



## **MONTGOMERY COUNTY**

**Matthew L. Ossenfort**

County Executive

### **EXECUTIVE ORDER NO. 2 OF 2014**

**WHEREAS**, the possibility of natural or man-made emergencies, including floods, droughts, fires, earthquakes, hurricanes, windstorms, landslides, hazardous materials incidents and other catastrophes, exists in the County of Montgomery, State of New York; and

**WHEREAS**, these kinds of emergency situations would require action by County agencies to protect and preserve human life and property; and

**WHEREAS**, provisions of the New York State Defense Emergency Act of 1950 (as amended), the New York State Executive Law and the New York State General Municipal Law: (1) impose upon the Chief Executive Officer, or in his absence, his designee, (the acting Executive) the responsibility for the execution and implementation of the provisions of the above legislation: (2) require the utilization of all existing County resources and services available hereinafter called Agencies, to extend such services, equipment, supplies and facilities as required of them: and (3) require the Chief Executive Officer, by Executive Order, to direct County Agencies and public officers to perform specific duties in conjunction with the management and performance of essential functions during emergency situations;

**NOW, THEREFORE**, I, Matthew L. Ossenfort, County Executive of the County of Montgomery, by virtue of the powers and authority vested in me by New York State law, do hereby order that:

- A. All County officers of the County of Montgomery shall continue regular County governmental operation to the extent permitted by emergency conditions from the County Emergency Operating Center or normal locations, as local conditions may dictate, and will follow the lines of succession established by Local Law No. 1 of 1963 for the continuity of County government (enacted March 12, 1963).
- B. In an emergency situation, the Director of the Office of Emergency Management, under the direction of the County Executive (the acting Executive in his absence)

shall direct and coordinate the following County officers in specific emergency functions and responsibilities to include, but not be limited to, those hereinafter designated and these same officers and agencies shall provide plans and training to provide an efficient, coordinated response to emergency situations. If neither one of those officers is available, the emergency Interim Successors, in order, shall be the Chairman of the County Legislature, and then the Vice Chairman of the County Legislature. Those County offices not specifically listed may be activated by the County Executive or the acting County Executive, the Director of Emergency Management and/or the Sheriff to respond to the situation and perform specific duties as directed.

1. **County Attorney:** render advice and opinions to the County Executive with regard to the continuity of government, and interpretation, application and implementation of relevant laws, regulations and orders; draft executive orders, regulations and directives in coordination with the County Executive and the Director of the Office of Emergency Management.
2. **Sheriff:** utilize regular and auxiliary police to perform all normal police duties and responsibilities; locate and secure the emergency scene(s); regulate and control traffic (both vehicular and pedestrian); police essential highways and rules to protect life and property; guard vital and strategic facilities, including the County Emergency Operating Center and its occupants; direct the injured to medical facilities and the homeless to mass-care shelters; implement any evacuation(s) ordered by the County Executive; provide personnel to operate the County Emergency Communications system; act as the Chief of the Police Service.
3. **Commissioner of Public Works:** mobilize and use publicly and privately-owned construction, sanitation and public utility equipment and personnel; assist in licensing, marking, stocking, inspecting and reprovioning public shelters and other mass-care facilities; clear debris from roadways; regulate the use of the County highway system; post on suitable maps current information regarding the County situation as it affects essential facilities and public services; assist with rescue operations; assist in repairing and maintaining utilities; provide water supplies, perform essential road construction and repair; provide for the physical maintenance of the County Emergency Operating Center; act as the Chief of the Public Works Service.
4. **Commissioner of Social Services:** direct and coordinate all public assistance management activities; provide emergency feeding, clothing, lodging, shelter coordination, financial assistance, food stamps, and related social services to those in need; gather and coordinate information concerning missing persons; coordinate all social services activities with

the American Red Cross and other involved groups; act as the Chief of the Social Services.

5. **Director of Public Health:** provide health and medical services to the population including safeguarding the health of the people, care and treatment of the ill and injured; maintain a medical facility for the occupants of the County Emergency Operating Center; provide or arrange appropriate assistance to handicapped persons; act as the Chief of Medical Services.
6. **Fire Coordinator:** coordinate fire service personnel to contain and extinguish fires; search for and remove persons trapped in structures or vehicles involved in or exposed to fire; assist in the recovery and protection of critical materials, supplies and equipment affected by fire; assist in radiological monitoring; perform decontamination duties as required; act as the Chief of the Fire Service.
7. **Emergency Medical Services Coordinator:** coordinate emergency medical services personnel to care for the injured; establish triage sites at the emergency scene(s); coordinate the rescue of trapped or injured persons from the emergency scene(s); act as the Chief of the Rescue Service.
8. **Coroners:** identify the dead; coordinate the removal of bodies to a safe place where they may be claimed for burial by relatives; properly dispose of bodies not claimed or identified; maintain records and submit as required.
9. **Director, Real Property Tax Service Agency:** provide maps and related information; coordinate damage assessment team(s) to compile and update, as appropriate, damage estimates.
10. **Personnel Officer:** determine personnel requirements of emergency services providers; recruit and register additional personnel, as needed; act as the Chief of Manpower Services.
11. **Purchasing Agent (or in the absence of such purchasing buyer):** procure, receive, store, control, allocate and distribute needed supplies and equipment.
12. **Auditing Department:** develop needed forms and procedures to record all expenditures (direct and indirect) incurred by County agencies in responding to and recovering from the emergency situation(s).

13. **County Treasurer:** carry out measures necessary to stabilize prices, wages and rents; implement measures to ration essential consumer items; support indirect monetary, tax and credit measures adopted by the Federal government.
14. **Chairman, Public Safety Committee, Montgomery County Legislature:** carry out, with the advice of representatives of banking, financial, commerce, industry concerns and other appropriate governmental officers, measures to enable industrial plans and business establishments to protect their essential facilities and personnel, continue management and resume productive activity.
15. **Cornell Cooperative Extension Agent:** carry out, with advice of representatives of banking, financial, commerce, industry concerns and other appropriate governmental officers, measures necessary to produce, procure, receive, store (where applicable), control, allocate, distribute and ship fuels, electric and gas energy, foods and feeds.
16. **Chairman of the Legislature:** establish a clerical pool to record all measures taken while responding to and recovering from the emergency situation(s) to ensure adequate documentation; coordinate and dissemination of emergency instruction and public information; coordinate and follow-up actions taken by County agencies maintain current situational information during the emergency situation(s); act as the Chief of the Public Information Service.
17. **Director of Mental Health:** Coordinates crisis and referral services, coordinates the temporary housing and transportation for the mentally ill, mentally retarded, developmentally disabled and alcohol/drug abusers, identifies available resources and additional resources needed.
18. **Director of Emergency Management:** Oversees and coordinates with all involved agencies (as indicated above) in operation of the Emergency Operations Center. Also procures needed supplies and equipment from state and federal agencies and shall act as chief of overall operations.
19. **Data Processing:** Provide as reasonably as possible, the mainframe, network, and Internet connections for various departments to carry on their daily operations that are deemed vital to the good and welfare of the County during emergency situations as stated by the County Executive.

C. In emergency situations and in training or preparing therefore, the above officers of Montgomery County shall have authority to assign emergency functions to

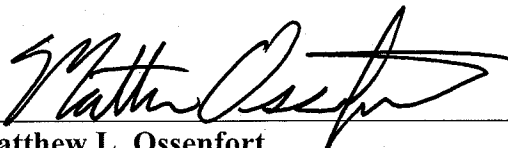
members of their staffs and such personnel shall cooperate and extend such services as are required of them.

- D. To ensure an effective operational capability during an emergency situation, officials assigned responsibilities under this Executive Order must prepare themselves and their agencies to fulfill their assigned duties and responsibilities by organizing, planning, recruiting and training to achieve the full integration of existing local resources of personnel, materials, facilities and services into a coordinated emergency response operation.
- E. All County officers shall report to the County Emergency Operating Center when so directed by the County Executive, or his designee.
- F. This Executive Order No. 2 of 2014 shall become effective immediately.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the County of Montgomery to be affixed.

Made this the 11<sup>TH</sup> day of March, 2014, at the office of the County Executive, 20 Park Street, Fonda, New York.



  
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Matthew L. Ossenfort  
Montgomery County Executive

Attest:

  
\_\_\_\_\_  
County Clerk

Original Copies to: Public Health Director  
Emergency Management Director  
Clerk of the Legislature - File

cc: Legislators  
Department/Agency Heads