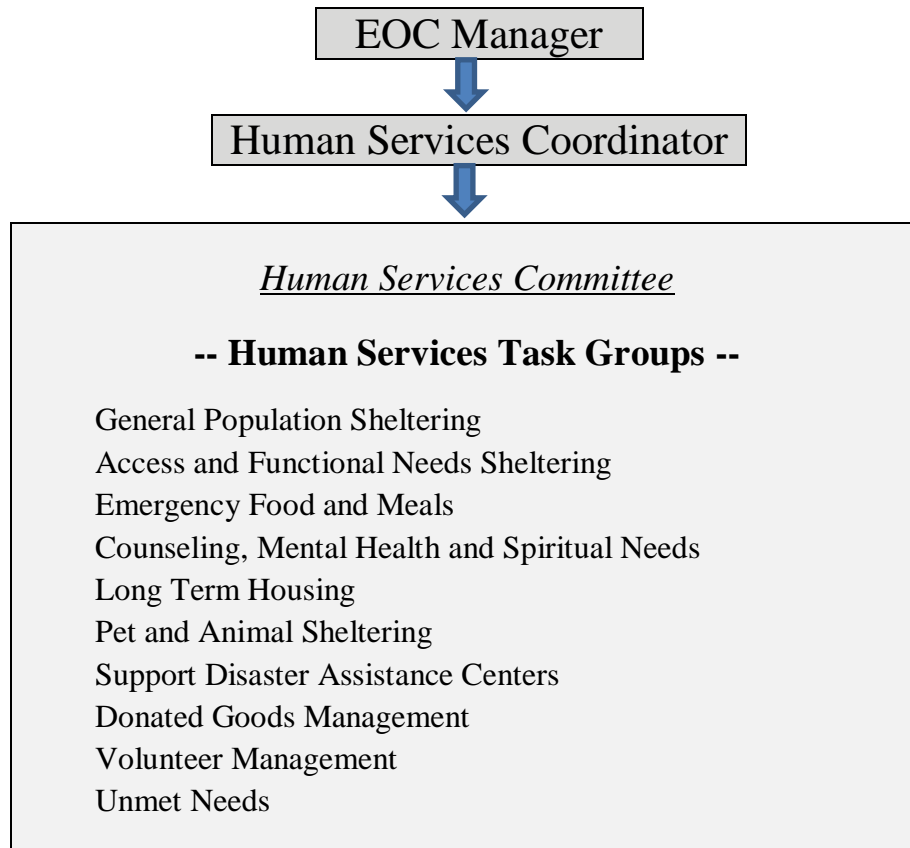
The designated Disaster Human Services Committee chairman or leader shall serve as the Human Services Coordinator at the EOC or shall delegate a qualified representative to serve as EOC Human Services Coordinator.

It may also be necessary to designate an alternate Human Services Coordinator at the EOC and there may be a need to provide supervisory staff for night or extended shifts.

The Human Services Committee chairman or leader, and the EOC Human Services Coordinator, if different, must also maintain and link supervisory functions between the EOC and operations at the Health and Human Services building.

Task Group leaders, alternates and support staff must also be identified where needed.

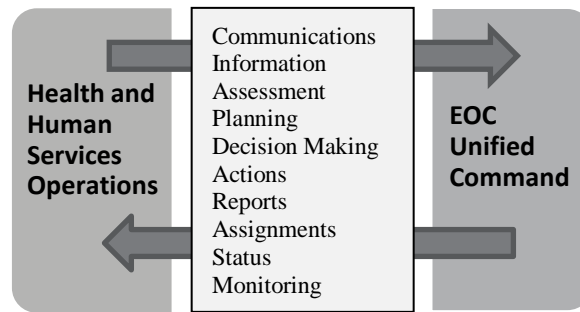
Emergency Operations Center (EOC)



Coordination of EOC - Health and Human Services Operations

In managing disaster human service delivery from two locations – the county EOC and the Health and Human Services building – the Human Services Committee will need to insure that effective methods of communication and information sharing exist between the two sites. *Using identical management and operational structures at both facilities – by applying the format noted above – will be crucial to effective decision making and resource management.* Just as important is the specific and clear identification of tasks, roles and assignments between the two workgroups.

Note: Organization of disaster human service operations may also be impacted by provisions of the *Tioga County Continuity of Operations Plan (COOP)* when it is activated



8. Potential Disaster Human Service Requirements

Most disasters do not require that a full range of human services always be mobilized, but each disaster will present a unique set of demands, and even the workload associated with routine programs that agencies provide on a daily basis can increase substantially. Human service providers must be prepared to address the following kinds of issues and services, which are common when disasters occur in New York State. Not all these services can be addressed by the agencies and resources available in Tioga County, and in major disasters assistance is available from the state and federal government and voluntary or other social support groups. Monitoring and assessment undertaken by the Tioga County Disaster Human Services Committee will identify the specific unmet needs of disaster victims and citizens, and is used to determine which of these programs and services are needed and the kinds of outside help that will be required.

Publication of media and website summaries that identify available services and contacts

Information call-in center

Shelter and emergency housing

Food and meals

Transportation to vital services for victims with mobility restrictions

Delivery of vital services and supplies to mobility restricted victims and families

Special dietary needs

Medical services access and transportation

Debris removal from homes and property

Management of donated goods

Stress and crisis management

Disaster mental health response teams

Financial and legal services

Pastoral services

Child care
Funeral services
Substance Abuse Information and Referral
Contacting and notifying family members
Identifying lodging for victim's families
Translation services
Cultural diversity issues

9. Disaster Human Services Assistance

State and Federal Assistance

Human services assistance from the state and federal governments is available to Tioga County by coordinating efforts with the *NYS Disaster Human Needs Committee*, through the regional office of the NYS Office of Emergency Management (OEM).

Participants and supporting organizations of the state Disaster Human Needs Committee include the following:

State Coordinating Agencies

Office of Emergency Management (OEM)
Office of Children and Family Services (OCFS)
Office of Temporary and Disability Assistance (OTDA)

Participating Agencies

Department of Health (DOH)
Office of Mental Health (OMH)
Department of Labor (DOL)
Education Department (SED)
Division of Housing and Community Renewal (DHCR)
Insurance Department (NYSID)
Banking Department (NYSBD)
Department of Environmental Conservation (DEC)
Office for the Aging (NYSOFA)
Department of Agriculture and Markets (NYSDAM)
Division of State Police (DSP)
Commission for Quality Care and Advocacy for Persons with Disabilities (CQCAPD)

Office for Technology (OFT)
Division of Veterans Affairs (DVA)
American Red Cross (ARC)
Salvation Army
New York State Voluntary Organizations Active in Disasters (NYSVOAD)
Federal Emergency Management Agency (FEMA)
Small Business Administration (SBA)
US Social Security Administration (SSA)

Support Agencies

Office of General Services (OGS)
Department of Correctional Services (DOCS)
Office of Parks, Recreation and Historic Preservation (OPRHP)
Division of Military and Naval Affairs (DMNA)
Office of Mental Retardation and Developmental Disabilities (OMRDD)
Department of Taxation & Finance
Empire State Development (ESD)
Department of Motor Vehicles (DMV)
Cyber Security and Critical Infrastructure Coordination (CSCIC)
Crime Victims Board (CVB)

National and Volunteer Assistance

Below is a partial list of regional and national disaster services that have aided communities in New York State and could be available to assist Tioga County:

Volunteer Organizations Active in Disaster (VOAD)	
Adventist Community Service	Southern Baptist Disaster Relief
United Methodist Committee on Relief	Salvation Army
Catholic Charities	Lions Clubs International
Christian Disaster Response	Mennonite Disaster Service
Lutheran Disaster Response	Presbyterian Disaster Response
St. Vincent DePaul	Volunteers of America

10. Human Services Assessment

Disaster assessment policies that apply to all departments, agencies and governments involved in disaster operations are outlined in *Section IV, Recovery* of this plan. A fundamental role of the Disaster Human Services Committee is to perform a comprehensive assessment of the needs of disaster victims and the community.

- The assessment will identify the capability of county agencies and services to meet disaster human needs
- The disaster assessment will identify critical service shortcomings and unmet needs created by the disaster
- A comprehensive disaster assessment is critical to the development of an effective strategy, objectives and priorities for the disaster response and recovery
- The assessment is an indispensable step in requesting and mobilizing appropriate and rapid assistance from state, federal and other human service providers

11. Disaster Food and Meal Requirements

Disruption of food supplies and access to food and meal services is a common problem in disasters. The Red Cross performs a primary role in feeding disaster victims, but their food service is generally centered on and limited to that provided at community shelters the Red Cross opens. In many disasters, local organizations and the Tioga County Disaster Human Services Committee must consider other related meal programs and options for feeding disaster victims and emergency workers. Many local organizations are able to assist with providing food and/or meals, but they might need help from other groups with various aspects of the effort; such as obtaining supplies, personnel, transportation and facilities; or in identifying disaster victims, their specific needs and locations. Disaster food and meal services can sometimes be in the form of prepared on-site or home delivered meals, meals or prepared food available for pick-up and bulk food supplies. Distribution is usually organized in one or more of the following ways:

Community Shelters – opened and operated by the Red Cross (often at school facilities)

Community Facilities – at fire halls or community centers staffed by volunteers

Pick-Up Food Supplies and/or Meals – many residents and disaster victims may remain in their homes and have transportation available, but they need help obtaining food supplies because power and the use of appliances and refrigeration are disrupted.

Meal Delivery – residents and disaster victims may be able to remain in their homes, but may not have the ability to prepare food and lack access to transportation to obtain meals or supplies.

Community organizations that often assist with disaster feeding and meals include the following:

- | | |
|-------------------------------|--|
| Red Cross | Salvation Army |
| Office for the Aging | Churches and religious organizations |
| Civic organizations | Fire and emergency service auxiliaries |
| Food banks | Restaurants, markets and food service |
| Caterers and contract feeding | Food and beverage suppliers/distributors |
| Correctional facilities | Colleges and universities |
| Senior services | |

12. Coordination with the National Response Plan (NRP) – ESF # 6

Emergency Support Function (ESF) #6

Mass Care, Emergency Assistance, Housing, and Human Services

Coordination with ESF #6

When the resources of the federal government and the *National Response Framework (NRF)* are mobilized to provide assistance to Tioga County, the Disaster Human Services Committee will serve as the point-of-contact and primary coordinating group in working with federal and state officials to integrate federal support for human services in Tioga County.

Federal assistance for human services is provided by *Emergency Support Function #6 – Mass Care, Emergency Assistance, Housing and Human Service*.

The chairman or leader of the Tioga County Disaster Human Services Committee will be the local point-of-contact that will coordinate disaster human service needs and activities with federal ESF-6 leaders. The chairman or leader of the Tioga County Disaster Human Needs Committee can delegate this ESF #6 coordination role to another qualified local official, and alternates or deputies may also need to be identified.

The federal ESF #6 Coordinator will be a representative of the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA).

New York State will also designate a representative to coordinate state and local activities with federal ESF #6 leaders for mass care, emergency assistance, housing and human services.

Depending on the scope of the emergency and the extent of federal disaster services required in Tioga County and the region, ESF #6 operations and other federal support services could be managed from the Tioga County EOC, or it may be necessary to establish a federal field office at another public or private facility in the county, region or state. In certain cases, ESF #6 support could be coordinated with federal representatives at a remote site or at a federal office outside the area.

In a major disaster when integrated federal and local services are required to support Long-Term Recovery, as outlined in [Section IV Recovery](#) of this plan, ESF # 6 operations could continue for weeks or even months

ESF #6 Federal Support Agencies

Department of Agriculture

Department of the Treasury

Department of Defense

Department of Veterans Affairs

Department of Health and Human
Services

General Services Administration

Department of Homeland Security

Small Business Administration

Department of Housing and Urban
Development

Social Security Administration

Department of the Interior

U.S. Postal Service

Department of Justice

American Red Cross

Department of Labor

Corporation for National and Community
Service

Department of Transportation

National Voluntary Organizations Active in
Disaster (VOAD)Other voluntary agency and
nongovernmental support organizations

ESF #6 Support Services

Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance: Assistance required by individuals, families and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semipermanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy.

Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their nonhousing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.

Integrated Human Services Response and Recovery Using ESF # 6



ESF #6 Coordination with ESF #8 – Public Health and Medical Services

In addressing the functional needs of special needs populations, as defined in the National Response Framework (NRF), there may be requirements for ESF #6 (Human Services) personnel to assist and coordinate activities with representatives of ESF #8 for the following health and medical needs.

- The ability of disaster victims to maintaining personal independence
- Communication needs of disaster victims
- Transportation services for disaster victims
- Supervision of disaster victims
- Medical care for disaster victims

13. Human Services References and Resources

Plans and Guidance of the New York State Disaster Human Needs Committee

- Human Services Annex and Standard Operating Guide
- General Population Temporary Sheltering Appendix
- Medical and Functional Needs Sheltering Appendix
- Emergency Food Appendix
- Disaster Assistance Center Appendix
- Mental Health Appendix
- Unmet Needs Appendix
- Draft Multi-Agency Feeding Plan Template

New York State VOAD Directory <http://www.uwnys.org/>

Provides information on contacts and resources of New York Voluntary Organizations Active in Disaster (VOAD)

New York State's Senior Citizen Resource Guide <http://www.aging.state.ny.us/>

This Resource Guide is designed to give older persons the practical information they need to access services and programs in their communities.

New York Connects <http://www.nyconnects.org/>

NY Connects is a State-funded program to establish county level, consumer-centered access points to information and assistance for individuals in need of long term care.

New York 2-1-1 Program <http://www.211ny.org/>

2-1-1 New York is a statewide organization that includes nine regional 211 organizations. 211 New York is affiliated with the national 211 initiative, United Way of New York State and the New York State Alliance of Information and Referral Systems, Inc. Like 911 for emergencies, 211 refers callers to providers of personal and professional assistance for human services. Help is available 24 hours a day, 365 days a year in multiple languages. 2-1-1 connects people with groups that specialize in emergency food, shelter, clothing and crisis counseling. 2-1-1 can also help with referrals for substance abuse, employment, financial and legal issues, physical and mental health needs, and more.

Disaster Supplemental Nutrition Assistance Program (SNAP: the federal food stamp program)

New York State Office of Mental Health www.omh.state.ny.us

Information for Service Providers; Disaster Mental Health Planning and Response Resources

CDC Public Health Emergency Response Guide for State, Local, and Tribal Public Health Directors, 2004

Department of Health and Human Services, Centers for Disease Control and Prevention
<http://www.bt.cdc.gov/planning/pdf/cdcreponseguide.pdf>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services
<http://www.mentalhealth.samhsa.gov/dtac/>

J. Public Warning and Notification

1. Emergency Alert System (EAS)

The Emergency Alert System (EAS) is a national public warning system that requires TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, direct broadcast satellite (DBS) service providers and wireline video service providers to allow state and local authorities to use their communications systems to deliver important emergency warnings, alerts, notices and emergency weather information to targeted citizens in their community.



EAS is a cooperative emergency warning and information capability administered under rules and regulations of the Federal Communications Commission (FCC). Authority to participate and use the Emergency Alert System (EAS) is established in Title 47 U.S.C. 161, 154 (1) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part II, FCC Rules & Regulations, Emergency Alert System. In New York, EAS is administered under provisions of the New York State EAS Plan, where state and local government officials and the National Weather Service (NWS) coordinate EAS planning and use with local broadcast stations and the New York State Broadcasters Association.

Authorized EAS Activation Officials

- President
- Governor
- New York State Office of Emergency Management(OEM)
- Tioga County Chairman and/or the Emergency Manager

Note: A request by local or municipal officials to activate EAS must be coordinated through the Tioga County Emergency Management Office and/or the Tioga County Chairman

- National Weather Service
- Media (radio, TV, cable) with authorization by one of the above.

Preparedness and Authentication

EAS calls for regional broadcasters and each county to work cooperatively to prepare a plan and establish procedures for authentication and transmitting emergency warnings and information. The EAS plan will establish the circumstances when EAS can be tested and activated, how local government and local broadcasters will coordinate activation and use of EAS, and can include the use or modification of EAS announcements that are prepared in advance, as well as preparation of special warnings or announcements needed to address the specific requirements of an emergency.

Hazards Requiring EAS Plan Activation

- Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.
- Natural disaster (EAS may also be activated by the National Weather Service)
- Any other major emergency where public would need to be notified

2. News and Press Releases

News releases, public announcements, photos and video can be distributed to area newspapers, television, media outlets, posted on websites and used in social networking. This means of distributing emergency information can be effective when the announcement involves greater complexity and is less urgent, but it differs from using the EAS system because a decision and timing about printing or broadcasting the information and control of the content are determined by the media. Prepared public information announcements or formats that are easily and quickly edited are commonly available or can be written in advance for many topics and concerns associated with disasters and emergencies.

Emergency Storm Information

[print](#) [E-mail](#)



As Hurricane Sandy continues to travel up the East coast of the United States the Tioga County Legislature wants you to know that Tioga County, NY State, and NYSEG Officials are actively planning for this storm. Your Town and County Officials have already begun preparing our communities for the potential impacts of Hurricane Sandy. Below you will find important emergency information, including current NOAA forecasts, official news sources, shelter locations, and general safety tips. Please be sure to check this page regularly



3. Hyper Reach Emergency Notification Program



Tioga County uses Hyper-Reach to provide citizens an opportunity to receive emergency communications. Hyper-Reach is a computer-based emergency notification and voice broadcasting system that delivers emergency information to the public quickly and effectively.

In the event of an emergency, public safety officials use Hyper-Reach to send a recorded telephone message to targeted households, cell phones and emails providing important information and instructions about an emergency, such as:

Emergency Evacuations	Crime Prevention Alerts
Missing Person Alerts	Public Health Alerts
Natural and Man-Made Disaster Alerts	Homeland Security alerts
Hazardous Material Spills	Other Public Safety Alerts

Hyper-Reach uses “hard-line” phone numbers listed in 911 databases. The system is capable of delivering a 30-second emergency message to 8,000 households within one hour. The system also provides a free option for sending alerts to cell phones and e-mail addresses.

4. NY-Alert



NY-Alert is a web-based all-hazards alert and notification portal available to all citizens of New York. NY-Alert provides all those in New York with immediate information about risks and threats that they may face and how they can respond to protect their safety.

Citizens and others with interests in New York can register on the NY-Alert website and receive timely emergency-related information and recommended actions that will help protect themselves, the safety of their families and their property. Emergency information is sent free and in real-time directly and immediately to the preferred private communications systems (e.g. email, cell phone, text) that subscribers select.

Information distributed using NY-Alert includes severe weather warnings, significant highway closures, hazardous materials spills, notification of severe situations and emergency conditions, and even notice of potential or anticipated threats. Additionally, NY-Alert provides information regarding response actions taken by local and state authorities and protective actions that citizens should take to protect their family and home. Subscribers can select and screen the types of

notifications they receive and they can designate or target their notices to specific areas, a neighborhood, worksite or community.

Government and agency officials can use NY-Alert to send dedicated and secure notifications and messages to critical public safety workers and emergency response teams. NY-Alert is used to notify and inform response team personnel, task force members and a wide range of key staff and emergency specialists.

5. Route Alerting

Law enforcement, fire services and other emergency response organizations can be used to notify citizens by driving through neighborhoods or even going house-to-house to advise residents of danger. This type of notification can be effective for defined populations and geographic areas and overall success improves when implementation is associated with an alert and notification plan.



6. Site and Hazard Specific Warning and Alerting



Alarms, sirens, lights, gauges and sensors continue to be important and widely applied technologies for warning and alerting at many facilities and hazard environments. Sites that use hazardous materials often install multiple systems that immediately warn onsite personnel and can further extend warning to neighbors and nearby facilities. River gauges on streams and motion sensors at dam sites are linked to warning devices like sirens or lights, and in all these examples the devices can be connected or automatically integrated with monitoring or dispatch centers where the information can be transmitted over related systems like EAS, NY Alert, Reverse 9-1-1 and the news media.

K Situation Reporting

Situation reporting is critical to the emergency management process, particularly as it supports the timely and effective delivery of vital disaster resources and services. Situation reporting contributes to successful application of the following emergency management objectives.

- Summarizes the findings and determinations of a comprehensive assessment that determines the priority actions and resources needed to address emergency response and recovery
- Is used by incident commanders, policy makers and executives to set response priorities
- Provides needed documentation and identifies the scope of the emergency that determine the type and extent of state, federal, mutual aid and private sector assistance to be provided
- Is used by public information staff to prepare safety information and notices for the media and citizens
- Provides incident information to agency and program managers to assist with emergency response planning related to personnel, equipment, materials and resources
- Is essential for requesting and obtaining federal disaster declarations and funding
- Contributes to incident recordkeeping and documentation that later supports after-action reporting, incident evaluation, improvements to the emergency management system, cost and funding programs, hazard mitigation opportunities and legal issues

Reporting for each incident period is a required ICS activity

Situation reports are prepared by the Planning Section for each incident period, with contributions and input from other sections, groups and officials. Incident periods typically cover each 12-hour period in a continuing emergency operation, but the incident period can be set at fewer hours or a longer time by the Incident Commander. In many situations, the EOC will support the Incident Commander with collection of information, organization of data and preparation of situation reports. Frequent and regularly updated situation reports are typically provided to the following.

County Chairman

Incident Commander

Information officer

Emergency Management Office

Executive Policy Group

Participating response agencies

NYS OEM Region and the State EOC County departments

The Situation Report should contain the following information and other applicable details that will contribute to response organization and management. The New York State Department of Homeland Security and Emergency Services (DHSES) Situation Report is included as Appendix 3 to this plan.

- Date, time and expected duration of the disaster
- Type of disaster and related hazards
- General location of the disaster
- Specific areas affected by the disaster
- Communities or jurisdictions impacted
- Number of people affected and/or at risk
- Number of injured (estimate)
- Number of dead (estimate)
- Damage or loss of municipal response equipment and capabilities
- Roads and bridges closed or restricted
- Status of hospitals, nursing homes, schools and critical facilities
- Impact on public utilities and services (electric, water, sewer, communications, transportation)
- Impacts on special populations (elderly, disabled, special housing)
- Displaced populations and rescue activity
- Evacuations and sheltering
- EOC Status
- ICS status and organization
- Special teams or resources mobilized
- Response actions taken
- Immediate response priorities
- Mutual aid and other assistance activated
- Resource needs and assistance requirements
- Local Declarations of Emergency and Emergency Orders
- Press releases and public notifications issued
- Activations of EAS, NY Alert, Reverse 9-1-1

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Section IV Recovery**A. DISASTER ASSESSMENT****1. Scope**

A comprehensive disaster assessment is essential to effective response and recovery in a disaster. Municipal governments and Tioga County must participate in an organized process to evaluate the extent of a disaster in their communities, the scope of the response that is required and to plan the recovery. Disaster assessment is important because of its direct relationship to establishing priorities and organizing resources that will target critical needs in an emergency. The accurate information and analysis produced by an effective disaster assessment are the basis of good decision-making, resource identification and allocation that will result in a more effective and timely emergency response. The disaster assessment contributes to the following important objectives for emergency response and recovery.

- Provides accurate and timely data and information about the hazard, its impacts and potential risks
- Identifies the most critical areas and/or groups affected by the disaster
- Determines the essential services and resources needed to address critical areas and populations
- Facilitates effective decision-making and the prioritization and mobilization of services and resources
- Enables the public to be quickly and accurately informed
- Provides information needed to access state and federal assistance and other support resources

2. Disaster Assessment Process

The complexity and timing of the disaster assessment process can differ and is determined by the scope of the disaster and the demands for immediate action or assistance. The disaster assessment process is typically implemented in four steps or phases. Disaster assessment forms and references are included in Appendix V to this plan, but local officials should check with regional OEM staff, since the forms and the process used to perform disaster assessments can change with each event.

Step 1: Flash/Situation Report

A *Flash Report* is prepared immediately or in the first 1 to 4 hours of an incident to provide an immediate summary of the hazard, threats, conditions and response requirements. An update or *Situation Report* is prepared for each operational period, or more frequently if conditions and information change. (also called an Incident Report, Quick Assessment, or Size-Up.)

Use the Flash/Situation Report to:

- Summarize initial conditions and actions throughout a disaster or emergency
- Quickly and frequently provide a brief report describing the nature and extent of the disaster or emergency
- Provide rapid and regular information to local and state officials to support early planning and notifications, including activation or preparedness of personnel and resources

The Flash/Situation Report will be used by response officials to determine disaster organization and mobilization requirements and to brief local and state officials and key staff.

Step 2: Assessment of Immediate Needs and Resources

Prepare within 6 and 48 hours and update each operational period.
(also called a Needs Assessment, Operational Assessment, Critical Needs Assessment)

Use the Assessment of Immediate Needs and Resources to:

- Define specific assistance needed to support local emergency operations. Examples include search and rescue teams, emergency medical or security personnel, debris removal help, emergency power and equipment, food, transportation, incident management personnel, specialty teams and technical specialists

- When requesting disaster assistance and resources from the state or other providers, the request must usually be accompanied by a definition of the specific purpose or response objectives the resources are intended to support. The assessment provides the kind of well-defined evaluation needed to describe how resources that are being requested will be matched to response demands

The Assessment of Immediate Needs and Resources is used to determine operational or direct assistance needed to assist local governments; including personnel, equipment and materials.

Step 3: Assessing Requirements for Federal Aid

Develop within days 3 to 5 to:

- Develop quick and early summary estimates of disaster impacts and costs
- Provide a general total dollar cost estimate of the disaster for the county and each municipality
- Provide a dollar summary of local disaster costs related to roads, bridges, debris removal, emergency response, damage to buildings and structures and impacts on public facilities and services
- This is intended to be a quick and broad estimate for planning purposes; detailed cost determinations are made later in the process
- Prepare a summary of damages to homes and businesses for each municipality that includes the number of homes and businesses damaged and estimates how many have major or minor damage

This assessment is used by OEM and the Governor to determine if federal aid can or should be requested.

Step 4: Preliminary Damage Assessment (PDA)

Determined and scheduled in consultation with OEM.

- FEMA and state assessment teams visit each community with significant damages and meet with local officials to view damaged sites and prepare disaster cost estimates
- Local officials must provide a list of damaged sites and locations and coordinate local surveys
- This step is often performed by two separate assessment teams; one looks at municipal damages and public infrastructure costs, while another team assesses homes and businesses

- This assessment is used by FEMA and the U.S. Small Business Administration (SBA) to determine eligibility and authorize federal disaster declarations and funding

3. Assessment Organization

The Tioga County disaster assessment organization is established in the Planning Section (Situation Unit) of the county EOC. Depending on the type of disaster and related impacts, the assessment capability is divided in two groups; one prepares information related to municipal and public infrastructure impacts and costs, the other looks at costs and impacts to citizens, homes and businesses. The lists below and Figure 14

that follows identify the agencies and services from both county and local governments that would provide information and input to the assessment process and can also provide staff to assist with preparation of the assessments.

Assessment of Government Resources and Public Infrastructure

Public Works
 Roads, Highways and Bridges
 Debris Management
 Water, Sewer, Public Utilities
 Emergency Services / Public Safety
 Public Health
 Hospitals and Medical Facilities
 Streams, Waterways, Environmental
 Transportation Systems
 Budget and Finance

Assessment for Human Service, Homes and Businesses

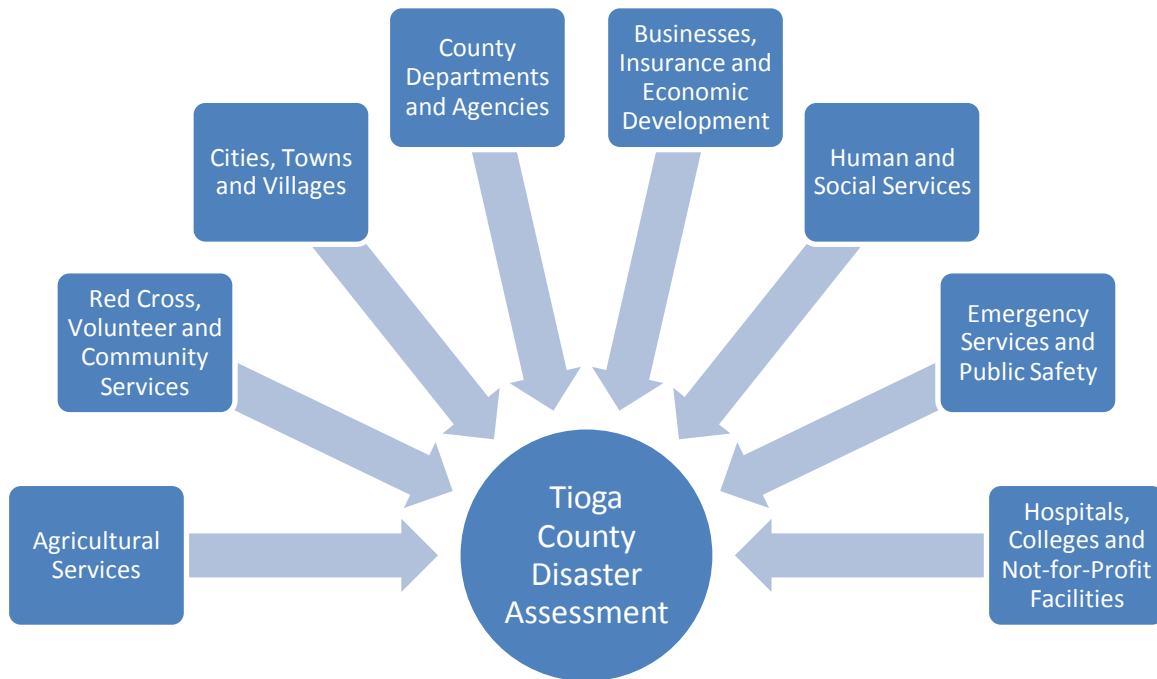
Local Government Officials
 Buildings / Code Officers /Assessors
 Emergency Services Officers
 Human Services Committee Agencies
 Social Service Agencies
 Health and Mental Health Providers
 Red Cross / Volunteer Services
 Aging and Senior Services
 Insurance Providers
 Business Association

Assessments for agriculture and farms, and assessments for businesses are often conducted concurrently with the assessments undertaken by FEMA for presidentially declared disasters, but assessments for farms and businesses are sometimes performed independently when the Governor requests aid directly from the Secretary of Agriculture and/or the U.S. Small Business Administration (SBA).

Agricultural and farm assessments are conducted by county USDA representatives; including the Farm Service Agency, Natural Resource Conservation Service (NRCS), Rural Development, Soil and Water Conservation Service (SWCS) and Cooperative Extension. Their report is provided to the NYS Department of Agriculture to support requests by the Governor, either directly to USDA or through FEMA.

Assessments of local businesses affected by disaster are performed by SBA field teams in cooperation with local officials who have knowledge of conditions in the community; such as the Mayor, Supervisor, Fire Chiefs and Buildings/Codes officers. SBA will also contact area business associations and Chambers of Commerce for information about business losses.

Disaster Assessment Participation



4. Assessment Resources

Regional Transportation Infrastructure Group (TIG)

The regional Transportation Infrastructure Group (TIG) is a multi-agency state and local organization tasked with coordination of inter-governmental resources responding to emergencies affecting area transportation systems. The TIG is organized by the regional office of the New York State Department of Transportation (DOT) and integrates the efforts of multiple state agencies, local highway and public works departments and emergency services in responding to emergencies affecting area streets, highways and transportation infrastructure. When the Governor has authorized state assistance to local governments and the TIG is activated, the TIG works with county highway and public works departments and emergency services to coordinate state activities and assistance. The TIG provides a coordinated structure for integrating the resources of all state agencies to assist local governments with assessment, prioritization and mobilization of resources when responding to emergencies impacting regional transportation. Regional representatives of the following state agencies participate in the TIG.

Department of Transportation	Department of Homeland Security and Emergency Services
Department of Corrections	Division of Military and Naval Affairs (NY Guard)
Parks and Recreation	Department of Environmental Conservation
Thruway Authority	State Police

Representatives of Tioga County Emergency Services and Tioga County Public Works are members of the TIG and coordinate local requirements and activities with the TIG. Activation of the TIG is requested through regional representatives of OEM and DOT.

NYS Department of State Disaster Recovery Unit (Code Enforcement)

The Disaster Recovery Unit is a partnership of the NYS Department of State, Codes Division, NYS Office of Emergency Management (OEM) and the New York State Building Officials Conference that organizes eligible local code enforcement officials from across the state to assist local communities affected by a disaster.

The purpose of the unit is to provide skilled code enforcement officials who can assist a community impacted by a disaster with the work required to expedite the inspection and rehabilitation of buildings. The inspection and assessment work performed by code enforcement officials can be a valuable contribution to county’s disaster assessment effort. The Disaster

Recovery Unit is activated by contacting regional OEM or OFPC staff.

Office of Fire Prevention and Control (OFPC), Damage Assessment Response Team (DART)

The OFPC Damage Assessment Response Team (DART) provides assistance to local emergency managers and code enforcement officials in conducting rapid visual screening of buildings for the purpose of damage assessment and immediate post-disaster safety evaluations. The assessments are used to determine if damaged or potentially damaged buildings are safe for use, or if entry should be restricted or prohibited. The assessments also support preparation of requests for presidential disaster declarations and disaster funding.

American Red Cross

The Red Cross is well known for their disaster work and services for disaster victims. The Red Cross often performs neighborhood assessments in communities affected by a disaster that summarize disaster impacts and identify properties damaged in a disaster. The purpose of this assessment is to evaluate the need for specific Red Cross services, but the information can be valuable to Tioga County's assessment efforts. The Red Cross does not perform the overall disaster assessment for the county, which remains the responsibility of county and local governments, and the Red Cross cannot share individual and family information that is protected for privacy, but the Red Cross can provide summary information; such as the number of homes damaged, the types of damages, areas and neighborhoods affected and the kinds of needs and services that citizens require.

B. MANAGING FEDERAL DISASTER ASSISTANCE

1. Disaster Assistance Programs

Requests for most federal disaster assistance programs must be forwarded by the Governor and assistance available through FEMA must be authorized by the President. The request and approval process for obtaining federal disaster assistance is initiated by compiling and submitting the disaster assessment information outlined above in Section A, Disaster Assessment. An assessment and requests for federal disaster assistance on behalf of all affected jurisdictions in Tioga County are coordinated by the Tioga County Emergency Management Office with the NYS Office of Emergency Management (OEM).

Two types of major disaster assistance are administered by the Federal Emergency Management Agency (FEMA). The aid must be authorized by the President after local assessments are completed and a request is received from the Governor certifying that applicable criteria have been met.

Public Assistance – Cost share grants to governments and certain not-for-profit organizations to reimburse for eligible disaster expenses related to the restoration and repair of public infrastructure and emergency services. Each local government and eligible applicant participates in the disaster assessments and meets directly with OEM/FEMA representatives to prepare their assistance application.

Individual Assistance – Grants and/or loans to homeowners and businesses for eligible disaster repairs and recovery. When assistance has been authorized and after public announcement is made, homeowners and businesses initiate their application by calling a 1-800 number. FEMA and/or the U.S. Small Business Administration (SBA) manage applications from their national call centers and process the applications directly with residents and businesses. Local governments only assist with the assessments, distribution of public information about available assistance and the identification of areas and citizens that can be served.

Disaster Assistance programs for businesses and agriculture are often authorized as part of a request through FEMA to the President, but sometimes the Governor can also submit requests directly to the U.S. Small Business Administration (SBA) and/or the U.S. Secretary of Agriculture. In either case, a local assessment is required, which is coordinated by the county

with the participation of applicable local and state partners.

2. County and Local Government Participation

County Role and Leadership

The Tioga County Emergency Management Office will provide overall coordination of the federal disaster assistance process for Tioga County and local applicants in cooperation with the NYS Office of Emergency Management (OEM) and FEMA.

The Tioga County Emergency Management Office will assist OEM and FEMA with the following organizational requirements when disaster assistance is requested and approved.

- Coordination of disaster assessments in the county
- Identification and notification of potential applicants
- Organization and notifications of briefings and meetings for disaster assistance
- Identification of sites and facilities needed to provide disaster services and assistance
- Coordination of press releases and public information with OEM and FEMA related to disaster services and assistance

County and Municipal Responsibilities

- a. Tioga County and each local jurisdiction and other applicants will designate an *Authorized Agent* to manage the jurisdiction's federal disaster assistance application
- b. Disaster assistance applicants will participate in the *Applicant Briefing* and *Kick-Off Meetings* conducted by the State and FEMA
- c. Applicants must review the *Public Assistance Handbook of Policies and Guidelines* provided by OEM
- d. Applicants need to provide the federal/state survey teams with local maps showing disaster damage locations, and provide the team with documentation, photographs and video tapes if applicable.
- e. When a disaster declaration is approved, the county and each local applicant must submit a *Request for Public Assistance* to apply for eligible disaster assistance
- f. Each local applicant must assign local representative(s) who will provide needed documentation and accompany the federal/state survey teams
- g. Project follow up is required with Governor's Authorized Representative (OEM) and FEMA

- h. Submit insurance information, if applicable, and participate in post-disaster evaluations to consider issues and concerns related to hazard mitigation, code and regulatory compliance, flood plain management, historic preservation and environmental protection
- i. Prepare and submit a project listing for small project grants.
- j. Follow eligibility requirements regarding categorical or flexibly funded grants
- k. Maintain accurate and adequate documentation for costs on each project
- l. Observe FEMA time limits for project completion
- m. Request final inspection of completed work or provide appropriate certificates
- n. Prepare and submit final claim for reimbursement
- o. Assist in the required state audit
- p. Consult with Governor's Authorized Representative (GAR) for assistance (OEM)
- q. Maintain project records and a summary of recovery actions taken

C. LONG-TERM COMMUNITY RECOVERY AND MITIGATION

Emergency Support Function (ESF) #14

1. Purpose

The purpose of a Long-Term Recovery (LTR) program is to organize and focus the resources available to a community in achieving targeted restoration goals after a disaster. Disaster recovery is a complex process accomplished by mobilizing multi-agency, inter-governmental and private sector input to address a wide range of restoration needs confronting a community. Successful disaster recovery is guided by influential leadership representing multiple community interests and the support of state and federal programs, not-for-profit and volunteer services and the private sector. Disaster recovery centers on a unified set of community objectives established by an integrated Long-Term Recovery Task Force that operates using the framework and resources of Emergency Support Function (ESF) #14.

Collaboration among all levels of government, community services and the private sector is vital to defining and addressing priorities for long-term community recovery. ESF #14 provides the links and structure needed to mobilize resources and set an agenda among multiple groups and community interests that will result in successful projects addressing the physical, economic and environmental effects of a disaster.

2. Scope

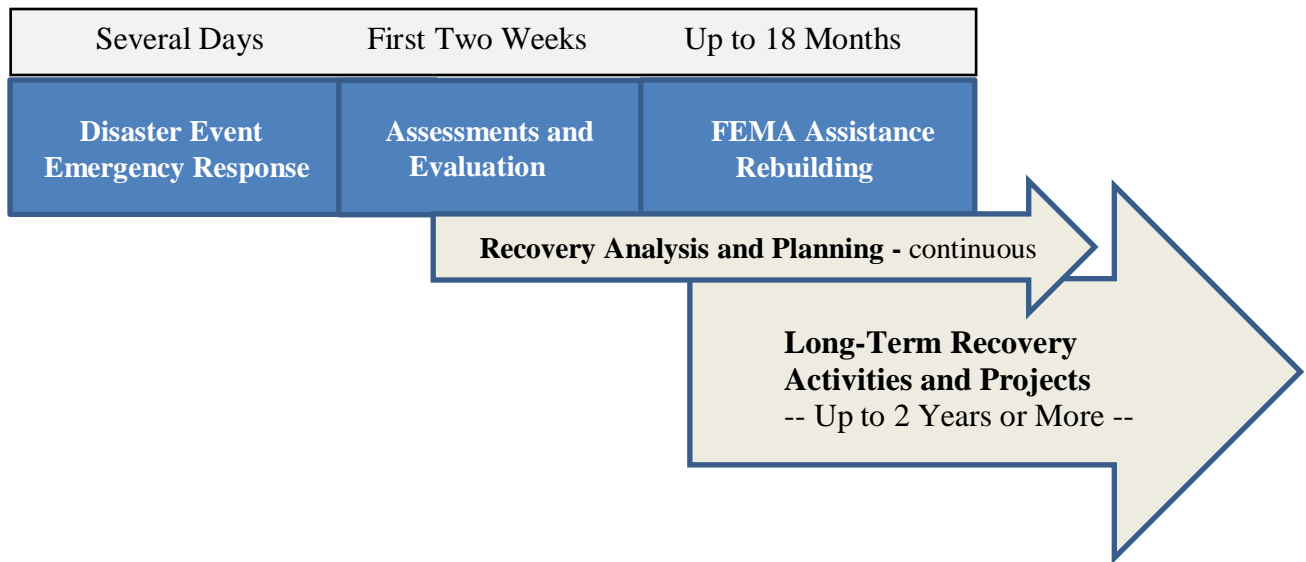
The commitment required from local governments and community leaders, plus the support and resources that are provided by the state and federal governments will vary depending on the scope of the disaster, the type of incident and the implications for long-term community impacts. ESF #14 will identify the key policies, operational concepts, agency roles, leadership and capabilities associated with a disaster recovery needs in Tioga County.

Short Term Recovery returns essential services and vital community support systems to minimum operating standards. This will include security and safety, fire protection and emergency services, health and medical care, public utilities, water supply and sanitation, critical facilities, primary transportation and access, housing and food supply.

Long Term Recovery and redevelopment restores public services and systems to established community standards, and goes further to include actions and improvements to reduce future risks and prevent conditions that contributed to the disaster. Long-term restoration may take many years and is guided by officially adopted local plans and policies.

Mitigation includes enhancements and improvements that will prevent and/or reduce the damages and impacts that future disasters can have on the community. Mitigation goes beyond recovery to pre-disaster capabilities and takes steps to increase disaster resistance for future disasters. Mitigation is a vital part of the disaster recovery process because it is often cost-effective to incorporate mitigation measures concurrently as recovery takes place. Mitigation measures associated with post-disaster recovery must consider and reflect community strategies and objectives set forth in the *Tioga County Hazard Mitigation Plan*.

Recovery Timeline



3. Long-Term Recovery Objectives

Long-Term Community Recovery (LTR) activities generally focus on objectives that; ensure health and safety of the community, continue government operations and services and promote economic and social revitalization of the community.

- Transition of community resources from response operations to a focus on recovery
- Prepare and implement a community-wide redevelopment plan
- Conduct a community disruption and loss analysis, identify capability shortfalls, service gaps and limitations
- Establish a comprehensive community-wide strategy and objectives for redevelopment
- Identify appropriate state and federal programs and agencies, non-profit and private sector resources that can support long-term community recovery planning
- Implement an organizational structure, management system and leadership functions to ensure coordination of long term recovery efforts
- Identify responsibilities for recovery activities and establish continuity provisions among departments, agencies and organizations to ensure there is a sustaining commitment to achievement of recovery efforts and goals
- Integration of state and federal resources when the National Response Framework (NRF) is implemented through mobilization of Emergency Support Function (ESF) #14
- Analyze existing local plans and policies to determine how they impact the recovery process and can be enhanced, modified and/or improved to assist with recovery needs
- Solicit public and community input in the redevelopment process
- Monitor and evaluate the recovery and reconstruction progress
- Modify existing local development and regulatory tools, including zoning and local codes, ordinances and regulations to promote consistency with recovery goals
- Enact local laws and development regulations that encourage best practices and will minimize future hazards
- Implement community incentives to promote improved development practices and encourage techniques that will reduce future hazards; including improved building, site selection and design opportunities
- Updates and improvements to the Tioga County Hazard Mitigation Plan

4. Long-Term Recovery Task Force

Tioga County will establish a Disaster Recovery Task Force for major disasters, or the Chairman of the Tioga County Legislature can assign disaster recovery oversight to an existing group or committee that will monitor and coordinate disaster recovery activities and insure recovery is integrated with existing plans and goals established for the community. The purpose of the Recovery Task Force is to provide direction and leadership in the following areas.

- Monitor, make recommendations and/or direct, if authorized, a recovery program for the county
- Prepare a local recovery strategy, objectives and/or a redevelopment plan, as appropriate
- Review plans for emergency repairs and restoration to determine if the design and restoration is consistent with community goals, plans and standards
- Identify opportunities and recommend action to include disaster prevention and hazard mitigation measures into disaster recovery planning and projects
- Evaluate economic recovery and community development projects, issues and concerns related to the disaster
- Recommend improvements and amendments for local zoning, building and development related to the disaster
- Consider needs for legislation and opportunities for public and supplemental funding

Long-Term Recovery Task Force – ESF #14 Role

The Long-Term Recovery Task Force also serves as Emergency Support Function (ESF) #14, and performs the role and responsibilities assigned to ESF #14. ESF #14 is the principal coordinating body that integrates the recovery efforts of local government, state and federal authorities, community resources and the private sector.

ESF 14: Long-Term Community Recovery	
Leadership: Assigned by County Chairman	
Primary Agencies:	Support Agencies
Tioga County Economic Development and Planning	State and Federal Agency Representatives
Tioga County Emergency Management	Affected Municipal Highway/DPW Departments
Tioga County Public Works	Affected Municipal Planning and Zoning Officials
Tioga County Flood Mitigation Group	Affected Municipal Building and Codes Officers
Tioga County Legislature Representative(s)	Affected Municipal Floodplain Managers
Affected Municipal Mayors and Supervisors	Affected Municipal Water and Sewer Departments
State Legislature and Congressional Representatives	Tioga County Treasurer
Tioga County Attorney	Tioga County Mental Hygiene
	Tioga County Bureau of Fire
	Tioga County Sheriff
	Tioga County Public Health Department
	Tioga County Social Services
	Tioga County Real Property
	Tioga County Coroners
	Tioga Opportunities Inc.
	Tioga Energy Services
	Tioga Employment Center
	Information, Technology and Communication (ITCS)
	Industrial Development Agency (IDA)
	Local Development Corporation
	Rural Economic Area Partnership (REAP)
	Cornell Cooperative Extension
	Farm Service Agency (FSA)
	Natural Resources Conservation Service (NRCS)
	Soil and Water Conservation District (SWCD)
	American Red Cross
	Catholic Charities

Task Force / ESF #14 Leadership

The Chairman of the Tioga County Legislature will assign a team leader for the Recovery Task Force based on issues and areas of concern related to disaster recovery requirements, or the Chairman can name a permanent Task force leader. If no permanent leader is identified, and pending the selection of a provisional task force leader, the county Emergency Manager, Director of Planning and Development and Commissioner of Public Works will work cooperatively to manage the Recovery Task Force and insure the functions of ESF #14 are fulfilled.

5. Activation of Long Term Recovery Measures

Long-term recovery measures and the Long-Term Recovery Task Force are activated by the Chairman of the Tioga County Legislature in consultation with the Tioga County Emergency Manager and other county leadership.

The Long-Term Recovery Task Force and Emergency Support Function (ESF) #14 can be mobilized for any emergency and should always be activated when there is a federal disaster declaration and/or when the National Response Framework (NRF) is activated.

The Long-Term Recovery Task Force and ESF #14 can be partially activated when there are limited or targeted emergency recovery demands, or fully activated for major disasters that have widespread community impacts.

The task force and ESF #14 can establish appropriate sub-committees and task groups to focus on key objectives and better organize a wide range of resources.

In previous disasters in New York and nationwide, the following indicators have been used to prompt long-term recovery organization and ESF #14 activation.

- a significant number of casualties and/or displaced persons
- extensive housing damage that limits housing quality and opportunities
- environmental damage that forces long-term or permanent relocation for a significant portion of the population;
- infrastructure damage of a severity and scale likely to cause major service impacts and economic disruptions
- severe economic or physical damage affecting key industries and employment

- disasters that result in serious financial distress and severe fiscal hardships to local government

6. Long-Term Recovery Tasks

The following functions may be addressed as part of the recovery process and assigned to the appropriate ICS Section.

- **Animal Control/Sheltering:** Provides policies and procedures/guidelines addressing animal control and sheltering following a disaster. Includes transportation, sheltering, and feeding of pets and livestock
- **Business Resumption:** Provides policies and procedures/guidelines to facilitate the re-establishment of normal commercial business activities following a disaster. Includes policies/procedures/guidelines for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.
- **Communications/Automation:** Provides the communications and automated data processing abilities for direction and control of recovery activities as well as for continued daily operations. This includes identifying actions to protect current resources, procedures/guidelines for prioritizing and sharing limited resources, and identifying additional resources for procurement. Communications/Automation resources include, but are not limited to county/city and amateur radio equipment and operations, telephones, cellular phones, copiers and computers.
- **Continuity of Government:** Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services.
- **Damage Assessment:** Ensures that procedures/guidelines and expertise are available to assess the safety and serviceability of essential government facilities (e.g., LEOC, shelters, hospitals, police and fire stations, schools, highways, bridges, airports, public works etc.), commercial buildings and residential occupancies. Establishes building/ structure accessibility/usability. If possible, damage assessment will begin as the event is occurring and afterwards, until the full scope of the damage is known.
- **Debris Management:** Provides for the removal, temporary storage, and disposal of disaster-related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations landfill sites and other disposal facilities.

- **Demolition:** Ensures that appropriate policies, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.
- **Disaster Assistance:** Provides policies and procedures/guidelines for, and information concerning, federal, state, local, private and non-profit disaster assistance programs.
- **Documentation & Record Keeping:** Comprehensive financial and administrative controls are essential to effective disaster recovery. Successful cost recovery through federal grants, which are linked to post-recovery audits, rely on accurate documentation. Verification of claims is enhanced by photographic evidence and various post-disaster recovery programs may require identity and other confirming documents
- **Donations Management:** Provides for coordination of donations to disaster victims, including informing the general public, through the PIO, of specific items needed. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.
- **Economic and Workforce Development:** Provides for guidance in stimulation of private sector businesses in an effort to create jobs and reduce poverty. Includes workforce training, job placement assistance and work mentoring programs.
- **Education:** Provides for a focus on rebuilding/ improving school infrastructure, improving curriculum, and/or training for teachers.
- **Engineering/Construction:** Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period.
- **Environmental Services:** Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waste disposal and environmental permitting. Restore/rehabilitate damaged ecological systems. Air, water and soil quality restoration and preservation, as well as the use of energy efficient building materials and smart growth principles
- **Fatality Management:** Some disasters may produce mass fatalities, which require a significant amount of management and resources.
- **Financial Management:** Provides guidance and procedures/guidelines for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assesses disaster impacts on

municipal bonds and insurance, examines taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities.

- **Flood Protection:** Solutions designed for the purpose of flood protection as the primary consideration. May include strategies to replace sediment.
- **Housing and Community Redevelopment:** House rebuilding and repair to include single and multi-family homes. Public space redevelopment of historic districts, neighborhoods, specialized zones, planned unit development and land trusts. Rebuilding non-public components of the build landscape including mixed-use, office, and retail developments. Temporary and Long-Term Housing: Provides for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period.
 - Emergency housing: (Response) the housing of displaced persons for a short period of time.
 - Temporary housing: Refers to temporary quarters for displaced people to live until permanent housing can be found for them.
 - Long-term housing: permanent replacement housing
- **Human Resource Management:** Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the LEOC and other coordination centers (e.g. phone banks.), coordination of county volunteers (such as Medical Reserve Corps and Community Emergency Response Teams), continuation of employee assistance and family contact/support programs and employee education regarding disaster reimbursement policies.
- **Human Services:** Supports projects related to elder care, alcohol and drug rehabilitation, as well as services for the poor
- **Individual Assistance (IA):** Tioga County may assist State and Federal officials in the establishment of Disaster Application Centers (DAC). Such centers are the focal point for making federal assistance available to qualified individuals, families, and businesses. Assistance for qualifying individuals and families is provided through the Individual & Family Grant Program (IFGP); businesses may qualify for emergency funds from the Small Business Administration (SBA).
- **Infrastructure Management:** Repair / Restoration: Prioritizes essential public facilities and provides for coordination of personnel and resources necessary to make temporary or permanent repairs to them. Relocation: Includes locating and leasing temporary office and storage space and the retrieval of needed resources from damaged buildings. Projects involving utilities, water, wastewater (sewer), gas, electricity, and telecommunications

- **Legal Program Management:** Ensures all of the county’s criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).
- **Mental Health/Counseling:** Provides for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
- **Preservation of Records:** Provides guidance, information and procedures/guidelines for the salvaging of damaged vital records and documents as well as the restoration of information and record systems.
- **Public Assistance:** Restoring damaged public property, and property owned by certain non-profit organizations, is within the scope of Public Assistance. When approved at the Federal level, such assistance can offset 75% of the cost of repair or replacement of a damaged facility or infrastructure asset, such as a road, bridge or sewer line. The State and local jurisdictions must provide the funds for the remaining 25%. After a “Presidential Declaration”, damage survey reports (DSRs) required to support receipt of Federal emergency funds are developed and provided to the State by survey teams comprised of: a Federal representative, a State representative, and a local representative. These DSRs are forwarded by the State to FEMA.
- **Public Health and Health Care:** Provides for public health services including Department of Health and hospital services and capabilities to include mass dispensing, mass care, environmental concerns (e.g. safe water, agricultural products), etc. Projects for hospital or clinic upgrades, ambulances, and any public/private medical service improvement.
- **Public Information:** Provides channels for educating the public on actions to take during the recovery period. Collects, controls, and disseminates public safety, public service and general assistance information. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated. Minimizes the impact of misinformation, rumors, etc. Organizes "Town Hall" meetings. Coordinates within own agency staff, other agencies, the LEOC, public information phone centers, and the media.
- **Public Safety:** Provides for projects and services dealing with police, fire, emergency preparedness, and/or prisons. Provides for the safety and welfare of the public and recovery personnel.
- **Recovery Management:** Provides for overall management of recovery activities. Develops strategic goals and policy directives to guide both short and long-term recovery.

- **Resource Management:** Provides for coordination of the materials, personnel, equipment and facilities for disaster recovery activities.
- **Rezoning and Land Use:** Ensures ordinances, policies, and procedures/guidelines are in place to allow prompt zoning and land use decisions following a disaster. Includes procedures/guidelines for building moratoria, fast track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings.
- **Transportation:** Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles. Also provides for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities. Projects involving pipelines (natural gas, oil) waterway navigation, roads and transit railways
- **Utilities:** Provides for the facilitation and coordination of efforts to fully restore utility services following a disaster. Includes phone, power, water, cable, and sanitation.
- **Volunteer Coordination:** Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

7. Comprehensive Recovery Planning

Major disasters usually require the preparation of a post-disaster Long-Term recovery plan. Disaster recovery planning must be integrated with the following community development plans and goals for Tioga County and each local government. In some cases, circumstances and conditions related to a disaster may call for modifications of these plans and programs.

- Community development plans
- Economic development programs and goals
- Comprehensive master plans for Tioga County and local governments
- Tioga County Hazard Mitigation Plan
- Local zoning, building, code and subdivision ordinances
- Floodplain management programs
- Environmental, conservation and watershed management programs
- Regional transportation plans

When the Governor declares a state disaster emergency, state Executive Law, Article 2-B, Section 28-a, establishes the following requirements for local government recovery and redevelopment planning.

- 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 OEM, 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.

8. Identifying Recovery Assistance, Programs and Services

Disaster assistance may be available from a wide range of state, federal and non-government programs following a disaster. Major financial assistance is usually linked to approval of a federal disaster declaration, but many other programs and services may be available even though no declaration was requested or authorized.

There are numerous programs and opportunities and many have complex eligibility requirements or they may targeted certain groups or types of disaster victims. While the range of programs and services is too numerous to list, the purpose of the Recovery Task Force and ESF #14 is to work with government and community leaders to identify areas of concern and those in need, and then use the collective knowledge and contacts of the Task Force/ESF members to reach out

to agencies, officials, program managers, emergency professionals and elected leaders to access help that matches identified local needs.

9. Disaster Impact Analysis and Fact-Gathering

Recovery planning and community restoration requires a comprehensive analysis of the disasters long-term impacts on the community. A wide-ranging evaluation of the scope of assistance and resources needed, combined with a review of available solutions, their cost-effective application and the impacts the solutions themselves must all be considered by recovery managers and community leaders.

The following assessment initiatives are typically performed immediately after a disaster and provide a basic evaluation of the disaster's impact on the community. These assessments are commonly used as a starting point to analyze long term impacts.

- Post-disaster damage assessments of homes and businesses
- Assessments of public infrastructure, security and essential public services
- Assessments of critical facilities and utilities
- Safety and occupancy inspections of structures and buildings
- Agricultural and environmental assessments
- Shelter, life-safety and essential human needs

As community response needs are being addressed, issues and planning related to long-term recovery will commence, often concurrently with ongoing response activities. Assessment and fact-gathering that will be undertaken early in the recovery process include the following.

Evaluation of Immediate Recovery Needs

- Temporary Housing Needs
- Human services, crisis counseling, family assistance and unmet needs
- Structural, architectural and engineering assessments
- Debris management, collection and disposal
- Demolition
- Solid Waste management
- Hazardous materials management
- Air and water quality, watershed, stream corridors and natural resources
- Public health services and disease management
- Medical facilities and services
- Mortuary services
- Animal protection and services

- Legal issues and consumer protection
- Insurance resources
- Media and public information management
- Schools and education
- Regulatory reviews, modifications and permit processing

Assessment of Long-Term Recovery Priorities

Continuing citizen and family needs assessment

- Permanent housing resources
- Targeting long-term food, employment, transportation and counseling needs
- Ongoing needs for children, the aged and special needs populations
- Monitoring conditions and adapting services to address unmet citizen and family needs
- Social, cultural and neighborhood impacts of the disaster and recovery planning

Economic and employment assessments

- Analysis of business operations and major employers
- Impacts on employment and workforce conditions
- Commercial and retail assessments
- Identify resources and develop partnerships to promote economic recovery

Assess impact on public finances

- Estimate impacts on property assessments and the tax base
- Revise estimates of revenues
- Estimate costs of disaster generated projects and activities
- Identify likely sources of disaster funds
- Revised budgets to reflect economic conditions and recovery expectations
- Identify potential means of increasing revenue

Citizen awareness and public information needs

- Identify public and citizen information that is important to disaster recovery
- Identify and develop products and media needed to inform the public
- Designate responsible agencies, officials, schedules and methods for distribution

Coordination with existing local plans, policies and programs

- Community Development and Master Plans
- Economic and Industrial Development
- Zoning and Flood Plain Management
- Housing
- Capital Improvements
- Hazard Mitigation
- Public Infrastructure, Transportation, and Recreation
- Environmental, Watershed Protection and Drainage
- Monitoring, reinforcement and/or revision of local codes and standards
- Regulatory and permit processes, modifications, reviews and authorizations
- Integration with state and federal programs, resources and policies

Evaluating organization and forces that support recovery

- Sustaining long-term recovery leadership
- Principal and alternate agency representatives for the Long-Term Recovery Task Force
- Administrative support
- Evaluate supplemental personnel and/or staff reorganization required to support recovery
- Agency sharing of resources and mutual-aid

- Identify consultants and other specialists that can augment recovery functions
- Promote and facilitate involvement of business and industry in the recovery process

10. Long-Term Recovery References

New York State Comprehensive Emergency Management Plan
Volume 3: Long Term Recovery Plan

National Response Framework (NRF), January 2008
ESF #14 – Long Term Community Recovery & Mitigation

Department of Homeland Security Target Capabilities List, September 2007
Economic & Community Recovery

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Appendix 1

Table of Acronyms

Acronym	Name or Title
ARC	American Red Cross
BOCES	Boards of Cooperative Educational Services
CAP	Civil Air Patrol
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
CQCAPD	Commission for Quality Care and Advocacy for Persons with Disabilities
CSCIC	Cyber Security and Critical Infrastructure Coordination
CVB	Crime Victims Board
DAC	Disaster Application Centers
DART	Damage Assessment Response Team
DBS	Direct Broadcast Satellite
DEC	Department of Environmental Conservation
DHCR	Division of Housing and Community Renewal
DHS	Department of Homeland Security
DHSES	Division of Homeland Security and Emergency Services
DMA	Disaster Mitigation Act
DMNA	Division of Military and Naval Affairs
DMV	Department of Motor Vehicles
DOCS	Department of Correctional Services
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DPC	Disaster Preparedness Commission
DPW	Department of Public Works
DSP	Division of State Police

Acronym	Name or Title
DSR	Damage Survey Reports
DVA	Division of Veterans Affairs
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPCRA	Emergency Planning and Community Right-to-Know Act
ESD	Empire State Development
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCC	Federal Communication Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FNSS	Functional Needs Support Services
FSA	Farm Service Agency
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZNY	Hazards New York
HAZUS-MH	Hazards-United States Multi-Hazard
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Posts
ICS	Incident Command System
IDA	Industrial Development Agency
IFGP	Individual Family Grant Program
IMT	Incident Management and Special Support Teams
IT	Information Technology
ITCS	Information Technology and Communications Services

Acronym	Name or Title
JIC	Joint Information Center
LEOC	Local Emergency Operations Center
LEPC	Local Emergency Planning Committee
LiDAR	Light Detection and Ranging
LTR	Long-Term Recovery
MACS	Multi-Agency Coordination Systems
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NGO	Non-Governmental Organizations
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRCS	Natural Resource Conservation Service
NRF	National Response Framework
NRP	National Response Plan
NWS	National Weather Service
NYCRR	New York Codes, Rules and Regulations
NYS	New York State
NYSBD	New York State Banking Department
NYSDSAM	New York State Department of Agriculture and Markets
NYSID	New York State Insurance Department
NYSOFA	New York State Office for the Aging
OCFS	Office of Children and Family Services
OEM	Office of Emergency Management
OFPC	Office of Fire Prevention and Control
OFT	Office for Technology
OGS	Office of General Services
OMH	Office of Mental Health
OMRDD	Office of Mental Retardation and Developmental Disabilities
OPRHP	Office of Parks, Recreation and Historic Preservation
OTDA	Office of Temporary and Disability Assistance
PDA	Preliminary Damage Assessment
PETS	Pets Evacuation and Transportation Standards Act

Acronym	Name or Title
PIO	Information officer
RACES	Radio Amateur Civil Emergency Service
REAP	Rural Economic Area Partnership
SA	Salvation Army
SAMHSA	Substance Abuse and Mental Health Services Administration
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SCO	State Coordinating Officer
SDARS	Satellite Digital Audio Radio Service
SED	Special Education Department
SNAP	Supplemental Nutrition Assistance Program
SNS	Strategic National Stockpile
SSA	US Social Security Administration
SWCD	Soil and Water Conservation District
SWCS	Soil and Water Conservation Service
TARP	Tioga Area Resource Partners
THIRA	Threat and Hazard Identification and Risk Assessment
TIG	Transportation Infrastructure Group
U.S.	United States
USDA	United States Department of Agriculture
VOAD	Volunteer Organizations Active in Disaster

Appendix 2**NYS Executive Law Article 2-B**

current as of 4/20/2012

§ 20. Natural and man-made disasters; policy; definitions

1. It shall be the policy of the state that:

- a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
- b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
- c. state and local natural disaster and emergency response functions be coordinated using recognized practices in incident management in order to bring the fullest protection and benefit to the people;
- d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
- e. state and local plans, organizational arrangements, and response capability required to execute the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.

2. As used in this article the following terms shall have the following meanings:

- a. "disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, terrorism, cyber event, blight, drought, infestation, explosion, radiological accident, nuclear, chemical, biological, or bacteriological release, water contamination, bridge failure or bridge collapse.
- b. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
- c. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.
- d. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.
- e. "emergency services organization" means a public or private agency, voluntary organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
- f. "chief executive" means:
 - (1) a county executive or manager of a county;
 - (2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
 - (3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
 - (4) a supervisor of a town, except where a town has a manager, it shall mean such manager.
- g. "Disaster emergency response personnel" means agencies, public officers, employees, or affiliated volunteers having duties and responsibilities under or pursuant to a comprehensive emergency management plan.
- h. "Emergency management director" means the government official responsible for emergency preparedness, response and recovery for a county, city, town, or village.
- i. "incident management team" means a state certified team of trained personnel from different departments, organizations, agencies, and jurisdictions within the state, or a region of the state, activated to support and manage major and/or complex incidents requiring a significant number of local, regional, and state resources.
- j. "executive level officer" means a state agency officer with the authority to deploy agency assets and resources and make decisions binding a state agency.
- k. "third party non-state resources" means any contracted resource that is not owned or controlled by the state or a political subdivision including, but not limited to, ambulances, construction crews, or contractors.

§ 21. Disaster preparedness commission established; meetings; powers and duties

1. There is hereby created in the executive department a disaster preparedness commission consisting of the commissioners of transportation, health, division of criminal justice services, education, social services, economic development, agriculture and markets, housing and community renewal, general services, labor, environmental conservation, mental health, parks, recreation and historic preservation, corrections and community supervision and children and family services, the president of the New York state energy research and development authority, the superintendents of state police, financial services, the secretary of state, the state fire administrator, the chair of the public service commission, the adjutant general, the directors of the offices within the division of homeland security and emergency services, the office of information technology services, and the office of victim services, the chairs of the thruway authority, the metropolitan transportation authority, the port authority of New York and New Jersey, the chief professional officer of the state coordinating chapter of the American Red Cross and three additional members, to be appointed by the governor, two of whom shall be chief executives. Each member agency may designate an officer of that agency, with responsibility for disaster preparedness matters, who may represent that agency on the commission. The commissioner of the division of homeland security and emergency services shall serve as chair of the commission, and the governor shall designate the vice chair of the commission. The members of the commission, except those who serve ex officio, shall be allowed their actual and necessary expenses incurred in the performance of their duties under this article but shall receive no additional compensation for services rendered pursuant to this article.

2. The commission, on call of the chairperson, shall meet at least twice each year and at such other times as may be necessary. The agenda and meeting place of all regular meetings shall be made available to the public in advance of such meetings and all such meetings shall be open to the public. The commission shall establish quorum requirements and other rules and procedures regarding conduct of its meetings and other affairs.

3. The commission shall have the following powers and responsibilities:

- a. study all aspects of man-made or natural disaster prevention, response and recovery;
- b. request and obtain from any state or local officer or agency any information necessary to the commission for the exercise of its responsibilities;
- c. prepare and, as appropriate, revise a state comprehensive emergency management plan. The commission shall report all revisions to such plan by March thirty-first of each year to the governor, the legislature and the chief judge of the state, unless a current version of the plan is available to the public on the website of the division of homeland security and emergency services. In preparing such plans, the commission shall consult with federal and local officials, emergency service organizations including both volunteer and commercial emergency response organizations, and the public as it deems appropriate. To the extent such plans impact upon administration of the civil and criminal justice systems of the state, including their operational and fiscal needs in times of disaster emergency, the commission, its staff and any working group, task force, agency or other instrumentality to which it may delegate responsibility to assist it in its duties shall consult with the chief administrator of the courts and coordinate their preparation with him or her or with his or her representatives;
- d. prepare, keep current and distribute to chief executives and others an inventory of programs directly relevant to prevention, minimization of damage, readiness, operations during disasters, and recovery following disasters;
- e. direct state disaster operations and coordinate state disaster operations with local disaster operations following the declaration of a state disaster emergency;
- f. (1) unless it deems it unnecessary, create, following the declaration of a state disaster emergency, a temporary organization in the disaster area to provide for integration and coordination of efforts among the various federal, state, municipal and private agencies involved. The commission, upon a request from a municipality and with the approval of the governor, shall direct the temporary organization to assume direction of the local disaster operations of such municipality, for a specified period of time not to exceed thirty days, and in such cases such temporary organization shall assume direction of such local disaster operations, subject to the supervision of the commission. Upon the expiration of the thirty day period the commission, at the request of the municipality, may extend the temporary organization's direction of such local disaster operations for additional periods not to exceed thirty days. The commission, upon a finding that a municipality is unable to manage local disaster operations, may, with the approval of the governor, direct the temporary organization to assume direction of the local disaster operations of such municipality, for a specified period of time not to exceed thirty days, and in such cases such temporary organization shall assume direction of such local disaster operations, subject to the supervision of the commission. Upon expiration of the thirty day period the commission, after consultation with the municipality, and with the

approval of the governor, may extend the temporary organization's direction of such local disaster operations for additional periods not to exceed thirty days. In such event, such temporary organization may utilize such municipality's local resources, provided, however, that the state shall not be liable for any expenses incurred in using such municipality's resources. The state shall not be liable for the expenses incurred in using third party, non-state resources deployed to the affected area by the temporary organization, which are necessary to protect life and safety;

(2) The state incident management team shall have the authority to act as the operational arm of the temporary organization. When called to duty and deployed by the state, members of any state or local incident management team shall be deemed temporary employees of the state and shall have the same privileges and immunities afforded to regular state employees, subject to the rules and regulations promulgated by the president of the state civil service commission pursuant to section one hundred sixty-three of the civil service law;

g. assist in the coordination of federal recovery efforts and coordinate recovery assistance by state and private agencies;

h. provide for periodic briefings, drills, exercises or other means to assure that all state personnel with direct responsibilities in the event of a disaster are fully familiar with response and recovery plans and the manner in which they shall carry out their responsibilities, and coordinate with federal, local or other state personnel. Such activities may take place on a regional or county basis, and local and federal participation shall be invited and encouraged;

i. submit to the governor, the legislature and the chief judge of the state by March thirty-first of each year an annual report which shall include but need not be limited to:

(1) a summary of commission and state agency activities for the year and plans for the ensuing year with respect to the duties and responsibilities of the commission;

(2) recommendations on ways to improve state and local capability to prevent, prepare for, respond to and recover from disasters;

(3) the status of the state and local plans for disaster preparedness and response, including the name of any locality which has failed or refused to develop and implement its own disaster preparedness plan and program; and the extent to which all forms of local emergency response assets have been included, and accounted for in planning and preparation for disaster preparedness and response; and

j. develop public service announcements to be distributed to television and radio stations and other media throughout the state informing the public how to prepare and respond to disasters. Such public service announcements shall be distributed in English and such other languages as such commission deems appropriate.

k. [Redesignated]

4. All powers of the state civil defense commission are assigned to the commission.

5. The state office of emergency management within the division of homeland security and emergency services shall serve as the operational arm of the commission and shall be responsible for implementing provisions of this article and the rules and policies adopted by the commission. The director of the state office of emergency management within the division of homeland security and emergency services shall exercise the authority given to the disaster preparedness commission in section twenty-nine of this article, to coordinate and direct state agencies and assets in response to a state disaster emergency, through their respective agency heads, on behalf of the governor and the chair of the disaster preparedness commission, when the governor, the lieutenant governor, and the chair of the disaster preparedness commission are incapacitated or without an available means of reliable communication with the state office of emergency management. If the director of the state office of emergency management is unable to exercise this authority, then the executive deputy commissioner of the division of homeland security and emergency services shall act in this capacity. In the event that the executive deputy commissioner is unable to exercise this authority, then such authority shall be exercised by the official willing and able to do so in the following order: the superintendent of the division of state police; the state fire administrator; or the director of the office of counterterrorism within the division of homeland security and emergency services. Nothing in this subdivision shall be construed to limit the authority of the governor, lieutenant governor, or the chair of the disaster preparedness commission to oversee the director of the state office of emergency management within the division of homeland security and emergency services or any official exercising authority given to the disaster preparedness commission in section twenty-nine of this article.

§ 22. State disaster preparedness plans

1. The commission shall prepare a state disaster preparedness plan and submit such plan to the governor for approval no later than one year following the effective date of this act. The governor shall act upon such plan by July first of that year. The commission shall review such plans annually.

2. The purpose of such plans shall be to minimize the effects of disasters by: (i) identifying appropriate measures to prevent disasters, (ii) developing mechanisms to coordinate the use of resources and manpower for service during and after disaster emergencies and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (iii) provide for recovery and redevelopment after disaster emergencies.

3. Such plans shall be prepared with such assistance from other agencies as the commission deems necessary, and shall include, but not be limited to:

a. Disaster prevention and mitigation. Plans to prevent and minimize the effects of disasters shall include, but not be limited to:

- (1) identification of hazards and assessment of risk;
- (2) recommended disaster prevention and mitigation projects, policies, priorities and programs, with suggested implementation schedules, which outline federal, state and local roles;
- (3) suggested revisions and additions to building and safety codes, and zoning and other land use programs;
- (4) suggested ways in which state agencies can provide technical assistance to municipalities in the development of local disaster prevention and mitigation plans and programs;
- (5) such other measures as reasonably can be taken to protect lives, prevent disasters, and reduce the impact of disasters.

b. Disaster response. Plans to coordinate the use of resources and manpower for service during and after disaster emergencies and to deliver services to aid citizens and reduce human suffering resulting from a disaster emergency shall include, but not be limited to:

- (1) coordination of resources, manpower and services, using recognized practices in incident management and utilizing existing organizations and lines of authority and centralized direction of requests for assistance;
- (2) the location, procurement, construction, processing, transportation, storing, maintenance, renovation, distribution, disposal or use of materials, including those donated, and facilities and services;
- (3) a system for warning populations who are or may be endangered;
- (4) arrangements for activating state, municipal and volunteer forces, through normal chains of command so far as possible and for continued communication and reporting;
- (5) a specific plan for rapid and efficient communication, and for the integration of state communication facilities during a state disaster emergency, including the assignment of responsibilities and the establishment of communication priorities, and liaison with municipal, private and federal communication facilities;
- (6) a plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities;
- (7) criteria for establishing priorities with respect to the restoration of vital services and debris removal;
- (8) plans for the continued effective operation of the civil and criminal justice systems;
- (9) provisions for training state and local government personnel and volunteers in disaster response operations;
- (10) providing information to the public;
- (11) care for the injured and needy and identification and disposition of the dead;
- (12) utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, individuals with disabilities and other groups which may be especially affected;
- (13) control of ingress and egress to and from a disaster area;
- (14) arrangements to administer federal disaster assistance;
- (15) a system for obtaining and coordinating situational awareness including the centralized assessment of disaster effects and resultant needs; and
- (16) utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.

- c. Recovery. Plans to provide for recovery and redevelopment after disaster emergencies shall include, but not be limited to:
- (1) measures to coordinate state agency assistance in recovery efforts;
 - (2) arrangements to administer federal recovery assistance; and
 - (3) such other measures as reasonably can be taken to assist in the development and implementation of local disaster recovery plans.

§ 23. Local comprehensive emergency management plans

1. Each county, except those contained within the city of New York, and each city, town and village is authorized to prepare comprehensive emergency management plans. The disaster preparedness commission shall provide assistance and advice for the development of such plans. City, town and village plans shall be coordinated with the county plan.
2. The purpose of such plans shall be to minimize the effect of disasters by (i) identifying appropriate local measures to prevent disasters, (ii) developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (iii) providing for recovery and redevelopment after disasters.
3. Plans for coordination of resources, manpower and services shall provide for a centralized coordination and direction of requests for assistance.
4. Plans for coordination of assistance shall provide for utilization of existing organizations and lines of authority.
5. In preparing such plans, cooperation, advice and assistance shall be sought from local government officials, regional and local planning agencies, police agencies, fire departments and fire companies, local emergency management agencies, commercial and volunteer ambulance services, health and social services officials, community action agencies, the chief administrator of the courts, organizations for the elderly and the handicapped, other interested groups and the general public. Such advice and assistance may be obtained through public hearings held on public notice, or through other appropriate methods.
6. All plans for comprehensive emergency management developed by local governments or any revisions thereto shall be submitted to the commission by December thirty-first of each year to facilitate state coordination of disaster operations.
7. Such plans shall include, but not be limited to
 - a. Disaster prevention and mitigation. Plans to prevent and minimize the effects of disasters shall include, but not be limited to:
 - (1) identification of hazards and assessment of risk;
 - (2) recommended disaster prevention and mitigation projects, policies, priorities and programs, with suggested implementation schedules, which outline federal, state and local roles;
 - (3) suggested revisions and additions to building and safety codes and zoning and other land use programs;
 - (4) such other measures as reasonably can be taken to protect lives, prevent disasters, and reduce their impact.
 - b. Disaster response. Plans to coordinate the use of resources and manpower for service during and after disasters and to deliver services to aid citizens and reduce human suffering resulting from a disaster shall include, but not be limited to:
 - (1) coordination of resources, manpower and services, using recognized practices in incident management, utilizing existing organizations and lines of authority and centralized direction of requests for assistance;
 - (2) the location, procurement, construction, processing, transportation, storing, maintenance, renovation, distribution, disposal or use of materials, including those donated, and facilities and services which may be required in time of disaster;
 - (3) a system for warning populations who are or may be endangered;

- (4) arrangements for activating municipal and volunteer forces, through normal chains of command so far as possible, and for continued communication and reporting;
 - (5) a specific plan for rapid and efficient communication and for the integration of local communication facilities during a disaster including the assignment of responsibilities and the establishment of communication priorities and liaison with municipal, private, state and federal communication facilities;
 - (6) a plan for coordination evacuation procedures including the establishment of temporary housing and other necessary facilities;
 - (7) criteria for establishing priorities with respect to the restoration of vital services and debris removal;
 - (8) plans for the continued effective operation of the civil and criminal justice systems;
 - (9) provisions for training local government personnel and volunteers in disaster response operations;
 - (10) providing information to the public;
 - (11) care for the injured and needy and identification and disposition of the dead;
 - (12) utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, individuals with disabilities and other groups which may be especially affected;
 - (13) control of ingress and egress to and from a disaster area;
 - (14) arrangements to administer state and federal disaster assistance;
 - (15) procedures under which the county, city, town, village or other political subdivision and emergency organization personnel and resources will be used in the event of a disaster;
 - (16) a system for obtaining and coordinating disaster information including the centralized assessment of local disaster effects and resultant needs;
 - (17) continued operation of governments of political subdivisions; and
 - (18) utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.
- c. Recovery. Local plans to provide for recovery and redevelopment after disasters shall include, but not be limited to:
- (1) recommendations for replacement, reconstruction, removal or relocation of damaged or destroyed public or private facilities, proposed new or amendments to zoning, subdivision, building, sanitary or fire prevention regulations and recommendations for economic development and community development in order to minimize the impact of any potential future disasters on the community.
 - (2) provision for cooperation with state and federal agencies in recovery efforts.
 - (3) provisions for training and educating local disaster officials or organizations in the preparation of applications for federal and state disaster recovery assistance.

§ 23-a. County registry of disabled persons; notice

1. In each county having a local disaster preparedness plan pursuant to section twenty-three of this article, in order to meet the special needs of persons who would need assistance during evacuations and sheltering because of physical or mental handicaps, it is recommended that each chief executive maintain a registry of disabled persons located within the county. The registration shall identify those persons in need of assistance and plan for resource allocation to meet those identified needs. To assist the chief executive in identifying such persons, the county department of health, or such other county department or agency as designated by the chief executive, shall provide voluntary registration information to all of its special needs clients and to all incoming clients as part of the intake process. The registry shall be updated annually. The registration program shall give disabled persons the option of pre-authorizing emergency response personnel to enter their homes during search and rescue operations if necessary to assure their safety and welfare during disasters.
2. Upon the establishment of a voluntary registry of disabled persons as provided in subdivision one of this section, the chief executive shall make such registry available to the appropriate county, state and federal agencies for their use in delivering services in the event of a local or state disaster. The chief executive shall, upon the request of the state emergency management office, provide such registry information to such office. The chief executive may, at his discretion, use the registry information for local disaster preparedness only in coordination with other political subdivisions of the state.
3. Upon the establishment of a voluntary registry of disabled persons as provided in subdivision one of this section, at least semi-annually, each chief executive shall cause to be published in a newspaper of general circulation within the county a notice of the availability of the voluntary registration program.

4. All records, data, information, correspondence and communications relating to the registration of disabled persons as provided in subdivision one of this section are confidential, except that such information shall be available to other county chief executives for local disaster preparedness only as the chief executive of the county maintaining such registry deems necessary. Provided, however, the individual file of a person having registered with the registry of disabled persons shall be made available to that person upon request.
5. All community-based services providers, including home health care providers, shall assist the chief executive by collecting registration information for people with special needs as part of program intake processes, establishing programs to increase the awareness of the registration process, and educating clients about the procedures that may be necessary for their safety during disasters.
6. A county shall not be liable for any claim based upon the good faith exercise or performance or the good faith failure to exercise or perform a function or duty on the part of any officer or employee in carrying out a local disaster preparedness plan.

§ 23-b. Nursing home and assisted living facility plans

1. After consultation with the commissioner of health, the director of the office for the aging, and the director of the state office of homeland security, the commission shall establish standards for nursing homes, adult homes, enriched housing programs and assisted living residences regarding disaster preparedness.
2. Each such facility shall be assisted in the establishment of a disaster preparedness plan. The plan shall include, but not be limited to, the following:
 - (a) Maintaining a supply of food, water and to the extent deemed necessary and feasible in the reasonable judgment of the operator of the facility, medication in reserve in the event that obtaining such items should become difficult or impossible.
 - (b) In the reasonable judgment of the facility, having access to a generator or generators sufficient to supply electrical power to the facility.
 - (c) Establishing an evacuation plan for residents including an alternative site suitable for temporary use.
 - (d) Establishing staffing plans during a disaster.
3. Such plans shall be made available to the county emergency management office.
4. Nothing in this section shall be deemed to modify or override any requirements in regulations duly promulgated by a state agency, or to limit any lawful authority of a state agency to promulgate regulations, with respect to disaster preparedness of such facilities, the contents of their disaster preparedness plans or the process for approval of those plans.

§ 23-c. [Eff Feb 22, 2010] Consistency among local disaster preparedness plans

1. The local disaster preparedness plans for each county, city, town, or village shall be so developed that no part of the local disaster preparedness plan of any county or any city, town, or village within such county conflicts with any part of the local disaster preparedness plan of any of the other said entities within such county or such county itself. In the event of any such conflict, such conflict shall be resolved by such county. The provisions of this subdivision shall not apply to a city wholly containing more than one county or to any county wholly contained within any such city.
2. In the event that any part of the local disaster preparedness plan of any county or any city, town, or village within such county conflicts with any part of the local disaster preparedness plan of any other county or any city, town, or village within any such other county, such conflict shall be resolved by the state emergency management office, as defined in paragraph (e) of subdivision one of section twenty-nine-e of this article. The provisions of this subdivision shall not apply to any county wholly contained within a city wholly containing more than one county. Any city wholly containing more than one county shall be subject to the provisions of this subdivision as if it were a county.
3. Said state emergency management office is hereby authorized and directed to promulgate any rules or regulations or take any other measures necessary to effectuate the provisions of this section.

§ 24. Local state of emergency; local emergency orders by chief executive

1. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government; provided, however, that in the event of a radiological accident as defined in section twenty-nine-c of this article, such chief executive may request of the governor a declaration of disaster emergency. Such proclamation shall remain in effect for a period not to exceed thirty days or until rescinded by the chief executive, whichever occurs first. The chief executive may issue additional proclamations to extend the state of emergency for additional periods not to exceed thirty days. Following such proclamation and during the continuance of such local state of emergency, the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. As illustration, such orders may, within any part or all of the territorial limits of such local government, provide for:

- a. the establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
- b. the designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- c. the regulation and closing of places of amusement and assembly;
- d. the suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
- e. the prohibition and control of the presence of persons on public streets and places;
- f. the establishment or designation of emergency shelters, emergency medical shelters, and in consultation with the state commissioner of health, community based care centers
- g. the suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory and regulatory limitations, which may prevent, hinder, or delay necessary action in coping with a disaster or recovery therefrom whenever

(1) a request has been made pursuant to subdivision seven of this section, or

(2) whenever the governor has declared a state disaster emergency pursuant to section twenty-eight of this article.

Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits:

- (i) no suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency;
- (ii) no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;
- (iii) any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;
- (iv) the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions;
- (v) any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary; and
- (vi) when practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.

2. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in a newspaper of general circulation in the area affected by such order and transmitted to the radio and television media for publication and broadcast. Such orders may be amended, modified and rescinded by the chief executive during the pendency or existence of the state of emergency. Such orders shall cease to be in effect five days after promulgation or upon declaration by the chief executive that the state of emergency no longer exists, whichever occurs sooner. The chief executive nevertheless, may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency.

3. The proclamation of a local state of emergency and local emergency orders of a chief executive of a county shall be executed in quadruplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk, the office of the secretary of state and the state office of emergency management within the division of homeland security and emergency services. The proclamation of a local state of emergency and local emergency orders of a chief executive of a city, town or village shall be executed in quadruplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk, the office of the secretary of state and the state office of emergency management within the division of homeland security and emergency services.
4. Nothing in this section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate.
5. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a class B misdemeanor.
6. Whenever a local state of emergency is declared by the chief executive of a local government pursuant to this section, the chief executive of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the mayor of such city, may request the governor to remove all or any number of sentenced inmates from institutions maintained by such county in accordance with section ninety-three of the correction law.
7. Whenever a local state of emergency has been declared pursuant to this section, the chief executive of the county in which the local state of emergency has been declared, or where a county is wholly contained within a city, the chief executive of the city, may request the governor to provide assistance under this chapter, provided that such chief executive determines that the disaster is beyond the capacity of local government to meet adequately and state assistance is necessary to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster.
8. The legislature may terminate by concurrent resolution, such emergency orders at any time.

§ 25. Use of local government resources in a disaster

1. Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is hereby authorized and empowered to and shall use any and all facilities, equipment, supplies, personnel and other resources of his political subdivision in such manner as may be necessary or appropriate to cope with the disaster or any emergency resulting therefrom.
2. Upon the threat or occurrence of a disaster, a chief executive may request and accept assistance which is coordinated and directed by the county chief executive as provided in section twenty-six of this article.
3. A chief executive may also request and accept assistance from any other political subdivision and may receive therefrom and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the chief executives of the requesting and assisting political subdivisions.
4. Upon the receipt of a request for assistance made pursuant to subdivision two or three of this section, the chief executive of any political subdivision may give, lend or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interests of such political subdivision, any services, equipment, facilities, supplies or other resources of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.
5. A political subdivision shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of any officer or employee in carrying out the provisions of this section.
6. The chief executive, when requesting assistance pursuant to this section may request assistance from the civil defense and disaster preparedness forces of any other political subdivision, but only if the civil defense and disaster preparedness forces of the type being requested have already been activated within the political subdivisions

requesting assistance. The chief executive of any political subdivision receiving such a request is hereby authorized and empowered, subject to the provisions of section twenty-six of this article, to respond thereto.

7. Any power or authority conferred upon any political subdivision by this section shall be in addition to and not in substitution for or limitation of any powers or authority otherwise vested in such subdivision or any officer thereof.

§ 26. Coordination of local disaster preparedness forces and local civil defense forces in disasters

1. Upon the threat or occurrence of a disaster, the chief executive of a county may coordinate responses for requests for assistance made by the chief executive of any political subdivision within the county.

2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any comprehensive emergency management plans prepared by the affected municipality.

3. A chief executive or any elected or appointed county, city, town or village official shall not be held responsible for acts or omissions of municipal employees, disaster preparedness forces or civil defense forces when performing disaster assistance pursuant to a declared disaster emergency or when exercising comprehensive emergency management plans.

§ 27. Continuity of local governments

1. Every county, except those wholly contained within a city, every city, every town and every village shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision. In any such local law or resolution, provision may be made that the removal of a disability or the termination of an absence from the political subdivision of an officer higher on a list or order of succession provided therein to an office shall not terminate the service in such office of an individual lower on such list or order of succession who is temporarily filling such office. Notwithstanding the provisions of any general or special law or city or village charter, a local law or resolution adopted pursuant to this section may be made effective without approval at a mandatory or permissive referendum but in no case shall such local law or resolution become effective until one certified copy thereof has been filed with the clerk of the political subdivision or other appropriate official designated for such purpose by the respective legislative or governing body, one certified copy thereof has been filed in the office of the state comptroller and three certified copies thereof have been filed in the office of the secretary of state. No provision of this subdivision shall be construed or interpreted as affecting the validity of any ordinance, local law or resolution enacted prior to April first, nineteen hundred seventy-nine or actions taken thereunder by the government of any county, city, town or village.

2. The provisions of this section shall not be applicable in any case where the continuity of the government of a political subdivision or that of any of its elective or appointive officers is otherwise provided for by or pursuant to law.

3. This section shall be construed liberally. The powers herein granted shall be in addition to and not in substitution of any power granted, procedure provided or provision made in any other law.

§ 28. State declaration of disaster emergency

1. Whenever the governor, on his own initiative or pursuant to a request from one or more chief executives, finds that a disaster has occurred or may be imminent for which local governments are unable to respond adequately, he shall declare a disaster emergency by executive order.

2. Upon declaration of a disaster arising from a radiological accident, the governor or his designee, shall direct one or more chief executives and emergency services organizations to: (a) notify the public that an emergency exists; and (b) take appropriate protective actions pursuant to the radiological emergency preparedness plan approved pursuant to sections twenty-two and twenty-three of this article. The governor, or his designee, shall also have authority to direct that other actions be taken by such chief executives pursuant to their authority under section twenty-four of this article.

3. The executive order shall include a description of the disaster, and the affected area. Such order or orders shall remain in effect for a period not to exceed six months or until rescinded by the governor, whichever occurs first. The governor may issue additional orders to extend the state disaster emergency for additional periods not to exceed six months.
4. Whenever the governor shall find that a disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected jurisdictions, he shall make an appropriate request for federal assistance available under federal law, and may make available out of any funds provided under the governmental emergency fund or such other funds as may be available, sufficient funds to provide the required state share of grants made under any federal program for meeting disaster related expenses including those available to individuals and families.

§ 28-a. Post disaster recovery planning

1. Whenever a state disaster emergency has been declared any county, city, town or village included in such disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such plan to be unnecessary or impractical. Prior to making such determination, the municipality shall notify the commission of its intent to forego preparation and provide an opportunity to comment to the commission. Within fifteen days after the declaration of a state disaster, any county, city, town or village included in such disaster area shall report to the commission whether the preparation of a recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such plan. Within sixty days after the declaration of a state disaster, the commission shall report to the governor and the legislature the status of local recovery and redevelopment plans, including the name of any municipality which has failed or refused to commence the development of a recovery and redevelopment plan.
2. The commission shall provide technical assistance in the development of such plans upon the request of such county, city, town or village.
3. A local recovery and redevelopment plan shall include, but need not be limited to: plans for replacement, reconstruction, removal or relocation of damaged or destroyed facilities; proposed new or amended regulations such as zoning, subdivision, building or sanitary ordinances and codes; and plans for economic recovery and community development. Such plans shall take into account and to the extent practicable incorporate relevant existing plans and policies and such plans shall take into account the need to minimize the potential impact of any future disasters on the community.
4. Proposed plans shall be presented at a public hearing upon five days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publication and broadcast. Such notice shall state the time and place of the hearing and indicate where copies of the proposed plan may be inspected or obtained. Any county, city, town, or village preparing a recovery and redevelopment plan pursuant to this subdivision may, upon mutual agreement with any other such county, city, town or village, hold a joint hearing to consider such recovery and redevelopment plan.
5. Such plans shall be prepared within forty-five days after the declaration of a state disaster and shall be transmitted to the commission. The commission shall provide its comments on the plan within ten days after receiving such plan.
6. A plan shall be adopted by such county, city, town or village within ten days after receiving the comments of the commission. The adopted plan may be amended at any time in the same manner as originally prepared, revised and adopted.
7. The adopted plan shall be the official policy for recovery and redevelopment within the municipality.
8. Nothing in this section shall preclude any municipality from applying for or accepting and receiving any federal funds.

§ 29. Direction of state agency assistance in a disaster emergency

Upon the declaration of a state disaster emergency the governor may direct any and all agencies of the state government to provide assistance under the coordination of the disaster preparedness commission. Such state assistance may include: (1) utilizing, lending, or giving to political subdivisions, with or without compensation therefor, equipment, supplies, facilities, services of state personnel, and other resources, other than the extension of credit; (2) distributing medicine, medical supplies, food and other consumable supplies through any public or private

agency authorized to distribute the same; (3) performing on public or private lands temporary emergency work essential for the protection of public health and safety, clearing debris and wreckage, making emergency repairs to and temporary replacements of public facilities of political subdivisions damaged or destroyed as a result of such disaster; and (4) making such other use of their facilities, equipment, supplies and personnel as may be necessary to assist in coping with the disaster or any emergency resulting therefrom.

§ 29-a. Suspension of other laws

1. Subject to the state constitution, the federal constitution and federal statutes and regulations, the governor may by executive order temporarily suspend specific provisions of any statute, local law, ordinance, or orders, rules or regulations, or parts thereof, of any agency during a state disaster emergency, if compliance with such provisions would prevent, hinder, or delay action necessary to cope with the disaster.
2. Suspensions pursuant to subdivision one of this section shall be subject to the following standards and limits: a. no suspension shall be made for a period in excess of thirty days, provided, however, that upon reconsideration of all of the relevant facts and circumstances, the governor may extend the suspension for additional periods not to exceed thirty days each; b. no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort; c. any such suspension order shall specify the statute, local law, ordinance, order, rule or regulation or part thereof to be suspended and the terms and conditions of the suspension; d. the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such statute, local law, ordinance, order, rule or regulation suspended, and may include other terms and conditions; e. any such suspension order shall provide for the minimum deviation from the requirements of the statute, local law, ordinance, order, rule or regulation suspended consistent with the disaster action deemed necessary; and f. when practicable, specialists shall be assigned to assist with the related emergency actions to avoid needless adverse effects resulting from such suspension.
3. Such suspensions shall be effective from the time and in the manner prescribed in such orders and shall be published as soon as practicable in the state bulletin.
4. The legislature may terminate by concurrent resolution executive orders issued under this section at any time.

§ 29-b. Use of disaster emergency response personnel in disasters.

1. The governor may, in his or her discretion, direct the state disaster preparedness commission to conduct an emergency exercise or drill, under its direction, in which all or any of the personnel and resources of the agencies of the commission of the state may be utilized to perform the duties assigned to them in a disaster, for the purpose of protecting and preserving human life or property in a disaster. During a disaster or such drill or exercise, disaster emergency response personnel in the state shall operate under the direction and command of the chair of such commission, and shall possess the same powers, duties, rights, privileges and immunities as are applicable in a civil defense drill held at the direction of the state civil defense commission under the provisions of the New York state defense emergency act.

2. Local use of disaster emergency response personnel.

- a. Upon the threat or occurrence of a disaster, and during and immediately following the same, and except as otherwise provided in paragraph d of this subdivision, the county chief executive may direct the emergency management director of a county to assist in the protection and preservation of human life or property by calling upon disaster emergency response personnel employed by or supporting that county, as specified in the county comprehensive emergency management plan, to perform the emergency response duties assigned to them.
- b. The disaster emergency response personnel of the county shall be regarded as a reserve disaster force to be activated, in whole or in part, by the county emergency management director upon the direction of the county chief executive when the county chief executive, in his or her discretion, is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance are insufficient adequately to cope with the disaster.
- c. Except as provided in paragraph d of this subdivision, the county chief executive may exercise the power conferred upon him in paragraph a of this subdivision, or may deactivate the disaster emergency response personnel of the county in whole or in part, on his own motion or upon the request of the chief executive officer of a village, town or city located within the county of which he is an officer.
- d. Where the local office of public safety or emergency management in a city is independent of the county office of public safety or emergency management and is not consolidated therewith, the county chief executive may direct the

emergency management director of the county to render assistance within such city only when the chief executive officer of such city has certified to him that the disaster emergency response personnel of the city have been activated pursuant to the provisions of subdivision three of this section and that all resources available locally are insufficient adequately to cope with the disaster.

e. When performing disaster assistance pursuant to this section, county disaster emergency response personnel shall operate under the direction and command of the county emergency management director and his or her duly authorized deputies, and shall possess the same powers, duties, rights, privileges and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the civil or political subdivision in which they are enrolled, employed or assigned emergency response responsibilities.

f. The chief executive officer of a city shall be responsible for the conduct of disaster operations within the city, including the operations directed by the county emergency management director when rendering disaster assistance within a city pursuant to this section.

g. Outside of a city, the sheriff of the county, and in Nassau county the commissioner of police of the county of Nassau, shall supervise the operations of the emergency management director when rendering peace officer duties incident to disaster assistance. The sheriff and such commissioner may delegate such supervisory power to an elected or appointed town or village official in the area affected.

h. Neither the chief executive officer of a city, nor the county chief executive, nor any elected or appointed town or village official to whom the county chief executive has delegated supervisory power as aforesaid shall be held responsible for acts or omissions of disaster emergency response personnel when performing disaster assistance.

3. City use of disaster emergency response personnel.

a. Upon the threat or occurrence of a disaster, and during and immediately following the same, and except as otherwise provided in paragraph d of this subdivision, the chief executive of a city may direct the emergency management director of the city to assist in the protection and preservation of human life or property by calling upon city disaster emergency response personnel to perform the emergency response duties assigned to them.

b. The disaster emergency response personnel of the city shall be regarded as a reserve disaster force to be activated, in whole or in part, by the city emergency management director upon the direction of the chief executive officer of the city when the latter, in his or her discretion, is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance are insufficient adequately to cope with the disaster.

c. Except as provided in paragraph d of this subdivision, the chief executive officer of a city may exercise the power conferred upon him in paragraph a of this subdivision, or may deactivate the disaster emergency response personnel of the city in whole or in part, on his own motion or upon the request of the head of the city police force.

d. Where the local office of emergency management in a city is under the jurisdiction of a consolidated county office of civil defense as provided in the New York state defense emergency act, the chief executive officer of such city seeking the assistance of disaster emergency response personnel in the protection and preservation of human life or property within such city because of such disaster, must request the same from the county chief executive in which such city is located, in the same manner as provided for assistance to towns and villages in subdivision two of this section.

e. When performing disaster assistance pursuant to this subdivision, disaster emergency response personnel shall operate under the direction and command of the city emergency management director and his or her duly authorized deputies, and shall possess the same powers, duties, rights, privileges, and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the city in which they are enrolled, employed or assigned emergency response responsibilities.

f. Where the city disaster emergency response personnel have been directed to assist in local disaster operations pursuant to paragraph a of this subdivision, and the chief executive officer of the city is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance, including local disaster emergency response personnel, are insufficient adequately to cope with the disaster, he or she may certify the fact to the county chief executive and request the county chief executive to direct the county emergency management director to render assistance in the city, as provided in subdivision two of this section.

g. The chief executive officer of a city shall be responsible for the conduct of disaster operations within the city, including the operations directed by the county emergency management director, when rendering disaster assistance within a city pursuant to this subdivision.

h. Neither the chief executive officer of a city, nor the county chief executive, shall be held responsible for acts or omissions of disaster emergency response personnel when performing disaster assistance.

§ 29-c. Radiological preparedness

1. The commission:

- (a) may monitor directly and record the off-site presence of radioactive material in the vicinity of nuclear electric generating facilities located in the state of New York;
- (b) shall obtain from the licensees, United States nuclear regulatory commission-required high range radiation, temperature and pressure levels in the containment buildings and in the containment building vents of nuclear electric generating facilities located in the state of New York; and,
- (c) shall obtain, subject to the approval of the United States nuclear regulatory commission, any reactor data provided by the licensee to the United States nuclear regulatory commission, which the disaster preparedness commission determines, as a result of the report issued pursuant to section twenty-nine-d of this article, to be a reliable indicator of a possible radiological accident. Upon the occurrence of a radiological accident, the commission shall promptly provide appropriate and available radioactivity monitoring data to any chief executive who requests it. For the purposes of this section, the term "radiological accident" shall be limited to a radiological accident occurring at a nuclear electric generating facility.

2. (a) Any licensee of the United States nuclear regulatory commission for a nuclear electric generating facility shall be liable for an annual fee to support state and local governmental responsibilities under accepted radiological emergency preparedness plans related to the facility operated by such licensee. (b) The amount of such fee shall be one million dollars. Such fee, which shall be payable to the commission on or before December first, shall be expended or distributed only by appropriation.

3. Such fees shall be expended by the commission for purposes of supporting state and local government responsibilities under accepted radiological emergency preparedness plans, including: (a) purchase, installation, maintenance and operation of equipment used by the commission and local governments to monitor and record the potential and actual presence of radioactive materials within the appropriate planning radius from a nuclear electric generating facility; (b) purchase, storage and distribution by the commission of equipment, drugs or other material for the purpose of protecting public health and safety; (c) personal service, administrative costs and contractual services; (d) emergency services personnel training and the plans, development, implementation, testing and revisions; and, (e) the state or local share when applying for matching funds.

3-a. (a) Notwithstanding the provisions of subdivision three of this section, the New York state emergency management office (SEMO) and the coalition of nuclear counties, which constitutes the counties of Monroe, Wayne, Oswego, Orange, Putnam, Rockland and Westchester, shall each receive an equal one-half portion of the total amount of proceeds resulting from the total assessments and contributions made pursuant to this section. (b) The one-half portion of the proceeds resulting from the total assessments and contributions made pursuant to this section received by the coalition of nuclear counties shall be distributed pursuant to the following formula: Monroe county 12.3% Orange county 10% Oswego county 12.5% Putnam county 9.8% Rockland county 18% Wayne county 12.4% Westchester county 25% 4. [Repealed]

§ 29-d. Reports

In order to assess the present preparedness in the state for any radiological accident and to determine the need for, and appropriateness of, any additional specific steps by state government, the commission shall report to the governor and the legislature by January first, nineteen hundred eighty-two, its findings, recommendations and proposed legislation where appropriate concerning:

- 1. The need for and appropriateness of additional specific state activities or programs beyond those required by the accepted radiological emergency preparedness plans or provided for under existing law, including but not limited to: (a) radiological monitoring equipment; (b) warning systems and equipment; (c) medical technologies and equipment; (d) plume transport and dose assessment models; and (e) nuclear fuel cycle and materials licensees other than electric generating facilities.
- 2. Any such recommendations shall be developed in consultation with all concerned public and private parties and shall: (a) take into account proven safety effectiveness; (b) outline any proposed costs and the means for meeting such costs; (c) consider related activities of the United States nuclear regulatory commission or others; and (d) when appropriate, discuss alternatives and various implementation stages.

§ 29-e. New York state emergency assistance program

1. For purposes of this section the following terms shall have the following meanings: (a) "Infrastructure" shall mean and include publicly owned storm and sanitary sewers, water supply systems, drainage systems, transportation systems, roads and bridges. (b) "Municipality" shall mean any county, city, village, or town of the state. (c) "Public facilities" shall mean and include publicly owned buildings, including traditional government buildings, such as courthouses, firehouses, police stations, parks, recreational facilities, and correctional facilities. (d) "Fund" shall mean the state's contingency reserve fund established by law. (e) "The office of emergency management " shall mean the office within the division of homeland security and emergency services.

2. The governor may, upon a finding that a municipality in the state has suffered substantial damage by an unanticipated natural disaster which has resulted in significant economic distress within such municipality, issue a declaration of significant economic distress in accordance with the provisions herein. In determining whether such significant economic distress exists, the governor shall consider whether the following criteria have been met: (a) the municipality suffered a substantial loss of assessed value; (b) substantial damage has occurred to municipal buildings, facilities and infrastructure; (c) the cost incurred by the municipality for clean-up operations is significant; (d) businesses within the municipality have experienced significant economic loss due to the inability to conduct normal business due to the disaster; (e) a significant increase in unemployment claims filed by persons employed within the municipality has occurred; and (f) the county or the county within which the municipality is located has been declared eligible by the United States small business administration for physical disaster and economic injury disaster loans. In addition, the governor shall also consider the extent that other financial resources, including federal assistance and insurance, are available to assist the municipality to repair damage caused by the disaster.

3. (a) Upon the issuance of a declaration of significant economic distress due to unanticipated natural disaster by the governor, a municipality recognized by the governor as being affected by such disaster which occurred on or after December first, nineteen hundred ninety-two, may apply to the division of homeland security and emergency services on a form prescribed by such office, for reimbursement from the state's contingency reserve fund for reimbursement of extraordinary and unanticipated costs associated with the reconstruction or repair of public buildings, facilities or infrastructure. (b) Where the municipality applying for assistance authorized pursuant to this section is a city, and such application pertains to a county wholly contained within such city, such city may submit separate applications for such assistance for each such county. (c) Such municipality shall be granted the assistance provided pursuant to this section, within the amounts made available by appropriation from the fund, upon approval of such application, provided that such municipality agrees to have a local disaster preparedness plan pursuant to section twenty-three of this article in effect by December thirty-first, nineteen hundred ninety-three. On or after December thirty-first, nineteen hundred ninety-three, no municipality shall be eligible for reimbursement of such expenses unless such plan is in effect. (d) Municipalities which have received assistance pursuant to this section shall, as soon thereafter as may be possible, amend their respective local disaster preparedness plans to include corrective measures that must be taken in order to avoid, to the extent possible, similar emergencies in the future. (e) Municipalities applying for assistance pursuant to this section shall accurately describe the emergency conditions which necessitate the expenditure of funds for which reimbursement is being sought pursuant to this section. (f) In providing assistance pursuant to this section, the division of homeland security and emergency services may give preference to applicants which demonstrate the greatest need or which document that such assistance will be utilized to bring the applicant into compliance with federal or state law. (g) In the event that amounts appropriated are insufficient to provide for full reimbursement of all extraordinary and unanticipated costs incurred by such municipality approved for reimbursement pursuant to this section, the division of homeland security and emergency services is authorized to provide a pro rata share of the appropriations, appropriated herein, to such municipality.

4. (a) The commissioner of the division of homeland security and emergency services as defined in article twenty-six of this chapter with the advice and consent of the disaster preparedness commission created pursuant to this article, shall have the power to make such rules and regulations as may be necessary and proper to effectuate the purposes of this section. (b) The commissioner of the division of homeland security and emergency services shall by March fifteenth of each year report to the governor and the legislature describing the activities and operation of the program authorized by this section. Such report shall set forth the number of reimbursement applications received and approved; the identities of the counties, cities, towns and villages receiving reimbursement together with the amount and purpose of the reimbursement.

§ 29-f. [Repealed]**§ 29-g. Emergency management assistance compact**

1. The emergency management assistance compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the commonwealth of Puerto Rico, the District of Columbia, and all United States territorial possessions. The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state or states, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resource shortages, community disorders, insurgency or enemy attack. This compact shall also provide for mutual cooperation in emergency related exercises, testing or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' national guard forces, either in accordance with the national guard mutual assistance compact or by mutual agreement between states.

2. Each party state entering into this compact recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all provisions of this compact shall be understood. On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

3. (a) It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this section. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall: (1) Review individual state hazard analysis and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects or resource shortages, civil disorders, insurgency or enemy attack. (2) Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency. (3) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans. (4) Assist in warning communities adjacent to or crossing the state boundaries. (5) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue and critical lifeline equipment, services and resources, both human and material. (6) Inventory and set procedures for the interstate loan and delivery of human material resources, together with procedures for reimbursement or forgiveness. (7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities. (b) The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty days of the verbal request. Requests shall provide the following information: (1) A description of the emergency service function for which assistance is needed, such as, but not limited to, fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue. (2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time that they will be needed. (3) The specific place and time for staging of the assisting party's response and a point of contact at that location. (c) There shall be frequent consultation between

state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States government, with free exchange of information, plans and resource records relating to emergency capabilities.

4. Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof provided, that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state. Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state, or states, of emergency or disaster remains in effect or loaned resources remain in the receiving states, whichever is longer.

5. Whenever any person holds a license, certificate or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

6. Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account or any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith shall not include willful misconduct, gross negligence or recklessness.

7. Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are parties hereto, this instrument contains elements of a broad base common to all states, and nothing contained herein shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

8. Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

9. Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests provided, that any aiding party state may assume, in whole or in part, such loss, damage, expense or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost provided, however, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Expenses under subdivision eight of this section shall not be reimbursable under this provision.

10. Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or

disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

11. (a) This compact shall become operative immediately upon its enactment into law by any two states; thereafter, this compact shall become effective as to any other state upon its enactment by such state. (b) Any party state may withdraw from this compact by enacting a statute repealing the same, but no such withdrawal shall take effect until thirty days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal. (c) Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval be deposited with each of the party states and with the federal emergency management agency and other appropriate agencies of the United States government.

12. This compact shall be construed to effectuate the purposes stated in subdivision one of this section. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this compact and the applicability thereof to other persons and circumstances shall not be affected thereby.

13. Nothing in this compact shall authorize or permit the use of military forces by the National Guard of a state at any place outside the state in any emergency for which the president is authorized by law to call into federal service the militia, or for any purposes for which the use of the army or the air force would in the absence of express statutory authorization be prohibited under section 1385 of title 18, United States code.

14. The legally designated state official who is assigned responsibility for emergency management shall not offer resources to, or request resources from, another compact member state, without prior discussion with and concurrence from the state agency, department, office, division, board, bureau, commission or authority that may be asked to provide resources or that may utilize resources from another compact member state.

15. The director of the state emergency management office shall, on or before the first day of January, two thousand two, provide to the legislature and the governor copies of all mutual aid plans and procedures promulgated, developed or entered into after the effective date of this section. The director of the state emergency management office shall annually hereafter provide the legislature and governor with copies of all new or amended mutual aid plans and procedures on or before the first day of January of each year.

§ 29-h. Intrastate mutual aid program

1. Creation. There is hereby created the intrastate mutual aid program to complement existing mutual aid agreements in the event of a disaster that results in a formal declaration of an emergency by a participating local government. All local governments within the state, excepting those which affirmatively choose not to participate in accordance with subdivision four of this section, are deemed to be participants in the program.

2. Definitions. As used in this section, the following terms shall have the following meanings:

- a. "Employee" means any person holding a position by election, appointment, or employment by a local government;
- b. "Local government" means any county, city, town or village of the state;
- c. "Local emergency management [fig 1] director" means the local government official responsible for emergency preparedness, response and recovery;
- d. "Requesting local government" means the local government that asks another local government for assistance during a declared emergency, or for the purposes of conducting training, or undertaking a drill or exercise;
- e. "Assisting local government" means one or more local governments that provide assistance pursuant to a request for assistance from a requesting local government during a declared emergency, or for the purposes of conducting training, or undertaking a drill or exercise; and
- f. "Disaster" shall have the same meaning as in section twenty of this article.

3. Intrastate mutual aid program committee established; meetings; powers and duties.

a. There is hereby created within the disaster preparedness commission an intrastate mutual aid program committee, for purposes of this section to be referred to as the committee, which shall be chaired by the commissioner of the division of homeland security and emergency services, and shall include the state fire administrator, the commissioner of health, and the commissioner of agriculture and markets, provided that each such official may appoint a designee to serve in his or her place on the committee. The committee shall also include five

representatives from local public safety or emergency response agencies, who shall serve a maximum two-year term, to be appointed by the commissioner of the division of homeland security and emergency services, with regard to a balance of geographic representation and discipline expertise.

b. The committee, on the call of the chairperson, shall meet at least twice each year and at such other times as may be necessary. The agenda and meeting place of all regular meetings shall be made available to the public in advance of such meetings and all such meetings shall be open to the public.

c. The committee shall have the following powers and responsibilities:

(1) to promulgate rules and regulations, acting through the division of homeland security and emergency services, to implement the intrastate mutual aid program as described in this section;

(2) to develop policies, procedures and guidelines associated with the program, including a process for the reimbursement of assisting local governments by requesting local governments;

(3) to evaluate the use of the intrastate mutual aid program;

(4) to examine issues facing participating local governments regarding the implementation of the intrastate mutual aid program; and

(5) to prepare reports to the disaster preparedness commission discussing the effectiveness of mutual aid in the state and making recommendations for improving the efficacy of the system, if appropriate.

4. Local government participation in the intrastate mutual aid program

a. A local government may elect not to participate in the intrastate mutual aid program, or to withdraw from the program, by its governing body enacting a resolution declaring that it elects not to participate in the program and providing such resolution to the division of homeland security and emergency services. Participation in the program will continue until a copy of such resolution is received and confirmed by the division of homeland security and emergency services.

b. A local government that has declined to participate in the program may, acting by resolution through its governing body and providing a copy of the resolution to the division of homeland security and emergency services, elect to participate in the program.

c. Nothing in this section shall preclude a local government from entering into mutual aid agreements with other local governments or other entities with terms that supplement or differ from the provisions of this section.

d. Nothing in this section shall affect any other agreement to which a local government may currently be a party, or later enter into, including, but not limited to, the state fire mobilization and mutual aid plan.

5. Fire related resources. Notwithstanding the authority vested pursuant to this section, all fire related resources shall be administered pursuant to section two hundred nine-e of the general municipal law.

6. Requesting assistance under the intrastate mutual aid program.

a. A participating local government may request assistance of other participating local governments in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies, or for the purpose of conducting multi-jurisdictional or regional training, drills or exercises. Requests for assistance may be made verbally or in writing; verbal requests shall be memorialized in writing as soon thereafter as is practicable. Notwithstanding the provisions of section twenty-five of this article, the local emergency management director shall have the authority to request and accept assistance and deploy the local resources of his or her jurisdiction under the intra-state mutual aid program.

b. Once an emergency is declared at the county level, all requests and offers for assistance, to the extent practical, shall be made through the county emergency management office, or in the case of the city of New York, through the city emergency management office. All requests for assistance should include:

(1) a description of the disaster;

(2) a description of the assistance needed;

(3) a description of the mission for which assistance is requested;

(4) an estimate of the length of time the assistance will be needed;

(5) the specific place and time for staging of the assistance and a point of contact at that location; and

(6) any other information that will enable an assisting local government to respond appropriately to the request.

c. Assisting local governments shall submit to the requesting local government an inventory of the resources being deployed.

d. The written request for assistance and all inventories of resources being deployed shall be submitted to the division of homeland security and emergency services within three calendar days of the request for or deployment of such resources.

7. Division of homeland security and emergency services responsibilities under the intrastate mutual aid program. The division of homeland security and emergency services shall provide notification by mail to each local government with a comprehensive description of the intrastate mutual aid program, including a statement that all local governments are participants of the program unless they expressly opt out pursuant to subdivision four of this section; maintain a current list of participating local governments with their authorized representatives and contact information, and provide a copy of the list to each of the participating local governments on an annual basis during the second quarter of each calendar year; monitor and report to the intrastate mutual aid program committee on the use of the intrastate mutual aid program; coordinate the provision of mutual aid resources in accordance with the comprehensive emergency management plan and supporting protocols; identify mutual aid best practices; when practical, provide the committee with statistical information related to the use of mutual aid during recent regional disaster responses; and assist with the development, implementation and management of a state-wide resource typing system.

8. Reimbursement of assisting jurisdiction by requesting jurisdiction; resolving disputes regarding reimbursement.

a. Any assisting local government requesting [fig 1] reimbursement under this program for loss, damage or expenses incurred in connection with the provision of [fig 2] assistance that seeks reimbursement by the requesting local government shall make such request in accordance with procedures developed by the intrastate mutual aid committee.

b. Notwithstanding the provisions of section twenty-five of this article or any inconsistent provision of law to the contrary, any requesting local government requesting assistance under this program shall be liable and responsible to the assisting local government for any loss or damage to equipment or supplies and shall bear and pay the expense incurred in the operation and maintenance of any equipment and the cost of materials and supplies used in rendering assistance under this section.

c. The assisting local government shall be liable for salaries or other compensation for its employees deployed to a requesting local government during the time they are not rendering assistance pursuant to such request, and shall defray the actual traveling and maintenance expense of its employees and equipment while they are rendering assistance under this section. The requesting local government shall reimburse the assisting local government for any moneys paid for such salaries or other compensation and traveling and maintenance expenses incurred from activities performed while rendering assistance under this program.

d. Notwithstanding paragraph c of this subdivision, any voluntary ambulance service rendered pursuant to a request for assistance under this program that affects a volunteer ambulance workers service award or supplemental service award from a service award program or a supplemental service award program established pursuant to article eleven-aa, article eleven-aaa, or article eleven-aaaa of the general municipal law shall be the responsibility of the political subdivision which adopted the service award program or supplemental service award program and not the responsibility of the requesting local government.

e. Where a dispute arises between an assisting local government and a requesting local government regarding reimbursement for loss, damages or expenses incurred in connection with the provision of aid, the parties will make every effort to resolve the dispute within thirty business days of written notice of the dispute by the party asserting noncompliance.

9. Performance of services.

a. (1) Employees of an assisting local government shall continue under the administrative control of their home jurisdiction. However, in all other cases where not prohibited by general, special or local law, rule or regulation, employees of an assisting local government shall be under the direction and control of the local emergency management director or other official charged with performing emergency management functions for the requesting local government; (2) Performance by employees of an assisting local government of services for a requesting local government pursuant to this section shall have no impact upon whether negotiating unit employees represented by an employee organization, recognized or certified pursuant to section two hundred six or two hundred seven of the civil service law, exclusively perform such services, as that phrase is used by the public employment relations board, on behalf of the requesting local government;

b. Assets and equipment of an assisting local government shall continue under the ownership of the assisting local government, but shall be under the direction and control of the local emergency management director or other official charged with performing emergency management functions for the requesting local government.

10. Liability.

- a. Each local government is responsible for procuring and maintaining insurance or other coverage as it deems appropriate.
- b. While rendering assistance under the intrastate mutual aid program, employees of the assisting local government shall have the same immunities and privileges as if such duties were performed within their home jurisdiction. An assisting local government providing assistance pursuant to the intrastate mutual aid program shall be liable for the negligence of its employees, which occurs in the performance of their duties in the same manner and to the same extent as if such negligence occurred in the performance of their duties in their home jurisdiction.
- c. Employees of an assisting local government responding to or rendering assistance pursuant to a request for assistance who sustain injury or death in the course of, and arising out of, their response are entitled to all applicable benefits as if they were responding in their home jurisdiction. The assisting local government shall be liable for all costs or payments for such benefits as required by law.
- d. Nothing in this section shall be construed to prevent the assisting and requesting local governments from agreeing to other terms related to liability and compensation. Local governments may choose to enter into an agreement, at any time, to alter these terms as they deem necessary.
- e. Nothing in this section shall be construed to provide any protection against liability, or to create any liability, for an individual who responds to a state of emergency where aid has not been requested, or where aid has not been authorized by the individual's [fig 1] home jurisdiction.

11. Obligation of insurers. Nothing in this section shall impair, alter, limit or modify the rights or obligations of any insurer under any policy of insurance.

12. License, certificate and permit portability.

- a. State certified emergency medical services providers who respond outside of their normal jurisdiction pursuant to a request for assistance under this program shall follow their normal operating protocols as if they were responding and rendering services in their home jurisdiction.
- b. Any other individual authorized and deployed by a participating local government when responding pursuant to a request for assistance under this program shall have the same powers and duties as if they were responding in their home jurisdiction.

Appendix 3**Emergency Declarations, Questions, Answers and Forms****INFORMATION FOR LOCAL CHIEF EXECUTIVES REGARDING DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS** Current as of 4/13/2012

The following information can be used by local Chief Executives and Emergency Managers on matters pertaining to declaring a “local state of emergency”, pursuant to Article 2-B of the State Executive Law. This document addresses the most commonly asked questions regarding a local state of emergency. Additional information or clarification may be obtained by contacting your local, County or State Office of Emergency Management. If you have a specific legal question regarding the use of the provisions found in 2-B it is always best to consult with your attorney.

A. INSTRUCTIONS FOR DECLARING A LOCAL STATE OF EMERGENCY

1. Only the local chief executive (County Executive, Town Supervisor, Village or City Mayor) can declare a local state of emergency covering all or any part of his/her jurisdiction.
2. A local state of emergency is declared pursuant to section 24 of the NYS 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 should be written.
5. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
6. The written declaration should be kept on file in the Municipal or County Clerk's Office.
7. A local state of emergency must be declared BEFORE emergency orders are issued.
8. A local state of emergency should be formally rescinded when the declaration is no longer needed.
9. Only the local chief executive, or person authorized to act for the local chief executive, may rescind a local state of emergency.
10. The rescission should be written.
11. 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.
12. The written rescission should be kept on file in the Municipal or County Clerk's Office.

B. QUESTIONS AND ANSWERS ON DECLARING A STATE OF EMERGENCY

1. Who is considered a local chief executive for the purpose of declaring a local state of emergency?

The Mayor of a City or Village, a Town Supervisor, the County Executive or County Manager are considered local Chief Executives. When a County does not have a County Executive or Manager, the Chairman or other presiding officer of the County Legislature serves as Chief Executive. In cases where the City, Village or Town has a Manager, then the Manager serves as the Chief Executive.

2. Why should I declare a local state of emergency?

It provides the local chief executive with additional powers in order to respond adequately to a disaster. These powers, exercised through the issuance of emergency orders, include, but are not limited to:

- Establishing curfews;
- Implementing public protective measures (e.g., controlling traffic, prohibiting ingress and egress into the affected area, prohibiting the sale of alcohol and firearms);
- Establishing shelters, medical shelters, or alternate care sites;
- Suspending local laws; and
- Requesting supplemental assistance.

3. Can a declaration give legal protection?

Yes. A declaration of a local state of emergency provides legal protection and immunities for the local chief executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

4. Can a state of emergency be declared at any time?

No. A local state of emergency can be issued only 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, or impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. 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.

7. 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 your jurisdiction's resources, and the resources of the county, the **County Chief Executive** may request the Governor to declare a state disaster emergency which will allow the Governor to provide assistance from state resources.

8. Must I rescind a declaration of state of emergency?

No. Executive Law § 24 does not require you to rescind the declaration of a state of emergency, however, a written rescinding statement should be made when the emergency no longer exists. The local chief executive can rescind the declaration of emergency at any time.

9. If I don't rescind a state of emergency, does it end automatically?

No. If no time limit was specified in the declaration, the state of emergency does NOT end automatically. If a time limit was indicated in the declaration of state of emergency it will terminate at that the time and date indicated therein.

10. When should I rescind a state of emergency?

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

11. 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.

12. Must the rescission be filed?

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

C. INSTRUCTIONS FOR ISSUING LOCAL EMERGENCY ORDERS

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

1. Local emergency orders can only be issued by the local chief executive for his/her own jurisdiction following the declaration of a local state of emergency by that same executive.
2. Local emergency orders must be written.
3. Local emergency orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
4. 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 local chief executive. It is also automatically rescinded when the state of emergency is rescinded
5. The local chief executive may extend local emergency orders for periods not to exceed five (5) days each during the state of emergency.
6. 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.
7. Local emergency orders may be terminated at any time by the local legislative body via concurrent resolution.
8. Local emergency orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the County Clerk, and the Office of the Secretary of State.
9. Local emergency orders must be re-filed if they are extended.

D. 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 the local government. An emergency order should be used to execute the additional powers given to the chief executive by virtue of declaring a local state of emergency. *See section B.4 above.*

3. *Can a local emergency order be issued at any time after I've declared an emergency?*

Yes. Once the local chief executive has declared a local state of emergency s/he can issue local emergency orders.

4. *Is it in effect indefinitely?*

No. A local emergency order automatically terminates 5 days after issuance, or by rescission by the local chief executive, or a declaration by the local chief executive that the state of emergency no longer exists, whichever occurs sooner. It can also be terminated at any time by concurrent resolution by the local legislative body.

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

Yes. A local emergency order may be amended, modified, or rescinded at any time by the local chief executive during the state of emergency.

6. *Can a local emergency order be extended beyond five days?*

Yes. The local chief executive may extend an order for additional periods up to 5 days each during the local state of emergency. Each extension must be re-filed.

7. *Can a citizen who disobeys an emergency order be arrested?*

Yes. Any person who knowingly violates any local emergency order of a local chief executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

E. ADDITIONAL QUESTIONS AND ANSWERS REGARDING DECLARATION OF A STATE OF EMERGENCY

1. *Do I have to declare a local state of emergency to receive state and federal disaster assistance?*

No. A local state of emergency is not required for the municipality to receive state and federal aid. By proclaiming a local state of emergency, the local chief executive of a community is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary measures for effective response or recovery. The Governor may, on his own initiative, declare a state disaster emergency for the affected local area, which will allow the use of state assets. In addition, the threshold for seeking assistance from higher levels of government is the inability to respond adequately with available local resources. The declaration of a local state of emergency can be an acknowledgement that the disaster is beyond the capabilities of the local government.

2. *What are the advantages of declaring a local state of emergency?*

The declaration of a local state of emergency increases the powers of the local chief executive. These powers are implemented through the use of emergency orders. Additionally, an emergency declaration gives greater legal protection and immunities for local chief executives and local emergency officials when making decisions and taking actions during disasters and emergencies.

3. *Are there circumstances when it would be inappropriate to declare a local state of emergency?*

A local state of emergency can be declared and emergency orders can be issued in the event of a disaster, rioting, catastrophe or similar public emergency---or when there is reasonable apprehension of an immediate danger from such events. Declarations under Executive Law generally have been in response to disasters, emergencies and related catastrophes or threats that pose an immediate peril or have an acute impact on the community and public safety. In many cases, the need to proclaim a local state of emergency is obvious. When a situation exists which has or will place the public at risk and will require extraordinary measures for proper protection, a declaration should be made. For example, a Category III hurricane travelling up the coast, a blizzard that dumps 4' of snow in a short period of time, an explosion and subsequent release at a local chemical plant.

In most situations assessing the need for the special powers, authorities and protections are primary concerns when deciding whether to declare a local state of emergency. When the incident can be effectively managed within the capabilities of the community and extraordinary measures are not required for response or recovery, a local state of emergency is not necessary. Examples would be a minor hazardous materials incident or normal and low-lying flooding from rains or spring snowmelt.

4. *Can a local state of emergency be declared in anticipation of a disaster or in advance of an expected emergency?*

Yes. If the impending disaster or emergency creates an imminent danger and may imperil public safety, a local state of emergency can be proclaimed. Doing so permits the community to obtain resources or take actions needed to provide more timely public protection or services in anticipation of an emergency (for example, ordering an evacuation).

5. *When a municipality declares a local state of emergency, must the county also declare?*

No. It is not necessary for the County to declare a local state of emergency because a municipality does.

6. *Can a county declare an emergency in an area if the affected town, village, or city has not done so?*

Yes. The county chief executive can declare an emergency if it determines the situation may have impacts or requirements that affect the county and its resources. The county chief executive may declare a local state of emergency for any portion of the county, including part or all of any Town, Village or City --- even when the local jurisdiction does not declare.

7. *Should the local state of emergency include the entire jurisdiction or can a declaration be made for a specific area within the jurisdiction?*

A local state of emergency can include the entire jurisdiction, or it can be designated for a specific geographical section or area of the community. In either case, the declaration area should be clearly defined. Counties may consider issuing a declaration for specific communities and contiguous areas, in case the situation has impacts or requirements extending beyond a local site. For example, when the Governor declares a state disaster emergency for an event that has occurred within one county, that county will be specifically named along with the generic statement "and contiguous counties."

8. *Does declaring a local state of emergency require the local jurisdiction to pay for assistance it receives from other local governmental units?*

Under the provisions of the Intra-state Mutual Aid Program (IMAP) (Exec. Law § 29-h), the assisting local government is authorized to seek reimbursement from the requesting local government. The assisting local government may choose to lend or loan resources to the requesting local government without any expectation of reimbursement. However, this expectation should be made clear prior to sending or accepting resources. If the assisting local government offers to provide resources and makes it clear that it is expecting to be reimbursed, the requesting jurisdiction may choose to refuse to accept assistance or accept the resources and reimburse the assisting local government. The IMAP committee is responsible for creating guidelines to be used and procedures to be followed when requesting reimbursement for the deployment of resources from the assisting local government.

9. *If a local state of emergency is declared, does it allow officials to confiscate or demand the use of private resources, property, and equipment?*

No. Declaring a local state of emergency does not permit government to demand or confiscate private property and resources. The local chief executive can undertake emergency actions on any property within his or her jurisdiction, including private property, with the possible exception of Federal and Indian property.

10. *Is there a difference between a disaster declaration, an emergency declaration or proclamation and a local state of emergency?*

The wording in Article 2-B of the Executive Law refers to a proclamation of a local state of emergency. When a declaration is issued, it actually means a local state of emergency is in effect, as proclaimed by the local chief executive. The terms “disaster declaration,” “local state of emergency,” and “disaster proclamation” are often used interchangeably to refer to the same thing. However, the correct term as cited in § 24 of the Executive Law is “local state of emergency.”

11. *Is the local chief executive the only local official that can declare a local state of emergency?*

Yes. The local chief executive is the only official that can proclaim a local state of emergency under provisions of § 24 of the Executive Law. It is important to keep in mind that the declaration of a local state of emergency **does** not affect the statutory powers, duties, and authorities which may be given to other local officials pursuant to other provisions of New York State or local laws. For example, a Sheriff can declare a “Special Emergency” relating to public safety under provisions of the General Municipal Law (§ 209-f(2)). These declarations are applied in specific circumstances and are not considered to be as comprehensive as a proclamation under Article 2-B.

12. *What is the relationship between a local state of emergency and emergency orders? How are each applied and handled?*

A local state of emergency is a declaration or proclamation by the local chief executive that a disaster has occurred and certain emergency conditions exist. The declaration is a statement to the public that some type of hazard or threat exists and has been determined to pose a risk to the community and to public safety. It also establishes a legal basis for the local chief executive and local emergency officials to implement authorities and actions to address the situation. Once a local chief executive proclaims a local state of emergency, it then permits him or her to issue emergency orders. Emergency orders are the specific actions taken by the local chief executive when a local state of emergency is in effect. An evacuation order or an order limiting access in certain areas would be examples of emergency orders.

13. *Can a local state of emergency be used to suspend existing local laws?*

Yes. A local chief executive can use a local state of emergency to suspend local laws, ordinances and regulations, provided certain conditions outlined in § 24(1)(g) of the Executive Law are met. Requirements associated with suspension of local laws can be complex and should be done in consultation with your local attorney. Before local laws can be suspended, either the Governor must have declared a state disaster emergency, or after a local chief executive has declared a state of emergency, the county chief executive has requested assistance from the Governor. Suspensions must be reasonably necessary as a result of the disaster and provide for minimum deviation from the intent of the law, ordinance or regulation. Local chief executives cannot suspend state or federal laws, rules, or regulations.

14. *Will declaring a local state of emergency expose me to a greater risk of liability?*

No. Section 25(5) of the Executive Law provides immunity for local officials when making discretionary decisions during a disaster or emergency. Although a declaration of a local state of emergency cannot prevent lawsuits against public officials and municipalities, having a proclamation in effect provides greater protection from liability. While a declaration provides immunity, it is still important that local officials act within the scope of their authority and experience. It is also recommended that a local disaster preparedness plan be followed to the extent possible during the response and recovery to such a disaster.

15. *Do the individuals who provide assistance in response to or recovery from a disaster have any kind of liability protection?*

Yes. Individuals, such as public officers, employees or affiliated volunteers that have duties or responsibilities specified in the local comprehensive emergency management plan are given protection from liability in § 29-b of the Executive Law. These individuals, referred to as Disaster Emergency Response Personnel (DERP), when operating under the command of the county emergency management director, receive the same privileges and immunities they would receive if they were participating in a local civil defense drill in the political subdivision in which they are enrolled. When participating in a civil defense drill, civil defense forces (DERPs in Article 2-B) are provided with immunity from liability (Defense Emergency Act – NYS Unconsolidated Laws § 9193)

16. *Is it necessary to declare a local state of emergency to order an evacuation of the general public?*

Yes. Section 24 of the Executive Law gives the local chief executive the authority to issue emergency orders, which could include the requirement for an evacuation in time of emergency to protect public health and safety. At times, on-scene responders may recognize a need for a limited and immediate evacuation. It may not always be possible or practical to declare a local state of emergency. In these situations, evacuations are commonly conducted as a recommended emergency protective measure, without a local state of emergency and order, and are completely voluntary.

17. When can the Governor declare a state disaster emergency?

When the Governor, on his own initiative or upon request from one or more local chief executives, finds that a disaster has occurred or is imminent for which local governments are unable to respond adequately, he may declare a state disaster emergency. In many cases, when state agencies can provide emergency assistance pursuant to existing authorities and resources, a declaration by the Governor is not required.

18. Is a Governor's state disaster emergency declaration necessary to receive federal aid?

A declaration by the Governor is not necessary to request federal assistance. A decision by the Governor to declare a state disaster emergency is based upon the scope of the disaster and the authority needed to implement state resources.

State requests for federal disaster assistance are based on an assessment of response and recovery demands and damages to the public and private sectors. The assessment is done in coordination with FEMA staff, and further determines if the implementation of various supplemental federal disaster relief programs is warranted in relation to the scope of the disaster and the capability of state and local governments to effectively address response and recovery needs.

19. Can the Governor request federal assistance immediately?

Yes. In catastrophic disasters, where the need for early federal support from the President is proven, the Governor may request federal involvement immediately. When requesting disaster assistance from the President, federal law requires the Governor to submit specific information and meet certain requirements, supported by impact statements and damage estimates. By federal law, the Governor has 30 days to request federal assistance from the President.

In emergencies of less significant scope, a determination on the extent and kinds of federal assistance to be requested are generally not made until a comprehensive damage assessment is completed to ascertain the exact type of assistance needed. It may be that federal disaster relief programs can be implemented under the authority of a Federal Agency (such as the U.S. Small Business Administration, U.S. Department of Agricultural, the U.S. Corps of Engineers, etc.), and that Presidential assistance is not warranted. Such an assessment is conducted jointly by state and local governments, usually with technical assistance from FEMA.

4/13/2012

By Kristine Hoffman, Counsel, DHSES-OEM

STATE OF EMERGENCY DECLARATION

A State of Emergency is hereby declared in _____
(area within municipality, or entire municipality)

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

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

This situation threatens the public safety.

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

As the Chief Executive of _____,
(name of municipality)

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

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 Municipality.

I hereby direct all departments and agencies of _____
(name of municipality)

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

(Name)

(Signature)

(Title)

(Date)

EMERGENCY ORDER

Local Emergency Order for:

(name(s) of area(s)/municipality(ies) affected by this order)

I, _____, the Chief Executive of
_____, in accordance with a declaration
(name of municipality)

of a State of Emergency issued on _____, 20__, and pursuant to
(date SOE was issued)

Section 24 of the New York State Executive Law, do hereby order

(description of the action ordered and the area(s) affected and the reason for the order)

This order shall take effect

("IMMEDIATELY" or specify date and time)

and shall remain in effect until removed by order of the Chief Executive. This order may also be renewed in (5) five-day increments.

Failure to obey this order is a criminal offense, punishable by law under New York State Executive Law § 24(5).

Signed this the _____ day of _____, 20__, at _____ o'clock, in ,
(date) (month) (year) (time)
_____, New York.
(municipality)

(Name) _____

(Signature) _____

(Witness Name) _____

(Witness Signature) _____

(Title) _____ *(Date)* _____

Appendix 4**Emergency Travel Restrictions**

Local officials must often determine how best to restrict travel in the wake of severe storms and other hazardous driving situations. Evaluating travel risks, judging the public's tolerance for staying at home, plus the right mix of clearly stated announcements and enforcement are all factors in the local strategy to limit travel in emergencies. Government executives, emergency managers and law enforcement leaders must participate in regular advance planning to review policies for restricting travel during hazardous weather and other public safety threats.

When public officials seek to limit travel during storms or other emergencies, success generally depends on four factors.

- ❑ The *strength* of the public announcement issued. Stating that a travel ban is in place or that all travel is prohibited will have a much greater impact on reducing travel than announcing that there should be no unnecessary travel.
- ❑ The *clarity* of the public announcement. Stating that no travel is allowed, or that only emergency vehicles can travel provides clarity and specific guidance to motorists. Announcing there should be “no unnecessary travel” or “essential travel only” will help reduce traffic volume, but unless these terms are defined in the public announcement, the criteria and decision for driving is left to the traveler.
- ❑ *Enforcement*. The success of any restriction or announcement is linked to the extent of enforcement applied. When public officials simply want to reduce the volume of traffic, but not ban driving, they may announce travel limitations or restrictions - and intentionally not apply any enforcement. In other situations, however, when officials need to eliminate or stop travel, they must use a high level of ticketing and enforcement.
- ❑ *Actual conditions and public perception*. Severe weather and poor driving conditions will significantly reduce traffic, even without official announcements. As storm conditions improve or sunshine returns, however, motorists will immediately return to the roadways, not always acknowledging the hazards that remain. Continuing risks from drifting, whiteouts, downed limbs and wires, snow removal and emergency operations require officials to apply a more strategic approach to travel restrictions as conditions change or improve.

Cayuga County has pioneered efforts to establish clear policies for travel restrictions in an emergency. The County Chairman, Sheriff and Emergency Manager joined in signing a policy statement that sets down the types of restrictions and wording of public announcements they will issue. They have a strongly stated announcement “*Roads Closed Except for Emergency Travel*” that limits travel to emergency vehicles and those performing an emergency act. A second option is somewhat less restrictive and states

“*Roads Closed Except for Essential Travel*”, but officials remain careful to provide a definition of essential travel, which is emergency personnel and others performing emergency activities to save lives, prevent injury or protect property. Cayuga officials can also issue a “*No Unnecessary Travel*” order -- used when hazards exist but the decision to drive is left to the discretion of the traveler -- and they will sometimes announce a “*Travel Advisory*” to encourage motorists to use caution.

In a catastrophic disaster such as the 1998 North Country Ice Storm, conditions were so severe that maximum enforcement was used to virtually eliminate all but emergency travel and that necessary for the restoration of public services. Prohibiting all travel is not always required, however, or may only be needed for short periods. Policies that attempt to control each traveler or vehicle can also be difficult to implement. Simply reducing the volume or a percentage of traffic to manageable levels and densities will often be effective. Travel limitations that are overly restrictive and those not adapted for changing conditions will invite a public relations disaster and can restrain economic recovery. Any time that hazards are not evident to motorists, your efforts to limit travel will require an added measure of thought and articulation to the public.

Restricting and managing travel to and from workplaces is one of the most difficult challenges for local officials during an emergency. In many cases, businesses will seek to sustain basic operations during or after a storm and might even encourage employees to report to work, though conditions remain hazardous. The obvious solution is to engage in pre-planning with major employers in your community to identify and temporarily limit non-essential business operations and staff during a disaster. In some areas, government officials are working with business associations and corporate leaders on ways to provide limited access for key employees needed to sustain vital operations during emergencies.

Travel restrictions are most effective when they are stated in clear language that is easily understood by the public. An order stating “*Emergency Travel Only*” will leave people guessing about what defines ‘emergency’. If it means emergency vehicles, then it should say “*Emergency Vehicles Only*”. If the order is intended to allow travel by other critical workers, however, then it should be added that travel is ‘limited to essential health, safety and critical public service personnel’. In a catastrophic situation, it may be necessary to further state that -- ‘all other

travel, including travel to and from work, is prohibited and that strict enforcement will be in effect'. In a less severe situation, or as emergency conditions improve, an order might be issued or amended to say "*Essential Travel Only*" -- but the term 'essential' must be defined. For example, it might also say 'essential travel is limited to travel by citizens directly to and from work and that necessary for health and safety'. Employers can help in managing emergency travel by pre-identifying staff considered critical, emergency or essential; and then limit staff reporting based on the severity of conditions and prevailing restrictions.

What works for one community, of course, is not the answer for everyone. What will work everywhere, however, is to bring all the decision makers together -- usually the Chief Executive, top law enforcement official and Emergency Manager -- to develop policies and announcements before coming storms. This preparedness will be acknowledged in your community later as strong public leadership linked to your efforts at reducing travel confusion, insuring citizen safety and recognizing business needs. You can obtain assistance and further information about emergency travel restrictions from your County Emergency Manager and NYS OEM regional staff.

Appendix 5**Contracting and Procurement Guidance for Disasters**

When responding to disasters, significant pressure is placed on local officials to quickly react to provide protection and services for the community. This makes contracting and purchasing for disaster services challenging because officials must comply with FEMA contracting policies if they want to insure federal reimbursement, and they must still follow New York State procurement laws.

Making smart contracting and purchasing decisions in a disaster is easier, however, when it is understood that FEMA's objectives and the purpose of state laws are the same – to procure disaster goods and services in a manner that assures the prudent and economical use of public funds in the best interest of our citizens. Meeting this goal, even when urgent public safety demands are at play, usually involves applying some level of competition to the contracting process that will guard against favoritism, improvidence, extravagance, fraud, and corruption.

Managing public procurement and contracting is a complex process and a detailed analysis of applicable laws and policies is beyond the scope of this plan. Each jurisdiction affected by a disaster must include their finance staff, procurement specialists and attorney in their emergency operations to provide finance and contracting guidance.

State Law and Federal Policy*State Finance Law and Procurement Policies*

There is no automatic provision or open period that suspends or modifies state contracting and purchasing requirements in an emergency. State Finance Law and Municipal Law have provisions for emergency purchasing and contracting and emergency officials need to involve their attorneys and purchasing staff in emergency operations to assure that local actions and decisions comply with state law and policies.

Declaring a Local State of Emergency

Declaring a local State of Emergency under provisions of NYS Executive Law, Article 2-B allows local Chief Executives to promulgate emergency orders to protect life and property or to bring the emergency situation under control. An emergency declaration permits a chief executive to suspend local laws, but cannot authorize a waiver or disregard of state laws, and it

does not directly address emergency contracting and procurement. Declaring a State of Emergency, however, enhances the power and authority of the local executive and establishes that an emergency situation and conditions exists, which will reinforce emergency actions and decisions the executive authorizes.

Federal Contracting Policies

Federal law does not regulate disaster purchasing and contracting, even when there is a federal disaster declaration - state laws and policies should still guide procurement decisions – but FEMA does have policies regarding the types of contracts to be used if federal reimbursement will be sought. FEMA identifies certain types of preferred contracts for disaster work and other kinds of contracts that are ineligible for reimbursement. In any case, FEMA will not provide reimbursement for contracted work or procurement that does not follow New York state law.

Emergency Contracting

When urgent disaster conditions and critical public safety demands force local officials to exercise immediate procurement or contracting actions under emergency provisions of state law, there are a few critical factors that must be considered and monitored.

- ✓ Emergency contracting should only be used for acute public safety needs affecting the immediate health and safety of citizens and disaster victims
- ✓ There may be justification to use emergency contracting to protect property and public infrastructure, but even then an evaluation should take place to insure the expense and the cost of the contracting is reasonable - and that evaluation should be documented
- ✓ Emergency contracting and purchasing – at any stage in the disaster response – should be accompanied by some means, appropriate to the situation, to make the procurement process competitive
- ✓ Emergency contracting arrangements should be temporary – only for the period necessary to address the specific and defined vital public safety requirement
- ✓ If emergency operations and work will continue for an extended period, local officials should end emergency contracts and transition to standard and acceptable contract arrangements

Defining the Emergency Period

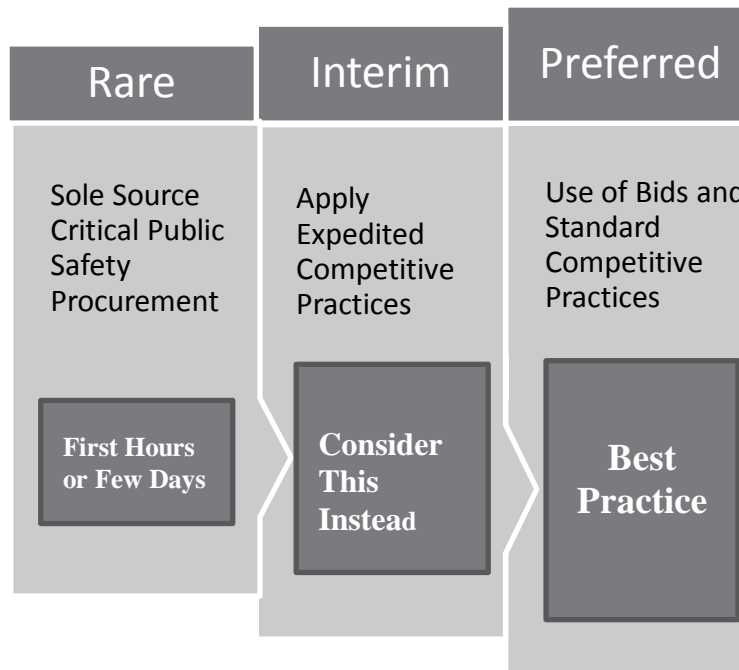
Local officials must make their own determination of what constitutes the emergency phase of a disaster, when emergency contracting may be justified or appropriate, and when acute emergency demands have been met and the focus of disaster work transitions to short and long-term recovery.

Generally, the emergency phase of a disaster is defined as that period when vital public safety operations dominate the response; which includes life-saving actions, rescue, evacuations, security, addressing follow-up risks and threats, preventing further danger and keeping people away from harm and out of unsafe areas. In some disasters, the emergency period might only last a few hours, and it will rarely extend more than a few days beyond the hazard occurrence.

The emergency period and immediate steps necessary to address certain types of critical activities may continue, even as other essential community and disaster related services can be handled using routine contact and purchasing methods. For example, it may be necessary to continue emergency contract arrangements for transportation of displaced citizens until all disaster victims have been relocated to long-term shelters or housing, but contracts for the repair of damaged roads might more appropriately be done using conventional contracting procedures.

Applying Competitive Practices in Critical Emergency Situations

There may be instances when a vital and immediate public safety action is needed and a sole-source local contract is justified without using competitive practices, but even in a demanding crisis competitive steps can be taken using alternate and expedited methods. Types of expedited means that have been used include telephone solicitations, faxed or emailed quotes, web-based announcements, compressed return periods. Use of pre-arranged state contracts and preferred source purchasing programs that are available to local governments are sound and practical ways to speed the procurement process.



Many issues and problems associated disaster and emergency contracting can be avoided by engaging in pre-incident planning that includes the following activities.

- ✓ Prepare written emergency procurement procedures that; 1) identify who is authorized to administer and/or monitor emergency purchasing, 2) under what conditions can emergency provisions be implemented, and 3) set dollar limits that cannot be exceeded without higher executive authorization
- ✓ Training and/or familiarization by local attorneys and purchasing officials regarding emergency state and FEMA contracting and procurement policies
- ✓ The active presence of local purchasing officials and attorneys at local emergency operations sites and incident command facilities
- ✓ Maintain familiarity and use pre-arranged state contracts and purchasing programs that are available to local governments
- ✓ Develop competitively arranged pre-incident local contracts and purchasing programs that can be used when an emergency occurs

FEMA Contracting Guidelines

Following the guidelines in the previous sections of this document is also essential when a FEMA declaration is authorized and/or federal reimbursement of contract costs is being sought.

FEMA Contracting Points-of-Emphasis

- Competitive, fixed-procurement procedures are preferred – see below
- Lump sum contracts are acceptable – see below
- A time and materials contract should only be used for emergency ‘hot spots’ and early debris clearance on public rights-of-way. It must have a cap and must be monitored. 70 hours of actual work is the maximum authorized using this kind of contract – see below

Time and Materials Contracts may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They must have a dollar ceiling or a ‘not-to-exceed’ limit for hours (or both), and should be terminated immediately when this limit is reached. For FEMA reimbursement, such contracts should be limited to 70 hours of actual work. The contract should state that (a) the price for equipment applies only when equipment is operating, (b) the hourly rate includes operator, fuel, maintenance, and repair, (c) the community reserves the right to terminate the contract at its convenience, and (d) the community does not guarantee a minimum number of hours.

Unit Price Contracts are based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the scope-of-work is not well defined. They require close monitoring of pick-up, hauling, and dumping to ensure that quantities are accurate. Unit price contracts may be complicated by the need to segregate debris for disposal.

Lump Sum Contracts establish the total contract price using a one-item bid from the contractor. They should be used only when the scope of work is clearly defined, with areas of work and quantities of material clearly identified. Lump-sum contracts can be defined in one of two ways: 1) area method, where the scope of work is based on a one-time clearance of a specified area; and 2) pass method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

Ineligible Contracts: FEMA will not provide funding for cost-plus-percentage of cost contracts, contracts contingent upon receipt of state or federal disaster assistance funding, or contracts awarded to debarred contractors.

Monitoring and Documentation: FEMA applicants should maintain the following contract information: debris estimates, procurement information (bid requests, bid tabulations, etc.), contracts, invoices and monitoring procedures (supervision, load tickets, scale records).

Appendix 6**Tioga County Policy for Reoccupying Damaged Structures**

Disasters and emergencies often result in damages or impacts to buildings and structures, and even if the damage to structures is not immediately evident or visible, conditions may be severe and can result in dangerous or threatening situations that make use, access and/or habitability unsafe. Disasters most commonly result in physical damages that affect structural integrity, but environmental and/or contamination hazards may also be a concern.

To assure and protect life and safety, it may be necessary in many disaster situations to organize building assessments and inspections to insure threatened structures and properties are evaluated prior to reuse and occupancy. In some cases, it may be necessary to restrict or prohibit access to damaged properties until repairs, remediation or other appropriate actions are taken to assure the structure and site are safe.

1. Responsibilities for Structural Safety Evaluations and Building Inspections*Private Structures, Buildings and Residences*

Most private buildings, structures and homes must meet structural and habitability standards established by state and local codes. The review, inspection and enforcement of the codes and standards – disaster related or otherwise – is generally the responsibility of municipal code enforcement officers and building inspectors.

County and Municipal Structures

County and related public facilities may be subject to review and inspection by the local municipal code enforcement officer in the community where they are located, or the county may establish its own inspection and compliance program using qualified codes personnel. In other cases, county and public structures may be subject to inspection and compliance by state code officers.

Activities or work at county and municipal buildings and facilities by public employees may also be monitored and subject to safety and workplace regulations established in state labor law and administered by the NYS Department of Labor.

Institutional Facilities and High Occupancy Structures

Certain institutional buildings and facilities, or buildings and structures that have high occupancies, are often subject to inspection by state code enforcement personnel. These facilities might also be required to meet building and structural standards and be subject to inspection by affiliate organizations or authorities that provide operating certifications. Insurers may also be involved in setting standards and monitoring structural and safety conditions

2. Assistance with Evaluating the Safety of Structures Damaged by a Disaster*NYS Department of State Disaster Recovery Unit (Code Enforcement)*

The Disaster Recovery Unit is a partnership of the NYS Department of State, Codes Division, NYS Office of Emergency Management (OEM) and the New York State Building Officials Conference that organizes eligible local code enforcement officials from across the state to assist local communities affected by a disaster.

The purpose of the unit is to provide skilled code enforcement officials who can assist a community impacted by a disaster with the work required to expedite the inspection and rehabilitation of buildings. Experienced and qualified code officials from other communities in New York State assist municipal officers with the extraordinary inspection and evaluation demands created by the disaster, which frees the local code officer to exercise their permit and enforcement authority. The Disaster Recovery Unit is activated by contacting regional OEM or OFPC staff.

Office of Fire Prevention and Control (OFPC), Damage Assessment Response Team (DART)

The OFPC Damage Assessment Response Team (DART) provides assistance to local emergency managers and code enforcement officials in conducting rapid visual screening of buildings for the purpose of damage assessment and immediate post-disaster safety evaluations. The assessments are used to determine if damaged or potentially damaged buildings are safe for use, or if entry should be restricted or prohibited. The assessments also support preparation of requests for presidential disaster declarations and disaster funding.

3. Policy Regarding Tioga County Buildings and Structures

Anytime there is damage or indications that a county structure or building may be damaged from a natural, technological or man-made disaster, it shall result in one or more of the following actions being taken, commensurate with the type of damage and scope of analysis required.

- * Inspection by the appropriate local and/or state code enforcement official
- * Inspection by licensed Structural Engineer, Civil Engineer or Professional Engineer
- * Evaluation by a certified industrial hygienist

The findings, evaluation and any corrective actions that are suggested by these surveys shall be prepared in writing and submitted to the Commissioner of Public Works and the Tioga County Emergency Manager.

Once the corrective actions that are recommended have been satisfied and the structure is deemed safe for occupancy, then and only then shall employees and/or the general public be allowed to enter the structure.

Action to execute and implement this policy is the responsibility of the official designated to manage operation and maintenance of the building or facility. Measures to assure compliance with this policy can also be taken by the Commissioner of Public Works or the Tioga County Emergency Manager.

Appendix 7**Assessment and Situation Reporting Guide and Forms**

A *Flash Report* is prepared immediately or in the first 1 to 4 hours of an incident to provide an immediate summary of the hazard, threats, conditions and response requirements.

An update or *Situation Report* is prepared for each operational period, or more frequently if conditions and information change (also called an Incident Report, Field Report, Quick Assessment, or Size-Up).

Use the Flash/Situation Report to:

- ✓ Summarize initial conditions and actions throughout a disaster or emergency
- ✓ Quickly and frequently provide a brief report describing the nature and extent of the disaster or emergency
- ✓ Provide rapid and regular information to local and state officials to support early planning and notifications, including activation or preparedness of personnel and resources

The Flash/Situation Report will be used by response officials to determine disaster organization and mobilization requirements and to brief local and state officials and key staff.

In New York State, a *Flash* or *Situation Report* is provided using the DHSES '**Field Report**' form that follows on the next page and is maintained in digital format by the Emergency Management Office

-- continue to the next page --

New York State Division of Homeland Security & Emergency Services

FIELD REPORT

- Notes: A. When applicable - consolidate data for each jurisdiction.
 B. When applicable - provide separate reports for severely impacted jurisdictions.
 C. Do Not Delay this report for lack of data. Submit updates as new information is gained.
 D. Submit form by Email, Fax, or verbally convey information to the State OEM Regional Office or State Warning Point

Request State Assistance <input type="checkbox"/> Yes <input type="checkbox"/> No
--

Report Number:	Event Name:
Date/Time of Event: Date: _____ Time (24 hr): _____	Date/Time of Report: Date: _____ Time (24 hr): _____

1. State OEM Region: _____ County: _____ Person Submitting: _____

2. Phone: _____ Cell Phone: _____ Email: _____

3. Briefly Describe Emergency and the Area Affected (communities, region, site[s], residential, commercial, etc.):

4. Percent of Initial Assessment Completed: 25% 50% 75% 100%

5. Conditions are (Mark one): Worsening Unknown Stable Improving Event Concluded

Human Impacts	(a) Fatalities	(b) Injured	(c) Missing	(d) At Risk	(e) Evacuated Relocated	(f) Sheltered	(g) Shelter In Place	(h) Requiring Feeding
6. Estimated Numbers:								
Critical Infrastructure	Roads	Bridges Tunnels	Public Transport	Rail System	Water	Sewer	Electric	Gas
7. Out of Service								
8. Damaged								
9. Destroyed								
Critical Facilities	Police Station	Fire Station	EMS Station	Hospital	Nursing Homes	Fuel Supply	Comms. Systems	Dams Levees
10. Out of Service								
11. Damaged								
12. Destroyed								
Buildings	Homes	Apartments	Businesses	Industries	Public Facilities	Schools	Utilities	Other
13. Damaged								
14. Destroyed								
15. Closed								

16. Has a local "State of Emergency" been declared? (Mark one) Yes No

Briefly describe or attach any announcements, public advisories, or emergency orders in effect:

--

17. Special Information/Concerns:

--

**New York State Division of Homeland Security & Emergency Services
FIELD REPORT (Instructions)**

- Note:**
- A. Counties are encouraged to consolidate data for each jurisdiction.
 - B. Where applicable, provide separate reports for severely impacted jurisdictions.
 - C. **Do Not Delay** this report for lack of data. The report can be updated as information becomes available or more accurate.
 - D. Submit form electronically (email), by Fax, or verbally convey information to the State OEM Regional Office or State Warning Point

The gray shaded area (see example below) must be completed for each report, to clearly define report number, event or incident name, event/incident date and time, report date and time.

Report Number: 03	Event Name: Silver Creek Flooding – Chautauqua County
Date/Time of Event: Date: 12 Aug 2009 Time (24 hr): 2330	Date/Time of Report: Date: 13 Aug 2009 Time(24 hr): 0130

Items 1-5

Must be completed to ensure that the data collection point/situation unit has clear information regarding the name of the jurisdiction and county impacted, name of person (point of contact) completing the report, landline phone and/or cellular phone numbers and email address for point of contact, should clarification of report content be required. The type of emergency/event, scope of area affected, and current conditions must also be included. Based on known/current status, the percent of an initial assessment completed should be indicated to better convey if additional impacts can be expected and additional resource requirements may identified.

Items 6-15

Fields should only be filled in if information is available. If there is nothing to report for a specific field, it should be left blank.

Items 16-17

Item 16, names of jurisdictions which declared a State of Emergency should be listed. A copy of (or reference for access to) the Declaration of State of Emergency and associated Emergency Orders, should be provided either with the report or as a follow-on document.

Item 17, a brief description should be provided regarding ongoing actions, outside assistance being provided or sought, and immediate needs and resource requirements. Description of ongoing concerns based on current situation and planning assumptions may also be listed in this section.

Assessment of Immediate Needs and Resources

Prepare within 6 and 48 hours and update each operational period.

(also called a Needs Assessment, Operational Assessment, Critical Needs Assessment)

Use the Assessment of Immediate Needs and Resources to:

- ✓ Define specific assistance needed to support local emergency operations. Examples include search and rescue teams, emergency medical or security personnel, debris removal help, emergency power and equipment, food, transportation, incident management personnel, specialty teams and technical specialists
- ✓ When requesting disaster assistance and resources from the state or other providers, the request must usually be accompanied by a definition of the specific purpose or response objectives the resources are intended to support. The assessment provides the kind of well-defined evaluation needed to describe how resources that are being requested will be matched to response demands

The Assessment of Immediate Needs and Resources is used to determine operational or direct assistance needed to assist local governments; including personnel, equipment and materials.

-- continue to the next page --

Assessment of Immediate Needs and Resource Priorities – *Sample Format*

(Add detail sheets, sketches, photos or video, if appropriate)

County: Date: Time:

Jurisdiction(s) Affected:

Name: Telephone:

1. General description and update of the emergency situation and condition:

2. Describe the population, area, critical facilities, or infrastructure where help or resources are needed. What kind of assistance is needed for whom, where, and why:

3. Describe the mission or emergency objective to be achieved:

<p>Examples</p> <p>Describe which roads and the number of miles where debris must be cleared to provide access for emergency vehicles. Do not simply say we need the National Guard, DOT crews, or bucket loaders</p> <p>Provide a description of the area and number of homes at risk of flooding. Do not just ask for sandbags.</p> <p>List critical facilities that require emergency power and what essential public service the facilities serve. Do not simply request generators.</p>

4. What actions are currently being taken, what local resources are being used, and what is their effectiveness?

Plan References Available Online to View and Download

New York State Executive Law, Article 2-B

<http://www.dhSES.ny.gov/laws-policies/documents/Exec-Law-Art-2-B-2012.pdf>

NYS Department of Homeland Security and Emergency Services (DHSES)

Emergency Declarations, Questions, Answers and Forms

<http://www.dhSES.ny.gov/laws-policies/documents/2012-2-B-Primer-QA.pdf>

NYS Department of Homeland Security and Emergency Services (DHSES)

Emergency Planning Guide for Local Officials

<http://www.dhSES.ny.gov/oem/planning/documents/Planning-Guide.pdf>

NYS Department of Homeland Security and Emergency Services (DHSES)

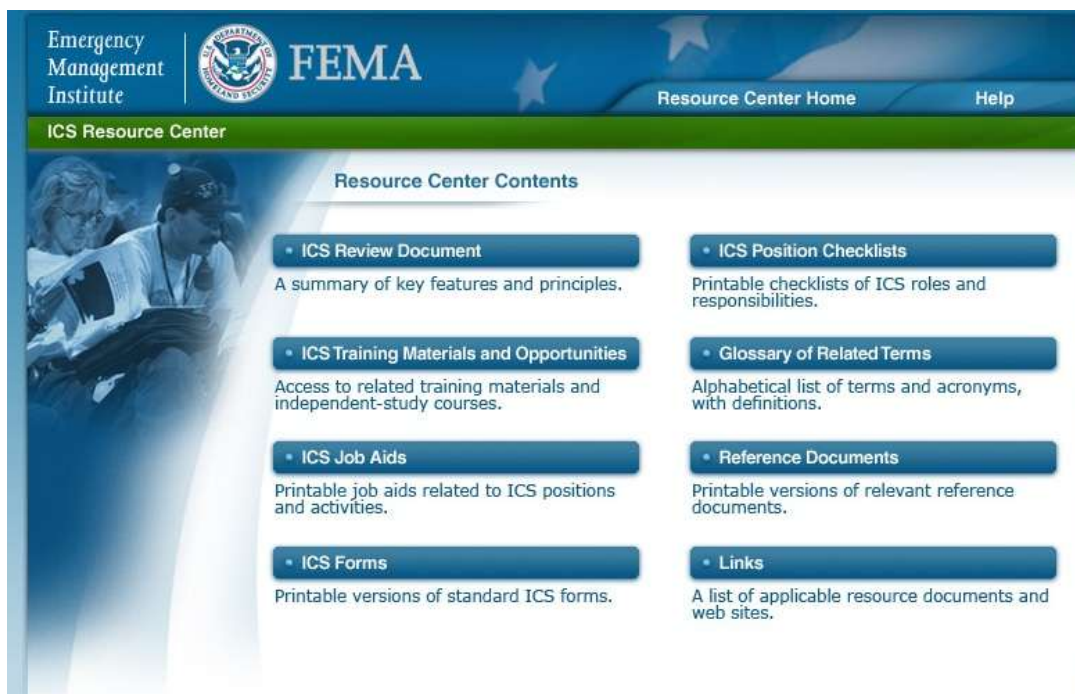
Tioga County Multi-Jurisdictional Hazard Mitigation Plan,

<http://www.tiogacountyny.com/departments/emergency-management/tioga-county-all-hazards-mitigation-plan.html>

NIMS and ICS Resource Center

<http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

FEMA (fema.gov)



Emergency Management Institute

FEMA

Resource Center Home Help

ICS Resource Center

Resource Center Contents

- **ICS Review Document**
A summary of key features and principles.
- **ICS Training Materials and Opportunities**
Access to related training materials and independent-study courses.
- **ICS Job Aids**
Printable job aids related to ICS positions and activities.
- **ICS Forms**
Printable versions of standard ICS forms.
- **ICS Position Checklists**
Printable checklists of ICS roles and responsibilities.
- **Glossary of Related Terms**
Alphabetical list of terms and acronyms, with definitions.
- **Reference Documents**
Printable versions of relevant reference documents.
- **Links**
A list of applicable resource documents and web sites.

NY Alert

<http://www.nyalert.gov/>

New York State (nyalert.gov)

The screenshot shows the NY-Alert website interface. At the top, there is a navigation bar with "New York State" and "State Agencies" on the left, and a search bar on the right. Below this is a banner with the "NY-ALERT" logo and several small images depicting various emergency scenarios. A status bar below the banner indicates "(Already Signed Up?)", "NY-ALERT", and "Display: -- All Jurisdictions --". The main content area is divided into three columns:

- Left Column (Navigation Menu):**
 - NY-Alert Home
 - Radiological Emergency Program
 - EAS/Alert Messages
 - Press Releases & Publications
 - RSS, CAP & Twitter Feeds
 - Sign Up for NY-Alerts
 - Public Safety Information
 - Notification Map
 - Weather
 - Affiliations
 - Help & Support
- Middle Column (Press Releases & Publications):**

Press Releases & Publications
(To view the full text of a press release, click on its headline)

 - After the Storm: Power Outages May Lead to Hidden Dangers**
11/01/11 10:30 AM: New Yorkers urged to protect themselves from carbon monoxide poisoning MEDIA CONTACT: William Peat Jr. (518) 292-2311 / wpeat@dhses.ny.gov. Power outages continue to affect several parts of the State in the aftermath of the season's storm season. [Click for More](#)
Affects: New York
 - DHSES Announces \$1 Million in Funding for Hazardous Materials Teams**
10/19/11 12:00 PM: The New York State Division of Homeland Security and Emergency Services (DHSES) today announced the availability of \$1 million in funding to develop regional Hazardous Materials (HazMat) teams across New York State. The targeted funding will support the development of these teams. [Click for More](#)
Affects: New York
 - FEMA Releases New National Preparedness Goal**
10/13/11 8:35 AM: The National Preparedness Goal is the first deliverable required under Presidential Policy Directive (PPD) 8 - National Preparedness. The National Preparedness Goal sets the vision for preparedness nationwide and identifies the core capabilities and... [Click for More](#)
- Right Column (Recent EAS Messages / Alerts):**

Recent EAS Messages / Alerts
(To view all details of an alert, click on its headline)

 - Small Craft Advisory issued November 13 at 6:42PM EST expiring November 14 at 6:15AM EST by NWS New York City - Upton**
11/13/11 6:42 PM: Montauk Point New York To Sandy Hook New Jersey Out 20 Nm Offshore including Long Island Sound, Long Island Bays And New York Harbor. Small Craft Advisory in Effect Until 6 AM EST Monday. Tonight, Sw Winds 10 To 15 Kt With Gusts Up To 20 Kt. [Click for More](#)
Affects: Marine Zones: ANZ330
 - Small Craft Advisory issued November 13 at 6:42PM EST expiring November 14 at 6:15AM EST by NWS New York City - Upton**
11/13/11 6:42 PM: Montauk Point New York To Sandy Hook New Jersey Out 20 Nm Offshore including Long Island Sound, Long Island Bays And New York Harbor. Small Craft Advisory in Effect Through Late Monday Night. Tonight, Sw Winds 10 To 20 Kt With Gusts Up To 25 Kt. [Click for More](#)
Affects: Marine Zones: ANZ353
 - Small Craft Advisory issued November 13 at 6:42PM EST expiring November 14 at 6:15AM EST by NWS New York City - Upton**
11/13/11 6:42 PM: Montauk Point New York To Sandy Hook New Jersey Out 20 Nm Offshore including Long Island Sound, Long Island Bays And New York Harbor. Small Craft Advisory in Effect Through Late Monday Night. Tonight, Sw Winds 10 To 20 Kt With Gusts Up To 25 Kt. [Click for More](#)
Affects: Marine Zones: ANZ353

