

MONTGOMERY COUNTY

COMPREHENSIVE

EMERGENCY MANAGEMENT PLAN

"FOR EMERGENCY USE

GO TO SECTION III"

(Revised May 2023)

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan was needed to enhance Montgomery County's ability to manage emergency and disaster situations. The plan was prepared by Montgomery County Comprehensive Emergency planning Committee, for Montgomery County Legislature, with assistance from the New York State Emergency Management Office. This county plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of the State Executive Law and the New York State Defense Emergency Act.

In the past, government action was taken primarily when disaster struck. Today, the need for a comprehensive emergency management system at the local, state and federal levels of government, to deal effectively before, during and after an emergency occurs is apparent. The plan outlines the actions to be taken by the county to establish such a management capability.

The development of this plan included a systematic investigation and analysis of potential hazards, which could effect the county, an assessment of the capabilities existing in the county to deal with potential problems.

Dealing with disasters is an ongoing and multi-faceted undertaking. Through implementation of prevention and mitigation measures before a disaster or emergency occurs, timely and adequate response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized. This total ongoing operation is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise necessary to deal with disasters. The plan contains three sections to deal separately with each part of this ongoing operation.

Management Responsibilities

The plan assigns responsibility for emergency management to existing county departments and agencies. The assignments are made within the framework of the present county capability and existing organizational responsibilities. No new management organization is created. Each department and agency has determined the management organization and procedures needed to fulfill the responsibilities assigned to it. Accordingly, each county department's management responsibilities are outlined in separate plans and operating procedures, which form part of the overall plan.

The Montgomery County Office of Emergency Management is designated to provide the centralized coordination of all these management activities, including coordination of resources, manpower and services and the centralized direction of requests for assistance.

County responsibilities are closely related to the responsibility of the local levels of government within the County, i.e., the city, towns and incorporated villages, to manage all phases of disasters. The county has the responsibility to assist the local levels of government in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the county after resources have been exhausted and the county is unable to cope with the disaster.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to involve itself prior to requesting assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are: emergencies resulting from hazardous materials transportation accidents, chemical spills and dump site incidents, dam failure emergency and weather extremes, to mention a few.

Conclusion

The plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow the county to meet its responsibilities before, during and after an emergency occurs.

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Terrorism Response Plan

The following are located in the Montgomery County Emergency Management Office

- A. Haz Mat Awareness and Response**
- B. Mass Evacuation Management**
- C. In-Place Sheltering**
- D. OPEN**
- E. Agency SOP's**
 - Department of Public Health**
 - School Districts**
 - Mohawk Valley Senior Resource Center**
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 - Fire**
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- F. Dam Failure Plans**
 - 1. Gilboa Dam**
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SECTION 1

GENERAL CONSIDERATIONS

AND

PLANNING GUIDELINES

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. General Considerations and Planning Guidelines

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature's acts or mankind's own acts, result in loss of life, property and income, and disrupt the normal functions of government, communities and families, and cause great human suffering.
2. Montgomery County must provide the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such emergencies anywhere in the County.
3. Under the authority of Section 23 of Article 2-B of the New York State Executive Law, Montgomery County may develop a Comprehensive Emergency Management Program to prevent, mitigate, respond, and recover from emergencies and disasters.
4. To meet the responsibility, the County has developed this Comprehensive Emergency Management Plan: Comprehensive meaning all aspects of a situation, Emergency meaning an extraordinary happening, and Management meaning overall coordination, direction and control.
5. The plan considers each management function from an all-hazards perspective.
6. Annexes attached to this plan will be hazard-specific oriented.
7. This concept of Comprehensive Emergency Management includes three interrelated critical phases, which interact in an ongoing cycle, one leading naturally into another:
 - a. Prevention and Mitigation
 - b. Response
 - c. Recovery
8. Prevention and Mitigation
 - a. Prevention refers to those short or long-term activities, which eliminate or reduce the number of occurrences of disasters.
 - b. Mitigation refers to all activities, which reduce the effects of disasters when they do occur.
 - c. Section II, Prevention and Mitigation, of this Plan describes activities such as:
 - Identification of Potential Disaster Locations
 - Conduct a Hazard Analysis and Establishment of Priorities for Planning
 - Emergency Management Capability Assessment

- Identification, Location, and Assessment of Critical Resources
- Comprehensive Emergency Management Planning
Development of Policies and Programs to Prevent and Mitigate Disasters
- Land Use Management
- Monitoring of Identified Risk Areas
- Training of Emergency Personnel
- Providing Education and Improving Public Awareness

9. Response

- a. Response operations may start before the disaster event takes place. For example on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations as:

- Assessment, monitoring and watch of the hazard
- Alerting and warning of endangered populations
- Alerting of response forces to stand by
- Evacuation of populations
- Dispensing and/or relocating critical equipment and resources

Should the possible or expected emergency not develop, all alerted agencies will be promptly notified.

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

Assumptions of the response situation include:

- The local jurisdiction is damaged or exposed
- Evacuation of all or part of the area is required because immediate and ensuing threats are uncontrollable
- Response operations in the affected area are controlled by the local jurisdictions, supported by the county emergency operations

- c. Section III of this plan, Response, deals with the following areas of concern:

- Emergency Response Organization and Assignment of Responsibilities
 - Direction and control and the emergency Operations Center (including situation reporting and on-scene commander)
 - Emergency Communications
 - Alerting and Warning
 - Public Information

- Declaration of State of Emergency
- Evacuation and In-Place Sheltering as Protective Action Response
- Agencies emergency functions

10. Recovery

- a. Recovery activities are those following a disaster to correct adverse conditions, and to protect and improve the quality of life in the community.

Recovery activities will include measures to:

- Prevent or mitigate a recurrence of the emergency responsible for the suffering of the community
- Reinstate public services
- Permanently restore private and public property

- b. Section IV of this plan, Recovery, discusses:

- Damage Assessment
- Planning for Recovery Reconstruction
- Public Information on Recovery Assistance

B. Purpose and Objectives of the Plan

1. This Comprehensive Emergency Management Plan is intended to set forth the basic information required by persons involved in an emergency due to the occurrence of a natural or man-made disaster in Montgomery County.
2. This information includes:
 - a. Authority
 - b. Alerting
 - c. Monitoring
 - d. Communication and warning
 - e. Organizational structure for management
 - f. Response operating procedures
 - g. Availability of human resources and material
 - h. Remedial actions required for recovery
 - i. Actions required for prevention and mitigation
3. The objectives of the plan are:
 - a. Identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - b. Outline short-, medium-, and long-range measures for improving the county's all hazard management capability and project multi-year fiscal

requirements to implement them.

- c. Provide that the county and local governments will take necessary actions to prevent or mitigate the effects of disasters and be prepared to respond to and recover from them when an emergency or disaster occurs.
- d. Provide for the utilization of all available public and private emergency resources to protect against and deal with an emergency or threatening situation.
- e. Provide for the utilization and coordination of state and federal programs to assist victims of disasters and prioritize responding to the needs of all of our citizens affected.
- f. Provide for the utilization and coordination of state and federal programs for recovery from an emergency or disaster with particular attention to the development of mitigate action programs.

C. Legal Authority

1. New York State Executive Law, Article 2-B, as amended
2. New York State Defense Emergency Act, as amended
3. County Executive Order #2, as amended
4. County laws and ordinances
5. Disaster Relief Act of 1974, Public Law 93-288
6. Federal Civil Defense Act of 1950
7. Presidential Executive Order 11490

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local government of towns, incorporated villages and cities and with its chief executive, such as the town supervisor and mayor.
2. Local governments and their emergency service organizations play the primary role as the first line of defense.
3. In responding to a disaster, the local jurisdiction is required to make full use of its own facilities, equipment, supplies, personnel and the resources of private agencies.
4. Montgomery County includes the following local jurisdictions:

Populations

Montgomery County	49,708
City of Amsterdam	18,355
Town of Amsterdam	5,820
Village of Fort Johnson	491
Village of Hagaman	1,357
Town of Canajoharie	3,797

Village of Ames	173
Village of Canajoharie	2,257
Town of Charleston	1,292
Town of Florida	2,731
Town of Glen	2,222
Village of Fultonville	710
Town of Minden	4,202
Village of Fort Plain	2,288
Town of Mohawk	3,902
Village of Fonda	810
Town of Palatine	3,070
Village of Nelliston	622
Village of Palatine Bridge	706
Town of Root	1,752
Town of St. Johnsville	2,565
Village of St. Johnsville	1,685

5. The local chief executive has the authority to direct and coordinate disaster operations and may delegate this authority to a designated alternate.
6. When an emergency or disaster is beyond the local management capability, and local resources are inadequate, the chief executive of towns, villages and the city may obtain assistance from other political subdivisions and the county government.
7. When the county is requested to assist the local government, the County Executive has the authority to direct and coordinate County response.
8. The Executive may delegate this authority to an emergency manager or coordinator.
9. In Montgomery County the Executive has delegated his authority to direct and coordinate disaster operations to the Director of the Montgomery County Office of Emergency Management.
10. When an emergency or disaster is beyond the management capability of the county and all emergency resources are exhausted, the Executive may obtain assistance from other counties or the State.
11. A request for assistance to the state will be submitted through the Region III Office of the New York State Emergency Management Office (SEMO) located in Queensbury, New York and presupposes the utilization, and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to all local emergency efforts.
13. The direction and control of all state mitigation, response and recovery actions will be exercised by the New York State Disaster Preparedness Commission (DPC) and coordinated by SEMO.

14. When all other local and state resources have been exhausted, "State military force assistance" may be provided only at the direction of the Governor.
15. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of state and local governments, the Governor may find that federal assistance is required and may request such assistance from the President by requesting him to declare a "major disaster" or an "emergency" under the provisions of Public Law 93-288.

Note: See Figure A, page I - 11 of this section, Informational contact and the centralized direction of requests for assistance.

16. Upon a Federal declaration, a wide variety of federal assistance is available from federal agencies, including assistance under the Disaster Relief Act of 1974 (PL93-288), programs of the Corps of Engineers, Small Business Administration, and the Department of Agriculture, among others.

E. Basic Plan Provisions

1. The basic plan provisions outline the informational requirements for the plan, as established by the local needs and in conformance with the New York State Executive Law Article 2-B and FEMA planning criteria recommended in CPG 1-8a. They include the following:

- Legal Authority Section I
- Purpose and Objectives of Plan Section I
- Concept of Operations Section I
- Hazard Considerations Section II
- Designating local official responsible for implementing plan and directing emergency response operations Section III
- Describing functions and responsibilities of responding organizations, agencies and individuals, illustrated in diagrams Section III
- Procedures to request assistance Section III
- Administrative Support Section IV
- Risk Area Maps Appendix
- Definitions of Terms Appendix
- Public Information Package Appendix

FIGURE A
INFORMATIONAL CONTACT AND THE CENTRALIZED DIRECTION
OF
REQUESTS FOR ASSISTANCE

PRESIDENT

GOVERNOR

**DISASTER
PREPAREDNESS
COMMISSION**

**MAIN OFFICE
STATE AGENCY**

**MAIN OFFICE
SEMO**

**REGIONAL
OFFICE
STATE AGENCY**

**REGIONAL
OFFICE
SEMO**

COUNTY

CITY

VILLAGE

TOWN

SEMO - NEW YORK STATE EMERGENCY MANAGEMENT OFFICE

1. Exchange of information as normal conditions escalate toward disaster
2. Information flows upward on this chart to the appropriate level as dictated by the severity of the emergency
3. Each level will make the decision as to the necessity of action and further level communication
4. Requests for assistance must follow this chain of communication for accurate and expedient support

SECTION II

PREVENTION AND MITIGATION

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

II. Prevention and Mitigation

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Appendix 2 Hazard Analysis/Map of Risk Areas

Appendix 4 Plan Distribution

Appendix 5 Plan Review and Update

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

II. Prevention and Mitigation

A. Identification of Potential Disaster Locations

1. The Director of the Montgomery County Office of Emergency Management has the responsibility to:
 - a. Identify the sources of potential danger in the county, which may cause accidents and disasters
 - b. Determine the probable impact each of those disasters could have on people and property
 - c. Delineate the areas affected by potential disasters, plot them on maps and designate them as risk areas
2. Significant potential hazards that have been identified and analyzed are:
 - Flood
 - Water contamination
 - Blizzard
 - Radiological accident
 - Ice jam
 - Power failure
 - Ice storm
 - Oil spill
 - Wind storm
 - Major fire
 - Forest fire
 - Hazardous materials
 - Transit
 - Fixed site
 - Dam failure
 - Pipeline failure
 - Transportation accident
 - Rail
 - Highway
 - Aircraft
 - Waterways

B. Hazard Analysis and Establishment of Priorities for Planning

1. All significant hazards that pose a potential threat to the county and are identified under II A will be analyzed and addressed in the planning process.

2. The hazard analysis will:

- a. Provide a basic method for analyzing and ranking the identified hazards, including description of geographic characteristics and population at risk to specific hazards
- b. Establish priorities for planning for those hazards receiving a high ranking of significance
- c. Be conducted by county emergency officials as a team in accordance with SEMO guidelines.
- d. After completion be submitted to the Region III Office of SEMO
- e. Be reviewed and updated annually

3. Maps identifying the location of potential hazards are located in Appendix 2.

4. Hazard Analysis worksheets, which rate each identified hazard, are in Appendix 2

C. Emergency Management Capability Assessment

1. Periodic assessment of the county's capability to manage the emergencies caused by the hazards identified and analyzed under II A and II B is a critical part of the prevention and mitigation phase of Comprehensive Emergency Management.

2. The Capability Assessment will:

- a. Provide a method to assess the county's current capability for dealing with the hazards that have been identified and analyzed under II A and II B.
- b. Determine current management capability against standards and criteria FEMA has established.
- c. Be conducted by the Director of the Montgomery County Office of Emergency Management in accordance with FEMA guidelines and SEMO's directives.
- d. Provide a summary of the management capabilities that exist.
- e. Lead to the identification of the county's emergency management shortfalls.
- f. Lead to the preparation of the multi-year development plan.
- g. Be reviewed and updated annually upon anniversary date.
- h. After completion be submitted to the Region III Office of SEMO.

D. Identification, Location, and Management of Critical Resources

1. The Montgomery County Executive is responsible for mobilization and management

of the County's resources.

2. The Office of Emergency Management will assist the County Executive in the management operation of the resources.
3. All county agencies and department heads are responsible for providing resource management support and maintaining inventory lists of resources.
4. Resources inventory will be updated annually and submitted through the Executive to the Emergency Management Office
5. The Montgomery County Emergency Manager as the Director of Resource Management is responsible for:
 - a. Developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters and establish control and delivery procedures for providing requested resource assistance to local jurisdictions including:
 - Authorization of use of county resources
 - Development of call-up roster of county agencies controlling resources and of private contractors
 - Preparation of standardized resource requirement statement forms, indicating: name and position of local official requesting the resources, type and amount of equipment and supplies needed, where and when the aid is to be sent (information for the statement may be called in by the local official requesting assistance, and entered on the form by the Resource Director of his designee)
 - Providing estimate to local jurisdictions of expenses involved in transporting equipment to and from local area, and for operating cost
 - Procedure for acknowledgement by local official of receipt of requested county resources
 - Timely return of equipment to original owner and/or supplier
 - b. Draft letters of understanding with private sector organizations and mutual aid agreements with neighboring counties for resource support
6. The Montgomery County Emergency Management Office as Chief of the Resources Requirement and Data Service is responsible for:
 - a. Identifying and inventorying all available county resources including personnel, equipment and supplies that are under the control of, or available to the county, to be marshaled when disaster threatens or strikes.
 - b. Developing a standard resource inventory format including: classification, quantity, location of resources, and names, addresses and phone numbers of persons to be contacted in the event that resources are required for support during an emergency

- c. Keeping the inventory lists of resources current
- d. Assisting in the identification of resource requirements for personnel, equipment and supplies during a disaster
- e. Coordinating resource identification with private sector organizations and volunteers in order to maintain adequate reserves in the following categories, to supplement public resources:
 - Supplementary shelter facilities such as churches, motels, sport arenas, assembly halls
 - Special and heavy equipment
 - Emergency medical services and supplies
 - Food, fuel, building supplies
 - Transportation (busses)
 - Special engineering services
 - Utilities
 - Aircraft

E. Comprehensive Emergency Management Planning

1. The preparation of comprehensive plans to deal with emergencies, caused by potential hazards, is a preventive and mitigate activity.
2. New York State Executive Law Article 2-B, Section 23 authorizes counties to prepare disaster preparedness plans with assistance and advice from the New York State Disaster Preparedness Commission (DPC).
3. Accordingly this county Comprehensive Emergency Management Plan has been prepared to prevent and mitigate potential disasters and their effects by:
 - a. Identifying appropriate local measures to prevent disasters
 - b. Developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster
 - c. Providing for recovery and redevelopment after disasters
4. This County Comprehensive Emergency Management Plan:
 - a. Constitutes an essential part of the New York State Disaster Preparedness Plan (DPP)
 - b. Maximizes the effectiveness of the New York State Integrated Emergency Management System (IEMS)
 - c. Considers each function from an all-hazards perspective

5. Based on their relationship to certain types of disasters, key county departments and agencies will provide a focal point of concern and consideration for the county role in prevention and mitigation of those hazards, which received a high ranking for concern in the hazard analysis.

See following chart 1.

CHART 1 (pg23a & 23b)

Prevention and Mitigation

6. County departments and agencies are responsible for the:
 - a. Preparation of plans and recommendations for improving prevention and mitigation capability, and
 - b. Submission of plans to the Director of the Montgomery County Office of Emergency Management for review and coordination with other county agencies plans
7. The Director of the Montgomery County Office of Emergency Management will:
 - a. Be responsible for the development and maintenance of the Comprehensive Emergency Management Plan
 - b. In preparing the plan seek cooperation, advice and assistance from:
 - The New York State Disaster Preparedness Commission
 - Local government officials and community agencies and services dealing with health, welfare, the elderly and the handicapped
 - Local fire departments and commercial and volunteer ambulance services and emergency medical services
 - Regional and local planning agencies
 - Management of major private commercial and industrial enterprises
 - General public
 - c. Upon completion or revision of the comprehensive Emergency Management Plan, submit the plan to:
 - All county departments and agencies and private sector organizations assigned emergency responsibilities for their review and concurrence with the plan
 - The County Executive for his/her approval

- d. Upon approval of the Comprehensive Emergency Management Plan, distribute the copies of the plan to all participating government and private sector organizations (see Appendix 4)
- e. Maintain the Comprehensive Emergency Management Plan by reviewing and updating the plan annually to reflect changes in local government structure, technological changes, and eliminating plan deficiencies, identified by drills, exercises and plan implementation during disasters
- f. In accordance with Section 23 of Article 2-B, Executive Law, submit the plan or any revisions thereto to the DPC through the SEMO Region II District Office annually to facilitate state coordination of disaster operations
- g. Establish and maintain records on all emergency plans prepared and revised in the county
- h. Keep a current inventory of programs relevant to the prevention and mitigation of, response to, and recovery from disasters

F. Policies and Programs to Prevent and Mitigate Disasters

1. County Agencies will:

- a. Prepare policies, programs and regulations to prevent and mitigate disasters in their area of responsibility such as:
 - Land use management policy to promote at the local levels of government the control of private development in flood plains, and to assure that county construction activities comply with state Flood Plain regulation
 - Policy to encourage lending institutions to withhold funding of projects in areas prone to disasters, including the above
 - Policy to promote underground utility lines in new subdivisions, to prevent power outages due to destruction of lines during storms, with the resulting impact on the population causing human needs problems.
 - Promote the development of building regulations at the local levels of government to insure the health and safety of residents of the county including regulations and codes for flood proofing and anti-earthquake building techniques
- b. Develop compliance and enforcement programs, including designation of officials to implement the policies such as:
 - Fire inspection programs and dam safety inspection programs, and develop codes that are designed to mitigate disasters
- c. Comply with federal and state regulations as appropriate, to maximize prevention and

mitigation

- d. Participate through the advice of the SEMO Region III District Office, are state agency's programs that have a direct effect on preventing and mitigating disasters in the county.

G. Land Use Management

1. The Montgomery County Comprehensive Planning Board, in conjunction with the Montgomery County Farmland Protection Board, is responsible for land use management in the county, which is a preventive and mitigates activity and includes:
 - Directing land use management programs (see 6 below)
 - Advising and assisting local jurisdictions in the county in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes (see 4 and 5 below)
 - Assisting and advising the Montgomery County Planning Board in the county review process of local zoning and subdivision actions
 - Participation in meetings of the Montgomery County Comprehensive Planning Board
 - After a disaster, assisting local jurisdiction in the preparation of recovery and redevelopment plans (see IV B-8-9 on pages IV -9 and IV-10)
 - Coordinating local recovery planning activities with the Federal-State Planning Team
2. **New York State laws, such as the General Municipal Law Article-12 B, enable local jurisdictions to manage and control land use in the community.**
3. Land use management, among other things, may prevent loss and endangerment of human lives, private and public property due to disasters caused by flooding and erosion.
4. Through control of development and building in hazardous areas, disasters may be prevented or mitigated.
5. Local zoning ordinances, building permits, building codes, sub-division regulations, and flood plain regulations are the effective land use management tools to implement control of development in hazardous areas, such as flood plains, and wetlands
6. The National Flood Insurance Program (NFIP) is available to local communities, with effective land use management programs, for mitigating the loss of, or damage to, private and public property through floods.
7. In order to participate in the NFIP, local flood plain management regulations should be consistent with Section 60.3 (b) of the NFIP regulations.

H. Monitoring of Identified Risk Areas

1. The Director of the Montgomery County Office of Emergency Management will

develop with the assistance of key county departments the capability to monitor identified risk areas, in order to detect a hazardous situation and protect the population at risk.

2. As a situation develops, specific information will be obtained by monitoring the disaster effects and reported to the EOC.
3. Where appropriate, monitoring stations will be established as part of other existing facilities, in accordance with State and/or Federal advice and directives.
4. Individuals will be designated by the responsible responding county departments to perform the monitoring tasks and man the stations as required.
5. Monitoring tasks include detecting the hazard potential and making measurements of observations of the hazard. Examples of such are rising water levels, radiation exposure levels, toxic exposure levels, seismic activities, the formation and breakup of ice jams, erosion, dam conditions and the sky watch and sky warn programs.
6. County departments responsible for monitoring specific hazardous conditions will coordinate this activity with private industry and utility companies as situations warrant.

I. Training of Emergency Personnel

1. The Director of the Montgomery County Office of Emergency Management has the responsibility to:
 - a. Arrange and provide, with the assistance of the training section of the New York State Emergency Management Office, the conduct of training programs for public officials, emergency management staff, key county personnel as designated, other local key personnel from cities, towns and villages, other emergency support services personnel, and volunteers providing assistance to local government such as radiological protection personnel and monitors.
 - b. Ensure training will:
 - Include knowledge of characteristics of disasters and their consequences and the implementation of emergency management programs including protective measures, notification procedures, available support and resources and technical skills required for emergency management
 - Provide emergency personnel with the variety of skills necessary to help reduce or eliminate the hazards of emergencies and increase their effectiveness to respond to and recover from emergencies of all types.
 - Be provided in crisis situations, that requires additional radiological monitors

- c. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including an operational exercise that tests a major portion of the elements and responsibilities in the emergency operations plan, and monthly drills to test readiness of warning and communication equipment
 - d. Consult with the county departments and agencies in developing training course and exercises
 - e. Receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.
 2. All county departments and agencies assigned emergency functions are responsible to develop training capability in order that departments and agencies train their employees in their duties and responsibilities in the prevention and mitigation of, response to, and recovery from disasters
 3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, RACES, CAP, Radiological Protection Program will be trained by these services in accordance with established procedures and standards

J. Education and Public Awareness

1. The Emergency Management Office and CEPC is responsible for:
 - a. Providing education on disaster preparedness for the citizens of the county.
 - b. Making the public aware of existing hazards in their communities
 - c. Familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard
2. A well-educated public will be better prepared to follow and understand official instructions for protective actions.
3. The education will:
 - a. Cover all significant hazards
 - b. Be available free of charge
 - c. Be provided by the existing school systems in the county through arrangements with the superintendent of schools
4. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Emergency Management Office and other State departments, as appropriate, will be made available for use in the classrooms.

SECTION III

RESPONSE

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Appendix 3: Specific Powers and Authorities

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

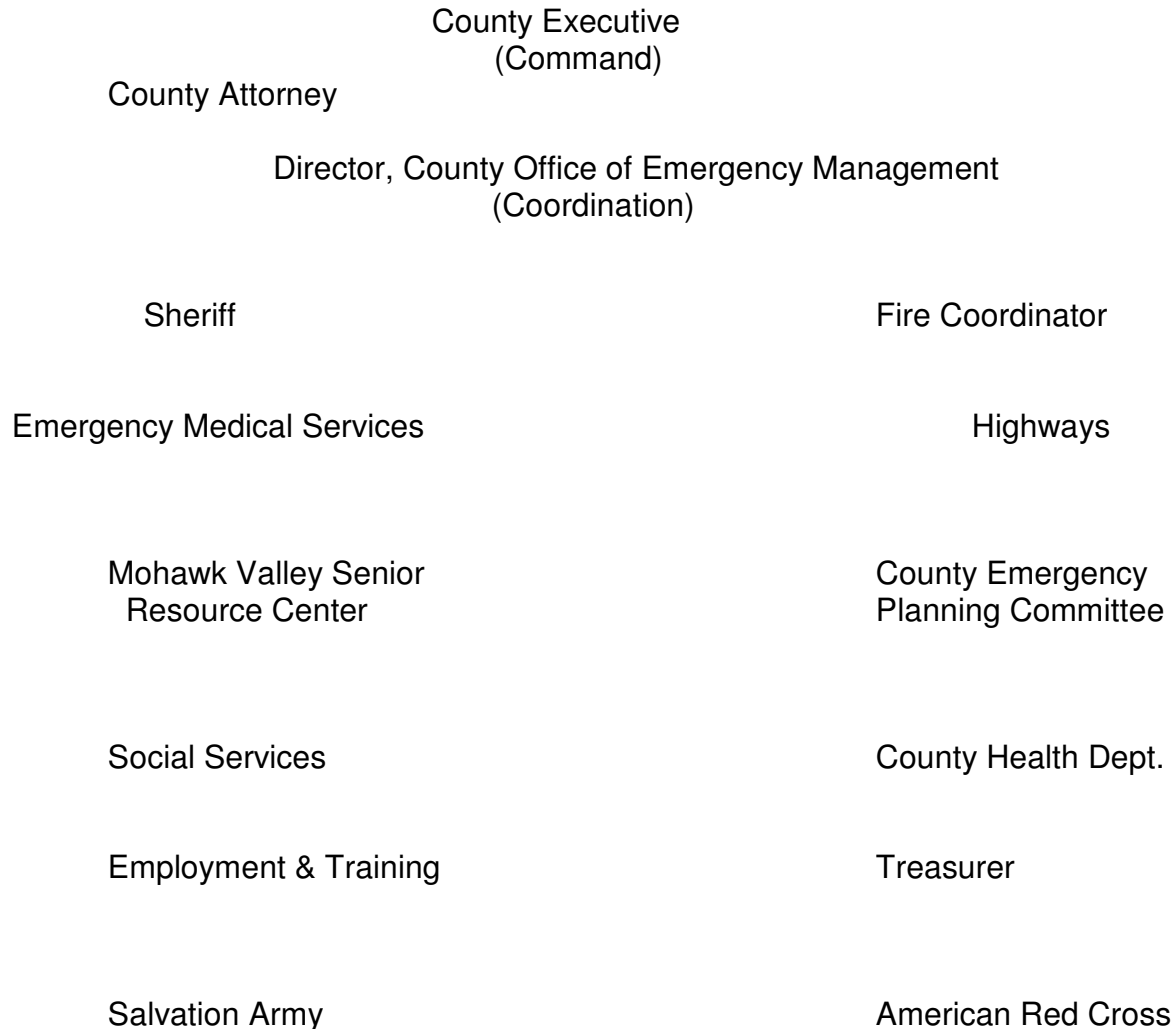
A. Emergency Response Organization and Assignment of Responsibilities

1. The organizational structure for emergency response is shown on the following Chart 1 of this section.
2. The County Executive is the Chief Executive Officer of Montgomery County and:
 - a. Will take command of the emergency response organization as soon as he/she has been alerted by the Director, Montgomery County Office of Emergency Management, or his/her designee, of the scope and magnitude of the emergency as described in the initial situation report which indicates the necessity of his/her personal management and direction of the response and recovery operations
 - b. Will control the use of county owned resources and facilities for disaster response
 - c. May declare a local state of emergency in consultation with the Director, Montgomery County Office of Emergency Management
 - d. May request assistance from other counties and the State when the situation escalates beyond the capability of Montgomery County
 - e. May provide assistance at the request of other local governments
 - f. May promulgate local emergency orders
 - g. May waive local laws, ordinances, and regulations.
 - h. With support from the County Clerk will make arrangements for safe guarding essential county records for continuing government functions.

Note: See Appendix 3 for detailed accounting of local emergency powers.

CHART 1

County Emergency Management Organization



_____ Command and Coordination

----- Support

3. If the Executive is not available the following line of command and succession is established to ensure continuity of local government and direction of emergency operations:
 - a. The Deputy-Executive will be in command until the Executive is available
 - b. The Majority Leader will be in command until the Deputy-Executive or Executive

is available

- c. The Minority Leader will be in command until the one of the above is available
4. The Director, Montgomery County Office of Emergency Management:
 - a. Serves as the Chief of Staff to the Executive or his substitute to coordinate emergency response operations
 - b. Establishes an Emergency Operations Center (see III 7)
 - c. Recommends to the Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power as prescribed in Article 2-B of the State Executive Law (see Appendix 3), to respond effectively to the emergency
 - d. Notifies and briefs county departments, agencies and other organizations involved in an emergency response
 - e. Facilitates coordination among the public and private emergency support organizations that are brought together to perform the mitigation, response and recovery actions required to manage the emergency
 5. Primary participants (or designee) in the County Emergency Response Organization are:
 - a. County
 - County Executive
 - Montgomery County Office of Emergency Management
 - Sheriff's Department
 - Fire Service
 - Emergency Medical Service
 - Public Works
 - Social Services Department
 - Public Health Department
 - Mohawk Valley Senior Resource Center
 - Employment and Training Department
 - b. Private, semi-private and volunteers
 - American Red Cross (ARC)
 - Salvation Army (SA)
 - Radio Amateur Civil Emergency Service (RACES)
 - Civil Air Patrol (CAP)
 - Emergency Medical Services (EMS)
 6. Emergency Response is organized around two groups:
 - a. Policy Group to develop emergency response policy
 - b. Coordination Group to coordinate the type and application of resources used in responding to emergencies and the organization and monitoring of field operations

- c. The policy group and coordination group will maintain close contact throughout the emergency to facilitate exchange of information

7. The Policy Group consists of the following individuals or others as directed by the Executive:

Chairman	Commissioner of Public Works
Sheriff	County Attorney
Emergency Management Director	Fire Coordinator
County Clerk	Director of Public Health
Comprehensive Emergency Planning Committee	

The Policy Group will:

- a. Develop policies by evaluating the safety, humanitarian, health, and economic, social, environmental, legal and political implications of a threat
- b. Gather and analyze the best available data and information on the emergency
- c. Explore alternative actions and consequences
- d. Propose specific response actions

8. The Coordination Group consists of the following individuals, or others as directed by the Policy Group: Director, Montgomery County Office of Emergency Management, deputies and other staff of the departments represented in the Policy Group, including representatives of other agencies such as Social Services, Red Cross, Schools, Utilities, Emergency Medical Services and the Public Information Officer and will establish contact with:

- a. The Incident commander to facilitate coordination of field unit operations
- b. Agencies headquarters to coordinate the dispatch of required resources and manpower to the scene of the emergency
- c. The Region III District Office of the State Emergency Management Office (SEMO) to maintain coordination of State and Federal emergency operations as required by the emergency

9. Command decisions for each organization's field unit participating in the response remain with the organization's head at the direction and control of the Chairman.

10. The Incident commander is in overall command.

See page III - 10 for detailed description of assigned duties.

11. Assigned primary, secondary and coordinating responsibilities of participating county departments and agencies and private and volunteer organizations are shown on Matrix 1 on III - 6.

12. The response plans and standard operating procedures for each county department or agency participating in the response, is part of this plan.

MATRIX ASSIGNED EMERGENCY RESPONSIBILITIES Pg.36a

B. Direction and Control and the Emergency Operations Center (EOC)

1. County emergency response will be directed and controlled from the Montgomery County Emergency Operations Center (EOC) located at the Montgomery County Office Building, Fonda, New York
2. If a disaster situation renders the EOC inoperable, an auxiliary EOC will be established at the County Sheriff's Office in Fultonville.
3. EOC operations provide for centralized direction and control of the emergency response and centralized coordination of county and private agencies' activities
4. The Montgomery County Director of Emergency Management is responsible for managing the EOC during emergencies, provisions for providing logistical support for food, water, lighting, fuel, etc., to support EOC staff and personnel deployed to the emergency site, will be made as required.
5. A line of command and succession will be established for continuity of operations in the EOC.
6. In the event of a prolonged disaster situation, the EOC command structure will be organized into two teams. Each team will be assigned to twelve-hour shifts to be designated by the Montgomery County Director of Emergency Management. Designation of shifts will be established as conditions warrant.
7. The EOC will be staffed to operate continuously on a twenty-four hour a day basis if required and provisions will be made to ensure that EOC personnel can be recalled on short notice.
8. Agencies plans will identify personnel assigned to the EOC who will advise decision-makers and coordinate the agency's response effort with other responding organizations, agencies.
9. Desks will be assigned to each agency represented at the EOC and operational and administrative support provided.

10. The Montgomery County Director of Emergency Management will maintain at the EOC:
 - a. A current alert notification roster of all permanent, auxiliary and volunteer emergency support services personnel
 - b. A current chart and/or checklist of management activities and coordination required during emergencies
 - c. Current maps and data as a basis for plotting the location and effects of the disaster, for assessment and evaluation of prospective response options
 - d. Current copies of county departments and agencies emergency response plans for reference
 - e. A situation board for recording and reporting purposes during the progress of an emergency
 - f. A daily activities log
 - g. A current resource inventory
11. Internal Security protection of the EOC, during an emergency will be provided by Montgomery County Sheriff's Office.
 - a. All persons entering the EOC will be required to check in at the security desk located at the main entrance.
 - b. All emergency personnel will be issued a pass to be worn at all times while in the EOC
 - c. All passes will be returned to the security desk when departing from the premises
12. EOC space will be maintained in an emergency-operating mode at all times.
13. During non-emergency periods, the EOC will be used for training and conferences, related to emergency preparedness activities.
14. The situation room is located in the EOC operations room.
15. The Montgomery County Director of Emergency Management will designate a situation Officer who will be responsible for emergency situation reporting.
16. The situation officer will:
 - a. Develop a uniform reporting format for all phases of situation reporting, to ensure that the information reported is precise, concise and clear
 - b. Ensure that information on the emergency situation is collected and reported as

soon as possible after the occurrence of the incident

- c. Receive copies of all messages and/or situation reports from the Incident commander and local and state government officials, sent to the EOC, pertaining to an emergency situation
- d. Authenticates the reports and acknowledges receipt
- e. Request periodically situation reports from each participating county key department or agency represented at the EOC
- f. Select for posting, in a chronological order, on the situation board in the situation room, the crucial situation reports, in accordance with an assigned priority code
- g. Analyze the situation reports and brief the EOC emergency staff regularly on the situation
- h. Maintain an activity log to record actions taken and post on situation board as appropriate
- i. Prepare the initial disaster situation report to be submitted to the Director of Emergency Management and the Region III Office SEMO

The report will contain the following information:

- Date and time of disaster
- Type of disaster
- General location of disaster
- Specific area affected including number of people
- Number of injured (estimate)
- Number of dead (estimate)
- Extent of damage (estimate)
- Damage or loss of municipal response equipment
- Roads closed
- Actions taken

- j. Prepare the initial disaster situation report to be submitted to the Director of emergency Management and the Region III Office SEMO
17. Statewide emergency situation reports will be received through the National Warning System (NAWAS) and National Weather Service (NWS)
18. The County communications center will supply the EOC with a copy of all situations reports received.
19. Field operations required for emergency response will be directed and controlled by the Incident commander representing the Chairman, Montgomery County Board of

Supervisors, and the commander in chief.

20. The Incident Commander will:
 - a. Be responsible for command of the on-scene response force, including public and private emergency personnel
 - b. Contact owners of buildings that may be used as a command post
 - c. Establish and Incident command post, at a safe distance from the disaster or accident scene, from where field operations will be directed and controlled
 - d. Delineate the area encompassed within the perimeter of the disaster and establish this as the disaster area
 - e. Be in control of the disaster area
 - f. Make arrangements to obtain radio, telephone and emergency poser for the command post
 - g. Select an area suitable to serve as a staging area for receiving resources and supplies for the field operations
 - h. Be responsible for establishing and controlling the emergency routes to and from the scene, establishing the location of blocked roadways, controlling of traffic on routes within the disaster area and providing security and crowd control
 - i. Establish communications with the county EOC
 - j. Make a recommendation to the Montgomery County Director of Emergency Management through the Sheriff/Law enforcement if evacuation is necessary and to what extent the disaster area should be evacuated.
 - k. Direct the evacuation operations within the disaster area; see page III-24 for detailed description of assignments.
 - L. Make arrangements to obtain protective clothing for emergency personnel as required by the situation
 - m. Keep county EOC updated with incident situation reports in accordance with a regular reporting schedule
 - n. Make arrangements for the quartering and feeding of the on-scene response force in the event a prolonged response operation will make this necessary
21. If the emergency requires it, the Coordination Group may assign a liaison officer to assist the incident commander in the field and facilitate communications between the field and Coordination Group in the EOC.
22. The NIMS ICS system will be used at all times when this plan is in use. Also the ICS

UNIFIED COMMAND SYSTEM will be used when more than one emergency response organization is used when this plan is in use. The Montgomery County Board of Supervisors adopted the NIMS system for our county Incident Command System.

C. Emergency Communications

1. Communications for emergencies in Montgomery County will be based on the county emergency Communications Plan with associated SOPs on file at the EOC.
2. Demand for communications in disasters and emergencies is of three primary types:
 - a. Dispatch - Systems for reporting emergency events and assigning personnel, services, and equipment to emergency sites
 - b. Information Exchange - Systems for sending or reporting data, messages, and other routine but critical information regarding emergency events and response activities
 - c. Direction and Control - Systems for exchanging information and analysis regarding the status, priorities, and evaluation of emergency actions among decision makers and key officials managing response operations
3. Communication systems available for emergency management and response operations in Montgomery County include.
 - a. Emergency Management Direction and Control networks and RACES, based at the Montgomery County Sheriff's Department EOC and managed by the communications Officer including:
 - Direction and control networks for emergency management staff, including limited access for key public officials
 - Systems for coordination of emergency operations with the New York State Emergency Management Office, and with emergency management officials in nearby counties
 - Access and limited backup capability for local emergency service networks (fire, police, emergency medical services, and public works)
 - A vehicle equipped with emergency management and emergency service networks designed as a mobile communications command post
 - Radio Amateur Civil Emergency Service (RACES): licensed volunteers with their own equipment capable of establishing disaster and emergency

communication networks among fixed sites or in the field

b. Emergency Service Systems used by fire, police, emergency medical networks and public works designed for:

- Dispatch and information exchange among stations and vehicles routinely providing emergency services as a function of their daily operations
- Direction and control among agencies providing similar emergency services in a mutual-aid operation (among several police agencies, or among a group of fire departments)
- Limited directions and control among police, fire, emergency medical services and public works through the Montgomery County Sheriff's Department Communications Control Center

c. Support Systems

- Primarily public works departments and related agencies which have communication systems designed for daily internal operations, with the capacity to provide equipment, vehicles, and manpower for emergency communications in support of public works, utility, and transportation activities
4. Control of communications in disasters and emergencies remains with the Montgomery County Communications Control Center, and by interaction among the Communications Officers of each of the departments and agencies involved.
 5. Emergency service networks (fire, police, emergency medical services) are controlled by the Montgomery County communication Control Center.
 6. In situations involving mutual aid, or similar multi agency or inter-jurisdictional response, the County Communication Control Center serves as the system's coordination point, through its integrated capability with dispatch locations throughout the County.
 7. The County Communications Control Center will maintain communication and liaison with Emergency Management Office and shall brief and advise the Director regarding the status of communication activities and the potential need for additional system coordination and support.
 8. If it is necessary for an emergency service to operate communications from a secondary or backup transmission site, the emergency service department, which regularly controls the frequency, will provide personnel for the secondary site operation, unless other arrangements have been established.
 9. The Sheriff and the Fire Coordinator shall provide review, analysis, and recommendations to the Montgomery County Emergency Management Director regarding enhancement of overall communications capability among emergency service, emergency management, and

other systems available for emergency and disaster operations.

10. The communications center will be maintained to be operable on a twenty-four hour basis and provisions will be made to ensure that communications staff members can be recalled on short notice.

D. Alerting and Warning

1. Upon initial notification of an emergency through the County Warning Point, the Montgomery County Communications Control Center will activate the alert notification roster, to alert the Director of Emergency Management, the Sheriff, the Fire Coordinator and all key emergency officials as designated, to report immediately for duty. The warning point will be manned on a continuous twenty-four basis.
2. Emergency response personnel will be alerted on a priority basis according to the type of emergency. See Chart II of this section.
3. The emergency staff members who arrive first will initiate the County Emergency Response Procedures for key departments and agencies.
4. EOC security procedure will be implemented.
5. The Montgomery County Emergency Management Director will notify and brief the Executive and the appropriate Department Heads on the status and situation of a major disaster situation.
6. The emergency response staff will implement the emergency plan directives and provide advice to the Emergency Management Director for decision-making on coordinated response actions.
7. The Director of Emergency Management will confirm the activation and availability of resources to the Incident commander.
8. Emergency warnings should be received at the County Warning Point through the National Warning System (NAWAS) on a twenty-four hour basis.
9. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the "voice" of emergency public information.
10. The primary EAS program control stations serving Montgomery County are in chart **III pg 44a, 44b, 44c**, contact will be maintained with these stations from the EOC.
11. The public address systems of sheriff, local police, and fire vehicles, or door-to-door notification in rural and urban areas will be the primary means of notification of a disaster.
12. The above notification will be the signal to the public to tune to an Emergency Alert radio Station (EAS) and/or television station for specific emergency information and instructions.
13. Special institutions such as schools, hospitals, nursing homes, major industries and places

of public assembly will be notified individually, or by tone activated receivers/monitors, as conditions warrant.

14. Arrangements will be made for warning the hearing impaired and, where appropriate, non-English speaking people.

CHART II

MONTGOMERY COUNTY NOTIFICATION AND ALERTING LIST

This attachment contains a list of the names, titles, organizations, and phone numbers (both business and home) of those individuals who may need to be notified in the event of an actual potential county involvement in an incident.

1. Jeff Kaczor	Director - Emergency Management	B-518-853-4011 C-518-332-3461
2. Matt Ossenfort	County Executive	B- 518-853-4304
3. Jeffery T Smith	Sheriff	B-518-853-5500 C-518-848-0453
4. Dale Furman	Fire Coordinator	B-518-853-4011 C-518-852-5430
5. Mathew Beck	Commissioner of Social Services	B-518-853-8290
6. Sara Boerenko	Director of Public Health	B-518-853-3531 C-518-701-6090
7. David Jordan	Director, Office for the Aging	B-518-843-2300
8. Eric Mead	Commissioner DPW	B-518-853-3814 C-518-365-1680
9. Meghan Manion	County Attorney	B-518-853-4304
10. Brittany L. Kolbe	County Clerk	B-518-853-8111
11. Shawn Bowerman	Treasurer	B-518-853-8175 H-518-673-1031 C-518-332-1104
12. American Red Cross	Albany, NY	B-518-458-8111
13. State Emergency Region III District Management Office		B-518-793-6646

E. Emergency Public Information

1. In consultation with the Montgomery County Emergency Management Director, the County Executive will designate a County Public Information Officer (PIO).
2. The County Public Information Officer (PIO) will:
 - a. Establish a Public Information Center (PIC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings
 - b. make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the emergency
 - c. be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media
 - d. authenticate all sources of information being received and verify accuracy
 - e. provide essential information and instructions including the appropriate protective actions to be taken by the public, to the media and press
 - f. coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved
 - g. clear all news releases with the County Executive
 - h. check and control the spreading of rumors
 - i. arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - j. arrange any media and public tours of emergency sites
 - k. inform the public about places of contact for missing persons and continued emergency services (see IV D.)
 - l. develop and keep updated, Emergency Public Information (EPI) materials such as pamphlets, with instructions as to what action to take
 - m. make EPI materials available for distribution to the public and the use by the news media, including for the visually impaired and non-English speaking population groups
 - n. make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact
 - o. conduct annually information meetings with the news media to acquaint them with current emergency plans and procedures
3. The Public Information Center (PIC) may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

4. The PIC may be located at a "one-stop" center where citizens and news media can obtain information and assistance.

F. Declaration of State of Emergency

1. A disaster threat may initiate at the village, town, or city level. Each level of government has the first line of responsibility to respond to such an emergency.
2. In responding to an emergency, the local jurisdiction is required to make use of its own facilities, equipment, supplies, personnel and resources of private agencies.
3. The local jurisdiction should notify the Montgomery County Emergency Management Director immediately of any emergency situation so that:
 - a. the potential need for County assistance can be monitored and identified
 - b. potential sources of assistance can be notified
 - c. limited sources for immediate assistance can be summoned
 - d. the State Emergency Management Office can be notified
4. The Chief Executive Officer of a Town, Village or City may issue a declaration of a "Local State of Emergency".
5. Should the emergency escalate beyond the capability of the government involved, authority exists under State Executive Law Article 2-B, for local jurisdictions to obtain aid from other political subdivisions.
6. If assistance beyond local capability is needed, the chief executive of the local jurisdiction may request aid from the Montgomery County Emergency Management Director.
7. The Montgomery County Executive coordinates local requests for assistance within the county through the Emergency Management Director.
8. When seeking and accepting assistance from another subdivision the chief executives of the requesting and assisting subdivisions mutually agree the terms and conditions of such assistance to.
9. A subdivision offering assistance may provide any services, equipment, facilities, supplies, personnel, or other resources of the subdivision on terms and conditions mutually agreed to by the chief executives of the participating jurisdictions.
10. The Montgomery County Chairman may issue a declaration of a "Local State of Emergency".
11. In the event that the response required is beyond the county's capability, the county will refer the request for assistance to the Region III Office of SEMO and through this Office to other Regional Offices of State Agencies such as Department of Transportation, Environmental Conservation, and Health.

12. Requests for State assistance should indicate:
 - a. local facilities, equipment, supplies, personnel and other resources of private agencies are fully utilized
 - b. type and amount of equipment and supplies needed
 - c. where and when the aid is to be sent
 - d. name and position of the person responsible for the equipment.
 - e. acknowledgement of responsibility for the maintenance and return of the equipment
 - f. acceptance of responsibility of expenses incurred in transporting equipment to and from the local area, and for operating cost involved
13. Whenever the Governor finds that extraordinary State assistance is needed to cope with a disaster, a gubernatorial declaration of "State Disaster Emergency" may be issued.
14. The Governor may direct any or all agencies of State government under the coordination of the State Emergency Management Office to use, lend or give, with or without compensation, their facilities, equipment, supplies and personnel and other resources, except the extension of credit. There is no provision for outright financial assistance by the State to localities for disaster relief.
15. In the event of a disaster of sufficient magnitude, in which local and State resources are clearly inadequate to respond to the emergency, the Governor may request the President to declare an "emergency" or a "major disaster" under the provisions of Public Law 93-288.
16. Upon such presidential declaration, various types of assistance from Federal agencies are available to State and local jurisdictions in addition to those Federal programs, which do not require the presidential declaration.
17. If appropriate criteria are met, the Federal government may reimburse the State and its subdivisions for certain costs incurred in alleviating the effects of the disaster.
18. At each step of the process, local to State, and State to Federal government, there is a requirement that the requesting level of government utilizes its own resources prior to submitting its request for assistance.
19. The Assistance Request flow and organizational structures for emergency management and coordination between different levels of government are shown in the following figures included in this section:

Figure A - Informational Contact and the Centralized Direction of Requests for Assistance. (See page 52)

Figure B - Organization prior to a Gubernatorial Declaration of a "State Disaster Emergency" (see page 54)

Figure C - Organization after a Gubernatorial Declaration of a "State Emergency"
(See page 55)

Figure D - Organization after Governor Declares a "State Disaster Emergency" and after the Presidential Declaration. (See page 56)

Evacuation as a Protective Action Response

1. Based on the Incident Assessment of the emergency characteristics such as magnitude, intensity, time until onset and duration, and the recommendation of the Montgomery County Emergency Management Director, the County Chairman may designate specific zones of the disaster area within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated and issue an evacuation order.
2. The Montgomery County Emergency Management Director will:
 - a. notify the Region III District Office of the State Emergency Management Office of the evacuation order
 - b. direct the coordination of the evacuation operation procedures for:
 - warning and notifying the public within the disaster area
 - establishing evacuation routes
 - informing the public about emergency conditions, evacuation routes, destination and other vital information
 - closing of schools, hospitals, other public facilities
 - providing means of transportation
 - notifying the Red Cross chapter to open up pre-designated shelters to house and feed evacuees
 - providing general and special care for evacuees
 - providing security, law enforcement and fire protection for the shelter areas
 - providing operational support to on-scene commander
 - arranging support from state and federal agencies if required
 - initiating the general return to evacuated area
 - initiating recovery
 - c. In coordination with the Incident Commander:
 - estimate the total number of persons to be evacuated and the number of evacuees that need public transportation and shelter
 - identify the number and type of vehicles required for the evacuation of persons without transportation
 - notify the Transportation Coordinator of the transportation support requirements

3. The Incident Commander will:

- a. direct the evacuation operations within the disaster area depending on the scale of the emergency, the Incident commander may be assisted by an evacuation coordinator to carry out the many varied responsibilities involved in the operation
- b. coordinate through the EOC, with the warning officer and PIO, public notification and warning of evacuation and public information
- c. if appropriate, stage the evacuation movement, based on those in greatest danger and logistical and transportation considerations
- d. coordinate, with the Sheriff through the EOC, the evacuation movement to shelters
- e. coordinate with local police and fire agencies, the provision of security, law enforcement and fire protection for evacuated areas
- f. The Incident Commander will make sure that the NIMS incident command system is followed.

4. The County Transportation Coordinator will:

- a. mobilize the required number and types of vehicles to evacuate persons without transportation and the elderly and disabled
- b. coordinate operations with the Incident Commander, through the EOC, to provide busses and designate bus pickup points
- c. establish a dispatching system to control the movement of busses from the emergency zones to the shelters

5. The Sheriff will:

- a. designate specific evacuation routes from the evacuation zones to the shelters
- b. control the movement of all traffic on these routes by establishing traffic control points
- c. coordinate road service support through the EOC with the Public Works Department and contact towing services
- d. provide security and law enforcement for the evacuation area and at shelters
- e. provide emergency zone perimeter control and coordinate through EOC with Incident Commander
- f. provide traffic control for return movement

6. The County Mass Evacuation Management Annex contains detailed information, responsibilities and procedures for any type hazard requiring mass evacuation.

H. In-Place Sheltering and Reception as a Protective Action Response

1. When the emergency situation does not require evacuation or if time and circumstances render evacuation impractical, the citizens of the County residing in or near a hazard area may be directed by the Local Chief Executive to take protection against potential dangerous exposure generated at the hazard area by taking shelter in their own homes or other designated buildings located within the hazard area.
2. The Emergency Management Director and the Red Cross will maintain a current FEMA printout of the National Shelter Survey (NSS) All Facility Listing that includes information on available number of shelter spaces and their protection factor (PF), in public and private buildings.
3. The NSS All Facility Listing will be available for selecting suitable shelters if in-place sheltering against radiation exposure is the response action selected.
4. In addition to the NSS listing, a multi-hazard facility listing for selecting suitable shelters against a variety of hazards ranging from tornadoes to earthquakes will be available in the near future.
5. The American Red Cross chapter servicing Montgomery County has primary legal responsibility to provide emergency reception and care services for individuals and families taking shelter in the designated facilities
6. The County shall provide support to the ARC with reception and care operations if the ARC is incapable of providing the required response and request assistance (Note: If assistance is requested by ARC, the County may be reimbursed by the ARC for all approved costs in accordance with applicable ARC regulations.)
7. County support will be provided in the form of personnel, equipment and supplies.
8. The Department of Social Services is designated as the County support agency for reception, sheltering and care operations
9. ARC guidelines for registration, shelter operation and record keeping will be used for all mass care facilities operated by local government and school officials.
10. The ARC Chapter maintains a current listing of all facilities (schools) available for reception and care use in an emergency and with which there exists an agreement between the facilities and the Chapter to utilize such facility for emergency mass care.
11. The ARC Chapter shall provide updated mass care facilities list to the Emergency Management Director annually and designate and train mass care facility managers.
12. The Commissioner of Social Services shall compile a list of additional public and private facilities to be utilized as mass care facilities in the various towns, villages and city in the County to supplement ARC resources (use Population Protection facility printout as source), including designating facilities for lodging institutionalized or special needs groups.

13. The County In-Place Shelter Annex provides basic information and procedures for protection against exposure to radiation contamination. See ANNEX D

**INFORMATIONAL CONTACT AND THE CENTRALIZED
DIRECTION OF REQUESTS FOR ASSISTANCE**

Figure A

PRESIDENT

GOVERNOR

**DISASTER
PREPAREDNESS
COMMISSION**

**MAIN OFFICE
STATE AGENCY**

**MAIN OFFICE
SEMO**

**REGIONAL
OFFICE
STATE AGENCY**

**REGIONAL
OFFICE
SEMO**

COUNTY

CITY

VILLAGE

TOWN

SEMO - New York STATE EMERGENCY MANAGEMENT OFFICE

1. Exchange of information as normal conditions escalate toward disaster
2. Information flows upward on this chart to the appropriate level as dictated by the severity of the emergency
3. Each level will make the decision as to the necessity of action and further level communication
4. Requests for assistance must follow this chain of communication for accurate and expedient support

FIGURE B

**ORGANIZATION PRIOR TO A GUBERNATORIAL DECLARATION OF A
"STATE DISASTER EMERGENCY"
RESPONSE ORGANIZATIONAL STRUCTURE**

GOVERNOR	Reviews information from DPC for possible "Declaration"
<hr/>	
DISASTER PREPAREDNESS COMMISSION	Receives assessment from SEMO Reviews recommendations from SEMO Make recommendations to Governor
<hr/>	
STATE EMERGENCY MANAGEMENT OFFICE - STATE	Receives information from SEMO Regional Office(s) Receives assistance requests and damage reports Make recommendations to DPC Chairman and the Executive Committee
<hr/>	
STATE EMERGENCY MANAGEMENT OFFICE - REGION	Receives assistance request(s) from county or counties affected Receives damage assessment from State and local governments Creates Cooperative organization between multi-county resources
<hr/>	
STATE EMERGENCY MANAGEMENT OFFICE - DISTRICT	Access to emergency "Stockpile" equipment and communications Communication with SEMO Main Office and Regional State Agencies
<hr/>	
COUNTY	Receives assistance requests(s) from local governments Coordinates and supports local level response resources Aids and evaluates damage assessment reporting
<hr/>	
CITY TOWN VILLAGE	Utilizes all local resources Uses Mutual Aid agreements

The State responds to an emergency situation of localized scope with no special organizational change. The existing State Agencies working primarily through the Emergency Management Office on a routine basis will continue to do so and to provide initial emergency assistance to one or more affected counties.

FIGURE C
AFTER GUBERNATORIAL DECLARATION OF
"STATE DISASTER EMERGENCY"
RESPONSE ORGANIZATIONAL STRUCTURE

GOVERNOR

Determines need for State assistance and leadership to locals

DISASTER PREPAREDNESS
COMMISSION (DPC)

Creates a temporary organization to coordinate and Support all available resources:
 Local, State, Federal and Private Organizations. Selects the SCO

STATE COORDINATING OFFICER (SCO)

Individual selected by the DPC to head emergency management efforts (on-site)

STATE EMERGENCY
MANAGEMENT OFFICE

STATE	COUNTY	FEDERAL	VOLUNTARY	PRIVATE
AGENCIES	CITY, TOWN	AGENCIES	PRIVATE	BUSINESS/
AGENCIES	VILLAGE	AGENCIES	AGENCIES	INDUSTRY
Appropriate support as provided for by the State Disaster Plan or selected by the Disaster Preparedness Commission	All local resources that are able to and emergency service organizations available to the local level	Any Federal Agencies that are able to respond prior to Presidential Declaration	Red Cross, Salvation Army, CAP, etc...	Any private resources available to support State effort.

When conditions become serious enough to require the Governor to declare a "State Disaster Emergency", the Executive Law provides, under section 21, that the Disaster Preparedness Commission consider creating an organization to manage the necessary response efforts. The Commission will assign functions and activities to this organization by selecting appropriate State Agencies to cooperate in the provision of the resources necessary to the make-up of the organization. The integration and coordination of the organization responsibilities will function under the leadership of the individual, selected by the Commission, referred to in text as the State Coordinating Officer (SCO).

*Subject to Section 21.3(F) Article 2B, Executive Law

I. County Agencies Emergency Response Functions/Emergency Support Services

Office of	Coordinates Agency's Action Functions With:
County Executive	
1. activates Policy Group	Emergency Management Sheriff, Fire Coordinator, Public Works, County Attorney
2. designates Public Information Officer	Policy Group
3. directs emergency operations and the use of resources and manpower during and after disasters, directs response for request for assistance	Coordination Group County Purchasing Agent
4. declares emergency and/or request assistance from State government as required	Policy Group, District SEMO
5. waives restrictions and codes, establishes a line of succession as required	Local Chief Executive and Legislature
6. orders evacuation of endangered population and opening of emergency shelters	Social Services; Sheriff ; Office for Aging; Red Cross; Mental Health
7. designates authorized representative to administer State and Federal recovery assistance	District SEMO
Public Information Officer	
1. initiates the appropriate public information procedures to inform the general public of the existence and nature of the emergency over local TV and radio stations, and actions to be taken if necessary	County Executive Coordination Group
2. opens Public Information Center	Coordination Group
3. updates information periodically	County Executive
4. check and control the spreading of rumors	News media
Emergency Management Director	
1. coordinates EOC operations	all agencies
2. maintains emergency alert list for alerting key	all agencies

county officials as required by emergency

- | | |
|--|--|
| 3. coordinates the alerting of government and private response agencies | Emergency Communications Warning |
| 4. activates Coordination Group | agencies as required by emergency |
| 5. briefs County Executive and Coordination Group on the situation | Situation Officer |
| 6. coordinates the warning of the Public Officer NAWAS-Broadcasting Media-press | Public Information |
| 7. establishes information contact and coordinate request for assistance | Local Government, Region III SEMO |
| 8. coordinates multi-organizational mitigation, response and recovery operations | Coordination Group/all agencies |
| 9. identifies and coordinates government and private resources available for emergency operations | County Clerk, County Purchasing Agent |
| 10. advises County Exec. on evacuation or in-place shelter as protective action response | Incident Commander |
| 11. notifies Red Cross that facilities planned for use as congregate care centers will be needed | Sheriff, Fire Coordinator, Social Services, Office for the Aging |
| 12. coordinates evacuation operation procedures, including designation of reception areas and emergency shelters | Sheriff, Incident Commander, Transportation Coordinator, Red Cross |
| 13. coordinates damage assessment activities and the documentation of these | Highway, Social Services, State Regional Response Teams, District III SEM, Red Cross |
| 14. coordinates preparation of disaster assistance request and the management of recovery and disaster assistance programs | Region III SEMO |
| 15. maintains and distributes radiological monitoring equipment | Fire Coordinator, Sheriff |

Fire Coordinator

- | | |
|--|--|
| 1. coordinates the deployment of fire, rescue, and emergency medical personnel by local fire departments | Deputy Fire Coordinators
Sheriff's Department |
| 2. supervises the implementation of the | Local Fire Departments |

County Fire Mutual Aid Plan

- | | |
|--|---|
| 3. identifies available resources and additional resources required by the fire services | County Clerk
Local Fire Departments |
| 4. notifies area fire and EMS agencies in disaster area to move to a safe distance or proceed in normal fire protection rescue mode where required (implement County Fire Mutual Aid Plan) | Deputy Fire Coordinators
Sheriff's Department |
| 5. advises the Policy group on the hazards associated with HazMat accidents | |
| 6. alerts all emergency support services of the dangers associated with HazMat accidents | all agencies |
| 7. Advises what equipment and materials for oil spills and HazMat accidents are required | Deputy Fire Coordinators,
Sheriff's Department, Federal &
State Spill hot lines NYS DEC
(questions on environmental aspects)
through Region II SEMO |
| 8. Provides fire protection in the evacuated area | Fire Personnel, Sheriffs Department |
| 9. identifies evacuation routes that may affect fire companies or EMS (road closings, bridges under repair or other obstacles) | Fire agencies, Sheriffs
Department, Highway Dept |
| 10. arranges for Fire Police to assist the Sheriff's Department | Deputy Fire Coordinators
Sheriff's Department |
| 11. alerts other fire departments to standby | Deputy Fire Coordinators,
Emergency Services Radio Control
Sheriff's Department |
| 12. assists Sheriff's Department in public notification | |
| 13. coordinates the rescue of injured people and required ambulance services | EMS Coordinator |
| 14. directs selective decontamination | NYS Health Department
through District SEMO |
| 15. provides emergency service communications support | Emergency Management Office,
Communications Officer |
| 16. provides fire protection in emergency shelters | Local Fire Departments |

Emergency Medical Services

- | | |
|---|------------------------|
| 1. provides emergency medical treatment | through District SEMO, |
|---|------------------------|

and critical care

NYS Health Department

2. provides medical transportation
Ambulance Services
3. sorts out and allocates treatment to emergency victims, according to a system of priorities designed to maximize the number of survivors

EMS Director
EMS Coordinator & Depts.

Medical Examiner,
District SEMO, NYS
Health Department

Sheriff's Office

1. maintains law and order at disaster area and evacuation shelters coordinates/directs all law related aspects of disaster response.
2. maintains Public Security and protects public and private property at disaster area and evacuation shelters
3. controls traffic and evacuation movement
4. controls access to disaster area
5. assist evacuees to move to shelters
6. provides emergency service communications support
7. provides support for notifying population as to what kind of action to take
8. identifies available resources and additional resources required by the Sheriff's Department
9. maintains a continuous effective operation of criminal justice system and incarceration
10. relocates and houses prisoners

Chief Law Enforcement
Officer of the county

Same as above

Same as above

Same as above

Same as above

Emergency Management Offices,
Communications Officer

Incident Commander,
Fire Coordinator

County Clerk,
Local Police Depts.

Local Police
District Attorney

NYS Dept of Corrections
District Attorney

Local Police, Auxiliary
Police

COUNTY DEPT. of PUBLIC WORKS

1. administrates public works, highway, AND engineering activities for the County during emergencies

Coordination Group

- | | |
|---|---|
| 2. provides emergency repair, restoration and maintenance to County, vital facilities and essential services | Coordination Group
Sheriff |
| 3. clears emergency debris in County-maintained right-of-ways or systems | Coordination Group |
| 4. constructs emergency protective systems for County-maintained facilities | Coordination Group |
| 5. obtains and manages the activities of private contractors or other resources used to assist the County in disaster operations related to public works projects | County Clerk |
| 6. identifies available resources and additional resources required by public works activities | Coordination Group |
| 7. assists in the assessment and documentation of disaster impact and effects on County facilities and systems | Coordination Group |
| 8. maintains County facilities required to support and manage local disaster operations | Coordination Group |
| 9. provides emergency service communications support | Emergency Management Offices,
Communications Officer |
| 10. provide backup electrical power to the EOC as needed | Dept. of Public Works |
| 11. provide potable water supply and emergency sanitation services | N.Y.S.D.O.H.& D.E.C.
Coordination Group |
| 12. assist utility companies in restoring services to critical and essential facilities | Policy Group |

County Public Health Department

- | | |
|---|--|
| 1. Enforces:
New York Public Health Law
New York Sanitary Code
New York Environmental Conservation Law | Region III SEMO to
Public Health Dept.
Encon. NYS Dist. Health Office |
| 2. issues Public Health Advisories and orders | Public Information Officer
NYS Dist. Health Office
Public Health Dept. |

- | | |
|---|---|
| 3. provides technical assistance for health and environmental evaluation and monitoring in the areas of potable water supply, sewage control, hazardous materials, decontamination, disease and pest control, food sanitation | Red Cross
Public Works
Fire Coordinator
Sheriff
NYS Dist. Health Office |
| 4. waives and restricts codes, laws, and regulations related to health and environmental matters | County Executive
NYS Dist. Health Office
Public Health Dept. |
| 5. assesses and documents disaster impact, effects, and the need for additional assistance related to health and environmental problems | Coordination Group |
| 6. supervises identification and disposition of dead | Sheriff, Coroner |
| 7. identifies available resources and additional resources required by the Health Department | County Clerk |
| 8. determines radiation levels of exposed individuals, methods for decontamination treatment and care | EMS, Sheriff
N.Y.S.D.O.H. |
| 9. provides inoculations, as necessary, during emergency situations | Public Health Dept. |
| 10. obtain emergency medical support and hospital care | Public Health Dept.
EMO |
| 11. coordinates the evacuation of patients, equipment and personnel from any health-related facility in facility in the evacuation zone(s) including nursing homes evacuations | Public Health Dept.
EMO, Fire Service
Montgomery County Sheriff
Department |
| 12. identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers | Public Health Dept.
EMO |
| 13. obtain crisis augmentation of health and medical personnel and necessary sources of supply | Public Health Dept.
EMO |

Department of Social Services

- | | |
|---|---|
| 1. administers applicable public assistance programs related to income maintenance medical services, and food resources | REGION SEMO III to contact appropriate Federal and State counterpart agencies such as:
NYS-DSS, NYS-DOL, NYS-DOH |
| 2. coordinates individual and family assistance programs with the American | Red Cross
Salvation Army |

Red Cross and other community groups

- | | |
|---|--|
| 3. identifies available resources and additional resources required by the Department of Social Services | County Clerk/Emergency Management Director |
| 4. provides assessment and documentation regarding the effect and social impact of the disaster on the County's disaster victims, including the need for resources and services | Planning Department |

Mohawk Valley Senior Resource Center

- | | |
|---|---|
| 1. provides services for the elderly through contract agencies, information and referral services, and other community programs established for the elderly. These programs include nutrition & transportation. | Social Services
Health Department
Red Cross
Salvation Army |
| 2. secures resources and maintains coordination with other community service and social service agencies to assure programs address the emergency | Coordination Group |
| 3. identifies available resources and additional resources required by the Office for the Aging | County Clerk |
| 4. assists in movement of handicapped persons by provision of a vehicle that has handicapped accessibility | EMO |

Mental Health Services

- | | |
|--|---|
| 1. crisis counseling and referral services | Red Cross
Community Services |
| 2. coordination of temporary housing and transportation services for the mentally ill, mentally retarded, developmentally disabled, and alcohol/drug abusers | NYS Mental Health Dept.,
through Region III SEMO
Transportation Coordinator |
| 3. identifies available resources and additional resources required by the Mental Health Services | County Clerk and Emergency Management Director |

American Red Cross

- | | |
|--------------------------------------|------------------------------------|
| 1. management of temporary Red Cross | Superintendents of Schools, Office |
|--------------------------------------|------------------------------------|

- | | |
|--|---|
| shelters | for Aging, Public Health Nurses |
| 2. food service for disaster victims and emergency workers | Through Region III SEMO, NYS Health Dept., Social Services |
| 3. nursing, medical and health services | Montgomery County Public Health Nurses, Region III SEMO, NYS Health Department, Social Services |
| 4. emergency assistance to families and individuals for clothing, food, housing and household needs, transportation, and occupational supplies | Through District SEMO, NYS Health Department Social Services |
| 5. community information and referral services, status of missing persons | Public Information Officer |
| 6. recruitment of volunteers | Employment and Training Coordination Group |
| 7. disaster assessment | Coordination Group |

Personnel Department

- | | |
|--|--|
| 1. assist with recruitment and coordination of manpower, or those with special skills who could aid the disaster response and recover effort | Red Cross, through Region III SEMO NYS-DOL |
|--|--|

Planning Board

- | | |
|---|--------------------|
| 1. assists in planning for evacuation actions by providing estimates of population residing in disaster area, and determining auto ownership of population to be evacuated, based on U.S. census data | Incident Commander |
| 2. prepares documentation related to County demographics or other population characteristics which can be used to support requests for State and Federal assistance | Policy Group |
| 3. provides assessment and documentation regarding the effect and economic impact of the disaster on the County's commerce and industry affected by the disaster, including the need for resources and services | Policy Group |

Note: Each agency assigned emergency response functions will prepare and maintain a plan and procedures for internal operations. The agencies plans form a part of the

Comprehensive Emergency Management Plan and are consistent with the plan for coordination purposes and centralized management of an emergency copies of the agencies plans are on file at the Emergency Operations Center (EOC.)

J. Contamination Monitoring and Control Functions

The purpose of contamination monitoring and control is to assess, evaluate, where possible, and control the presence of contamination of people, property and the environment by hazardous substances and radioactive material in order to minimize injury and reduce exposure. This is accomplished by determining the nature and extent of the problem and by taking the necessary protective actions.

Hazardous materials emergency response requires the rapid identification of the hazard, an assessment of risk and a method for obtaining the resources needed to protect the public and emergency responders. Identification can be performed on the basis of placards, labels and documentation of the material involved. Assessment of various circumstances at the scene should result in recommendations of protective actions. More information will be provided in the Hazardous Materials Annex (See Annex A).

The Radiological Protection Program as implemented at the local level provides the capability to detect and advise on radiological hazards. This includes: the distribution and availability of properly maintained radiation detection instruments; the availability of personnel trained in radiological protection; and plans and procedures to be used for emergency response. A description of the system and response procedures is contained in the local Radiological Protection Annex (See Annex B).

**Chart IV
TOWN / VILLAGE / CITY
NOTIFICATION**

LOCATION	NAME	OFFICE #	HOME #
City of Amsterdam Mayor	Michael Villa	518-841-4311	
Town of Amsterdam Supervisor	Thomas DiMezza.	518-842-7961	518-627-0201
Town of Amsterdam Hwy. Supt.	Bart Tessiero	518-843-2620	518-842-7566
Town of Canajoharie Supervisor	Peter Vroman	518-673-3112	518-673-3112
Town of Canajoharie Hwy. Supt.	Steve Oare	518-673-5055	518-774-8381
Town of Charleston Supervisor	Robert Sullivan	518- 922-7661	518-423-3744
Town of Charleston Hwy. Supt.	Robert Rhinehardt	518-922-5212	518-921-1233
Town of Florida Supervisor	Eric M. Mead	518-843-1277	518-365-1680
Town of Flordia Hwy. Supt.	Steven Anderson	518-842-1539	518-848-4362
Town of Glen Supervisor	John Thomas	518-853-3865	518-922-6136
Town of Glen Hwy. Supt.	Bill Beddig	518-922-5161	518-848-1104
Town of Minden Supervisor	Cheryl Reese	518-993-3966	518-224-4741
Town of Minden Hwy. Supt.	Joseph Hanifin	518-993-3351	315-534-1850
Town of Mohawk Supervisor	Ed Bishop	518-853-3031	518-829-7286
Town of Mohawk			

Hwy. Supt.	William Holvig	518- 853-3312	518-853-8576
Town of Palatine Supervisor	William MacLauchlin	518-527-6222	
Town of Palatine Hwy. Supt.	Arthur Logan	518- 993-4154	518-993-3224
Town of Root Supervisor	Gary Kamp	518-673-2039	
Town of Root Hwy. Supt.	Donald Oeser	518-673-3295	
Town of St Johnsville Supervisor	Dominick Stagliano	518-568-2662	518-791-7540
Town of St Johnsville Hwy. Supt.	William Putnam	518-568-2662	518-568-5678
Village of Ames Mayor	Michael P. McMahon	518-673-8821	
Village of Canajoharie Mayor			
Village of Canajoharie DPW Supt.	Jerry Ward	518-673-3017	
Village of Fonda Mayor	William Peeler	518- 853-4335	
Village of Fonda DPW Supt.	Chris Weaver	518-853-4335	
Village of Fort Johnson Mayor	Michael Simmons	518-620-6213	
Village of Fort Johnson DPW Supt.	William F. Smith	518-843-3175	
Village of Fort Plain Mayor	Thomas Quackenbush	518-993-4271	
Village of Fort Plain DPW Supt.	George Capece	518-993-4271	
Village of Fultonville Mayor	Linda Petterson-Law	518-853-3815	
Village of Fultonville			

DPW Supt.	Ron Kasza	518-853-3815	518-322-8136
Village of Hagaman Mayor	Robert T. Krom	518-843-5654	
Village of Hagaman DPW Supt.	Mike Bollock	518-843-8233	
Village of Nelliston Mayor	Douglas Bathrick	518-993-4182	
Village of Nelliston DPW Supt.	John Mack	518-866-9154	
Village of Palatine Bridge Mayor	James Post	518-673-3959	
Village of Palatine Bridge DPW Supt.	Rodney Sutton	518- 673-2019	518-791-8079
Village of St Johnsville Mayor	Bernie Barnes	518-568-2221	518-568-2737
Village of St Johnsville DPW Supt.	Jarrold Walrath	518-568-2225	518-779-5483

SECTION IV

RECOVERY

MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

IV. Recovery

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MONTGOMERY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

IV. RECOVERY

A. Damage Assessment

1. Responsibility for damage assessment lies with local government.
2. The Director of Emergency Management Office is responsible for:
 - a. the coordination of damage assessment activities during emergency conditions
 - b. developing with the assistance of the Disaster assessment team, a damage assessment program.
 - c. calling upon the participation of County Departments and Agencies in the damage assessment program
3. At the direction of the Chairman, support for disaster assessment and documentation will be provided on an "as needed" basis by the following County Department.
 - Dept. of Public Works
 - Public Health Dept.
 - Social Services
4. All other County Departments and Agencies identified in this plan will be on a "stand-by" to provide assistance in the damage assessment and documentation process.
5. Damage assessment will be directed and controlled from the EOC.
6. The Chairman will designate damage assessment officer(s)
7. The damage assessment officer(s) will:
 - a. direct damage assessment activities
 - b. establish a damage assessment office in the EOC
 - c. develop an analysis and damage assessment capability by:
 - identifying county agencies, personnel, and resources to assist and support damage assessment activities
 - identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide assistance
 - making agreements of understanding between local government and the private organizations for technical support and record the use of non-

government personnel to perform damage assessment functions

- preparing and maintaining documents, maps, photos and video tapes of damage
- reviewing procedures and forms for reporting damage to higher levels of government
- determining, with the assistance of the Region III district of the State Emergency Management Office, the types of available damage assessment assistance and procedures for obtaining them
- informing the Chairman if State and/or Federal support is required to assist locals in the damage assessment process
- through coordination with the Emergency Management Office and other county departments and agency's heads:
 - selecting personnel to participate in damage assessment survey teams
 - arrange for training of selected personnel in damage assessment survey techniques
- completing damage assessment survey reports and maintaining records of the reports
- submitting damage assessment report to the Emergency Management Director
- coordinating damage assessment activities with jurisdictions authorized agent (see 21)
- assisting authorized agent in the preparation of documentation needed for disaster assistance application to state and federal government, including Notice of Interest, Damage Survey Report and Project Application

8. At the time of the declaration of a local state of emergency, the Director of Emergency Management will:

- a. direct the Damage Assessment Officer(s) to activate the damage assessment staff in the EOC
- b. request through the SEMO Region III district Office the rapid deployment of the New York State Regional Response Teams (RRTs), to:
 - assist local emergency officials to analyze and assess the impact of the event
 - provide technical assistance to local officials as necessary
 - advise the governor through his emergency management office, as to a proper course of action for state government
- c. request through the SEMO Region III district Office the early assignment of a FEMA liaison officer to observe the local damage assessment activities

9. Damage assessment teams will be organized and deployed to disaster locations to collect and report information, on the type, extent, and impact of damage using a standard assessment and reporting format.
10. Damage assessment teams will consist primarily of local government employees, such as Public Works engineers, Building Inspectors, Assessors and members of nonprofit 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 teams.
11. Each damage assessment team will have a designated team leader who will report to the damage assessment officer(s) in the EOC.
12. Personnel from county operating departments 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.
13. The communication officer in the EOC will provide mobile communication equipment for damage survey teams, if possible.
14. All assessment activities in the disaster area will be coordinated with the on-scene incident commander.
15. The Director of Emergency Management will submit to the Region III district Office of the State Emergency Management Office:
 - a. an evaluation of the social and economic impact of the disaster on the local community in terms of “people problems”
 - b. a damage assessment report based on local survey and assessment of damage in dollar value not covered by insurance
 - c. a description of the specific types of aid required from other levels of government and an estimate of the approximate duration for which it is need
16. The damage assessment report (sample Page IV-12) will contain information on destroyed property, major damage and minor damage to the extent not covered by insurance, in the following categories:
 - a. damage to private property in dollar value:
 - homes
 - industries
 - businesses
 - utilities
 - hospitals, institutions and private schools

b. damage to public property in dollar value:

- road systems
- sewer and water systems
- bridges
- water control facilities such as dikes, levees, channels
- public buildings, equipment, and vehicles
- publicly owned utilities
- parks and recreational facilities

c. damage to agriculture in dollar value:

- farm buildings
- crop losses
- machinery and equipment
- livestock

d. in addition, cost in dollar value will be calculated for: individual assistance in the areas of mass care, housing, individual family grants

e. community services provided beyond normal needs

f. debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.

g. financing overtime and labor required for emergency operations

17. The damage assessment report is required for establishing the eligibility for any State and/or Federal assistance, and necessity of a gubernatorial and presidential declaration.

18. It is essential that, from the onset of the initiation of emergency response actions, county response personnel keep detailed records of expenditures for:

- a. labor used to combat emergency
- 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

Note: See samples of documentation Worksheets WS-1, WS-2, WS-3, and WS-4, attached to this Section

Applicable schedules of approved federal rates for equipment owned and operated by State, local government or private non-profit organizations performing emergency related work are available from FEMA.

These rates shall be used in the Damage Assessment Survey Reports. Approval of Project

Applications and claims for reimbursement for equipment costs.

Labor costs of operator(s) are not included in the above schedules and will be approved separately from equipment costs.

A break down of labor, materials and equipment should be made as shown on the worksheets.

19. These records of expenditures will be required in the future by State and Federal auditors as supporting documentation to qualify for State and/or Federal reimbursement.
20. The Director of Emergency Management will advise the Chief Executive Officers of the local political subdivisions within the county to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.
21. The Chairman, will designate the Director of Emergency Management as the County's authorized agent in disaster assistance applications to State and Federal government.
22. The County's Emergency Management Director will:
 - a. attend public assistance briefing conducted by Federal and State Emergency Officials
 - b. read FEMA handbooks distributed at briefing including:
 - Handbook for Applicants (DR & R-1)
 - Documenting Disaster Damage handbook (DR & R-7)
 - c. obtain from the Damage Assessment Officer, maps showing disaster damage locations documented with photographs and videos tapes
 - d. prepare and submit Notice of Interest in applying for Federal Disaster Assistance and assignment of Federal inspectors to conduct a formal Damage survey and prepare a Damage Survey Report (DSR), see sample.
 - e. assign local representative(s) who will accompany the Federal Assessment Team(s)
 - f. after completion of Survey, sign DSR and attach as supporting justification to Project Application
 - g. prepare, sign, and submit Project Application with attached DSR
 - h. follow up with governor's authorized representative and FEMA regional director for review and approval of Project Application
 - i. submit Insurance Commitment, if required
 - j. select funding options if other than small project grants
 - k. prepare and submit request for advance and reimbursement

- l. prepare and submit Project Listing if small project grant
- m. follow eligibility regarding categorical or flexibly funded grant
- n. maintain accurate and adequate documentation for costs on each project
- o. observe FEMA time limitations for project completions
- p. request final inspection of completed work or provide appropriate certificates
- q. prepare and submit final claim for reimbursement
- r. assist in required state audit
- s. consult with governor's authorized representative (GAR) for assistance
- t. maintain a summary of damage suffered and recovery actions taken (see Chart I of this section)

B. Planning for Recovery

1. Recovery is community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under the 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 applying these techniques successfully after a disaster.
5. A central focal point of analytical and coordinated planning skills, which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. Local government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. The recovery task force would:
 - 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 if deemed necessary

8. The recovery and redevelopment plan shall include, but need not be limited to, proposals for:
 - a. replacement, reconstruction, removal, or relocation of damaged or destroyed public facilities and infrastructures
 - b. establishment of priorities for emergency repairs to community facilities, buildings, and infrastructure
 - c. economic recovery and community development
 - d. new or amended zoning ordinances, subdivision regulations, building and sanitary codes, other land use management regulations as appropriate
9. The recovery and redevelopment plan shall take into account and incorporate to the extent practical relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning whenever possible such as:
 - a. engineering solutions to reduce vulnerability to certain disaster types
 - b. land use management regulations
 - c. local ordinances which mitigate against disasters from natural and man-made hazards
11. Responsibilities for recovery assigned to the local governments under the Executive Law Article 2B, depend on whether or not a gubernatorial disaster declaration was issued for a specific disaster.
12. If the governor declares a state disaster, 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 fifteen days after the declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the New York State Disaster Preparedness Commission (DPC) through SEMO whether the preparation of a recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such a plan
 - c. proposed plans shall be presented at a public hearing upon five days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast
 - d. the local recovery and redevelopment plan shall be prepared within forty-five 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 ten days after receiving

such plan

- e. such county, city, town, or village shall adopt a plan within ten days after receiving the comments of the DPC
- f. the adopted plan:
 - may be amended at anytime in the same manner as originally prepared, revised and adopted
 - shall be the official policy for recovery and redevelopment within the municipality

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 redevelopment, which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment
2. Long term reconstruction and recovery includes activities such as:
 - a. scheduled planning for redevelopment
 - b. analysis existing State and Federal programs to determine how they may be modified or applied to reconstruction
 - c. conducting of public meetings and hearings
 - d. provision of temporary housing and public facilities
 - e. public assistance
 - f. coordination of State and Federal recovery assistance
 - g. monitoring of reconstruction progress
 - h. preparation of periodic progress reports to be submitted to SEMO
3. Reconstruction operations must conform to all existing State and 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 (see III E.) 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 the assistance
 - d. what kind of records are needed for documentation of 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. All the above information will be prepared by the PIO and furnished to the media for reporting to the public.
3. The Director of Emergency Management, in consultation with officials from SEMO and FEMA, will select a suitable county, state or federal building in the appropriate location to serve as a Disaster Assistance Center (DAC).
4. The DAC will serve as a "One Stop" center where disaster victims will be registered to apply for available assistance provided by federal, state and county agency programs and private organizations such as the American Red Cross, Salvation Army, and church groups.
5. Representatives of each agency to which the Disaster Assistance Center Registrars will refer them will interview disaster victims.
6. Assistance will be provided at the Center to complete application forms.
7. The following assistance is 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 (up to \$5,000)

DAMAGE ASSESSMENT REPORT

Date _____

County, city, town or special district _____

1. Casualties: Dead _____ Injured _____ Missing _____

2. Damage to private property:

Average %

	Homes	Mobile Homes	Business	Dollar Other	Insurance Coverage/ Value	Unit
Destroyed	_____	_____	_____	_____	_____	_____
Major damage	_____	_____	_____	_____	_____	_____
Minor damage	_____	_____	_____	_____	_____	_____

3. Agriculture damage:

- A. Farm buildings \$ _____
- B. Machinery and equipment \$ _____
- C. Crop losses \$ _____
- D. Livestock \$ _____

4. Public property damage:

- A. Debris clearance \$ _____
- B. Protective Measures \$ _____
- C. Road Systems \$ _____
- D. Water control facilities \$ _____
- E. Public building and related equipment \$ _____
- F. Public utilities \$ _____
- G. Facilities under construction \$ _____
- H. Private nonprofit facilities \$ _____
- I. Other (not in above categories) \$ _____

5. Total damage \$ _____

6. Remarks:

NOTE: Include maps, photographs, and any other supplemental material desired.

Report by: _____
Name

Appendix

Definitions of Common Terms and Acronyms used in the Emergency Management Process

Appendix 1

Definitions of Common Terms and Acronyms used in the Emergency Management Process

AGENCY - Any department, division, commission, authority, government corporation, independent establishment, or other agency of State or local government. See also "Federal Agency".

ANRC or ARC - American National Red Cross

ASCS - Agricultural Stabilization and Conservation Service, USDA

BLOCK GRANTS - Federal grants which allow recipients a wide range of activities within a broad functional area. Fewer conditions constraining recipients' discretion in funds spending are attached than for categorical grants.

CAP - Civil Air Patrol

CAPABILITY ASSESSMENT - Capability Assessment is a process to measure existing capability and identify specific deficiencies in emergency management.

CATEGORICAL GRANTS - Federal grants which are restricted to special areas of use and implementation such as grants for flood control, grants for welfare recipients, etc.

COMPREHENSIVE EMERGENCY MANAGEMENT - a concept that refers to the management of emergency programs by coordinating and integrating wide-ranging functions of numerous agencies for all types of emergencies, for all of phases operation (prevention/ mitigation, response, and recovery),for all levels of government. The concept assumes the establishment of a working partnership between government at all three levels and the private sector.

CEM - Comprehensive Emergency Management

CES - Cooperative Extension Service, USDA

CHEMTREC - Chemical Transportation Emergency Center. A public service of the Manufacturing Chemists Association to provide immediate advice for those at the scene of emergencies involving chemicals and then contact the shipper for more detailed assistance and appropriate follow-up. The service is available 24 hours a day at the toll free number 1-800-424-9300.

CHIEF EXECUTIVE - County Chairman of the Board of Supervisors; The mayor of the city or village; or the supervisor of a town

COE - Corps of Engineers, U.S. Army

COORDINATION - Agencies who join together to attain solutions through the affect of all

agencies in Prevention / Mitigation, response and/or recovery with other agencies

COMMISSION - The Disaster Preparedness Commission created pursuant to Section 21 of Article 2-B of the State Executive Law.

COMMUNICATIONS - Communications networks and systems of all types, including commercial telephone, teletype, facsimile, radio, microwave, satellite, etc., and their controlling equipment. For the purposes of this Plan, commercial telephone is assumed to be in place at all levels and the term, therefore, is used to indicate only all other types of systems.

COUNTY ASSISTANCE - Aid to disaster victims or local governments by County agencies. Such assistance may be in the form of lending County equipment, supplies, facilities, personnel or other resources; performing emergency work or services essential to save lives and to protect and preserve property, public health and safety; debris clearance; temporary housing.

COUNTY'S AUTHORIZED AGENT - The Director of Emergency Management, named to execute on behalf of the County all necessary documents for disaster assistance from the state and Federal government, following the gubernatorial and Presidential declarations.

DAMAGE ASSESSMENT - Procedure to assess and describe the nature, and estimate the dollar value of damages resulting from an emergency or disaster.

DAMAGE ASSESSMENT REPORT - Report containing information on destroyed property, major damage and minor damage to the extent not covered by insurance, prepared by a local damage assessment team. The report will include an evaluation of the social and economic impact of the disaster in terms of "people's problems", and assistance required.

DAMAGE SURVEY REPORT - The report of a joint on-site survey of disaster damages by a team composed of qualified Federal, local and State specialists together with a representative of the applicant to describe the full extent of restorations eligible for Federal assistance and to determine the allowable costs as a basis for Federal Project Applications.

DSR - Damage Survey Report

DEA - Defense Emergency Act, N. Y. State

DISASTER ASSISTANCE CENTER - A temporary office located at or near a disaster site which is staffed with representatives of Federal, State, local and volunteer agencies for the purpose of assisting individual disaster victims in obtaining disaster relief to which they are entitled. Often called a "One-Stop Center".

DAC - Disaster Assistance Center

DISASTER RELIEF ACT of 1974 - PUBLIC LAW 93-288 (PL 93-288). The law enacted by Congress to enable the President to establish a program of disaster preparedness, utilizing the services of all appropriate Federal agencies, for the prevention/mitigation, response and recovery from emergencies and major disasters, including technical assistance, use of Federal resources, and financial assistance.

DPC - Disaster Preparedness Commission, N. Y. State

EAS - Emergency Alert System

EHTR - Emergency Highway Traffic Regulations. Federal and State regulations for the control of highway usage during times of emergency.

EMERGENCY - Air or water contamination; blight; civil disturbance or terrorism; drought; earthquake or volcanic activity; energy emergency; epidemic; explosion; fire; flood or high water; forest fire; hazardous material accident; hurricane, tornado or windstorm; ice jam; ice storm; infestation; landslide or mud slide; oil spill; radiological accident or incident; snowstorm or blizzard; transportation accident, or other catastrophe in any part of the County which requires County emergency assistance to supplement local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a disaster. Also used in the Disaster Relief Act of 1974 with similar meaning when Federal emergency assistance is required to supplement State efforts.

EMERGENCY OPERATIONS CENTER - A facility with the necessary communications from which essential emergency functions can be directed, controlled and coordinated on a 24-hour basis.

EOC - EMERGENCY OPERATIONS CENTER

EMERGENCY SHELTER - A form of mass or other shelter provided for the communal care of individuals or families made homeless by an emergency or major disaster.

EPA - Environmental Protection Agency, U.S.

ERDA - Energy Research and Development Administration, U.S.

ESCS - Economics, Statistics, and Cooperative Service, USDA

FEDERAL AGENCY - Any department, independent establishment, governmental corporation, or other agency of the executive branch of the Federal government, including the U.S. Postal Service, but not including the American Red Cross.

FEDERAL ASSISTANCE - Aid to disaster victims or State or local governments by Federal agencies. Such assistance may be in the form of Federal agencies utilizing or lending equipment, supplies, facilities, personnel or other Federal resources; the distribution, through relief or disaster assistance organizations, or otherwise medicine, food and other consumable supplies; or emergency assistance; donating or lending equipment and supplies, performing emergency work or services essential to save lives and to protect and preserve property, public health and safety; debris clearance; temporary housing; financial assistance in the repair and restoration of certain damaged facilities; and several other forms.

FEDERAL COORDINATING OFFICER - The person appointed to coordinate Federal assistance in a Presidential declared emergency or major disaster.

FCO - Federal Coordinating Officer

FEMA - Federal Emergency Management Agency, U.S.

FHWA - Federal Highway Administration, U.S.

FMHA - Farmer's Home Administration, USDA

FNS - Food and Nutrition Service, USDA

FS - Forest Service, USDA

FSQS - Food Safety and Quality Service, USDA

GOVERNOR'S AUTHORIZED REPRESENTATIVE - The person named by the Governor in the Federal-State Agreement under PL93-288 to execute on behalf of the State all necessary documents for disaster assistance following the declaration by the President of an emergency or major disaster, including certification of applications for public assistance.

GAR - Governor's Authorized Representative

HAZARD ANALYSIS - Hazard Analysis is a process of systematic investigation of potential disasters in terms of frequency, magnitude, location, and probability of occurrence, in order to forecast their possible effects on the people, systems, facilities, resources of the County.

HAZMAT - Hazardous Materials

IFGP - Individual and Family Grant Program under PL 93-288

LOCAL GOVERNMENT - Government of a county, city, incorporated village and town

MAJOR DISASTER - Any emergency, as defined above, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Disaster Relief Act of 1974, above and beyond emergency services by the Federal government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MAN-MADE DISASTER - Any disaster that results from human actions or the lack thereof, including but not limited to fire, epidemic, air or water contamination, explosion, or radiological accident.

MAST - Military Assistance to Safety and Traffic. A cooperative program of the Federal Departments of Transportation, Defense and Health and Human Services whereby suitably equipped Army and Air Force Helicopters with medically trained crew members, maintained in a state of readiness for military requirements, also respond to civilian medical emergencies where they can do so without compromising their primary military mission. The U.S. Coast Guard base at Governor's Island provides a similar service by agreement with the State, but is not a part of the MAST program.

MULTI-YEAR DEVELOPMENT PLAN - The Multi-Year Development Plan is a planning and management tool that allows emergency managers to program the elimination of capability shortfalls identified by the Capability Assessment and project the fiscal

requirements to accomplish this.

MYDP - Multi-Year Development Plan

NATURAL DISASTER - Any disaster that results from natural causes, including but not limited to earthquake, hurricane, tornado, storm high wind, flood or wave action.

NAWAS - The National Warning System. A system of dedicated telephone lines originating at Colorado Springs, Colorado, through various Federal and State Warning Points and terminating at county and city Warning Points, Weather Service installation, and other critical locations. The system is manned 24 hours a day for the primary purpose of disseminating warning of enemy attack and is also used to disseminate warnings and information on all types of emergencies and disasters. The State EOC is the New York State Warning Point and controls the system within the State.

NFIP - National Flood Insurance Program

NHTSA - National Highway Traffic Safety Administration, U.S.

NIMS – National Incident Management System

NOAA - National Oceanic and Atmospheric Administration, U.S. Department of Commerce

NSS - National Shelter Survey

NWS - National Weather Service, a part of NOAA

ONE-STOP CENTER - See "Disaster Assistance Center"

PF - Protection Factor

PUBLIC INFORMATION CENTER - A center established by the Public Information Officer from where to respond to inquiries from the general public and news media

PIC - Public Information Center

PUBLIC INFORMATION OFFICER - Person designated as the official source of public information during emergency or disaster operations

PIO - Public Information Officer

PL 93-188 - Public Law 93-288, the Disaster Relief Act of 1974

PRIMARY - Those actions in prevention/mitigation, response, and/or recovery required of an agency by law, rule or regulation

PRIVATE BUSINESS/INDUSTRY - Any organization in the private sector which operates for profit

PUBLIC FACILITY - Any public owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed

development, or airport facility, any street, road, or highway, and any other public building, structure, or system including those used for educational or recreational purposes, or any park. "Publicly owned" does not include stock-holder organizations

RACES - Radio Amateur Civil Emergency Service. An organization of licensed amateur radio operators dedicated to providing communications services during time of emergency.

REA - Rural Electrification Administration, USDA

RESOURCES - All the assets of an agency or organization, including materials, systems, and personnel

REGIONAL RESPONSE TEAMS - Teams consisting of SEMO Regional Director for the affected area, a National Guard liaison officer, a field representative of the American Red Cross, and representatives from appropriate State agencies, to:

- a. assist local government emergency officials to analyze and assess the impact of an emergency or disaster
- b. provide technical assistance to local government officials as necessary
- c. advise the governor, through his emergency management office, as to a proper course of action for State government

RRTs -Regional Response Teams

SBA - Small Business Administration, U.S.

SCO - State Coordinating Officer

SCS - Soil Conservation Service, USDA

STANDARD OPERATING PROCEDURE - A procedure of an agency or organization prescribing in detail how that agency or organization will carry out its duties and responsibilities

SOP - Standard Operating Procedure

STATE COORDINATING OFFICER - The person on the scene, or in the vicinity, who coordinates all State activities involved in the response to an emergency or disaster, normally the Director of the SEMO District Office in the affected area. Under a Presidential declared emergency or major disaster, the person appointed by the Governor to act in cooperation with the Federal Coordinating Officer

STATE DISASTER EMERGENCY - The period beginning with a declaration by the Governor that a disaster exists and ending six months later unless rescinded or extended by the Governor

SUPPORT - Those actions undertaken voluntarily by an agency in prevention/mitigation, response, and/or recovery either independently or in cooperation with other agencies

TECHNICAL ASSISTANCE - Provision of guidance through advice and consultations,

workshops and conferences, studies and analyses, reports and instructional materials, and other services

USDA - Department of Agriculture, U.S.

UTILITY - Structures of systems of energy, power, or water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service

VOLUNTARY/PRIVATE AGENCY - Any non-profit, non-governmental chartered or otherwise duly recognized tax exempt local, State, or national organization or group which has provided or may provide services to the State, local governments, or individuals in an emergency or disaster

WARNING - Notification to government agencies of impending dangerous situations, through NAWAS, and notification to the public, through EAS, including actions that can be taken to prevent or mitigate damage or injury

Appendix 2

Montgomery County Transportation Service Annexes Tabs A through D

Appendix 3

SPECIFIC POWERS & AUTHORITIES

Appendix 3

A. DECLARATION OF A STATE OF EMERGENCY

(Executive Law 2-B, Section 24)

1. This section of the Executive Law authorizes the County Chairman of the Board to proclaim a local state of emergency within all or part of the territorial limits of Montgomery County in the event of a disaster or emergency, or in the event of a reasonable threat of immediate danger where the public is imperiled.

Following such proclamation and during the continuance of a local state of emergency, the Chairman may promulgate local emergency orders to protect life and property and bring the emergency situation under control. Such orders may, within part or all the territorial limits of the County, provide for:

- a. the establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic;
- b. the designation of specific zones where the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- c. the regulation and closing of places of amusement and assembly;
- d. the suspension or limitation of the sale, dispensing, use, or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
- e. the prohibition and control of persons on public streets and places;
- f. the suspension of parts or all of local laws, ordinances, or regulations (within the limitations of federal and state constitutional, statutory, and regulatory laws) which may prevent, hinder, or delay necessary action in coping with a disaster or recovery whenever:
 1. a request has been made pursuant to subdivision 7 of this section, or
 2. whenever the Governor has declared a state disaster emergency pursuant to section 28 of this article. Suspension of any local law, ordinance, or regulation pursuant to this paragraph shall be subject to the following standards and limits:
 - i no suspension shall be made for a period in excess of five days. Upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five (5) days each while the state of emergency is in effect;

- ii no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;
 - iii any such suspension order shall specify local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;
 - iv the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions;
 - v any such suspension order shall provide for minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary;
 - vi when practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.
2. A local emergency order shall be effective from the time and in the manner prescribed in the order, and shall be published as soon as practicable in a newspaper of general circulation in the area affected by such order, and transmitted to the radio and television media for broadcast. Such order may be amended, modified, and rescinded by the chief executive during the state declaration by the County manager that the state of emergency no longer exists, whichever occurs first. The chief executive may extend such order for additional periods not to exceed five (5) days each while the local state of emergency is in effect.
 3. The local emergency orders of the County Chairman shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk and the office of the Secretary of State. The local emergency orders of a chief executive of a city, town or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk and the office of the Secretary of State.
 4. Nothing in this Section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate.
 5. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a Class B misdemeanor.
 6. Whenever a local state of emergency has been declared pursuant to this section, the County Chairman may request the Governor to provide assistance under this chapter, provided the County Chairman determines the disaster is beyond the capacity of the county to adequately meet, and state assistance is necessary to supplement local efforts to save lives, protect property, ensure public health and safety, or to avert or lessen the threat of a disaster.
 7. The County Chairman may terminate, by concurrent resolution, such emergency orders at any time.

B. UTILIZATION OF LOCAL RESOURCES (Executive Law 2-B, Section 25)

1. Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other resources of his political subdivision in such manner as may be necessary or appropriate to cope with the disaster or emergency.
2. A chief executive may also request and accept assistance from any other political subdivision and may receive and utilize any real or personal property, or the service of any personnel, on such terms and conditions as may be mutually agreed to by the chief executive of the requesting and assisting political subdivisions.
3. Upon the receipt of a request for assistance made pursuant to Subdivision 2 or 3 of this section, the chief executive of any political subdivision may give, lend, or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interests of such political subdivision, any services, equipment, facilities, supplies, or other resources of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.
4. Upon the threat or occurrence of a disaster, a chief executive may request and accept assistance (County, State, Federal),,, that is coordinated and directed by the County Chairman.
5. A political subdivision shall not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform, a discretionary function or duty on the part of any officer / employee carrying out the revisions of this section.
6. The chief executive, when requesting assistance pursuant to this section, may request assistance from the and disaster preparedness forces of any other political subdivision, but only if the and disaster preparedness forces of the type being requested have already been activated within the political subdivision requesting assistance.
7. Any power or authority conferred upon any political subdivision by this section shall be in addition to, and not in substitution or as a limitation of any powers or authority otherwise vested in such subdivision or any of its officers.

C. COORDINATION OF DISASTER PREPAREDNESS & LOCAL FORCES
(Executive Law 2-B, Section 26)

1. Upon the threat or occurrence of a disaster, the County Chairman may coordinate responses for requests for assistance made by the chief executive of any political subdivision within the county.
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any disaster preparedness or plans prepared by the affected municipality.
3. A chief executive or any elected or appointed county, city, town, or village official shall not be held responsible for acts of omissions of disaster preparedness forces or forces when performing disaster assistance.

D. CONTINUITY OF LOCAL GOVERNMENTS
(Executive Law 2-B, Section 27)

Every county, city, town, and village shall have power to provide for its continuity and that of its elective and appointive officers in the event disaster and emergency conditions prevent them from discharging the powers and duties of their office, or if they are absent from the political subdivision.

Appendix 4

Plan Distribution

Plan Distribution

AGENCY	# COPIES	Book #
1. Montgomery County Legislature		
Chairman of Board of Supervisors	1	
County Attorney	1	
County Clerk	1	
County Treasurer	1	
Supervisors	15	
2. Montgomery County Emergency Management	1	
Herkimer County	1	
Otsego County	1	
Schenectady County	1	
Fulton County	1	
Saratoga County	1	
Schoharie County	1	
RACES	1	
CEPC Members	15	
Department Heads	20	
3. Montgomery County Sheriff	1	
Montgomery County Communication Center	1	
4. Montgomery County Fire Coordinator	1	
5. Montgomery County Dept. of Public Works	1	
6. Montgomery County Budget/Purchasing	1	
7. Montgomery County Mental Health	1	
8. Administrator, Meadows	1	
9. Commissioner of Social Services	1	
10. Mohawk Valley Senior Resource Center	1	
11. Dept. of Public Health	1	
12. Personnel Department	1	
13. Montgomery County Sewer District	1	
14. Montgomery County Industrial Dev.	1	
15. Montgomery County Cooperative Extension	1	

16.	Montgomery County Planning Board	1
17.	FMCC Community College	1
18.	Montgomery County EMS	1
19.	Montgomery County Humane Society	2
20.	New York State Police - Fultonville	1
21.	American Red Cross	1
22.	Salvation Army	1
23.	New York State E M O Region III Planning	1 1
24.	State DOH - Herkimer District Office	1
25.	State DEC - Region 6 District Office	1
26.	State DOT - Montgomery Division	1
27.	BOCES	1
28.	Schools -	
	Amsterdam	1
	Canajoharie	1
	Fonda-Fultonville	1
	Fort Plain	1
	St. Johnsville	1
29.	City of Amsterdam - Clerk	1
30.	Police Dept.	
	Amsterdam	1
	Canajoharie	1
	Fort Plain	1
	St. Johnsville	1
31.	Ambulance Corps.	
	GAVAC	1
	SJVAC	1
	AMR	1
32.	Fire Depts.	
	Ames	1
	Amsterdam	1
	Burtonsville	1
	Canajoharie	1
	Charleston	1

Cranesville	1
Fort Hunter	1
Fort Johnson	1
Fort Plain	1
Fultonville	1
Glen	1
Hagaman	1
Rural Grove	1
St. Johnsville	1
Town of Florida	1
Town of Mohawk	1
Tribes Hill	1
South Minden	1

33. Town / Villages

Town of Amsterdam	1
Town of Canajoharie	1
Town of Charleston	1
Town of Florida	1
Town of Glen	1
Town of Minden	1
Town of Mohawk	1
Town of Palatine	1
Town of Root	1
Town of St. Johnsville	1
Village of Ames	1
Village of Canajoharie	1
Village of Fonda	1
Village of Ft. Johnson	1
Village Ft. Plain	1
Village of Fultonville	1
Village of Hagaman	1
Village of Nelliston	1
Village of Palatine Bridge	1
Village of St. Johnsville	1

APPENDIX 5

PLAN REVIEW and UPDATE

Plan Review and Update

This plan shall be reviewed at least annually by the Montgomery County CEPC. As part of this review, the Committee will seek input and recommendations from County departments and local agencies participating in this plan, as well as the New York State Emergency Management Office. If necessary, the Committee will also conduct appropriate meetings to assure critical issues are addressed, and that changes are appropriately implemented.

Departments and agencies maintaining emergency plans and procedures shall also perform independent reviews of their policies, procedures, and documents on an annual basis. A report of this review and any changes shall be submitted to the Montgomery County Board of Supervisors for approval.

DATE OF REVIEW	DESCRIPTIONS OF CHANGES OR AMENDMENTS (include Section & Page)	DATE SUBMITTED TO EMERG. MANAGEMENT DIRECTOR
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APPENDIX 6

EMERGENCY PUBLIC INFORMATION and EMERGENCY INSTRUCTIONS

Intro A

The following presents essential information on what to do in the event of an emergency in Montgomery County. Review this information now. It will provide you with a basic understanding of emergency procedures and the appropriate protective actions to take during the occurrence of different emergency situations.

The Montgomery County Emergency Management Office has emergency plans, trained personnel and emergency facilities and equipment to deal with a wide variety of potential disasters. Public cooperation is necessary during an emergency to assure the public's safety. Additional information on emergencies and available citizen education and training courses are available from this office.

Call the following number only for additional pre-emergency information; do not call during an emergency.

Montgomery County
Office of Emergency Management 853-4011

During an emergency, stay informed on the emergency situation by tuning to EAS Radio Stations and to EAS Television Stations for pertinent information.

These stations will broadcast emergency watch and warning messages and advise on what protective actions to take, including evacuation and shelters.

The following is a summary of actions to be taken during emergency situations, which could occur in Montgomery County.

Hazardous Materials

Montgomery County has the potential for accidents involving petro-chemicals and other hazardous materials, including radioactive materials, in several areas of the county.

These include:

- (a) in-transit, e.g., railroads, highways, and the Mohawk River.
- (b) fixed sites, such as industrial and chemical users of propane and other petroleum products and stores of assorted chemicals at local industrial and agricultural locations.

Accidents involving hazardous materials may result in fire, explosion, or the release of toxic fumes.

Do not assume that gases or vapors are harmless because of lack of odor. Avoid inhalation of all gases, fumes, and smoke.

If evacuation becomes necessary, you will be advised to move to a designated area.

For more information tune to your Emergency Alert System station.

Thunderstorms

Severe thunderstorms result from a sudden reversal of wind direction, a noticeable rise in wind speed or a sharp drop in temperature; usually they are accompanied by thunder and lightning.

A severe thunderstorm **WATCH** is issued by the National Weather Service to alert the public to thunderstorms with damaging winds of sustained speed or gusts in excess of 58 miles-per-hour and/or hail of 3/4", or more, in diameter.

A severe thunderstorm **WARNING** is issued when such a storm has been sighted or indicated by radar.

When strong winds are forecast, mobile homes should be evacuated and residents should go to a nearby building for protection. Lawn furniture, garden tools and other outdoor objects that may be blown away should be secured.

Remain indoors and, if lighting is present, do not use plug-in electrical equipment (hair dryers, electric razors, etc.) or telephones.

Keep your battery-operated radio tuned to an EAS station for pertinent information.

Winter Storms

Winter storms in the form of blizzards, heavy snows, ice storms, freezing rain or sleet can be a serious hazard. The first line of protection is to **KEEP POSTED ON WEATHER CONDITIONS** in the surrounding area through EAS Radio and Television Stations.

A few hours of warning of a storm can be the key to avoiding being caught in it, or at least being prepared to cope with it.

Here are a few terms you should know:

Heavy snow usually means an expected snowfall of four inches or more in a 12-hour period, or six inches or more in a 24-hour period.

Freezing Rain is hazardous because it puts a coating of ice on roads and all other exposed areas. An ice storm is forecast when a substantial layer of ice is expected to accumulate from the freezing rain.

Snow flurries, snow squalls or blowing and drifting snow are important because they reduce visibility.

Blizzards are the most dangerous of all winter storms, combining cold air, heavy snow, and strong winds that blow the snow about and may reduce visibility to only a few yards.

A blizzard warning is issued when the Weather Service expects considerable snow and winds of 35 miles per hour or more.

A severe blizzard warning means that a very heavy snowfall is expected, with winds of at least 45 miles per hour and temperatures of 10 degrees or lowers.

BE PREPARED FOR ISOLATION AT HOME!

If you live in a rural area, make sure you could survive at home for **AT LEAST ONE WEEK** if a storm isolated you and made travel dangerous or impossible. You should conserve fuel by keeping the house cooler than usual, or by "closing off" some rooms temporarily.

Be alert to the danger of hypothermia by having some kind of emergency heating equipment and fuel to keep at least one room of your house warm enough to be livable in case of a power outage. **BE AWARE OF THE DANGER OF CARBON MONOXIDE POISONING.**

TRAVEL ONLY IF NECESSARY.

AVOID OVEREXERTION. Cold weather itself, without any physical exertion, puts an extra strain on your heart. If you add to this by performing unusual physical activity, such as shoveling snow or pushing an auto, you increase risk of a heart attack. Avoid this danger, especially in winter weather.

Floods

Numerous creeks, rivers and lakes have a tendency to flood during spring thaws and heavy rains. If you live in an area subject to flooding, you could be asked to move to higher ground or a designated shelter, depending upon the extent of flooding.

If emergency information is not available to you and flooding conditions are in process, be alert to natural signs of danger.

The following are some suggested safety procedures:

1. Before the Flood:
 - a. Store emergency waterproofing material, plastic sheeting, lumber, and sandbags.
2. Flood Warning:
 - a. If flooding is likely and time permits, move essential items and furniture to upper floors of your house.
 - b. If forced or advised to leave your home, move to a safe area before access is cut off.
 - c. Cut off all electrical circuits at the fuse panel or disconnect switch.

3. During Flood:

- a. Do not attempt to cross a flowing stream where water is above your knees.
- b. Do not attempt to drive over a flooded road. You can be stranded and trapped.
- c. If your vehicle stalls, abandon it immediately and seek higher ground.

4. After Flood:

- a. Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before returning to service.
- b. Water may be contaminated. Determine if cooking and drinking water should be purified (boiled).

Basically, there are two options for protecting people-evacuation and in-place shelter:

- Evacuation involves relocating people from hazard areas to shelter areas, if time and circumstances permit.
- In-place shelter is simply finding safety in your own home (in your basement) or in public buildings. This type protection should be utilized for emergencies such as tornadoes.

Emergency Shelters:

Although numerous buildings in your county have been designated as potential shelters for emergencies in which evacuation may be required (flooding, hazardous materials accidents, etc.), not all sites will be utilized.

For information regarding shelters activated in a specific emergency, tune to one of your EAS stations.

If You Need Assistance:

If you are disabled, physically unable to evacuate or unable to find shelter, call the number broadcast by your EAS station and arrangements will be made to assist you.

WARNING AND PUBLIC INFORMATION

In an emergency, it is of utmost importance that those affected receive timely warning and accurate information on what actions to take. There are a number of methods of alerting and instructing the public, the use of which depends upon the actual type of emergency and the area affected. The key element to all of these methods is the Emergency Alert System (EAS). Below is a description of each method of alert and official instructions. **KNOW HOW TO USE EACH METHOD.**

**EMERGENCY
ALERT
SYSTEM
(EAS)**

The EAS is a joint effort of the broadcasting industry and the government. In disaster Situations, emergency information and instructions are broadcast by EAS simultaneously over commercial radio stations with television stations supplementing this service.

Tune to: WCSS WIZR/WSRD WRGB WBUG WENT
WKTV WGY WNYT WTEN

**NOAA
WEATHER
RADIO**

The National Oceanic and Atmospheric Administration (NOAA) will broadcast weather related information on 3 high band FM frequencies. You can only receive these stations if you have a weather radio.

Use 162.550 megahertz for Montgomery County.

**PUBLIC
ADDRESS**

Police and fire vehicles with public-address systems may be used to alert people in a threatened area. If you hear such a sound, listen for specific instructions and tune to an EAS radio station.

APPENDIX 7

OPERATIONAL GUIDES

OPERATIONAL GUIDES

Document/Reference	Location	Responsibility/Updated
1. Hazard I. D. Maps/II-3	EOC	Emergency Manager
2. MYDP/II-4	EOC	Emergency Manager
3. Resource Inventory/II-5, III-8	EOC	Emergency Manager
4. EOC Procedures/III-7, 8	EOC	Emergency Manager
5. ECDP/III-11	EOC	Emergency Manager
6. Alert Notification Roster/III-14	Communication	Sheriff's Department Control Center
7. NSS/AFL/III-24	EOC	Emergency Manager
8. Health Facility	EOC	Facility Director
9. NAWAS SOP/Evac. Annex 2-3	EOC	Emergency Manager
10. EAS Operational Plan/Evac. Annex 2-3	EOC	Emergency Manager
11. Bus Inventory/Evac. Annex 3-1	EOC	Emergency Manager
12. County Highway Inventory/ Evac. Annex 3-2	EOC	Highway Superintendent

Appendix 8

EMS Mutual Aid Plan & MCI Plan for EMS