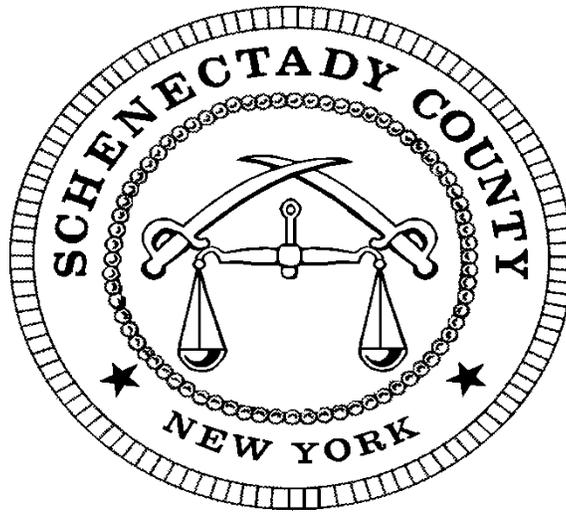


SCHENECTADY COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)



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SCHENECTADY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

	Foreword	1
	Executive Summary	3
Section I	General Considerations and Planning Guidelines	
	A. Policy Regarding Comprehensive Emergency Management	I - 1
	B. Purpose and Objectives of the Plan	I - 2
	C. Legal Authority	I - 3
	D. Concept of Operations	I - 3
	E. Plan Maintenance and Updating	I - 4
Section II	Risk Reduction	
	A. Designation of County Hazard Mitigation Coordinator	II - 1
	B. Identification and Analysis of Potential Hazards	II - 1
	C. Risk Reduction Policies, Programs and Reports	II - 2
	D. Emergency Response Capability Assessment	II - 4
	E. Training of Emergency Personnel	II - 4
	F. Public Education and Awareness	II - 5
	G. Monitoring of Existing Hazards	II - 6
	Attachment 1: Hazard Analysis Ranking and Ratings	II- 7
	Attachment 2: Schenectady County Exercise Schedule	II- 8

Section III **Response**

A. Response Organization and Assignment of Responsibilities	III - 1
1. County Manager Responsibilities, Powers, and Succession	III - 1
2. The Role of the Director of Emergency Management	III - 2
3. The County Emergency Response Organization	III - 2
Attachment 3: SOEM Field Report	III - 5
Table 1: ICS Function and Response Activities by County Function	III - 6
B. Managing Emergency Response	III - 7
1. Incident Command Post and Emergency Operations Center	III - 7
2. Notification and Activation	III - 8
3. Assessment and Evaluation	III - 10
4. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders	III - 10
5. Public Warning and Emergency Information	III - 11
6. Emergency Medical and Public Health	III - 13
7. Meeting Human Needs	III - 13
8. Restoring Public Services	III - 14
9. Resource Management	III - 14
10. Standard Operating Guidelines and Other Supporting Plans	III - 15
Attachment 4: ICS Form 214	III - 17
Table 2: County EOC ICS Positions	III - 18
Table 3: Organization of County EOC	III - 19

Section IV	Recovery	
	A. Damage Assessment	IV - 1
	B. Planning for Recovery	IV - 5
	C. Reconstruction	IV - 7
	D. Public Information on Recovery Assistance	IV - 7
Section V	Appendices	
	Appendix 1: National Incident Management System (NIMS), <i>Incident Command System (ICS) Position Descriptions, Schenectady County ICS Example</i>	V-1
	Appendix 2: Standard Operating Guidelines for Schenectady County Emergency Operations Center (EOC)	V-6
	Appendix 3: Disaster Declaration Kit - Instructions for Declaring a State of Emergency and Issuing Emergency Orders	V-18
	Appendix 4: New York State Highway Emergency Task Force Policy and Procedures	V-42

SCHENECTADY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

FOREWORD

Schenectady County Map



The County of Schenectady, located in the western portion of the State of New York's Capital District, encompasses 209 square miles. Schenectady County has a population of 155,565 as of the 2017 Census and is the second smallest of New York's 62 counties, excluding the counties of New York City. Schenectady County has long been an important transportation hub because of its strategic location near the state capital. There are four interstate highways and six state highways that 150,000 vehicles use daily within the County, in addition to major railroads.

Schenectady County also has an airport located in the Town of Glenville. The Schenectady County Airport is home to the 109th New York Air National Guard Airlift Wing at Stratton Air National Guard Base. Private and Air National Guard aircraft use the airport's three runways, which are 7000, 4840 and 2639 feet long.

The Mohawk River, which is designated as part of the New York State Barge Canal System, lies within the County and divides the Schenectady County from west to east. Three locks—No. 7, No. 8, and No. 9—are located within the County. The Mohawk River and its adjacent recreational parks, biking, and hiking trails are popular tourist attractions and venues for annual events in Schenectady County.

The potential of Schenectady County's critical infrastructure's being a target for terrorist attacks makes homeland security a priority for the County. In particular, the County's role as a transportation gateway between Albany and counties in the central and western part of the state

makes it imperative for the County to be vigilant in preparation against potential terrorist activity.

The County's geographical location also exposes the County to a wide range of weather-related hazards. The threat of flooding from heavy rains or dam failure is addressed on a continual basis. Additionally, severe rain, snow, ice and wind storms can tax transportation routes and private and municipal infrastructure facilities. The possibility of widespread evacuation because of a natural disaster, such as flooding, is an everyday reality faced by Schenectady County and its residents.

The possibility of natural or man-made emergencies and the importance of Schenectady County as a critical component of New York State's Capital District make it crucial that the County be able to respond to and recover from any variety of emergencies. Such emergencies may create conditions that require mass evacuations, the opening of shelters, the providing medical treatment for mass casualties, restoration of services, and recovery assistance. The Comprehensive Emergency Management Plan (CEMP) details the steps Schenectady County has taken to sustain operations and manage resources in an emergency situation.

EXECUTIVE SUMMARY

INTRODUCTION

Schenectady County has created a Comprehensive Emergency Management Plan (CEMP) in recognition that such a plan will enhance the County's ability to manage emergency or disaster situations. County and local government officials, in addition to representatives of local businesses and non-profit organizations, participated in preparing the CEMP as a team according to the planning process recommended by the New York State Office of Emergency Management (NYSOEM). The CEMP constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by Article 2-B of State Executive Law and the New York State Defense Emergency Act.

The development of this plan included an analysis of all potential hazards that could affect Schenectady County and an assessment of the capabilities existing within the County to deal with them.

COMPREHENSIVE APPROACH

Emergency management is an ongoing and complex undertaking. It is possible to save lives and reduce property damage through implementation of *risk reduction* measures before a disaster happens, *preparation* for disasters that allows timely and effective *response* during an actual incident, and the provision of short- and long-term *recovery* assistance after a disaster occurs. Comprehensive emergency management emphasizes the connection among the activities, functions, and expertise necessary to deal with emergencies. The CEMP provides such a detailed description of Schenectady County's actions to reduce risk (Section II), respond effectively to a disaster (Section III), and recover from a disaster (Section IV).

MANAGEMENT RESPONSIBILITIES

This plan outlines emergency management responsibilities of Schenectady County departments and agencies according to their existing organizational responsibilities and capabilities. It designates the Office of Emergency Management to coordinate all emergency management activities of the County.

Schenectady County uses the National Incident Management System (NIMS) to manage emergencies. Homeland Security Presidential Directive 5 (HSPD-5), Homeland Security Presidential Directive (HSPD)-8 and New York State Governor's Executive Order 26 make NIMS the preferred emergency management tool for the command, control, and coordination of resources and personnel in an emergency. Schenectady County and local municipal jurisdictions

have adopted NIMS as the guiding document to meet federal guidelines for domestic incident management.

County responsibilities are closely related to the responsibilities of the local municipalities—cities, towns, villages—within the County to manage all phases of an emergency. The County has the responsibility to assist the local governments in the event that a municipality has fully committed its resources and is still unable to manage a disaster. Similarly, the State of New York is obligated to provide assistance to Schenectady County after County resources have been exhausted. The CEMP further describes the process for requesting aid and explains how the most affected jurisdiction must commit itself fully before making a request for assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, or resources is addressed in appendices to the plan. Specific examples of these types of situations are emergencies resulting from hazardous chemical releases, floods, power outages, health-related emergencies, and terrorism.

CONCLUSION

The Schenectady County Comprehensive Emergency Management Plan provides general all-hazards management guidance, using existing organizations, to allow Schenectady County and its local municipalities to meet their responsibilities before, during, and after an emergency.

SCHENECTADY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SECTION I - GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, natural or man-made, may disrupt the normal functions of government, communities and families and result in the loss of life and property.
2. County government must provide leadership and direction to mitigate, prepare for, respond to, and recover from dangers and problems arising from emergencies in Schenectady County.
3. Under authority of Article 2B, Section 23 of the New York State Executive Law, a county is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to, and recover from, emergencies and disasters. To meet this responsibility, Schenectady County has developed this Comprehensive Emergency Management Plan.
4. This concept of comprehensive emergency management includes three phases:
 - a. Risk Reduction (Prevention and Mitigation)
 - b. Response
 - c. Recovery
5. Risk Reduction: (Prevention and Mitigation)
 - a. Prevention refers to those short or long-term activities that eliminate or reduce the number of occurrences of disasters
 - b. Mitigation refers to all activities that reduce the effects of disasters when they do occur
 - c. Section II of this plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in Schenectady County
6. Response:
 - a. Response operations may start before the actual emergency materializes. For example, receipt of advisories that floods, blizzards, or ice storms could affect the jurisdiction alerts staff to gear-up for a response to the anticipated hazard. This response phase includes such operations as:
 - (1) Detecting, monitoring, and assessing the hazard
 - (2) Alerting and warning of endangered populations

- (3) Protective actions for the public
 - (4) Allocating and distributing equipment and resources
- b. Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and to speed recovery operations.
 - c. Response operations in the affected area are the responsibility of the local municipalities, supported by the County emergency operations as appropriate.
 - d. If a municipality is unable to respond adequately, the County may be asked to assume a leadership role in response.

7. Recovery

Recovery activities are those actions following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

B. Purpose and Objectives of the Plan

- 1. The CEMP sets forth the basic requirements for managing emergencies in Schenectady County.
- 2. The objectives of the CEMP are:
 - a. To identify, assess, and prioritize county-wide vulnerabilities to emergencies or disasters as well as the resources available to prevent, mitigate, respond to, and recover from them.
 - b. To provide that the County and its local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - c. To provide for the utilization of all available resources during an emergency.
 - d. To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
 - e. To provide for the utilization and coordination of state and federal programs for

recovery from a disaster with attention to the development of mitigation programs.

C. Legal Authority

The CEMP, in whole or in part, relies upon the following laws for the authority necessary for its development and implementation:

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Schenectady County Charter
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
5. Federal Civil Defense Act of 1950, as amended

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities.
2. Local governments and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, local jurisdictions are required to initially utilize their own facilities, equipment, supplies, personnel and resources.
4. The local chief executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the chief executive of a town, village or city may obtain assistance from other political subdivisions and the County government.
6. The County Manager (or designee) may coordinate responses to requests for assistance for the local governments.
7. The County Manager (or designee) has the authority to direct and coordinate County disaster operations.
8. The County Manager (or designee) may obtain assistance from the State of New York when the emergency disaster is beyond the resources of Schenectady County.
9. The County Manager has assigned to the Director of Emergency Management the responsibility to coordinate County emergency management activities.

10. Schenectady County will use the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage all emergencies. Schenectady County strongly encourages all local governments and response agencies in the County to utilize NIMS and ICS.

11. After all local resources have or are expected to be exhausted, the County will request outside assistance from the State of New York.

12. State assistance is supplemental to local emergency efforts.

13. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by NYSOEM.

14. Upon the occurrence of an emergency or disaster that is clearly beyond the management capability and emergency resources of state and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Schenectady County Office of Emergency Management is responsible for maintaining and updating the Comprehensive Emergency Management Plan.

2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, inventories, and personnel contact list, and must report changes to the County Office of Emergency Management annually.

3. The County Office of Emergency Management should review the CEMP annually and distribute any updated pages.

SCHENECTADY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SECTION II - RISK REDUCTION

A. Designation of County Hazard Mitigation Coordinator

1. The Schenectady County Manager has designated the Department of Planning as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in Schenectady County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator or a staff member will participate as a member of the Schenectady County Local Emergency Planning Committee. (LEPC)

B. Identification and Analysis of Potential Hazards

1. The Schenectady County LEPC will establish a subcommittee comprised of:
 - a. Schenectady County Director of Emergency Management
 - b. Schenectady Hazard Mitigation Coordinator
 - c. Schenectady County Director of Public Works
 - d. Schenectady County Health Commissioner
 - e. Chairman of the LEPC
2. This subcommittee will:
 - a. Meet annually to discuss significant changes to the current hazard analysis and identify other potential hazards in the County
 - b. Determine the probable impact each of those hazards could have on people and property
 - c. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
 - d. Report the results of that review at a subsequent LEPC meeting
3. Significant potential hazards to be identified and analyzed include natural, technological and man-made hazards.

4. To comply with (2) and (3) above, hazards that pose a potential threat will be identified and analyzed by the LEPC subcommittee and the Office of Emergency Management using the computer program Hazards New York (HAZNY), provided by DHSES.
5. This hazard analysis:
 - a. Provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards
 - b. Establishes priorities for planning for those hazards receiving a high ranking of significance
 - c. Will be conducted in accordance with guidance from NYSOEM
 - d. Will be submitted after completion to the Region III office of NYSOEM
 - e. Should be reviewed and updated every three years
6. The rating and ranking results of the hazard analysis are found in Attachment 1 of this section.
7. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Schenectady County Office of Emergency Management.

C. Hazard Reduction Policies, Programs and Reports

1. County agencies are authorized to promote policies, programs and activities to reduce hazard risks in their area of responsibility. Examples of this include:
 - a. Encouraging the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations and building codes that are cognizant of and take into account significant hazards in the County
 - b. Promoting compliance with and enforcement of existing laws, regulations and codes that are related to hazard risks (e.g., building and fire codes, and flood plain regulations).
 - c. Encouraging businesses and local government operations that use hazardous materials to reduce amounts of hazardous materials stored onsite or replace them with safer materials (e.g., water and wastewater treatment plants are encouraged to replace chlorine gas with a safer disinfectant material or method)
 - d. Encouraging and participating in municipal storm water and stream channel maintenance programs
2. The Schenectady County Department of Planning is responsible for land use management of County-owned land and the review of land use management actions throughout the County, including:
 - a. Authorizing County land use management programs

- b. Advising and assisting local governments in the County in developing and adopting comprehensive master plans for community development, zoning ordinances and subdivision regulations
 - c. Assisting and advising the local planning boards in the review process of local zoning, site plan review and special use permits and subdivision actions
 - d. Working with regional planning agencies such as the Capital District Planning Commission and Capital District Transportation Committee
 - e. Participating in State Environmental Quality Review Act (SEQRA) review of proposed projects in the County
3. In all of the above activities, the Department of Planning will take into account the significant hazards in Schenectady County.
 4. The Schenectady County Local Emergency Planning Committee (LEPC), in coordination with the Director of Emergency Management, will educate, communicate, and protect local communities against a hazardous material release
 5. The Schenectady County LEPC in coordination with the Director of Emergency Management will meet at least once every three years to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be considered high hazards.

D. Emergency Response Capability Assessment

1. Periodic assessment of the County’s capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of risk reduction.
2. The Schenectady County Local Emergency Planning Committee, in coordination with the Director of Emergency Management will, once every three years—as recommended by the New York State Office of Emergency Management—assess Schenectady County’s current capability for dealing with those hazards rated as “high” under HAZNY that have been identified and analyzed, including but not limited to:
 - a. The likely time of onset of the hazard
 - b. The impacted community’s preparedness levels
 - c. The existence of effective warning systems
 - d. The community’s means to respond to anticipated casualties and damage
3. To assist the Schenectady County Local Emergency Planning Committee in its assessment, the Director of Emergency Management will conduct exercises based upon specific hazards and hazard areas identified by the LEPC.

4. The LEPC will be provided with any After Action Reports produced for such exercises to review and potentially make recommendations for implementing corrective actions to the Director of Emergency Management, County Manager, local governments and the NYSOEM Region III Office.

E. Training of Emergency Personnel

1. The Director of Human Resources, coordinating with the Director of Emergency Management has the responsibility to:
 - a. Arrange and provide, with the assistance of the New York State Office of Emergency Management, training programs for County department personnel involved in emergency response as designated by the Director of Emergency Management
 - b. Encourage and support training for city, town and village emergency response personnel. Such training programs will:
 - (1) Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
 - (2) Include Incident Command System (ICS) training, focusing on individual roles, in accordance with federal and State NIMS guidance
 - (3) Conduct meetings as needed with appropriate personnel from County municipal governments and non-governmental agencies concerning disaster interface with County government, including ICS training for executives
 - (4) Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
 - (5) Be provided in crisis situations that require additional specialized training and refresher training
2. The Director of Emergency Management has the responsibility to:
 - a. Conduct periodic exercises and drills to evaluate local capabilities and preparedness and regular drills to test readiness of warning and communication equipment (see Attachment 2: Schenectady County Drill and Exercise Schedule)
 - b. Consult with the County departments and agencies in developing training courses and exercises as needed
 - c. Work with the local response community to identify or develop and implement training programs specific to mitigation, resolution and recovery from the identified hazards
 - d. Receive technical guidance on latest techniques from state and federal

sources as appropriate and request assistance as needed

3. All County departments and agencies assigned emergency functions are responsible to develop in-house training capability to further train their employees in their duties and procedures.
4. Volunteers participating in emergency services such as fire/rescue operations, Emergency Medical Services (EMS), Red Cross, Radio Amateur Civil Emergency Service (RACES), and Auxiliary Police should be trained by these services in accordance with established procedures and standards.

F. Public Education and Awareness

1. The Commissioners of Health, Planning, Department of Social Services and the LEPC, in cooperation with the Director of Emergency Management, are responsible for:
 - a. Familiarizing the public with the kind of protective measures the County has developed to respond to emergencies, and measures that they can take to respond to any emergency arising from the potential hazards that may affect the area in which they live
2. This education will:
 - a. Cover all high- or moderate-high hazards as ranked by the HAZNY program, how residents will be informed of a hazard occurrence, how they can take care of themselves for a 72 hour period, how to shelter in place, or how to evacuate the area if so ordered
 - b. Be available free of charge
 - c. Be provided through publications, Web sites, public access cable TV programming, and speakers' bureaus
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.

G. Monitoring of Existing Hazards

1. The Department of Planning will oversee long-term natural hazard monitoring, while Office of Emergency Management will monitor long-term man-made hazards and all short-term hazards.
2. County agencies with specialized expertise will provide technical monitoring of relevant hazards. The Department of Public Works and Engineering will oversee structural hazards associated with County owned buildings, roads, and bridges,

the Department of Public Health Department will monitor public health hazards, and the Sheriff's Office will monitor criminal and terrorist hazards.

3. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of County hazards are hazardous materials, mass gatherings, flooding, ice jams, and terrorism.
4. Any County or outside agency that detects a potential emergency situation from a hazard will immediately notify the County Warning Point Unified Communications Center, which will disseminate the information to the Office of Emergency Management.
5. The County agencies will coordinate monitoring with local governments, the private sector, school districts, volunteer agencies, and individuals, as appropriate.

ATTACHMENT 1

HAZARD ANALYSIS RESULTS FOR SCHENECTADY COUNTY

(Using *HAZNY* provided by NYSOEM)

Hazard	Rating
SEVERE STORM	304
WINTER STORM (SEVERE)	245
ICE STORM	233
FLOOD	232
LANDSLIDE	231
HAZMAT (FIXED SITE)	219
HAZMAT (IN TRANSIT)	212
TERRORISM	210
EXTREME TEMPS	209
UTILITY FAILURE	209
CIVIL UNREST	202
DAM FAILURE	199
WATER SUPPLY CONTAMINATION	197
ICE JAM	194
EARTHQUAKE	179
EPIDEMIC	172
EXPLOSION	170
TRANS ACCIDENT	170
OIL SPILL	166
FIRE	149
AIR CONTAMINATION	132
TORNADO	124

The Hazard Analysis was conducted in May 2008 by the Schenectady County Office of Emergency Management in cooperation with NYSOEM, the Schenectady County LEPC, County Department of Public Health, and County Department of Planning.

ATTACHMENT 2

SCHENECTADY COUNTY EXERCISE SCHEDULE - 2011

<u>January</u>	Mohonasen School District Active Shooter Tabletop
<u>February</u>	EOC Tabletop
<u>March</u>	UASI Interoperable Communications Functional Exercise
<u>April</u>	Capital District Regional Haz-Mat Team Drill - GE
<u>May</u>	Auxiliary Police Haz-Mat Training
<u>June</u>	RACES Interoperable Communications Drill
<u>July</u>	
<u>August</u>	EOC Drill Kellar Ave
<u>September</u>	County Office Building/Courts Fire Drill Capital District Regional Haz-Mat Team Full-Scale Exercise – SI Plant
<u>October</u>	Mass Casualty Full-Scale Exercise
<u>November</u>	Auxiliary Police Drill
<u>December</u>	

**SCHENECTADY COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

SECTION III - RESPONSE

A. Response Organization and Assignment of Responsibilities

1. County Manager Responsibilities, Powers and Succession

a. The County Manager is responsible for County emergency response activities and:

- (1) May declare a local state of emergency in consultation with the Director of Emergency Management and County Attorney; and may promulgate emergency orders and waive local laws, ordinances and regulations (see Appendix 3: Disaster Declaration Kit)
- (2) Controls the use of all County-owned resources and facilities for disaster response
- (3) May request assistance from the State of New York when it appears that the incident has escalated or will escalate beyond the capability of County resources
- (4) May provide assistance at the request of other local governments both within and outside Schenectady County

b. In the event of the unavailability of the County Manager and any person the County Manager has designated as Acting County Manager, the County shall use the following order of succession to ensure continuity of government and the direction of emergency operations:

- (1) The Commissioner of Finance will assume the responsibility of the County Manager until the County Manager is available
- (2) The Public Works Director will assume the responsibility until the County Manager or Commissioner of Finance is available
- (3) The Director of Emergency Management will assume the responsibility until the County Manager, Commissioner of Finance or the Director of Public Works is available

2. The Role of the Director of Emergency Management:

a. The Director of Emergency Management coordinates County emergency response activities for the County Manager and, based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency, recommends to the County Manager when to declare a local state of emergency.

- b. The duties of the Director of Emergency Management include:
 - (1) Activation of the County's response organization and initiation of County response activities
 - (2) Notification of and briefing of County departments, agencies and other organizations involved in an emergency response
 - (3) After all local resources have or are expected to be exhausted, requesting outside assistance by submitting a New York State Division of Homeland Security Field Report (Attachment 3) to the State Warning Point by e-mail, fax, or telephone
 - (4) Maintaining and coordinating the operations of the Emergency Operations Center
 - (5) Facilitating continual coordination between the County and:
 - (a) The Incident Commander(s)
 - (b) Towns, cities and villages within Schenectady County
 - (c) Local governments outside Schenectady County
 - (d) The State of New York
 - (e) Private and non-governmental organizations

c. If the Director of Emergency Management is unable, due to absence or incapacitation, to perform the functions as described in section (b), the following line of command is to be followed to ensure continuity of government and the direction of emergency operations:

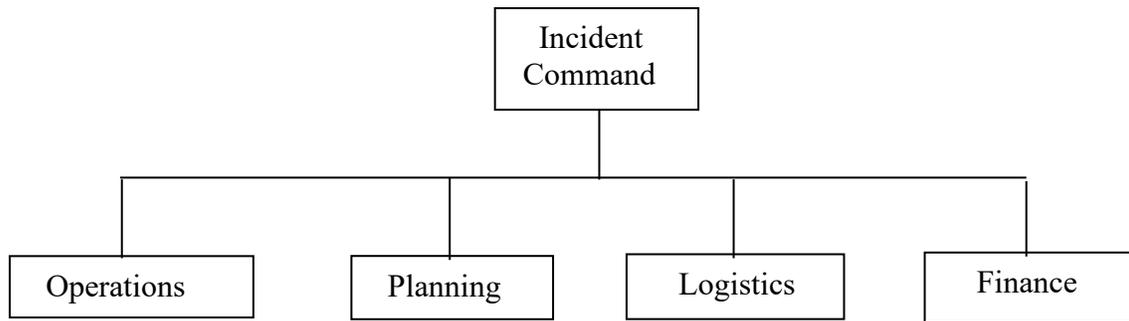
- (1) The Deputy Director of Emergency Management will assume responsibility until the Director is available
- (2) The County Fire/EMS Coordinator will assume responsibility until the Director or Deputy Director of Emergency Management is available or the Public Works Director is available.
- (3) The Public Works Director will assume responsibility until the Deputy Director or Director of Emergency Management is available

3. The County Emergency Response Organization

a. The Incident Command System (ICS)

- (1) Schenectady County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS) and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. (See Appendix 1.)
- (2) Incident Command System Position Descriptions. ICS is organized by functions. There are five:

- (a) Command
- (b) Operations
- (c) Planning
- (d) Logistics
- (e) Finance/Administration



- (3) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post.
- (4) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- (4) Within the Command function, the IC has the additional responsibilities of Safety Officer, Public Information Officer and Liaison Officer until the IC delegates these positions.
- (5) During an emergency, County response personnel must be cognizant of the Incident Command System in place and their role in it. County personnel may be assigned to the County Emergency Operations Center (EOC) or other locations where they will provide support to the Incident Commander and responders at the scene. All County response personnel not assigned to the ICS will be coordinated through the Director of Emergency Management.
- (7) The Incident Commander must be fully qualified to manage the incident. The highest-ranking responding officer at the scene is typically the initial IC. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction.
- (8) A major emergency encompassing a large geographic area may have more than one emergency scene. In this case, divisions and/or branches may be established and a Multi-agency Coordination (MAC) Group and/or an Area Command or Unified Area Command may be established.

- (9) County response personnel operating at the EOC will be organized by ICS function as depicted in Table 1 below.
- (10) Whenever the ICS is established, County response forces will be assigned to specific ICS functions wherever they are needed including at the scene, at the EOC, or in a support role. See Table 1 for ICS functional assignments by agency. Assignments may change as the situation dictates.

b. Agency Responsibilities

The Office of the County Manager shall exercise ultimate responsibility and oversight for emergency response and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

ATTACHMENT 3

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

This is an Exercise: Yes No

Request State Assistance
 Yes 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:

TABLE 1: ICS Function and Response Activities by County Function

<u>COUNTY FUNCTION</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Office of the County Manager	Command	Chief executive, State of Emergency declaration, EOC management
	PIO	Communication with public and media
Planning Department	Planning	Situation assessment and documentation, Data collection and distribution, hazard assessments and recommendations
Emergency Management	Command	Activation and coordination of EOC, emergency management
Office of the County Attorney	Command	EOC Legal Officer, legal counsel
Sheriff's Office	Operations	EOC security, law enforcement, public warning, traffic control
County Engineering	Logistics	Provide support/services for all operations
Public Health Department	Safety/Operations/ Planning	Human needs, disease monitoring, water system, health system, protective action for responders, critical health facility assessment, monitoring, and interdicting as needed
Public Works Department	Operations	Debris removal, damage assessment, utilities coordination, transportation access
Fire/EMS Coordinator	Safety/Operations/ Planning	Fire, rescue, and EMS coordination
Department of Social Services Senior and Long Term Care Community Services Probation	Operations	Human services (home care, temporary sheltering; feeding, clothing, and evacuation of special needs population; mental health, veterans' issues, and probation)
Department of Finance	Finance/Administration	Accounting; record keeping, payables, workers' compensation, private claims, time-keeping
Purchasing	Logistics	Supply, procurement, information systems
Medical Examiner	Operations	Identification and disposition of dead
Information Services	Logistics	Communications, Information systems

Glendale	Operations	Managing long term care facility and possible temporary warming center/shelter
Human Resources	Logistic	Personnel issues, Coordinate human resources
Facilities	Logistics/Operations	Provide support/services for all operations

1. Incident Command Post / Emergency Operations Center

- a. Emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post (ICP). This will be the only command post. All other facilities used by agencies for decision-making must not be identified as a command post.
- b. An Incident Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
- c. If a suitable area, building or structure cannot be identified and secured for use as an Incident Command Post, the Schenectady County Mobile Command Center (C-100) may be used for this purpose.
- d. The primary County EOC is located in the Schenectady County Department of Public Works facility at 100 Kellar Avenue in Rotterdam. The alternate EOC is located in Department of Social Services at 797 Broadway in Schenectady.
- e. If a disaster situation renders both EOCs inoperable, another EOC may be established at another location designated at the time.
- f. The EOC provides for the centralized coordination of County and private agencies' activities from a secure and functional location.
- g. Most personnel assigned to the EOC will be assigned according to corresponding EOC ICS function under the direction of the EOC Manager and Coordinator (see Table 2, p. III-16, for personnel by EOC ICS function and Table 3, p. III-17, for the EOC implementation of ICS functions). Agency Representatives not assigned to specific sections will be assigned to the Multi-Agency Coordination (MAC) Group (see Table 3).
- h. Each Agency Representative at the EOC will be responsible for directing or coordinating his agency's personnel and resources. When the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
- i. When the EOC is activated, the County Manager will serve as the EOC Manager and the Director of Emergency Management will assume the role of EOC Coordinator.

- j. If required, the EOC will be staffed to operate continuously on a 24-hour-a-day basis. In the event of a 24-hour operation, three 8½-hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established, as conditions warrant, by the Director of Emergency Management.
- k. Each agency will identify its personnel assigned to the EOC. This identification is to be provided to the Director of Emergency Management and updated as changes occur, no less frequently than annually.
- l. Work areas will be assigned to each agency represented at the EOC.
- m. The Sheriff's Office will insure internal security at the EOC during an emergency:
 - (1) All persons entering the EOC will be required to check in at the security desk located at the main entrance.
 - (2) All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
 - (3) Temporary passes will be returned to the security desk when people given them depart the premises.
- n. During non-emergency periods, the EOC can be used for meetings, training, and conferences.
- o. The EOC Planning Section is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
- p. The Director of Emergency Management maintains Standard Operating Guidelines (SOGs) for activating, staffing, and managing the EOC. The SOGs can be found in Appendix 2 to this section of the CEMP.

2. Notification and Activation

- a. As described in Appendix 2, upon initial notification of an emergency to the County Warning Point/Schenectady County Unified Communication Center, the supervisor will immediately alert the appropriate County official. This initial notification sets into motion the activation of County emergency response personnel.
- b. Each emergency is to be classified into one of four Response Levels according to the scope and magnitude of the incident:

Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.

Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.

Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

- c. Emergency response personnel will be activated according to the Response Level classification:

Response Level 1: Only the staff of the Office of Emergency Management is notified and activated as appropriate.

Response Level 2: The staff of the Office of Emergency Management is activated and augmented by select members of the County response organization as determined by the Director of Emergency Management or County Manager at that time.

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

(See Appendix 2 for further details)

With regard to a terrorist threat or incident: an incident will be classified according to Schenectady County's four emergency classification levels as described in (b) above, based upon the specific details of the event. In addition, the U.S. Department of Homeland Security has established a five tier National Terrorism Threat Advisory System.

(red) severe risk - (orange) high risk - (yellow) significant - (blue) general - (green) low risk

3. Assessment and Evaluation

As a result of information provided by the ICS Section Chiefs, EOC personnel will, as appropriate, and in coordination with the Incident Commander:

- a. Analyze the best available data and information on the emergency
- b. Develop policies by evaluating the safety, health, economic, social, legal, environmental, humanitarian and political implications of a disaster or threat
- c. Explore alternative actions and consequences

- d. Select and direct specific response actions in coordination with the Incident Commander
4. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders
- a. In response to an emergency, or its likelihood, upon a finding by the County Manager that public safety is imperiled; the County Manager may proclaim a state of emergency pursuant to Section 24 of the State Executive Law.
 - b. Following such a proclamation, the County Manager may promulgate local emergency orders to deal with the emergency situation.
 - c. Local emergency orders, for example, can be issued for actions such as:
 - (1) Establishing curfews
 - (2) Restrictions on travel
 - (3) Evacuation of facilities and areas
 - (4) Closing of places of amusement or assembly
 - d. Appendix 3: Disaster Declaration Kit describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
 - e. Chief executives of cities, towns and villages in Schenectady County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.
 - f. Whenever a state of emergency is declared or emergency orders issued in Schenectady County, such action will be coordinated beforehand with the affected municipality.
 - g. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.
5. Public Warning and Emergency Information
- a. In order to implement public protective actions there should be a timely, reliable, and effective method to warn and inform the public.
 - b. Activation and implementation of public warning is a responsibility of the Public Information Officer—if established—and the Coordination Section.
 - c. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented

solely by on-scene personnel, the use of the systems in (1), (2), and (3) below require strict coordination with the EOC:

- (1) **Emergency Alert System (EAS)** - involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. EAS can be activated by means of a telephone or email by select County officials including the Director of Emergency Management. See Appendix 4: Schenectady County Emergency Alert System.
 - (2) **National Oceanographic & Atmospheric Administration (NOAA) National Weather Radio (NWR)** - provides 24-hour radio broadcasts of the latest weather information, including severe weather warnings, directly from the Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies and automated alarm capabilities, and Specific Area Messaging Encoding (SAME) are generally available. NWR broadcast signal can be received county-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials (see Appendix 4).
 - (3) **RAVE** – is a contracted system where identified individuals are allowed to activate a telephone calling system to alert residents and business of impending emergencies. The system plays recorded messages to identify the emergency and action needed to be taken. In its original design, preset zone information was developed and on file with the vendor, where the activating agency is allowed to identify the zone and begin the alerting process (see Appendix 4).
 - (4) **Emergency Service Vehicles** with siren and public address capabilities. Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available during an emergency for “route alerting” of the public. This capability exists County-wide but should not be solely relied upon for public warning
 - (5) **Door-to-Door Public Warning** - can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, or regular firefighters visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
- d. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries, and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.
- e. Special arrangements may be made for providing warning information to the

hearing impaired and, where appropriate, non-English speaking population groups.

f. The EOC Management Staff position of Public Information Officer, if established, may, in coordination with Incident Command:

- (1) Establish and manage a Joint Information Center (JIC) to respond to media inquiries and coordinate all official announcements and media briefings
- (2) Authenticate all sources of information being received and verify accuracy
- (3) Provide essential information and instructions, including the appropriate protective actions to be taken by the public, to the broadcast and print media
- (4) Coordinate the release of all information with the key departments and agencies involved at the EOC
- (5) Check and control the spreading of rumors
- (6) Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
- (7) Arrange any media tours of emergency sites

g. The JIC may be located in the EOC or at another location that facilitates information flow and does not interfere with emergency operations.

6. Emergency Medical and Public Health

a. A high-impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, biological toxins, and exposure to extreme temperatures.

b. There may be established within the Coordination Section a Health/Medical Group to ensure that health and medical problems are being addressed. The County Health Department may lead this group.

7. Meeting Human Needs

a. The Planning and Coordination Sections are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government and with the assistance of volunteer agencies and the private sector.

b. There may be established within the Coordination Section a Human Services Group to perform the tasks associated with (a) above.

c. The Department of Social Services—which works with representatives from County and local agencies, volunteer groups, and the private sector—is to assist in the coordination of the delivery of human services in Schenectady County and to advise the County Manager on

human needs issues.

d. Whenever a Human Services Group is not established within the Coordination Section, the Coordination Section will confer with the Commissioner of the Schenectady County Department of Social Services on human needs issues.

8. Restoring Public Services

a. The Coordination and Planning Sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and for ensuring that restoration of services is accomplished without undue delay.

b. There may be established within the Coordination Section an Infrastructure/Utilities Group and a Transportation Group to perform the tasks associated with (a) above.

c. In the event of a major power outage, the Coordination Section's Infrastructure/Utilities Group may request and assign a representative from National Grid, Verizon, and other utility providers to the Schenectady County EOC for the purpose of facilitating communications and information flow between the utility and the Coordination Section.

d. The Coordination Section's Infrastructure/Utilities Group may assign a representative to other utility operations centers as appropriate, with the consent of the utility.

e. During response operations relating to debris clearance and disposal, Schenectady County should act in cognizance of and in cooperation with the State Debris Clearance Policy. (See Appendix 5.)

9. Resource Management

a. The Planning Section is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.

b. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.

c. All County-owned resources are under the control of the County Manager during an emergency and can be used as necessary.

d. Resources owned by other municipalities within and outside of Schenectady County can be used upon agreement between the

requesting and offering governments.

e. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency. A Donation Coordinator shall be appointed to establish donation guidelines and track all donations, by name, type, value, etc., to satisfy government rules and regulations.

10. Standard Operating Guidelines and Other Supporting Plans

a. Each agency assigned responsibility under this Response portion of the plan is required to have its own Standard Operating Guidelines (SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.

b. All agencies will review their SOGs and, if necessary, update them at least annually and review them at a joint agency planning meeting held each spring. Copies of each SOG are retained by the County Office of Emergency Management. The following agency SOGs have been filed:

- (1) Department of Public Works Disaster Preparedness Plan, 07/09
- (2) Schenectady County Fire Mutual Aid Plan, 7/09
- (3) Schenectady County EMS MCI Guidelines, 7/10
- (4) NYS Thruway and Canal Authority Incident Response Plan, 2010
- (5) Knolls Atomic Power Laboratory Interface Plan, 12/09
- (6) SI Group Emergency Action Plan, 11/04
- (7) Stratton Air National Guard Base CEMP, 01/08
- (8) Glendale Home Emergency Management Plan, 06/06

c. The following is a list of functional and hazard specific annexes that support the CEMP and are file in the Office of Emergency Management:

- (1) Local Emergency Planning Committee (LEPC) Hazardous Materials Response Plan, 06/08
- (2) Confidential, 06/03
- (3) Confidential, 07/10
- (4) Mass Evacuation Plan, 05/06
- (5) Utility Failure Response, 08/01
- (6) 100/500-Year Flood and Dam Failure Emergency Response, 05/06
- (7) Extreme Heat Response, 07/10

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

Appendix 1- NIMS Incident Command System Position Description

*Appendix 2- Standard Operating Guidelines for the Schenectady County
Emergency Operations Center (EOC)*

*Appendix 3- Disaster Declaration Kit-Instructions for Declaring a State
of Emergency and Issuing Emergency Orders*

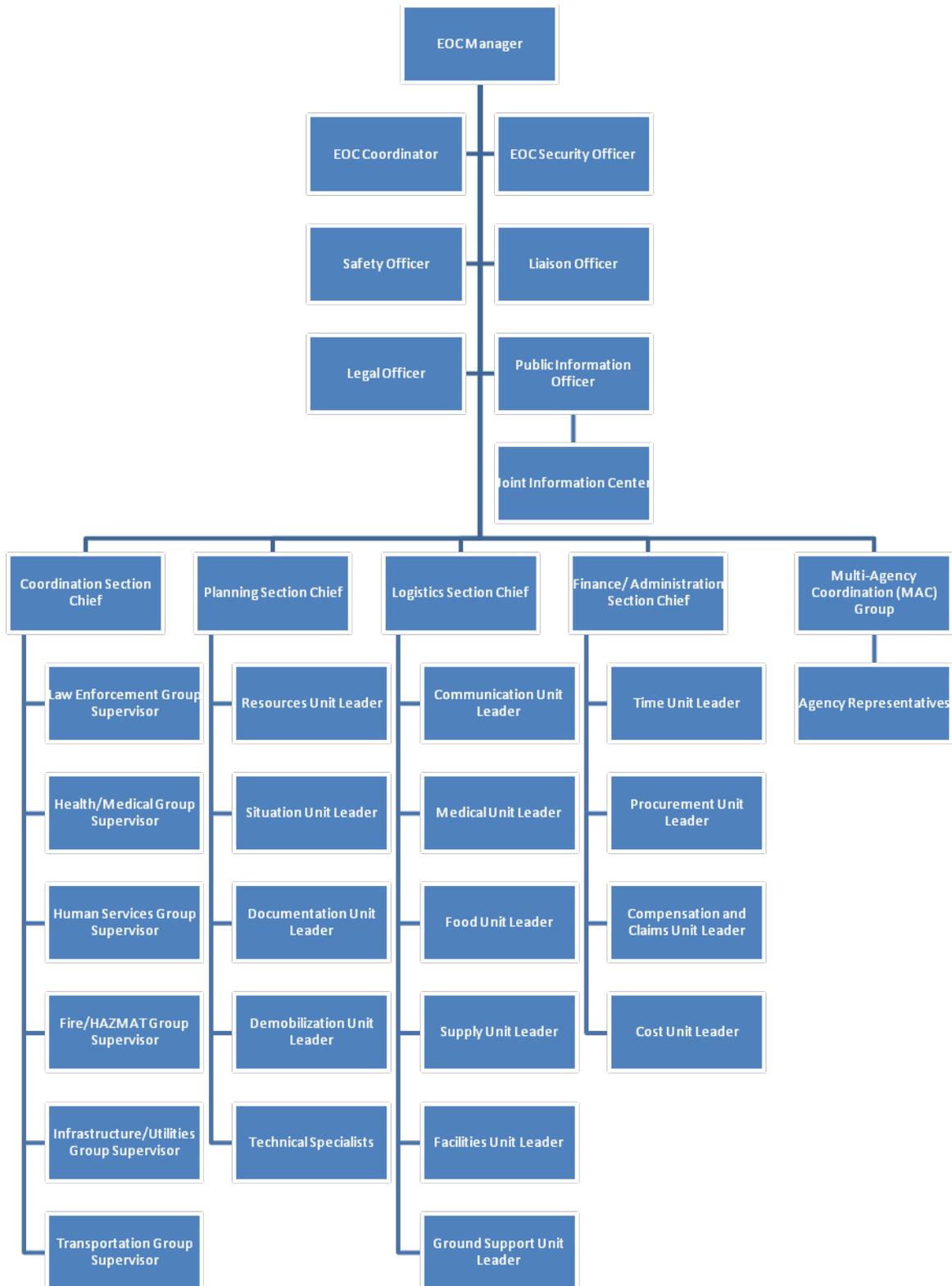
Appendix 4 - Schenectady County Emergency Alert System

*Appendix 5 - New York State Highway Emergency Task Force Policy and
Procedures*

TABLE 2: Schenectady County EOC ICS Positions

SCHENECTADY COUNTY	
EOC ICS POSITIONS	
EOC Management Staff	
EOC Manager	County Manager (or designee)
EOC Coordinator	Director of Emergency Management (or designee)
EOC Security Officer	Sheriff's Office
Legal Officer	County Attorney
Public Information Officer	Director of Communications
Safety Officer (if needed)	Department of Public Health
Liaison Officer (if needed)	Deputy Director of Emergency Management
EOC General Staff	
Coordination Section Chief	Director of Public Works or Sheriff
Planning Section Chief	Department of Planning
Logistics Section Chief	Director of Purchasing
Finance/Administration Section Chief	Commissioner of Finance
EOC Section Staff	
<i>Coordination Section</i>	
Health/Medical Group	Department of Public Health
Infrastructure/Utilities Group	Department of Engineering and Public Works
Human Services Group	Social/Community Services, Senior Care, and Probation
Law Enforcement Group	Sheriff's Office
<i>Planning Section</i>	
Situation Unit	Department of Planning
Situation Unit	Department of Public Health
Technical Specialists	Technical specialists from all agencies
<i>Logistics Section</i>	
Facilities Unit	Facilities
Facilities Unit	Information Technology
Supply Unit	Department of Purchasing
Communications Unit	Radio Amateur Civil Emergency Service and Information Technology
<i>Finance/Administration</i>	
Time/Cost/Compensation/Procurement	Department of Finance

TABLE 3: Organization of County EOC



SCHENECTADY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SECTION IV - RECOVERY

A. Damage Assessment

1. All local governments (towns, villages, and cities) in Schenectady County must participate in damage assessment activities.
2. The Office of Emergency Management is responsible for:
 - a. Developing with local governments a damage assessment program
 - b. Coordinating damage assessment activities in the County during and following an emergency
 - c. Designating a Damage Assessment Officer for each emergency, if required
 - d. Informing the chief executives of affected cities, towns, and villages to maintain detailed records of emergency expenditures and supply them with standard documentation forms
3. All County departments and agencies, as well as local municipalities in the County, will assist and cooperate fully with the Director of Emergency Management in damage assessment activities including:
 - a. Pre-emergency
 - (1) Identifying County agencies, personnel and resources to assist and support damage assessment activities
 - (2) Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
 - (3) Arranging for training of selected personnel in damage assessment survey techniques as needed.
 - (4) Assisting in developing agreements between local government and the private sector for technical support
 - (5) Using geographic information systems (GIS) for damage assessment
 - (6) Participating in training

- b. Emergency
 - (1) Obtaining and maintaining documents, maps, photos, and video tapes of damage
 - (2) Reviewing procedures and forms for reporting damage to higher levels of government
 - (3) Determining if state assistance is required in the damage assessment process

- c. Post-emergency
 - (1) Advising County departments and local municipalities of assessment requirements
 - (2) Selecting personnel to participate in damage assessment survey teams
 - (3) Arranging for training of selected personnel in damage assessment survey techniques
 - (4) Identifying and prioritizing areas to survey damage
 - (5) Assigning survey teams to selected areas
 - (6) Completing damage assessment survey reports
 - (7) Maintaining records of the damage assessment survey reports.
 - (8) Providing damage assessment data to NYSOEM, as necessary, to support a disaster request

- 4. It is essential from the onset of the emergency response actions that County and or local municipal response personnel maintain detailed records of expenditures for:
 - a. Labor use
 - b. Use of owned equipment
 - c. Use of borrowed or rented equipment
 - d. Use of materials from existing stock
 - e. Contracted services for emergency response
 - f. Submitting damage assessment reports to NYSOEM for evaluation and reimbursement (if declared) of approved expenses

- 5. Damage assessment will be conducted by County and local government employees such as Department of Public Works engineers, building inspectors and assessors, and members of non-profit organizations such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation, and related fields may supplement the effort.

- 6. There will be two different types of damage assessment teams:
 - a. Infrastructure (PA) (damage to public property and the infrastructure).
 - b. Individual Assistance (IA) (impact on individuals and families).

7. Damage assessment information for the County and local municipalities will be reported to the Damage Assessment Officer at the Emergency Operations Center (EOC), if activated; otherwise, damage assessment information will be reported to the Office of Emergency Management.
8. Representatives from local government and County departments and agencies assigned damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
10. The Director of Emergency Management, with the assistance of local government officials, will prepare a Damage Assessment Report which will contain information on:
 - a. Destroyed property
 - b. Property sustaining major damage
 - c. Property sustaining minor damage, for the following categories:
 - (1) Damage to private property in dollar loss to the extent not covered by insurance:
 - (a) Home
 - (b) Businesses
 - (c) Industries
 - (d) Utilities
 - (e) Hospitals, institutions and private schools
 - (2) Damage to public property in dollar loss to the extent not covered by insurance:
 - (a) Road systems
 - (b) Bridges
 - (c) Water control facilities such as dams, storm water detention areas, channels
 - (d) Public buildings, equipment, and vehicles
 - (e) Publicly-owned utilities
 - (f) Parks and recreational facilities
 - (3) Damage to agriculture in dollar loss to the extent not covered by insurance:
 - (a) Farm buildings
 - (b) Machinery and equipment

- (c) Crop losses
 - (d) Livestock
- d. Cost for individual assistance in the areas of mass care, housing, and individual family damage assistance.
 - e. Community services provided beyond normal needs.
 - f. Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs, barricades, and emergency levees, etc.
 - g. Payments for overtime and labor required for emergency operations.
 - h. Damage assessment guidance from DHSES, with appropriate forms available from the County Office of Emergency Management.
11. The County Manager, through the Office of Emergency Management (unless otherwise designated) will submit the Damage Assessment Report to the DHSES Region III Office. It is required for establishing the eligibility for any state or federal assistance.

Forms for collecting this information are contained in DHSES Public Assistance Handbook of Policies and Guidelines for Applicants!

12. The County Director of Emergency Management will advise the chief executive officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.
13. Unless otherwise designated by the County Manager, the Director of Emergency Management will serve as the County's authorized agent in disaster assistance applications to state and federal government.
14. The County's authorized agent will:
- a. Attend public assistance applicant briefing conducted by federal and state emergency officials
 - b. Review NYSOEM's Public Assistance Handbook of Policies and Guidelines for Applicants
 - c. Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes
 - d. Prepare and submit Notice of Interest in applying for Federal Disaster Assistance
 - e. Assign local representative(s) who will accompany the Federal Survey Teams(s)
 - f. Follow up with the governor's authorized representative and FEMA
 - g. Submit Proof of Insurance, if required
 - h. Prepare and submit project listing if small project grant

- i. Follow eligibility regarding categorical or flexibly funded grant
- j. Maintain accurate and adequate documentation for costs on each project
- k. Observe FEMA time limits for project completion
- l. Request final inspection of completed work or provide appropriate certificates
- m. Prepare and submit final claim for reimbursement
- n. Assist in required state audit
- o. Consult with governor's authorized representative (GAR) for assistance
- p. Maintain summary of damage suffered and recovery actions taken

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc., have pre-disaster prevention and mitigation capability by utilizing these tools successfully after disasters.
5. To coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment, a central focal point of analytical and coordination planning skills is required in an organization that can obtain the necessary political consensus.
6. Local government decides whether the recovery will be managed through existing organizations with planning and coordination skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
 - a. Direct the recovery with the assistance of County departments and agencies, coordinated by the Director of Emergency Management
 - b. Prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to Section 28-a of New York State Executive Law
8. The recovery and redevelopment plan shall include:

- a. Replacement, reconstruction, removal, and/or relocation of damaged/destroyed infrastructures/buildings
 - b. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures
 - c. Economic recovery and community development priorities
 - d. New or amended zoning ordinances, subdivision regulations, building codes and sanitary codes that incorporate prevention and mitigation standards to the maximum extent practicable
9. Recovery and redevelopment plans will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-a the local governments have the following responsibilities:
- a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
 - b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area shall report to the state Disaster Preparedness Commission (DPC), through NYSOEM, 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:
 - (1) May be amended at anytime in the same manner as originally prepared, revised and adopted

- (2) Shall be the official policy for recovery and redevelopment within the municipality

C. Reconstruction

1. Reconstruction consists of two phases:
 - a. Phase 1- short-term reconstruction to return vital life support systems to minimum operating standards
 - b. Phase 2 - long term reconstruction and development that may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster
2. Long-term reconstruction and recovery includes activities such as:
 - a. Scheduling planning for redevelopment
 - b. Analyzing existing state and federal programs to determine how they may be modified or applied to reconstruction
 - c. Conducting of public meetings and hearings
 - d. Providing temporary housing and facilities
 - e. Public assistance
 - f. Coordinating state/federal recovery assistance
 - g. Monitoring of reconstruction progress
 - h. Preparation of periodic progress reports to be submitted to NYSOEM
3. Reconstruction operations must conform to existing state/federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. The Public Information Officer is responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
 - a. What kind of emergency assistance is available to the public?
 - b. Who provides the assistance?
 - c. Who is eligible for assistance?
 - d. What kinds of records are needed to document items which are damaged or destroyed by the disaster?
 - e. What actions to take to apply for assistance?
 - f. Where to apply for assistance?

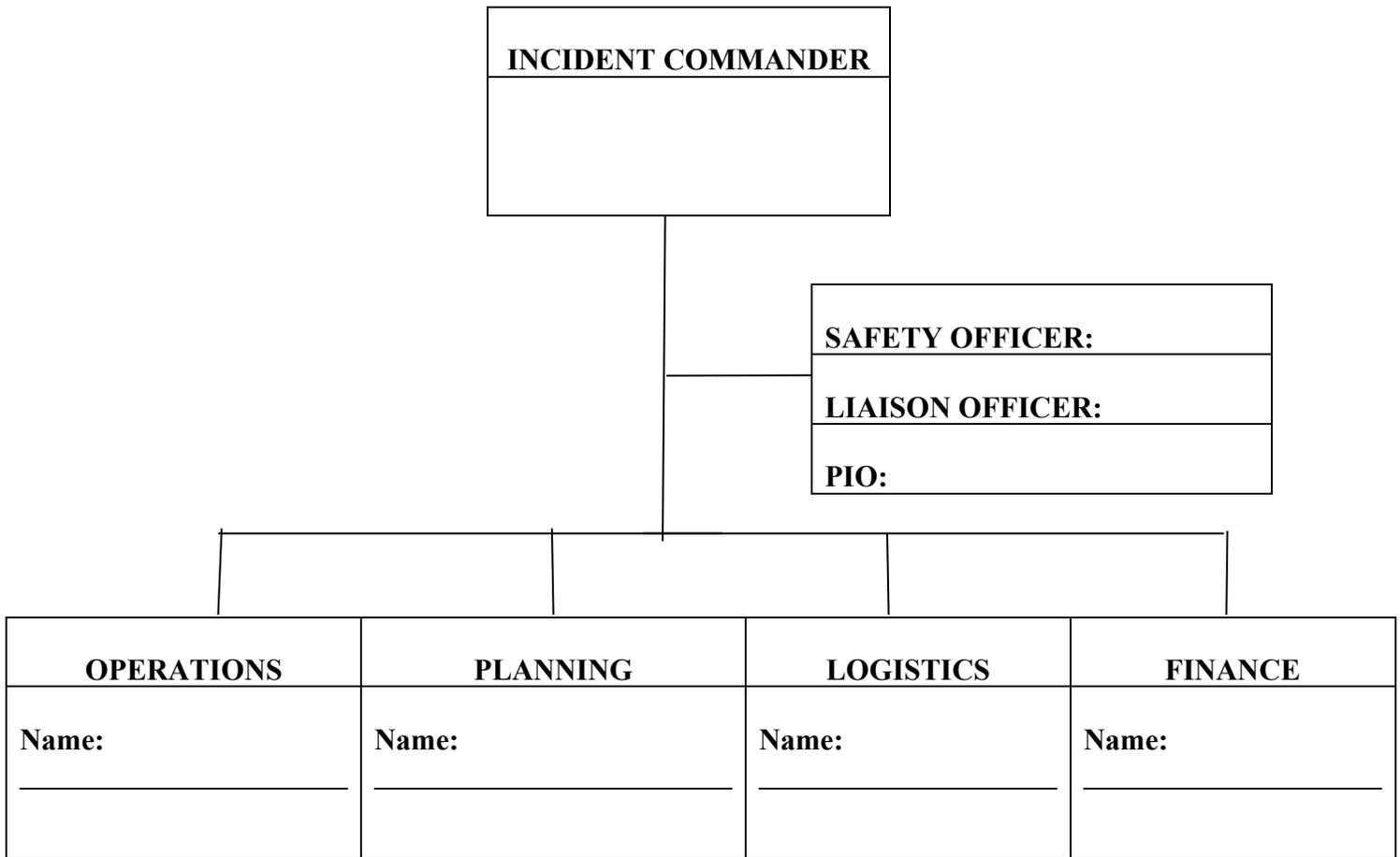
2. The following types of assistance may be available:
 - a. Food stamps (regular and/or emergency)
 - b. Temporary housing (rental, mobile home, motel)
 - c. Unemployment assistance and job placement (regular and disaster unemployment)
 - d. Veteran's benefits
 - e. Social Security benefits
 - f. Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
 - g. Tax refund
 - h. Individual and family grants
 - i. Legal assistance

3. All the above information will be prepared jointly by the federal, state, and County Public Information Officers as appropriate and furnished to the media for reporting to public.

APPENDIX 1

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS) POSITION DESCRIPTIONS
SCHENECTADY COUNTY ICS EXAMPLE**

**SCHENECTADY COUNTY INCIDENT COMMAND SYSTEM
ORGANIZATIONAL - STRUCTURE**



A. Introduction

The ICS organization develops around five major functions that are required on all incidents be they large or small. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follow established organizational lines at all times.

The following are the major responsibilities and duties of all ICS positions. Individual agencies may have additional responsibilities and more detailed lists of duties.

B. Incident Commander and Command Staff

1. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work and ready to take over that position at any time.

2. Command Staff

a. Public Information Officer (PIO)

The information officer or Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations.

Only one Public Information Officer will be assigned for each incident, including incidents operating under a Unified Command and multi-jurisdictional incidents. The Public Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

b. Liaison Officer and Agency Representatives

1. Liaison Officer

Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position of the Command Staff.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personal other than those on direct tactical assignments or those individuals in a Unified Command.

2. Agency Representatives

In many multijurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

c. Safety Officer

The Safety Officer function is to develop and recommend measures for assuring personnel safety and to anticipate hazardous and unsafe situations.

3. General Staff Positions

The General Staff consists of the following positions:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

a. Operations Section

Responsibilities of the Operations Section Chief include:

- Managing tactical operations
 - Interacting with next lower level of Section (Branch, Division/Group) to develop the operations portion of the

Incident Action Plan

- Requesting resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215)
- Assisting in development of the operations portion of the Incident Action Plan
- Supervising the execution of the Incident Action Plan for Operations
 - Maintaining close contact with subordinate positions
 - Ensuring safe tactical operations
- Approving release of resources from assigned status (not release from the incident)
- Making or approving expedient changes to the Incident Action Plan during the Operational Period as necessary
- Maintaining close communication with the Incident Commander
- Maintaining Unit Log

b. Planning Section

The Planning Section collects, evaluates, processes, and disseminates information for the use at the incident. When activated, the section is managed by the Planning Section Chief who is a member of the general staff.

There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

c. Logistics Section

All incident support needs are provided by the Logistics Section. The section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

d. Finance/Administration Section

The Finance and Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the section be activated.

There are four units which may be established within the Finance/Administration Section:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

APPENDIX 2

SCHENECTADY COUNTY

STANDARD OPERATING GUIDELINES FOR
SCHENECTADY COUNTY
EMERGENCY OPERATION CENTER (EOC)



September 2010

**SCHENECTADY COUNTY OFFICE OF
EMERGENCY MANAGEMENT**

A. INTRODUCTION

1. These Standard Operating Guidelines (SOGs) are an appendix to the Schenectady County Comprehensive Emergency Management Plan.
2. The Schenectady County Emergency Operations Center (EOC) serves as a location where multiple agencies and departments coordinate emergency response and recovery activities. The primary EOC is located in the Department of Public Works at 100 Kellar Avenue in Rotterdam. The alternate EOC is located in Department of Social Services at 797 Broadway in Schenectady.
3. The County Director of Emergency Management (EOC Coordinator) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

B. READINESS

The Office of Emergency Management maintains at the EOC:

1. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel that may be assigned to the EOC, both in hard copy and electronic form.
2. A current chart or checklist of response activities required during emergencies.
3. Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the County depicting all public roads; population and special facility data for each municipality.
4. Current copies of agencies' response plans.
5. A situation display board for recording and reporting during the progress of an emergency.
6. A daily activities log, both in hard copy and electronic form.
7. A current resource inventory, both in hard copy and electronic form.
8. The EOC space available for emergency operations at all times.

C. NOTIFICATION

1. Each emergency in Schenectady County should be classified into one of four Response Levels, according to the scope and magnitude of the situation:

Response Level 0: No emergency situation, facility readiness status maintained through planning sessions, training, drills, and exercises.

Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.

Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

2. Initial notification of an emergency is to be received at the Schenectady County Warning Point/Schenectady County UCC.
3. Upon initial notification of any potential Response Level 1 or higher emergency, the Schenectady County UCC will immediately notify the Director of Emergency Management, who will assign a formal Response Level for the purposes of activating further appropriate County personnel as described below:

For Response Level 1: Only the staff of the County Office of Emergency Management are notified and activated as appropriate.

For Response Level 2: County Office of Emergency Management staff is activated and augmented by select members of the County response organization as determined by the Director of Emergency Management or County Manager.

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

4. If a County office other than the Office of Emergency Management receives initial notification of an emergency, the recipient must contact the Schenectady County UCC immediately to report the emergency.
5. During the County Office of Emergency Management's normal business hours, the County Warning Point or Sheriff's Office will be able to notify the staff of the Office of Emergency Management via telephone. During non-business hours or when there is no immediate response by telephone, the County Warning Point will page the Office of Emergency Management staff.

6. The Director of Emergency Management will use Rave to alert the needed EOC staff for the response level. The Office of Emergency Management will maintain the Rave list with the current County personnel's contact information available at the Office of the County Manager.
7. In every situation, the County Manager can modify the EOC staffing as the situation requires.
8. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

D. AUTHORITY

1. The County Manager, whether or not a State of Emergency is declared, may authorize the activation of the EOC in the Schenectady County Department of Public Works (DPW) at 100 Kellar Avenue in the Town of Rotterdam.
2. Upon receipt of the written or verbal order from the County Manager:
 - a. The Director of Emergency Management will be authorized to occupy and rearrange space and equipment at the DPW facility.
 - b. The Director of Public Works will be authorized to relocate personnel and equipment within the complex to ensure DPW's ability to function.
 - c. The Director of the Information Technology Department will be authorized to support this activation to ensure that the EOC will maintain functioning computer services with appropriate local, county, state, and federal agencies and departments.

E. ACTIVATION

1. Schenectady County Commissioner of Public Works will begin the process of relocating appropriate DPEW Personnel within the DPEW complex.
2. The Director of Emergency Management will retrieve appropriate telephones from the secured storage closet and arrange the muster room tables to correspond to NIMS/ICS positions and connect appropriate extensions to the control panel.
3. The Director of Emergency Management will maintain sufficient office supplies within the secured closet to allow immediate activation of the EOC. Additional supplies will be provided by the Office of Emergency Management or Public Works.
4. The Director of Emergency Management will activate as needed the Mobile Command Center (C-100) for radio communications, Radio Amateur Civil

Emergency Service (RACES) for mobile radio/data communications, Office of Emergency Management Auxiliary Police, and other emergency personnel to support the EOC.

5. The County Manager will activate as necessary such county personnel to fill out specific positions as designated in Section III of the CEMP. Table 3 provides an outline of the organizational structure of the EOC.

F. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
2. For a Level 3 emergency, with full EOC staffing, EOC personnel will be organized according to Table 3 in Section III.
3. For a Level 3 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation de-escalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12½ hour shifts (i.e. 6:00a to 6:30p and 6:00p to 6:30a).(Conflict with earlier set hours)
5. Upon the initiation of the 12½ hour shifts by the EOC Coordinator, each agency will update its shift rosters to the Coordination Section Chief.

G. OPERATIONS

1. The primary duties of the EOC are:
 - a. Supporting on-scene response operations
 - b. Facilitating communication among all assisting and cooperating agencies
 - c. Coordinating with local, county, cities, state, and federal government agencies as necessary and requesting additional assistance as needed
 - d. Collecting, analyzing, and disseminating intelligence on the situation.
 - e. Receiving and prioritizing requests for resources, locating or ordering the needed resources, and assigning available resources based on priority
 - f. Tracking and displaying the status of resources
 - g. Developing and disseminating public information and warnings
 - h. Making strategic decisions on managing the situation
2. In situations involving several assisting agencies or affecting multiple jurisdictions, the EOC may have a Multi-Agency Coordination (MAC) Group.
3. The EOC will be organized and function according to the guidelines in Section III of the Comprehensive Emergency Management Plan.

4. Should the EOC be activated at 100 Kellar Ave., the following areas will be designated for the specified people or purposes:
 - a. Muster room: General Staff, Section Staff, and MAC Group
 - b. DPW Dispatch: Communications/RACES
 - c. DPW Director's Officer: EOC Manager
 - d. DPW Supervisor 1's Officer: EOC Coordinator
 - e. DPW Supervisor 2's Office: To be assigned as needed
 - f. DPW Senior Supervisor's Office: Legal Officer
 - g. Director of Engineering's Office: To be assigned as needed
 - h. Engineering Cubicle 1-3: To be assigned as needed
 - i. Conference Room: Briefing room
 - j. Engineering Department Library Room: To be assigned as needed
 - k. Secretary's Office: EOC Security Officer
 - l. Lobby: Security

H. REPORTS

1. At the start of any major emergency or disaster for which the County will likely require State assistance, the EOC Management Staff will oversee the creation of the Initial Emergency Report, or Situation Report ("Sit Rep") that provides an overview of the emergency situation.
2. While the EOC is activated, each agency represented in the EOC and the Incident Commander will submit a Sit Rep to the EOC Planning Section at least once per operational period. The Sit Rep from each agency and the Incident Commander will include, at the minimum:
 - a. Event name
 - b. Date/time issued
 - c. Ongoing actions
 - d. Results of ongoing and previous actions
 - e. New actions taken since last report
 - f. Summary of committed resources and their locations
 - g. Planned and anticipated actions
3. The Planning Section will prepare and disseminate to the EOC Management Staff at least once per operational period a comprehensive Situation Report. The report should contain the following information:
 - a. date and time of emergency
 - b. type, response level, and location
 - c. specific area affected, including population
 - d. estimated number of injured
 - e. estimated number of dead

- f. estimated extent of damage
 - g. any damage or loss of municipal response equipment
 - h. any roads closed
 - i. any states of emergency declared
 - j. any emergency orders issued
 - k. any mutual aid requested
 - l. all major actions taken
4. The EOC Coordinator will regularly submit field reports (Attachment 3) to the State Warning Point or State contact.
 5. All resource requests will be submitted to the EOC Logistics Section for approval. For all resource requests, the person submitting the request, the date/time, the resource requested, the quantity, the mission for which it is requested, when it is needed, the delivery location, and the local point of contact for delivery must be recorded. The Planning Section will track the status and location of resources after they are approved.
 6. The EOC Planning Section's Documentation Unit will maintain the Emergency Operations Center Log to record key events in accordance with Section III the CEMP, while the ICP will record major events using ICS Form 214 or equivalent. Major events include:
 - a. Activation or deactivation of emergency facilities
 - b. Emergency notifications to local, state, tribal, and federal agencies
 - c. Significant changes in the emergency situations
 - d. Major commitments of resources or request for additional resources from the Incident Commander
 - e. Evacuations
 - f. Casualties
 - g. Containment or termination of the incident
 7. The EOC Planning Section's Documentation Unit will receive copies of all messages and situation reports sent to the EOC from the Incident Commander and local and state government officials pertaining to an emergency situation.
 8. The EOC Finance/Administration Section will maintain complete financial records for the costs of damage and response to the situation.
 9. All participating departments and agencies will record in detail and submit to the Finance/Administration Section the costs of their emergency operations, including:
 - a. Personnel costs, including overtime
 - b. Equipment operation costs
 - c. Lease/rental equipment costs

- d. Contract service costs
- e. Specialized supply costs

I. SECURITY

1. The Schenectady County Sheriff's Office will provide internal security at the EOC during Level 2 or 3 emergencies; during a Level 1 emergency, the EOC Coordinator or EOC Manager will request security as needed.
2. The Kellar Avenue complex is a secure complex surrounded by fencing. Sheriff's Department personnel and Schenectady County Auxiliary Police will provide additional security according to the CEMP. Kellar Avenue can be secured by police check points at the intersections of Kellar Avenue and Moyer Avenue and on Old Mariaville Road at the South Schenectady Fire Department. The entrance to the muster room will be controlled by an officer posted at the west double door or in the main lobby.
3. All EOC personnel must check in with security before entering the EOC, and all emergency personnel will be issued a County ID card—either permanent or temporary—to be worn at all times while in the EOC.
4. The EOC Security Officer will supervise all EOC security personnel and manage the response to all internal emergencies within the EOC. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Office personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premise.
6. Parking can be controlled at the front of building by barricades or parking large vehicles in the driveway. It is also possible to use the parking lot for the Engineering Department located on the western side of the facility. Large-scale off-site parking can be arranged by agreement with the Rotterdam Fire District No. 6 Board of Commissioners.
7. High levels of stress among EOC staff pose a problem during prolonged EOC operations. Personnel in the EOC are encouraged to follow healthy living practices and be alert for behavioral changes that may compromise EOC operations. The EOC Coordinator will encourage affected personnel to take breaks or rest as appropriate to ensure effective functioning, and will conduct stress debriefings or provide professional help, if beneficial, after EOC deactivation.

J. COMMUNICATIONS

1. Telephone

- a. The DPW Administration and Engineering spaces have a combined total of 12 extensions for use. EOC personnel outside of the muster room—with the exception of the EOC Manager, EOC Coordinator, Legal Officer, and Security Officer, who have additional emergency lines available for their use—will primarily use these existing DPEW extensions for out-going calls.
- b. There are 16 telephones stored in a secured closet at the EOC for use with the EOC Northeast Information Systems telephone system. One switch will be for the muster room, while the second will be used for the four lines in the conference room.
- c. There are 15 telephone lines available. These lines will be distributed as follows:
 - i. Seven Contingency of Government (TW) lines: 836-3707 (Coordination Section incoming primary), 836-3708 (conference room), 836-3709 (EOC Legal Officer), 836-3710 (Logistics Section incoming primary/EOC Security Officer shared line), 836-3711 (Planning Section), 836-3712 (Finance/Administration Section), 881-0165 (EOC Manager)
 - ii. Four emergency lines for the muster room (TW): 357-9784 (EOC auto-attendant), 357-9785 (EOC Secretary), 357-9786 (EOC Coordinator), 357-9787 (MAC Group)
 - iii. Four emergency lines (Verizon): 357-9780 (Coordination Section incoming secondary), 357-9781 (Logistics Section incoming secondary), 357-9782 (conference room), 357-9783 (conference room)
- d. The auto-attendant on TW line 357-9784 will play a menu allowing calls to be forwarded based on caller input to the EOC Manager, the EOC Coordinator, the EOC Legal Officer, the Coordination Section, the Logistics Section, the Planning Section, the Finance/Administration, or the Multiple-Agency Coordination (MAC) Group. A total of 16 callers can connect to the auto-attendant at once. The following are the options for the default EOC auto-attendant:
 - i. 0: Secretary (default option if the user delays input)
 - ii. 1: EOC Manager/County Manager
 - iii. 2: EOC Coordinator

- iv. 3: Coordination Section (both telephones)
 - v. 4: Logistics Section (both telephones)
 - vi. 5: Planning Section
 - vii. 6: Finance/Administration Section
 - viii. 7: Multiple-Agency Coordination Group
 - ix. 8: Legal Officer
- e. The EOC Security Officer will have a telephone with a unique extension but shared with the primary Logistics Section line (836-3710).
 - f. There are four additional back-up lines available on Verizon for emergency use: 355-0476 (records), 356-4751 (alarm), 356-9077 (Engineering fax), and 357-9547 (Highway fax)
 - g. The DHSES also may provide a mobile telephone system during a large-scale emergency.

2. Radio

- a. The DPW maintains radio communications with its vehicles and personnel from the dispatch area. Scanners are also in place to monitor county-wide emergency communications.
- b. The County Office of Emergency Management maintains a Mobile Command Center (C-100) at Kellar Ave. C-100 can be activated to provide emergency radio communications on short notice.
- c. The Radio Amateur Civil Emergency Service (RACES) group under the County Office of Emergency Management that can provide various mobile radio communications and support, including setting up a communications tower.
- d. The DHSES has a Mobile Communications Vehicle which may be available during a large-scale emergency to provide emergency radio communications.

3. Computer

Schenectady County Information Technology currently operates the County Disaster Recover Center at the Records Management Building next to the EOC. These building are connected together by a fiber-optics cable. At the Disaster Recover Center, all essential county programs, e-mail services, and network files are backed-up. At this location there is also a back-up connection to the Internet should connectivity to the County Office Building be lost.

K. DEACTIVATION

1. The EOC Manager will release personnel at the point when they are no longer needed. If on-scene incident command is still activated, the EOC Manager will consult with the Incident Commander before making significant staffing reductions at the EOC.
2. The EOC Manager will order the deactivation of the EOC after consulting with the EOC Coordinator and on-scene Incident Commander. The same personnel responsible for activating the EOC are responsible for performing the corresponding steps to deactivate the EOC.
3. At a time following the deactivation of the EOC, the EOC Manager, EOC Coordinator, and Incident Commander should conduct an evaluation of the effectiveness of the EOC's operations, provide recommended solutions, and develop a timeline for their implementation.

L. FACILITY DESCRIPTION

The Department of Public Works facility at 100 Kellar Ave has sufficiency emergency generation, bathroom/shower and HVAC capabilities to maintain full EOC staffing for large-scale, long-duration operation.

The Department of Public Works muster room is 46 long by 26 feet wide. Wiring and extension connections for telephones will be installed in the wall as regular RJ45 jacks.

There is a small kitchenette with a refrigerator located in the south side of the muster room that may be used to support EOC staff. Water is available through the standard Rotterdam water supply. EOC Management Staff may authorize the purchase of additional food and water from private sector partners or other sources.

The Department of Public Works dispatch office can be accessed via a sliding window at the north end of the muster room. Access and egress can be obtained through the door on the south end of the muster room.

The Department of Engineering and Public Works facility has all required fire detection, fire alarm, and emergency lighting systems.

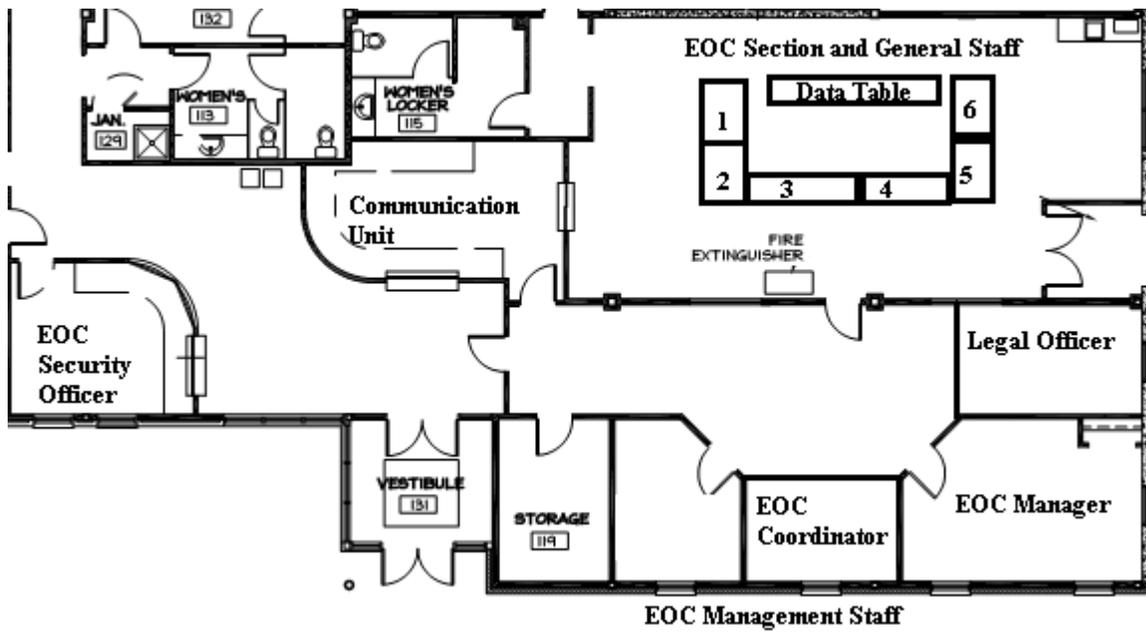
The Department of Public Works administration area is immediately adjacent and west of the muster room. It consists of four offices, a secured storage closet, and a lobby. Each office has a county telephone and Internet connection. The lobby has a computer with a large monitor and a copy/fax machine.

The main entrance to the Department of Public Works contains a lobby, the DPW dispatcher area, and the office for the DPW executive secretary. The dispatch area and the secretary's office both have county telephone service and computers.

A conference room is located at the north end of the lobby. This conference room has a telephone, a cable television set, and a connection to the county computer network.

The Schenectady County Engineering Department occupies a 44-foot by 15-foot space to the north of the main lobby. This consists of the County Engineer's office, three cubicles, a library room/conference space, a map and file room, a small kitchenette, and several utility rooms.

M. DIAGRAM

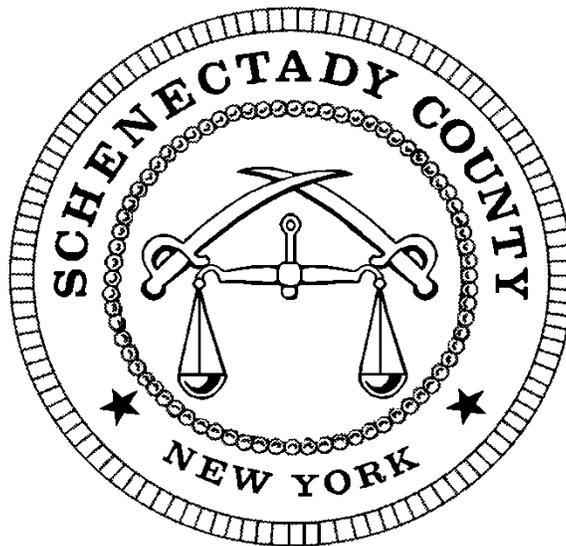


APPENDIX 3

SCHENECTADY COUNTY

DISASTER DECLARATION KIT

**INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND
ISSUING EMERGENCY ORDERS**



September 2010

**SCHENECTADY COUNTY OFFICE OF
EMERGENCY MANAGEMENT**

The following represents the essential portions of the County Disaster Declaration Kit to provide guidance in the declaration of a State of Emergency and issuance of Emergency Orders. (The full kit is a 64 page publication that provides additional details and is on file at the Office of Emergency Management.)

Purpose

Schenectady County Legislators and officials recognize that our municipality is not immune from such threats as severe winter storms, tornadoes, prolonged power outages, hazardous material accidents, and other emergencies and disasters. The primary responsibility of the County and its municipalities is to protect the health and safety of the people within its borders.

The time to prepare for such emergencies is before they occur, not when faced with an impending disaster. The Schenectady County government recognizes the importance of creating and maintaining an emergency plan that is in concert with the emergency plans for other local and state governments and that follows the intent of Article 2-B of the New York State Executive Law.

As a companion to the County Comprehensive Emergency Management Plan, this Article 2-B Kit has been developed to assist the County Manager or a designee in responding and considering the impact on the municipality.

This kit specifically explains the County Manager's responsibilities under Article 2-B, Section 24, and lists the specific tasks that the County Manager or the County Manager's designee must perform during an emergency.

County officials recognize that both this Article 2-B Kit and the Emergency Operations Plan must be reviewed and updated on a regular basis to insure that they provide accurate information and procedures for protecting the health and safety of the public in an emergency.

This kit was prepared by the Schenectady County Office of Emergency Management, for the guidance of the County Manager and other County officials. A special thank you is owed to the Oswego County Emergency Management Office for pioneering the kit, accumulating much of the information that this document contains and making it available as a prototype for other municipalities to follow.

Use of this kit or parts thereof by other municipal governments is encouraged.

A. Instructions for Declaring a local State of Emergency

1. Only the County Manager or a person acting for the County Manager pursuant to section III. A. (1) (b) of this plan can declare a local State of Emergency for all of, or any portion of, Schenectady County. Each town supervisor and city or village mayor can declare States of Emergency for his jurisdiction.

2. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration. The Public Information Officer for the jurisdiction must immediately notify the media of this information in the declaration.
7. The written declaration should be kept on file in the County Clerk's Office. County declarations should also be sent to the County Legislature and the Secretary of State.
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the County Manager, or person acting for, may rescind a local State of Emergency.
11. Although a recession may be verbal or written, if the declaration was verbal, the recession should also be written.
12. The recession should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office, Schenectady County Legislature, State of New York Secretary of State, and local media outlets.

B. Sample Declaration of a Local State of Emergency

A State of Emergency is hereby declared in _____ effective at
(area within county or entire county)

_____ 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 County Manager of Schenectady County, I, _____,
(name of County Manager)

exercise the authority given under section 24 of the New York State Executive Law, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this County.

I hereby direct all departments and agencies of Schenectady County to take whatever steps

necessary to protect life and property, public infrastructure, and provide such emergency assistance as deemed necessary.

(Signature)

(Name)

(Title)

(Date)

c.c. Schenectady County Clerk, Schenectady County Legislature, State of New York Secretary of State, and local media outlets

C. Questions and Answers on Declaring a State of Emergency

1. *Why should I declare a local state of emergency?*

It increases your powers as the Chief Executive Officer. These new powers can include:

- issuing emergency orders;
- implementing public protective measures;
- suspending local laws; and
- requesting supplemental assistance.

2. *Can a declaration give legal protection?*

Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Chief Executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

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

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

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

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

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

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

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

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

- Riots or civil unrest.

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

6. *Can I issue the declaration verbally?*

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

7. *Must the declaration be filed?*

Yes. It is a good idea to file the determination. It should be kept on file at the Office of the County Clerk, Schenectady County Legislature, State of New York Secretary of State, and local media outlets.

8. *Do I have to extend the declaration of State of Emergency after 5 days?*

No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

9. *Does the law establish a time limit for a State of Emergency?*

No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

10. *Can I issue Local Emergency Orders without a State of Emergency?*

No. A State of Emergency must be declared before you may issue Local Emergency Orders.

11. *Will a declaration help in getting assistance from the state?*

Yes. If you declare a local State of Emergency and you determine the disaster is beyond the capacity of County resources, the County Manager may request the Governor to provide assistance from state resources.

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

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

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

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

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

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

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

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

16. *Must the recession be filed?*

Yes. It is recommended that it be filed in the Office of the Municipal Clerk, Schenectady County Legislature, State of New York Secretary of State, and local media outlets.

D. Instructions for Issuing Local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the county level only by the County Manager or a person acting for the County Manager pursuant to section III.A.(1) of this plan. Each town supervisor and city or village mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take affect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a recession by the County Manager. It is also automatically rescinded when the State of Emergency is rescinded.
6. The County Manager may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper

of general circulation and provided to radio and television media for broadcast.

8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Clerk of the County Legislature, 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.

E. Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the County Manager of Schenectady County, in accordance with a declaration of a State of Emergency issued on _____, 20 __, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. _____

Zone 2. _____

This evacuation is necessary to protect the public from _____.

This order is effective immediately and shall apply until removed by order of the Chief Executive. Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 20 ____
(date) (month)

at _____ o'clock, in _____, New York
(time) (municipality)

Signed: _____ Title: _____

Witness: _____ Title: _____

c.c. Schenectady County Clerk, Schenectady County Legislature, State of New York Secretary of State, and local media outlets

F. Questions and Answers on Issuing Local Emergency Orders

1. *Can anyone issue a Local Emergency Order?*

No. Only the Chief Executive of a county, city, town or village may issue a Local Emergency Order.

2. *What can a local Emergency Order include?*

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of county government.

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

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

4. *Is it in effect indefinitely?*

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

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

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

6. *Can a Local Emergency Order be extended beyond five days?*

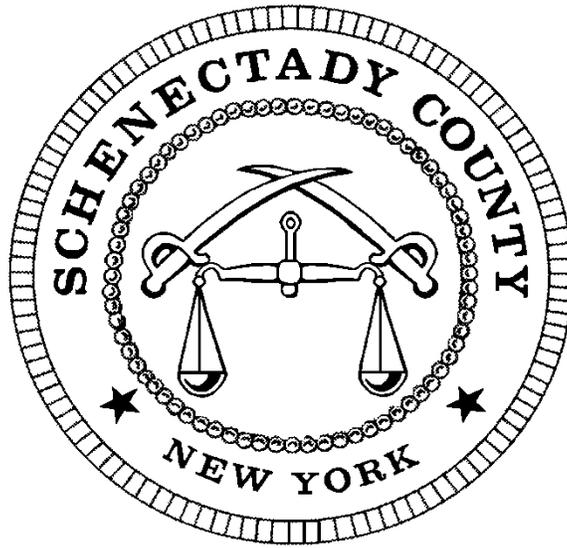
Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be re-filed.

7. *Must the media be informed?*

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

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

Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.



APPENDIX 4

**NEW YORK STATE HIGHWAY EMERGENCY
TASK FORCE POLICY AND PROCEDURES**

September 2010

SCHENECTADY COUNTY OFFICE OF

EMERGENCY MANAGEMENT

POLICY AND PROCEDURES

I. STATE DISASTER EMERGENCY DECLARATION

Under a State Disaster Emergency Declaration (Section 28, New York State Executive Law, Article 2-B), the Governor normally issues an Executive Order that directs State agencies to take such actions as may be necessary to assist affected areas in repairing, restoring and protecting private and public facilities and to provide such other emergency assistance as would protect the public health and safety.

II. STATE HIGHWAY EMERGENCY TASK FORCE ASSISTANCE

Frequently, in the aftermath of a disaster, municipalities and public utilities must remove large quantities of downed trees and other debris, as part of their efforts to restore services and clear public streets. When a State Disaster Emergency is declared, State agencies may be directed to assist in those efforts. If that occurs, their activities will be conducted in accordance with the policy described in Section III below, subject to the direction of and priorities established by the State Coordinating Officer.

III. STATE HIGHWAY EMERGENCY TASK FORCE POLICY

With respect to debris clearance and removal, the State's policy following a State Disaster Emergency Declaration is as follows:

A. MISSION RESPONSIBILITIES

State resources may be utilized to clear debris from impacted roads and other public property. The removal of the cleared debris and ultimate storage and/or disposal is the responsibility of the affected governmental entity.

B. MISSION PRIORITIES

State missions to clear debris shall be assigned on a prioritized basis, according to the following order of priorities:

1. First Priority: the clearance of transportation corridors in order to enable the passage of emergency vehicles.
2. Second Priority: the clearance of transportation corridors and other property to allow utility crews access to damaged power lines and other utility infrastructure which must be repaired in order to restore power to affected areas.

3. Third Priority: other emergency-related needs as identified by the affected local jurisdictions or by State agencies, and as authorized by the State Coordinating Officer.

C. MISSION REQUESTS

Local jurisdictions will submit requests for debris clearance assistance to NYSOEM, which will evaluate and prioritize requests. When requested by NYSOEM, State agencies will conduct damage assessments at impacted sites in order to determine the appropriate equipment and other resources needed to perform the required work.

D. MISSION ASSIGNMENTS

Under NYSOEM coordination, State agencies with debris clearance capabilities will jointly review requests for debris clearance assistance to determine which agencies have the appropriate and necessary resources available to perform the required work.

E. COMPLETION DATE

At the direction of the State Coordinating Officer (SCO), or within one to two weeks after the issuance of the State Disaster Emergency Declaration, the SCO, NYSOEM, impacted local jurisdictions and appropriate State agencies will assess the need to determine a completion date for the collection of debris placed in public rights-of-way by private property owners and others. This assessment will be conducted at least weekly thereafter. Once the SCO decides to implement a completion date, the date will be publicized in the affected jurisdictions. The purpose of the deadline is to maintain emphasis on the emergency nature of the work and to insure that storm-related debris clearance activities are completed in a timely manner. This will also serve to avoid problems that can occur when non-disaster work is performed simultaneously with emergency projects. In addition, this will allow residents and local jurisdictions to complete storm clean-up and will free governmental workers to proceed with other essential services.

IV. STATE DEBRIS CLEARANCE RESPONSIBILITIES

A. STATE COORDINATING OFFICER (SCO)

The SCO provides overall direction and control of available State agency resources under a State Disaster Emergency Declaration.

B. NEW YORK STATE OFFICE OF EMERGENCY MANAGEMENT NYSOEM coordinates debris clearance missions under a State Disaster Emergency Declaration.

C. NYS DEPARTMENT OF TRANSPORTATION (DOT)

DOT, as part of its agency mandate to keep transportation routes clear, is involved in debris clearance activities. DOT's normal policy is to clear debris from major transportation routes by moving it to the side of the road. At that point, the county or local jurisdiction that owns the road is expected to transport the debris from the side of the road to approved disposal sites or to landfills for final disposition (burying or burning). DOT regional offices maintain a list of disposal sites within their regions to which they may take "state-owned" debris (i.e., debris that is not under local jurisdiction) for disposal.

D. NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Under 6 NYCRR Part 215, DEC requires a permit for the disposal of trees, branches, leaves and other brush by open burning. In addition, storage sites and transfer stations require a solid waste management permit under 6 NYCRR Part 360. These permits must be filed by each entity wishing to burn brush or landfill debris. However, NYS Environmental Conservation Law (ECL) Sec. 70-0111(d) provides for the issuance of general permits, valid for a specific period of time following natural disasters, when numbers of individuals undertake similar types of minor projects that are of a remedial nature. Further, ECL Sec. 70-0116 allows the DEC to give emergency authorization, not to exceed 30 days, for an action normally requiring a permit. Both emergency provisions require a finding of emergency or written statement of necessity by the DEC Commissioner in order to be implemented.

Under the Commissioner's finding, DEC Regional Directors and their staffs may be authorized to issue general permits or emergency authorizations in affected areas when, in their judgment, open burning or temporary storage of downed trees and brush is immediately required. Actions taken in furtherance of the storage and disposal of downed trees are exempted from the requirements of Article 8 of the ECL and 6 NYCRR Part 617.

DEC maintains a computerized list of construction and demolition landfills which will accept storm debris. Periodically, as well as during emergency operations, this list is provided to NYSOEM to serve as a source of disposal sites for storm debris. In addition, DEC may also be required to provide personnel and equipment to assist in debris clearance activities.

E. OTHER STATE AGENCIES

Other State agencies, such as the Department of Correctional Services, the Thruway Authority and the Office of Parks, Recreation, and Historic Preservation, will be called upon to provide personnel, equipment and other needed resources for debris clearance activities.

V. FEDERAL DEBRIS CLEARANCE ASSISTANCE

Federal Disaster Assistance Law Provisions

Following a Presidential Disaster Declaration, Federal disaster assistance will be used to the maximum extent possible to remove debris and wreckage from publicly and privately owned lands and waters. Such assistance can only be provided when it is judged to be in the public interest by meeting the following three conditions:

- The necessary elimination of immediate threats to life, public health, and safety;
- The elimination of immediate threats of significant damage to improved public or private property; and,
- To ensure the economic recovery of the affected community to the benefit of the community-at-large.