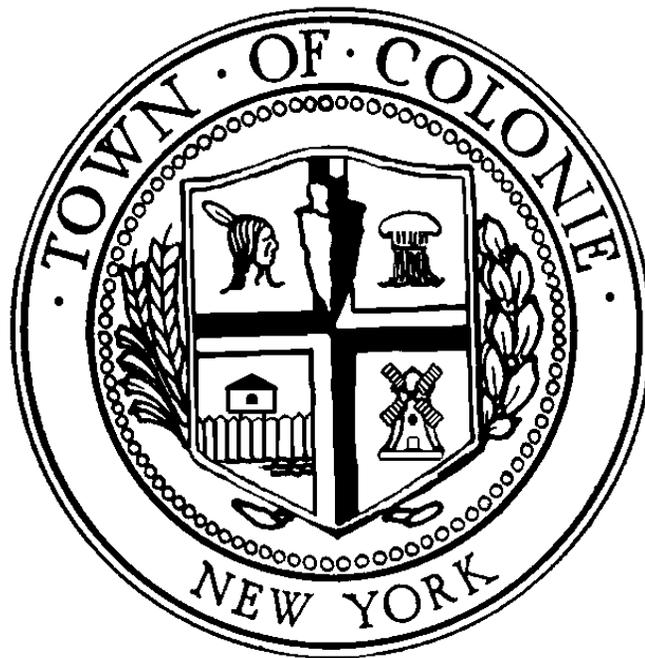# Town of Colonie

New York

COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2015

Town of Colonie Comprehensive Emergency Management Plan

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The Town of Colonie Comprehensive Emergency Management Plan – 2015

TOWN OF COLONIE EMERGENCY OPERATIONS PLAN

PREFACE

This is the recommended Emergency Operations Plan for the Town of Colonie. Once adopted by the Town, it will serve as the suggested basic Operations Plan upon which all Town and Village Agencies and Departments may base their respective plans, since the Plan is likely to be implemented by the Supervisor, in whole or in part, during a declared emergency pursuant to Article 2-B of the NYS Executive Law. It is based generally on lines advocated by the New York State Executive Law Article 2-B.

PURPOSE: The Emergency Operations Plan sets forth a recommended course of action which may be readily implemented by the Supervisor during a declared emergency and which will assist in minimizing hazards to life and property. It is recognized that the Town has limited preparedness and recovery options. The Town must be prepared for initial response alone until outside assistance is requested and mobilized.

While this plan is recommended, it is understood that the plan is merely advisory in nature. This plan is not intended to replace the scope or range of judgment expected to be exercised by those individuals implementing the plan given the particular circumstances of any disaster or emergency. Rather, this plan is intended to provide a range of recognized guidelines which are uniform and which may or may not be appropriate given any specific occurrence. In the final analysis, however, the success of any plan remains in the firm discretion and judgment of the participants. With this in mind, the Emergency Operations Plan is offered as the advisory framework within which recommended actions may be considered by emergency operations personnel when deciding an appropriate response to the task at hand.

The Town of Colonie is subject to a variety of hazards, natural and man-made. Any one of these hazards can cause a disaster, which would result in the disruption of social processes, endangering lives, and destroying property.

Effective emergency operations are dependent upon the coordination and cooperation of all of the various public and private agencies that may be called upon to perform duties in conjunction with the occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage but the basic responsibilities of involved agencies remain the same.

Toward this end, in the event of a proclamation of a local state of emergency pursuant to §24 of the Executive Law, the Supervisor may implement this recommended and recognized plan in the Town and/or promulgate local emergency orders or take other measures pursuant to §25 of the Executive Law to bring the emergency situation under control.

An Emergency Management Coordinator for the Town of Colonie shall be named by, and serve at the pleasure of, the Town Supervisor of the Town of Colonie. In the absence of a named Emergency Management Coordinator, the Supervisor, or his/her designee, shall serve as such coordinator. The Emergency Management Coordinator is responsible for coordinating all Disaster Preparedness and Emergency Management within the Town. The Emergency Management Coordinator shall act *under* the direct authority and control of the Supervisor, reporting directly to the Supervisor.

In an emergency, the Town Supervisor/Emergency Management Coordinator acts under the provisions of Article 2-B of the Executive Law (§20 et seq.) relating to disaster preparedness. The Town Supervisor/Emergency Management Coordinator shall be responsible for the direction and control of emergency operations and the organization of personnel, resources, and facilities. The Town Supervisor/Emergency Management Coordinator will coordinate the activities of Emergency Operations in all Town wide emergency operations. To assist the Emergency Management Coordinator in a time of a recognized and declared disaster or large-scale emergency, there is an incident-based system. This system provides clearly defined areas of responsibility and accountability in the areas of public safety, support services, and public works. A Coordinator has been assigned to each of these areas and reports directly to the Town Emergency Management Coordinator. The National Incident Management System (NIMS) is hereby designated as the disaster control procedure for the Town.

All department heads of the Town and Villages of Colonie and Menands are responsible for disaster and emergency functions in their respective agencies and departments to the extent such personnel may be specifically trained and assigned such duties.

All Town agencies and departments not specifically assigned missions in the plan will be expected to provide support to their Town government for emergencies covered by the plan, as may be directed by authorized personnel and within their respective capabilities and training.

The Town of Colonie Emergency Management Committee shall serve in an advisory capacity to the Town Supervisor/Emergency Management Coordinator by providing advice and making recommendations on all emergency preparedness matters, including the formulating of all policies affecting disaster preparedness and the management of emergencies. The Town Emergency Operations Plan Review Committee shall meet at least annually to review and make recommendations on this Emergency Operations Plan.

The Town Emergency Management Coordinator is responsible for an evaluation of the emergency and advising the Town Supervisor with recommendations of actions to be taken including, but not limited to:

1. Alerting agencies, departments, and individuals who have been assigned responsibility in this plan.
2. Emergency data dissemination.
3. Emergency Operations Center staffing and functioning.
4. Communications coordination
5. Radiological defense.
6. Hazard analysis.
7. Development of the shelter system.
8. Emergency public information.
9. Warning system coordination.
10. Coordinating outside assistance.
11. Coordinating emergency operations control and use of resources.
12. Development of identification and pass system.

Mutual aid agreements in effect at the time of the emergency will be implemented to the extent it may be feasible. It is not possible to predict disaster emergency situations with any degree of accuracy. Nevertheless, disasters do occur and may occur at any time, with or without advance warning.

This plan is designed to incorporate four (4) phases:
A.   Prevention.
B.   Mitigation.
C.   Response.
D.   Recovery.

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EXECUTIVE SUMMARY

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Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the Town's ability to manage emergency/disaster situations. This plan constitutes an integral part of the County and statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by State of New York Executive Order 26 – Establishing a Management System for Emergency Response.

The development of this plan includes an analysis of potential hazards that could affect the Town and an assessment of the capabilities exiting in the Town to deal with potential problems.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized. Comprehensive Emergency Management emphasizes the interrelationship of activities, functions, and expertise necessary to deal with emergencies.

Management Responsibilities

Town department(s) and agency's emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present Town capability and existing organizational responsibilities. The Emergency Management Committee is designated to coordinate all emergency management activities of the Town.

The Town of Colonie, in accordance with Homeland Security Presidential Directive – 5, adopts the National Incident Management System (NIMS) and uses it in our individual domestic incident management and emergency prevention, mitigation, preparedness, response, and recovery programs and activities, as well as in support of all actions taken to assist other political entities. This system provides a consistent nationwide template to enable Federal, State, local, and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism. Building on the foundation provided

by existing incident management and emergency response systems used by jurisdictions and functional disciplines at all levels, the NIMS integrates best practices that have proven effective over the years into a comprehensive framework for use by incident management organizations in an all-hazards context nationwide. The NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management. Information on NIMS Compliance and NIMS Training is addressed in Training, Exercises, and NIMS Compliance.

The Town of Colonie intends to use the Incident Command System (ICS) to respond to emergencies and to manage planned events. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency. Additional information on ICS can be found in Emergency Support Function (ESF) #2 – Direction & Control.

Town responsibilities are closely related to the responsibility of county level government to manage all phases of an emergency. The Town may be called to assist other local governments through Mutual Aid in the event that other Towns/villages have fully committed their resources and are still unable to cope with any disaster. Albany County has the responsibility to assist the Town of Colonie in the event the Town has fully committed its resources, and is still unable to cope with a disaster. Similarly, New York State is obligated to provide assistance to the county after resources have been exhausted and the county is unable to cope with the disaster.

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

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources are addressed in separate Incident Annexes (Confined Space) attached to the plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failure, and power outage.

Conclusion

This plan provides general all-hazards management guidance, using existing organizations, to allow the Town to meet its responsibilities before, during and after an emergency.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Policy Regarding Comprehensive Emergency Management   **[Top]**

A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, can disrupt the normal functions of government, communities and families, and can cause human suffering.

Town government must provide leadership and direction for a comprehensive, all hazards approach to the dangers and problems arising from emergencies in the Town.

Under authority of Section 23 of the New York State Executive Law, the Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town of Colonie has developed this Comprehensive Emergency Management Plan.

This concept of Comprehensive Emergency Management includes four phases:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation refers to all activities which reduce the effects of disasters when they do occur. Activities to prevent or minimize the impact of hazards in the Town of Colonie are further addressed in Risk Reduction/Hazard Mitigation.

Preparedness refers to those activities that address the Town's response capabilities, such as training, public education, and resource acquisition.

Response operations may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include pre-impact operations such as detection, monitoring and assessment of the hazard, alerting and warning of endangered populations, protective actions for the public, and the allocation and distribution of equipment and resources.

Response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance.

These activities seek to reduce the probability of secondary damage and enhance and expedite recovery operations.

Initial response operations in the affected locality are the responsibility of, and controlled by the local jurisdiction. These initial response efforts will be supported by Town emergency operations as appropriate. If a local agency or political subdivision is unable to adequately respond, the Town response operations may be asked to assume a leadership role.

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

Purpose and Objectives of the Plan

This plan sets forth basic requirements for managing emergencies in the Town. The objectives of the plan are to:

- Identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
- Outline short, medium and long range measures to improve the Town's capability to manage hazards.
- Provide that the Town government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
- Provide for the efficient utilization of all available resources during an emergency.
- Provide for the utilization and coordination of County, State, and Federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- Provide for the utilization and coordination of State and Federal programs for recovery from a disaster with attention to the development of mitigation programs.

Legal Authority for Plan Development and Implementation

- Town of Colonie Local Law for Emergency Management
- New York State Executive Law, Article 2-B
- Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

Concept of Operations

The primary responsibility for responding to emergencies rests with Town government and with its Chief Executive. The Town Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority. The supervisor is authorized to delegate his or her authority in whole or part on a case by case situation as needed. The Town of Colonie Emergency Management Committee is designated the responsibility to coordinate the Town emergency management activities.

Town government agencies, local political subdivisions, and the emergency service organizations play an essential role as the first line of defense. In responding to a disaster, the Town is required to first utilize its own facilities, equipment, supplies, personnel and resources. When local resources are inadequate, the Town Supervisor may obtain assistance from other political subdivisions and Albany County government. The Town of Colonie Supervisor has the authority and responsibility to coordinate requests for assistance made by Town agencies, separate political subdivisions, and emergency response agencies and, shall coordinate requests for assistance from other political subdivisions within Albany County.

Town of Colonie will utilize the Incident Command System in accordance with the National Incident Management System (NIMS) to manage all emergencies requiring multi-agency, multi-jurisdiction response. The Town of Colonie recommends and encourages all emergency service organizations in the Town to utilize ICS.

When the disaster is beyond the management capability of the Town of Colonie, the Town of Colonie Supervisor, or designee, may request assistance through the Albany County Emergency Management Office.

County and state management and operational assistance is supplemental to local emergency efforts. The Albany County Emergency Management Office will assist the Town, and serve as a liaison to the State.

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

Plan Maintenance and Updating

The Town Emergency Management Committee is responsible for maintaining and updating this plan. The Plan should be reviewed and updated annually with revised pages distributed by June 1st of each year.

All Town departments and agencies are responsible for an annual review of their emergency roles and procedures, and to provide any changes to the Emergency Management Committee by February 15th of each year.

RISK REDUCTION/HAZARD MITIGATION

Town Hazard Mitigation   **[Top]**

The Town Emergency Management Committee is designated by the Town Supervisor as the central point of contact for hazard mitigation. All Town agencies will participate in risk reduction activities.

The Town Emergency Management Committee is responsible for coordinating with Albany County Emergency Manager to reduce hazards potentially affecting the Town of Colonie.

Identification and Analysis of Potential Hazards

The Town Emergency Management Committee, in coordination with the Albany County Emergency Manager, will identify potential hazards in the Town and those outside of Town boundaries that could affect the Town, determine the probable impact each of those hazards could have on people, property, and the environment, and identify the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.

Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards. Hazards that pose a potential threat have been identified and analyzed by the Town Emergency Management Committee using the program HAZNY (Hazards New York) provided by the State Emergency Management Office.

The HAZNY analysis provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards and establishes priorities for planning for those hazards receiving a high ranking significance. It was conducted in conjunction with New York State Emergency Management Office.

Risk Reduction Policies, Programs, and Reports

The Town of Colonie Emergency Planning Committee will participate in risk reduction workshops, sponsored by Albany County, and will meet biannually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.

A report of proposed hazard reduction activities will be presented to the Town Supervisor and the Albany County Emergency Manager for consideration and funding.

Emergency Response Capability Assessment and Training

Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.

The Emergency Management Committee will assess the Town's current capability for dealing with hazards that have been identified and analyzed by use of HAZNY. Capability assessment shall be conducted at least every 36 months and will include:

- Likely time of onset of the hazard
- Anticipated preparedness levels
- Existence of effective warning systems
- The Town's means to respond to anticipated casualties and damage

Monitoring Identified Risk Areas

All Town hazard monitoring activity will be coordinated with the Town Emergency Management Committee. All Town agencies will be cognizant of known hazards in the Town and may detect a hazardous situation in its earliest stages.

As a hazard's emergence is detected, this information is to be immediately provided to the 911 Communications Center and disseminated to Town officials per protocol.

As appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed. Monitoring tasks may include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Services' Skywarn program.

HAZARDOUS ANALYSIS RANKING AND RATINGS (2014)

Disaster Prevention [**Top**]

Hazard Analysis

The Town of Colonie, in conjunction with the New York State Emergency Management Office, conducted a hazard analysis using an automated program, HAZNY (Hazards New York). This is an interactive spreadsheet that asks specific questions on potential hazards and evaluates the responses to these questions. The process includes historical and expert data on selected hazards. Each hazard is evaluated using the following criteria.

- Area of potential impact
- Frequency of incidents
- Hazard duration
- Cascade effects
- Onset
- Recovery time
- Impact

Hazard Assessment (2014)

Hazard	Likelihood	Consequence	Relative Risk Score
Flooding	Very High	High	20
Sever Winter Snowstorms	Very High	High	20
Ice Storms (at Least a ½ inch or more)	High	High	16
Cyber Attack	High	High	16
Haz-Mat Release	High	High	16
Haz-Mat Release – In Transit (e.g., crude oil)	High	High	16
Pandemic	Medium	High	12
Severe Wind/Tornado	High	Medium	12
Biological Agent Release	Medium	High	12
Active Shooter	Medium	High	12
Improvised Explosive Device (IED)/Vehicle Born IED	Medium	High	12
Critical Infrastructure Failure (Water System Failure)	Medium	High	12
Extreme Temperatures	Very High	Low	12
Radiological Dispersal Device	Low	Very High	10
Earthquakes	Medium	Medium	10
Landslides	Medium	Medium	9
Wildfire	Medium	Medium	9
Food Contamination	Medium	Medium	9
Major Transportation Accident	Medium	Medium	9
Sustained Power Outage (three days or more)	Medium	Medium	9
Major Fires (non-Wildfires)	Medium	Medium	9
Drought	Medium	Low	6
Hurricanes/Tropical Storm (Wind and Surge)	Medium	Low	6
Radiological Release (Fixed-Site)	Low	Medium	6
Improvised Nuclear Device (IND)	Very Low	Very High	5
Animal Disease/Foreign Animal Disease	Low	Low	4

PREVENTATIVE MEASURES, COORDINATION, INTEGRATON AND RESPONSIBILITIES

The Town of Colonie has many facilities, utilities, and industries which serve not only the Town of Colonie, but national and international markets as well. Such a Town must take preventative steps to avert disaster; therefore steps should include a role for each of the Town's agencies.

Responsibilities of the various Town Departments, in case of an emergency, shall be defined as those within the normal range of their duties. Equipment, work force, facilities, and resources shall be utilized as needed and deemed appropriate given the disaster. As it may be deemed appropriate, Town Department records shall be maintained relative to each Department's disaster preparedness capabilities.

When the aforementioned personnel must report for duty, emergency notifications pursuant to Local Law for Continuity of Government as authorized by Section 27, Article 2-B of the NYS Executive Law shall be through use of the information lists provided by departments and agencies as prescribed in the Resource Manual maintained at the Emergency Operations Center.

It is recommended that regularly scheduled practice drills be conducted so that all affected personnel will become familiar with their respective emergency duties. Such drills may be called by the Emergency Management Coordinator, upon approval of the Supervisor.

In order to keep departmental lists current, an updated file of all Town Departments is to be maintained in the Emergency Operations Center for easy reference. This file should be furnished and updated in January and July by each department head. (See Resource Manual on file in the Emergency Operations Center).

It is recommended that the Supervisor and members of the Town Board become aware of the Town's facilities and its disaster preparedness capabilities. A listing and maps of all facilities, utilities, industries, waterways, and transportation systems should be maintained within the Emergency Operations Center.

Maintenance of records, lists of materials, and lists of occupancies containing hazardous materials will be kept by the Building Department, Division of Fire Services.

A map showing the census tracts within the Town should be posted in the Emergency Operations Center and current population figures within each tract should be compiled and indicated on said map. Population figures should be updated as often as changes with the area occur in order that the number of persons that may be potentially affected by any hazard can be ascertained.

It is recommended that the Division of Fire Services maintain, in their offices, immediately available information regarding industries within the Town that use and store hazardous substances and equipment. As may be required by law, or by voluntary cooperation, inspections of those industries should be conducted annually, at which time the lists of their inventories should be updated. As may be required by law, or by voluntary cooperation, those industries should develop in-house disaster preparedness plans that should be requested to be forwarded to the Town and made an attachment to the Town's Emergency Operations Plan.

Town of Colonie Division of Fire Services, with assistance from the Town of Colonie Police and the local fire departments, on a regular basis should conduct safety or fire drills at schools and at public and private buildings to the extent such entities wish to cooperate. It is advised that the building management should instruct residents of multiple dwellings in proper prevention and emergency escape procedures.

The following actions are recommended: Inspect all bridges and waterways regularly to ensure they are operable and capable of functioning in an emergency situation. Inspect all sewers to ensure they are operable and capable of functioning in an emergency situation. Monitor waterways to ascertain water levels to take steps necessary to avert overflow and flooding. Check the drinking water supply and develop a plan for a course of action for meeting water demands in an emergency. A plan should be developed to meet sewer needs in an emergency. A plan should be developed for moving groups of people, large or small, if an emergency arises; which also should become part of the Town's Emergency Operations Plan. Where there are legal impediments to implementation of the above procedures, the Town Attorney should be responsible for interpretation of the laws and presentation of legislation aimed at removing the impediments. It is recommended that each department and individual responsible for fulfilling a role either in prevention, in response to an occurrence, or in recovery should be required to read and keep readily available a copy of the Town's Emergency Operations Plan.

TRAINING, EXERCISE AND NIMS COMPLIANCE

Training Program   **[Top]**

The Emergency Management Committee is the overall coordinator within the Town of Colonie for Emergency Management training and exercises. Town departments/agencies, and all other public and private emergency response agencies bear the responsibility of ensuring their personnel with emergency responsibilities are sufficiently trained. All departments/agencies should take the necessary steps to ensure appropriate records are kept reflecting emergency training received by their personnel.

The Emergency Management Committee will coordinate all disaster preparedness, response, recovery and mitigation training provided to Town. The Emergency Management Committee will also provide schedules of the State and County Emergency Management training courses to appropriate Town agencies.

Training for local emergency response personnel will be under the all-hazards approach to emergency management. Training will ensure that current State and Federal concepts on emergency preparedness, mitigation, response and recovery are provided.

The Emergency Management Committee will be the point of contact for providing and coordinating training on the latest local, State and Federal disaster policies and procedures. Representatives from the Town, local agencies, County, State and Federal agencies in the local area, as well as volunteer agencies (e.g. Red Cross, Salvation Army, United Way, etc.) will participate and share information on their respective roles and responsibilities during disasters.

The Emergency Management Committee will coordinate disaster preparedness planning/training activities specific to, emergency transportation, hospitals, nursing homes/assisted livings facilities (ALF), etc.

Exercise Program

The Emergency Management Committee shall ensure that Town disaster plans and procedures are exercised and evaluated on a continuing basis. Exercise "After-Action Reports" will be completed and provided to participating agencies to ensure corrective action is taken. Subsequent exercises will ensure previous discrepancies are reevaluated.

The exercise and training program will endeavor to involve all public and private agencies with emergency response functions. Emergency Management officials of adjoining municipalities may be invited to participate in, or observe when appropriate.

The Emergency Management Committee will provide disaster exercise assistance to government and nongovernmental agencies as requested. As resources allow, personnel will participate in hospital, school, and nursing home disaster drills, as coordinated by the sponsoring agency.

Detailed planning will be accomplished on an interagency basis in preparation for Town of Colonie sponsored exercises. Representatives of each participating agency will develop action items for their exercise participants to resolve during the actual exercise.

Figure: Exercise and Training Cycle
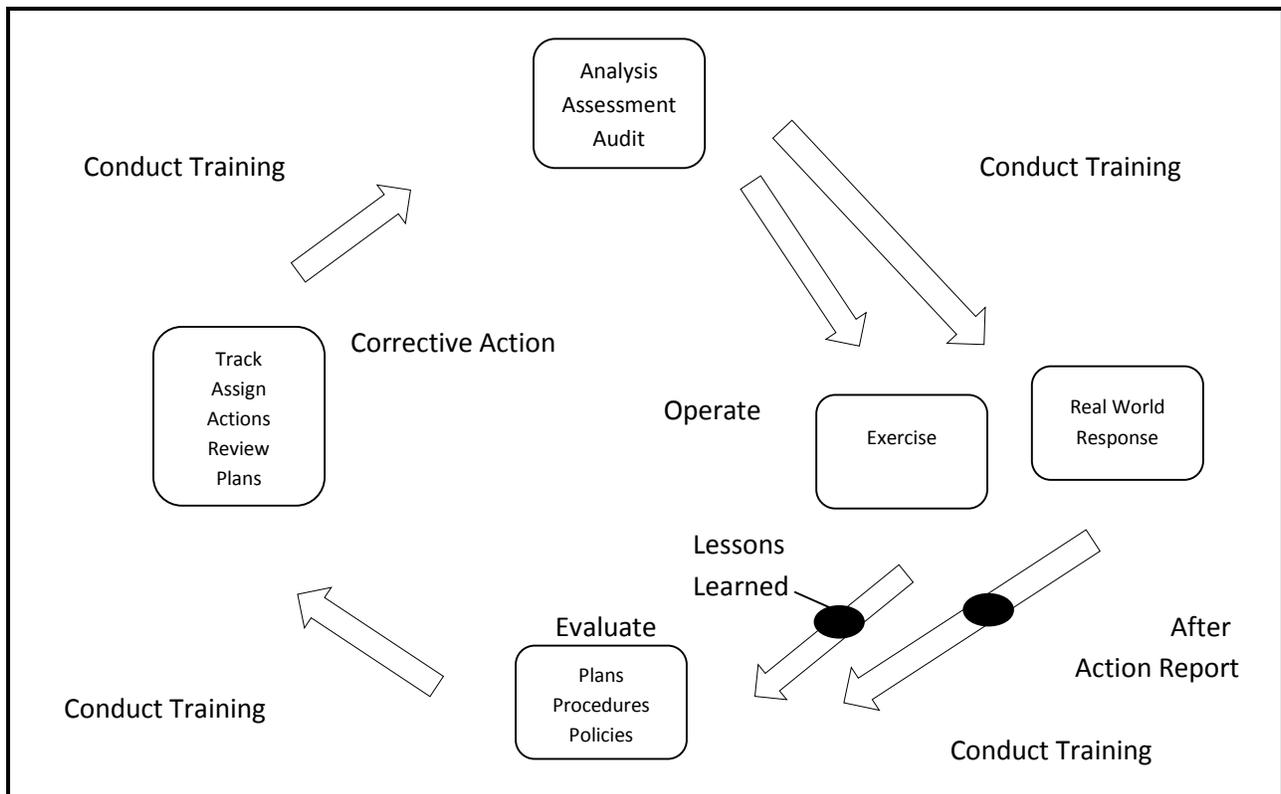
Exercise and Training Requirements – Annual

Conduct one or more emergency responder exercises involving mass casualties under various scenarios (e.g. Hazmat, transportation accident, natural disaster, terrorist act, etc.).

Conduct a large-scale mass casualty exercise to include pre-exercise planning meetings and a post-exercise critique.

Conduct an annual severe weather exercise.

Conduct training meetings and severe weather briefings with the Town Supervisor and staff, department heads, agency officials and all other governmental and private emergency response agencies.

Update elected and key appointed officials on Emergency Management activities and disaster preparedness as needed.

Conduct severe weather and Emergency Management seminars as requested.

Attend Federal Emergency Management Agency and State emergency management courses as subject matter and availability dictate.

Exercise and Training Requirements – On-Going Training

Conduct Table Top exercises based on specific hazards and hazard areas identified through vulnerability assessments.

Conduct disaster-planning meetings with hospitals, nursing homes/assisted living facilities, shelter agencies, emergency transportation representatives and home health care agencies.

Attend meetings and training as established by NYSEMO Region III.

Public Awareness, Education, and Information

Town officials must strive to keep residents informed about disaster preparedness, emergency operations and hazard mitigation. Public information in the disaster preparedness/emergency management area is divided into four phases:

> Continuing education
> Pre-disaster preparation
> Post-disaster recovery
> Mitigation

Continuing education involves those activities used to increase awareness of disaster preparedness information, to educate on ways to protect life and property, and to inform the public on the availability of further assistance and information.

Pre-disaster preparation includes those activities used to inform the public of the imminent danger and provides details about evacuation procedures and sheltering.

Post-disaster recovery includes activities to inform the public about such things as disaster assistance, health precautions, long-term sheltering, and returning the community to pre-disaster conditions.

Mitigation includes those activities aimed at reducing the effects of future disaster events.

It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear and confusion.

The Emergency Operations Center (EOC) Supervisor has the overall responsibility for providing disaster preparedness response and recovery information to the public. The Town Supervisor, in coordination with the media agencies, will ensure that public service announcements are prepared to keep the public informed on disaster preparedness, response and recovery.

Upon activation of the EOC, the Town Supervisor or the assigned designee will direct the public information element of the EOC. The EOC shall provide space dedicated as the media center. Most interviews of the emergency staff will be conducted in this area.

The EOC Supervisor can assume the role of Public Information Officer (PIO) or can appoint a qualified individual to assume the role.

Appendices

TOWN OF COLONIE TOWN BOARD – 2015

Town Supervisor	Address	Telephone
Paula A. Mahan		

Town Board Members	Address	Telephone
William Carl		
David Green		
Brian Haak		
Linda Murphy		
Paul Rosano		
David Rowley		

Town Hall	Address	Telephone	
	Memorial Town Hall	Supervisor	518-783-2728
	534 Loudon Road	Supervisor Fax	518-782-2360
	PO Box 508	Town Clerk	518-783-2734
	Newtonville, NY 12128-0508		

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RESOLUTION NO. 411 FOR 2015

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 13th day of August 2015 at 7:00 PM.

PRESENT: Supervisor   Paula A. Mahan

Councilwoman   Linda J. Murphy

Councilmen   William E. Carl

David Green

Brian Haak

Paul L. Rosano

David C. Rowley

ABSENT: None

Councilman Carl offered the following resolution and moved its adoption:

Resolution adopting the Comprehensive Emergency Management Plan.

WHEREAS, the Town of Colonie has, in coordination with other local, state and federal agencies, developed a proposed Comprehensive Emergency Management Plan, which is a work in progress;

BE IT RESOLVED that the Comprehensive Emergency Management Plan be, and hereby is, adopted.

The resolution was duly seconded by Councilman Haak and, upon roll call, it was unanimously adopted.

TOWN OF COLONIE DEPARTMENT PHONE NUMBERS

DEPARTMENT	PHONE (518)
Animal Control	783-2711
Assessor	783-2701
Attorney	783-2704
Building	783-2706
Civil Service	783-2721
Clerk	783-2734
Community Development	783-2718
Comptroller	783-2708
Division of Fire Services	783-2706
EMS	782-2645
Engineering	783-6292
Fleet Maintenance	783-2867
General Services	783-2726
Highway	783-2795
Human Resources	783-2720
Justice	783-2714
Latham Water	783-2750
Library	458-9274
MIS	783-2722
Planning & Economic Development	783-2741
Police (non-emergency number)	783-2744
Pure Waters	783-2766
Recreation	783-2760
Senior Resources	459-5051
Supervisor	783-2728
Tax	783-2730

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FIRE DEPARTMENT PHONE NUMBERS

(518 area code)

Boght	785-0339 or 783-5925
Colonie Village	869-9306
Fuller Road	489-4421
Latham #1	785-7330
Latham #2	785-1161
Maplewood	273-1200
Midway #1	456-1993
Midway #2	869-6191
Menands	463-9494
Schuyler Heights	271-7851
Shaker Road #1	458-1352
Shaker Road #2	783-7395
Stanford Heights #1	346-7948
Stanford Heights #2	393-5261
S.W. Pitts Hose Company	785-1283
Verdoy	785-7291
West Albany #1	438-4750

INSTRUCTIONS: DECLARING A LOCAL STATE OF EMERGENCY

1. The Town Supervisor can declare a local State of Emergency for all of, or any portion of the Town the County Executive can declare a State of Emergency for anywhere in Albany County, including the Town of Colonie.

2. A local State of Emergency is declared pursuant to Section 24 of the New York State Executive Law.

3. It can be declared in response to, or anticipation of, a threat to public safety.

4. A declaration of a local State of Emergency must be written.

5. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.

6. The written declaration must be signed in quadruplicate and filed within 72 hours or as soon thereafter as practicable in the Town Clerk's Office, the County Clerk's Office, the Office of the Secretary of State, and the NYS Division of Homeland Security and Emergency Services, Office of Emergency Management.

7. A local State of Emergency must be declared BEFORE Emergency orders are issued.

8. A local State of Emergency should be formally rescinded in writing when the declaration is no longer needed.

9. Only the Town Supervisor, or person acting for the Town Supervisor, may rescind a local State of Emergency.

11. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.

12. The written rescission should be kept on file in the Town Clerk's Office. Copies of the rescissions should be sent to the County Clerk's Office, the Office of the Secretary of State, and NYS Division of Homeland Security and Emergency Services, Office of Emergency Management

TOWN OF COLONIE

STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in the Town of Colonie, New York, beginning at_____ hours on the date of _____ .

A State of Emergency has been declared due to emergency conditions produced by:

Such conditions threaten or imperil the public safety of the citizens of the Town of Colonie.

As Chief Executive of the Town of Colonie, I, _____ , have exercised the authority given to me under New York State Executive Law, Article 2-B, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of the community.

I hereby direct all Town agencies to take whatever steps necessary to protect life and property, public infrastructure, and other such emergency assistance as deemed necessary.

Signed: _____

Chief Executive

_____

Date

QUESTIONS AND ANSWERS: DECLARING A STATE OF EMERGENCY

1. *Why should I declare a local State of Emergency?*

   It increases your powers as the Chief Executive Officer. These can include:
   - Establishing curfews;
   - Issuing emergency orders;
   - Implementing public protective measures (e.g., controlling traffic, prohibiting ingress and egress into the affected areas);
   - Suspending local laws; and
   - Requesting supplemental assistance.

2. *Can a declaration give legal protection?*

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

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

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

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

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

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

   You should consider declaring a local State of Emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:
   - Evacuation of people from a large or heavily populated area, street, road, housing development or multi-resident buildings.
   - Sheltering people in designated areas or buildings.
   - Large-scale closing of roads due to conditions considered to be dangerous to lives and property.
   - You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:
   - Riots or Civil unrest
   - Hostage situations
   - Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes)

7. *Must the declaration be filed?*

   Yes. The written declaration must be signed in quadruplicate and filed within 72 hours or as soon thereafter as practicable in the Town Clerk's Office, the County Clerk's Office, the Office of the Secretary of State, and the NYS Division of Homeland Security and Emergency Services, Office of Emergency Management

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

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

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

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

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

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

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

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

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

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

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

    Yes. If no time limit was specified in the declaration, the state of emergency will terminate automatically 30 days after the effective date of the state of emergency. In the alternative, if a time limit was indicated in the declaration of state of emergency it will terminate at that the time and date indicated therein.

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

    Even though the state of emergency will automatically terminate after 30 days, you should rescind it when the conditions that warranted the declaration no longer exist.

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

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

16. *Must the rescission be filed?*

    No. However, it is recommended that it be filed in the Office of the Town Clerk, and copies be sent to the County Clerk's Office, Office of the Secretary of State, and the NYS Division of Homeland Security and Emergency Services, Office of Emergency Management.

INSTRUCTIONS: ISSUING LOCAL EMERGENCY ORDERS

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to Section 24 of the New York State Executive Law.

2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor or a person acting by delegation of authority from the Supervisor. The County Executive can issue emergency orders for anywhere in Albany County including the Town of Colonie, following the declaration of a local (county) State of Emergency by the County Executive.

3. Local Emergency Orders must be written.

4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.

5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the Town Supervisor. It is also automatically rescinded when the State of Emergency is rescinded.

6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.

7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.

8. Local Emergency Orders must be executed in quadruplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, the Office of the County Clerk, and the Office of the Secretary of State, and the state office of emergency management within the division of homeland security and emergency services, pursuant to Executive Law§24.

9. Local Emergency Orders must be re-filed if they are extended.

TOWN OF COLONIE

LOCAL EMERGENCY ORDER

Local Emergency Order for: _____ : _____

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

I, _____ , the Town Supervisor of the Town of Colonie, in accordance with a declaration of a State of Emergency issued on _____ 20 ___ , and pursuant to Section 24 of the New York State Executive Law, hereby order

_____

_____

_____

_____

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

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

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

Signed this the _____ day of _____ , 20___ , at _____ o'clock, in,

(date)   (month)   (year)   (time)

_____ , New York.

(municipality)

_____	_____
(Name)	(Signature)
_____	_____
(Witness Name)	(Witness Signature)
_____	_____
(Title)	(Date)

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QUESTIONS AND ANSWERS: ISSUING LOCAL EMERGENCY ORDERS

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

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

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

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

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

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

4. *Is it in effect indefinitely?*

   No. A Local Emergency Order terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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

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

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

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

7. *Must the media be informed?*

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

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

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

NYS Preparedness Steering Committee – Incident Complexity and Types

Article I.

Section 1.01   Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity.

Type 5	The incident can be handled with one or two single resources with up to six personnel, managed by a Type 5 Incident Commander. Command and General Staff positions (other than the Incident Commander) are not activated. Primarily local resources used. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene. Additional resources or logistical support are not usually required. Written Incident Action Plan (IAP) is not required. Examples include a vehicle fire, an injured person or a police traffic stop.
Type 4	Command staff and general staff functions are activated only if needed. Primarily local resources used. Resources vary from a single resource to multiple resource task forces or strike teams. The incident is usually limited to one operational period in the control phase. Written IAP is not required, but a documented operational briefing will be completed for all incoming resources. The agency administrator/official may have briefings, and ensure the complexity analysis and delegation of authority is updated. Examples may include a major structure fire, a multiple vehicle crash with multiple patients, an armed robbery or a small hazmat spill.
Type 3	When capabilities exceed initial action, the appropriate ICS positions should be added to match the complexity of the incident. The Incident Commander is responsible to continually reassess the complexity of the incident. Ad-hoc or pre-established Type 3 organization managed by a Type 3 Incident Commander. Some or all of the Command and general Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. Local and non-local resources are used. Resources vary from several resources to several task forces/strike teams. May be divided into divisions. May require Staging Areas and an incident base. The incident may extend into multiple operations periods. A written IAP may be required for each operational period. Examples include a tornado touchdown, earthquake, flood, or multi-day hostage stand-off.
Type 2	A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing. The incident is managed by a Type 2 Incident Commander. Most or all of the Command and General Staff positions are filled. Operations personnel may exceed 200 per operational period and total incident personnel may exceed 500 (guidelines only). Many of the functional units are needed and staffed. Geographic and functional area divisions are established. Incident command post, base, camps, staging areas are established. A written IAP is required for each operational period. May require a written Delegation of Authority to the Incident Commander.

	The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority. Typically involve incidents of regional significance and extends into multiple operational periods.
Type 1	This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. A Type 1 Incident Commander manages the incident. All Command and General Staff positions are activated. Most ICS functional units are required and staffed. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. Geographic and functional divisions are established. May require branching to maintain adequate span of control. Incident command post, base, camps, staging areas established. Incident extends into multiple operational periods requiring written IAP for each operational period. May require a written Delegation of Authority for the Incident Commander. The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated. There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. Typically involve incidents of national significance.

Severe Weather Watches and Warnings Definitions

Flash Flood Watch: Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flood that is expected to occur within 6 hours after heavy rains have ended.

Flash Flood Warning: Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

Flood Watch: High flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

Flood Warning: Flooding conditions are actually occurring or are imminent in the warning area.

Hurricane Watch: Hurricane conditions (sustained winds greater than 73 mph) are possible in the watch area within 36 hours.

Hurricane Warning: Hurricane conditions are expected in the warning area in 24 hours or less.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

Tornado Watch: Conditions are conducive to the development of tornadoes in and close to the watch area.

Tornado Warning: A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

Tropical Storm Watch: Tropical storm conditions within sustained winds from 39 to 73 mph are possible in the watch area within the next 36 hours.

Tropical Storm Warning: Tropical storm conditions are expected in the warning area within the next 24 hours.

Emergency Support Functions

Emergency Support Function Annexes

Emergency Support Functions – Roles and Responsibilities

ESF 1 – Town Government

ESF 2 – Direction & Control

ESF 3 – Law Enforcement & Security

ESF 4 – Fire Services

ESF 5 – Emergency Medical Services

ESF 6 – Public Works

ESF 7 – Communications

ESF 8 – Warning & Public Information

ESF 9 – Evacuation, Movement, Sheltering-In Place

ESF 10 – Mass Care, Housing & Human Services

ESF 11 – Animal Protection

ESF 12 – Damage Assessment and Recovery

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Emergency Support Functions

Purpose

This section provides an overview of the Emergency Support Functions (ESF) and identifies the roles and responsibilities necessary for annex maintenance and execution.

The ESFs provide the structure for coordinating Town department and interagency support for incidents or events occurring in the Town. This section includes a series of annexes describing the roles and responsibilities as ESF coordinators or as primary or support agencies. Each Emergency Support Function Annex identifies the ESF coordinator and primary and support agencies pertinent to the ESF. The ESF structure provides mechanisms for interagency coordination during all phases of incident management. Some departments and agencies provide resources for response, support, and program implementation during the early response stage of an event, while others are more prominent in the recovery phase. ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to incident personnel and operations.

ESF Coordinator

The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. Responsibilities of the ESF Coordinator include:

- Pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector and nongovernmental organizations (NGO).
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

Primary Agencies

The agency designated as an ESF primary agency serves as the principal agency to accomplish the ESF mission. When an ESF is activated in response to an incident or event, the primary agency is responsible for:

- Coordinating support within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate County, State and Federal agencies.
- Working with appropriate private-sector organizations and NGOs to maximize use of all available resources;
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Executing contracts and procuring goods and services as needed.
- Ensuring financial and property accountability for ESF activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

Support Agencies

When an ESF is activated in response to an incident or event, support agencies are responsible for:

- Conducting operations, when requested by the Emergency Operations Center (EOC) or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.

- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, Standard Operating Procedures (SOP), checklists, or other job aids, in concert with existing first-responder standards.

- Assisting in conducting situational assessments.

- Furnishing available personnel, equipment, or other resource support as requested by the EOC or the ESF primary agency.

- Providing input to periodic readiness assessments.

- Participating in training and exercises aimed at continuous improvement of mitigation, preparedness, response, and recovery capabilities.

- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

- Submitting new technologies to the Town of Colonie Emergency Management Coordinator for committee review and evaluation that have the potential to improve performance within or across functional areas.

- Providing information or intelligence regarding their agency's area of expertise.

ESF-1   Town Government Operations

Coordinator   Town Supervisor

Primary Agency   Town Board

Support Agencies   Town of Colonie Departments
                                Assessor
                                Attorney
                                Building
                                Civil Service
                                Community Development
                                Comptroller
                                EMS
                                Engineering
                                Fire Departments
                                Fire Services
                                Fleet Maintenance
                                General Services
                                Highway
                                Human Resources
                                Justice
                                Latham Water
                                Library
                                Management Information System
                                Planning
                                Police
                                Pure Waters
                                Recreation
                                Senior Resources
                                Supervisors
                                Tax
                                Town Clerk

Purpose

The Town Supervisor is ultimately responsible for emergency response activities when a *Local State of Emergency* has been declared, and may assume personal command of the Town emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations, controls the use of all Town owned resources and facilities for disaster response, may declare a *Local State of Emergency* in the Town, and may issue *Local Emergency Orders* and waive local laws, ordinances, and regulations, may request assistance from other Towns, and Albany County, when it appears that the incident will escalate beyond the capability of Town resources, may provide assistance at the request of other local governments both within and outside Albany County.

Chapter 11 of the Code of the Town of Colonie, entitled "Continuity of Government" provides for the establishment of designated emergency interim successors for the Town Supervisor and other Town officials, which designations are filed with the Town Clerk's Office. It is recommended that these designations be reviewed annually.

Situation and Assumptions

Governments have the legal and moral duty to protect the lives, property and environment within their respective jurisdictions. Local jurisdictions respond first to disasters through implementation of municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still maintain control over the response. Outside assistance, whether from another County, State, Federal government, private sector, or nongovernmental organization (NGO) is delivered to support the local effort. During all phases of emergency management governments will work in partnership with one another and the private and nonprofit sectors to prepare our respective constituencies for emergencies and disasters.

Concept of Operations

The purpose of this plan is to facilitate an effective response to all hazards within the TOC that are determined to be of sufficient magnitude to warrant implementation of this plan and the associated policy guidelines. To accomplish this, the TOC establishes a structure for a systematic, coordinated and effective response. This plan provides general all-hazards management guidance, using existing organizations, to allow the Town to meet its responsibilities before, during and after an emergency.

Assignment of Responsibilities

The Town Supervisor has the authority to direct and coordinate disaster operations and events. The Town Supervisor is authorized to delegate his or her authority in whole or part on a case by case situation as needed. The TOC Emergency Management Coordinator (EMC) is designated the responsibility to coordinate Town emergency management activities. In the event of a large incident or event, the Emergency Operations Center (EOC) will be activated and staffed. The Town Supervisor, as the highest elected official in the Town, has overall responsibility for the incident. The Town Supervisor may delegate the authority for EOC operations to the EMC.

The EOC is responsible for the coordination and support of the disaster and does not directly control field assets, but makes Town-wide strategic decisions and leaves operational decisions to on-scene command(s). The function of the EOC is to make decisions that promote life safety, incident stabilization, property conservation, and environmental protection, to maintain continuity of the government within the scope of applicable laws; and to disseminate those decisions to all concerned agencies and individuals.

The EOC is a central command and control facility responsible for:
- Direction and control (broad guidance not tactical)
- Situation assessment
- Priority establishment
- Resource management
- Resource acquisition and allocation
- Interpreting and predicting damage
- Information analysis
- Communications
- Coordination
- Policy making
- Policy function
- Collecting and analyzing data

The EOC is not on-scene management. The EOC functions primarily through priority setting and resource management.

Administration Logistics

The TOC is required by State law to have an active and ongoing emergency management program. It is the responsibility of local government to provide for the safety, welfare, and economic well-being of their citizens. During response operations, the TOC is expected to exhaust all locally available governmental and private resources before asking the County for assistance.

There exist provisions under State and Federal law where the State or Federal Government could assume the direction and control of governmental functions should there be a total breakdown of local government. Given that adequate continuity of government planning is accomplished and procedures are followed in accordance with this plan, there will be no need for County, State, or Federal officials to assume County Town roles and responsibilities. Therefore, it is the policy of the TOC that locally elected government officials will remain in control during all emergencies and disasters.

ESF-2	Direction & Control	

Coordinator   Emergency Management Coordinator

Primary Agency   Emergency Management Committee

Support Agencies   <u>Town of Colonie Departments</u>
                           Assessor
                           Attorney
                           Building
                           Civil Service
                           Community Development
                           Comptroller
                           EMS
                           Engineering
                           Fire Departments
                           Fire Services
                           Fleet Maintenance
                           General Services
                           Highway
                           Human Resources
                           Justice
                           Latham Water
                           Library
                           Management Information System
                           Planning
                           Police
                           Pure Waters
                           Recreation
                           Senior Resources
                           Supervisors
                           Tax
                           Town Clerk

Purpose

The Town of Colonie (TOC) endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the Town of Colonie, Albany County and the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the first emergency responders to an incident.

Under ICS, the Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC manages the organization from the Incident Command Post (ICP). There will be only one ICP at the emergency scene.

Situation and Assumptions

In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the management functions be set up as sections under the IC.

Concept of Operations

ICS is organized into five management functions: Command, Operations, Planning, Logistics, and Finance/Administration.
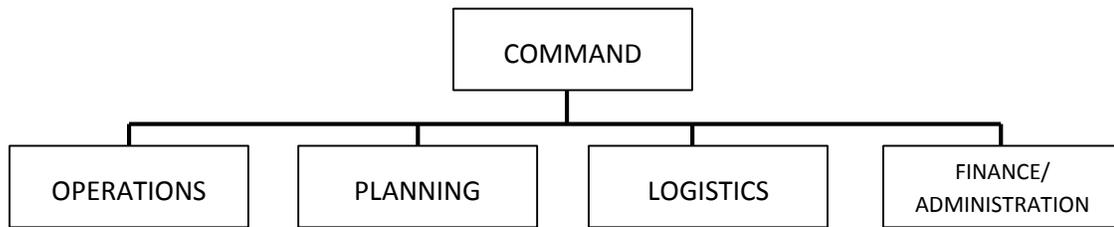
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In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents functional responsibility can be delegated by the IC. One or more of the management functions can be set up as sections under the IC and will be supervised by a section chief.

In multi-jurisdictional/multi-agency incidents a Unified Command (UC) can be utilized. UC is a team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. Each agency maintains its authority, responsibility, and accountability.

Within the command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. The activities can be assigned to qualified individuals and are known as the Command Staff and report directly to the IC.

During an emergency, Town response personnel must be cognizant of the ICS organization in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene.

The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex a more highly qualified IC may be assigned by the responsible jurisdiction.

Area Command can be used to manage and support multiple, separate, multi-jurisdictional incidents, requiring an additional level of coordination and support.

Area Command will be established through accepted ICS principles and practices.

Town response personnel operating at the EOC will be organized by ICS function, as depicted, and shall interface with their on-scene counterparts, as appropriate.

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                          ┌─────────────────┐
                          │      EOC        │
                          │    MANAGER      │
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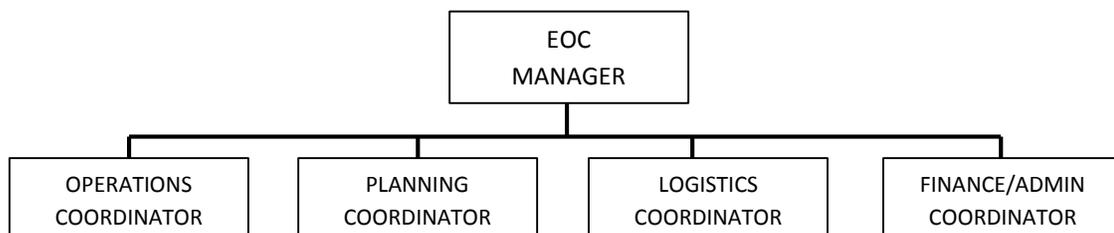
Assignment of Responsibilities

Whenever the ICS is established, Town response forces should be assigned to specific ICS functions wherever they are needed including at the scene or at the EOC in a support role. Assignments may change as situations dictate or as directed by the Emergency Management Coordinator (EMC) or EOC Manager.

The primary function of the EOC is to provide a central location where government can provide interagency coordination and executive decision making for managing response and recovery.

The functions of the EOC are:
- Direction and control
- Information collections, evaluation and display
- Coordination
- Priority establishment
- Resource management

Administration Logistics

On-scene emergency response operations will be directed and controlled by the IC from the ICP located at or near the emergency site. There will be only one command post at the emergency scene.

The EOC will be used to support ICP activities and to coordinate Town resources and assistance.

The ICP location will be selected by the IC based upon the logistical needs of the situation and will be located at a safe distance from the emergency site.

The command function can be established as a Single Command or a Unified Command as appropriate to the incident or event.

The primary EOC is located at the Town of Colonie Public Safety Building, 312 Wolf Road.

If a disaster situation or other circumstances renders the EOC inoperable, an auxiliary EOC may be established at another location designated at the time.

The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location.

Depending on the incident size and complexity, the EOC manager may designate a County Liaison. This position will facilitate the coordination between County response agencies and the Town response organization.

Town agencies and other organization represented at the EOC will be organized according to ICS function under the direction of the EMC or EOC Manager.

The TOC Supervisor or the EMC is responsible for the EOC management during emergencies.

Work areas will be assigned to each agency represented at the EOC.

ESF-3   Law Enforcement & Security

Coordinator   Town of Colonie Chief of Police

Primary Agency   Town of Colonie Police Department

Support Agencies   Village of Menands Police Department
                                   Albany County Sheriff's Office
                                   New York State Police – Troop G Headquarters

Purpose

The purpose of this Emergency Support Function (ESF) is to establish procedures for the command, control, and coordination of law enforcement personnel and equipment to support the Town of Colonie.

Situation and Assumptions

The Town of Colonie Police Department (TCPD) is given the responsibility for command and coordination of law enforcement planning, operations, and mutual aid. The TCPD is given the responsibility of lead agency for incidents of a criminal nature within the geographic confines of the Town.

When an emergency situation is anticipated or occurs, the TCPD will respond in accordance with departmental policy and procedure and the Town of Colonie Comprehensive Emergency Management Plan (CEMP) to enforce applicable laws, and provide safety and security to the people and property of the Town of Colonie (TOC).

Should the situation escalate or require at the onset additional law enforcement resources from outside the TOC, such resources will be requested.

Concept of Operations

During an emergency or disaster, the primary and support agencies of ESF 3 will respond directly to the Emergency Services Branch Chief who reports to the Operations Section Chief as explained in the Basic Plan, General Considerations and Planning Guidelines, Concept of Operations. This follows standard principles and concepts of ICS.

Response/Physical Deployment – The Law Enforcement Agency Emergency Coordination Officers at the Emergency Operations Center (EOC) coordinate with additional law enforcement agencies for deployment of their resources. All law enforcement resources typically respond in numbers and types based on initial assessments made by agency officials requesting said resources. Based on the type of assignments, each responding law enforcement agency will coordinate with the TCPD representative in the Incident Command Post (ICP) or EOC upon arrival.

Response/Force Reductions – Agency representatives will regularly assess all law enforcement assignments being managed by the ICP and/or the EOC. These assessments help determine the level of resources required and the duration expected. As assignments are no longer necessary, reductions in the number of law enforcement personnel are taken into consideration.

Recovery – Law enforcement and security assistance from ESF agencies may continue to be required into the recovery phase of an incident. The TCPD will continue to conduct assessments of all assignment requirements and will respond accordingly.

Mitigation – Mitigation actions, generally, are not applicable to Law Enforcement Agencies. Consideration is given, however, after each incident to identify problems that need to be addressed within ESF 3 to better enhance future emergency response.

Assignment of Responsibilities

Notification – If it appears that law enforcement resources will be required beyond that of ordinary response protocols, the TCPD may request an activation of the Town's EOC including those ESF agencies that are necessary for the response. The Emergency Management Coordinator (EMC) may determine which other ESFs are needed based on the incident, and may request assistance as required.

The TCPD Public Information Officer (PIO) will assist the TOC PIO in the preparation and dissemination of information releases to the media and other interested parties, and provide any other operations support as needed.

Administration Logistics

Training – The TCPD has conducted sufficient training in the National Incident Management System (NIMS) and the Incident Command System (ICS) and is currently compliant with all Federal mandated requirements.

Pre-positioning – When response time exceeds eight hours and initial assessments indicate that additional resources will be needed for initial response, ESF 3 agencies will pre-position resources within those time frames as accommodations allow.

In incidents such as high profile dignitary visits, trials, or public events, ESF 3 agencies may also pre-position resources.

ESF-4   Fire Services

Coordinator   Town of Colonie Fire Coordinator & Deputies
Primary Agency*   Boght
                                   Colonie Village
                                   Fuller Road
                                   Latham
                                   Maplewood
                                   Midway
                                   Menands
                                   Schuyler Heights
                                   Shaker Road
                                   Stanford Heights
                                   Verdoy
                                   West Albany
                                   **The fire district having jurisdiction will have responsibility as the
                                   primary agency for ESF4*

Support Agencies   <u>Town of Colonie Departments</u>
                                   Building and Fire Services Department
                                   EMS
                                   Engineering
                                   Highway
                                   Latham Water
                                   Police
                                   Pure Waters
                                   American Red Cross
                                   Albany County Department of Emergency Response
                                   Albany County Sheriff's Office

Purpose

The fire districts provide resources for the control and suppression of urban, rural, and wild land fires, hazardous materials and technical rescue response resulting independent of or occurring coincidentally with a significant disaster condition. Firefighting involves mobilizing, managing, and coordinating personnel, equipment, and supplies for the control and suppression of fires.

Situation and Assumptions

Under the best of circumstances, the management and coordination of a large firefighting operation is complex and will involve multiple agencies. Fires which are potentially of disastrous proportion or which are coincident with any other disaster situation will place excessive requirements upon local firefighting resources.

A major disaster or catastrophic event may result in many urban, rural, and wild land fires. Ignition sources, which would normally be of a lesser concern, grow in their potential under a disaster condition. In disaster conditions these fires could spread rapidly, cause great damage and seriously threaten lives and property. Firefighting resources will be difficult to manage, coordinate, and utilize, due to the disruption of communications, transportation, utilities, and water systems within the area.

In the wake of the disaster, many of the local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported to the area.

Concept of Operations

<u>General</u>
The fire district having jurisdiction will be the primary agency and will coordinate resources in controlling the incident, based on pre-arranged planning with other fire departments, and, will provide as necessary, personnel for management and coordination of all fire personnel in the area including firefighters, paramedics, dispatchers, company and command officers, and other related support staff.

<u>Notification</u>
Albany County Sheriff's Department (ACSD) will notify the Emergency Management Coordinator (EMC) and the fire chief of any impending or actual emergency. Fire department personnel will be notified to initiate response action in accordance with all applicable rules and regulations.

<u>Response Actions</u>
Assignment of personnel and/or mobile units to the incident or event will be made in accordance with department rules, regulations, and standard operating procedures, by the officer in charge. Multi-jurisdictional responses will be managed in accordance with accepted Incident Command System (ICS) practices.

Tactical operations will be headed by the senior officer, functioning as or within the operations section.

Reconnaissance of the incident scene will be accomplished by the first officer on the scene. The officer will report back to his station or officer in charge, the kind and extent of damage, injuries, and deaths, if any.

Mutual aid and emergency response plans will be activated as necessary.

Albany County Sheriffs' Department may request assistance in accordance with the NYS Fire Mobilization and Mutual Aid Plan (General Municipal §209-E)

All operations will be conducted under the Incident Command System (ICS).

This Emergency Support Function (ESF) will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESF's, to support its mission, and will allocate available resources to each mission, based upon priorities identified by the Town Emergency Operations Center (EOC).

Assignment of Responsibilities

The Fire Service has the major responsibility to:
- Direct, coordinate, and control fires service activities within the Town
- Contain and suppress fires
- Search for and rescue persons trapped in structures or vehicles
- Aid in the recovery and protection of critical materials, supplies, and equipment from areas affected by fire and other incidents as identified in this ESF
- Communications from fire vehicles to ACSD
- Atmospheric monitoring for their personnel, as appropriate

- Follow the policies of the Albany County Fire Mutual Aid Plan and utilize the plan as necessary

Administration Logistics

Command of emergency response operations will be handled in accordance with ESF 2 – Direction & Control.

The fire chief will coordinate fire department operations. In the absence of the fire chief, that fire district's policy will determine the next in command.

Each fire district will maintain apparatus and equipment resources as determined appropriate by that fire district.

The number of members of each fire district will be maintained according to the staffing requirements appropriate to that fire district.

Each fire district will maintain the necessary records and reports as required by law and department policy.

The fire chief of each fire district will provide a Statement declaring National Incident Management System (NIMS) Compliance to the EMC as required.

ESF-5	Emergency Medical Services	

Coordinator   Town of Colonie EMS Chief

Primary Agency*   Colonie EMS

Support Agencies   <u>Town of Colonie Departments</u>
                                   Building and Fire Services Department
                                   EMS
                                   Engineering
                                   Highway
                                   Latham Water
                                   Police
                                   Pure Waters

                                   Town of Colonie Fire Departments

                                   Albany County Sheriff's Office
                                   American Red Cross, Albany County Chapter
                                   All Area Hospitals

Purpose

Emergency Medical Services (EMS) provide resources for the treatment and transport of the sick or injured as a result of, independent of or occurring coincidentally with a significant disaster condition. Emergent and non-emergent patient care involves mobilizing, managing, and coordinating personnel, equipment, and supplies while coordinating with local and area hospitals.

Situation and Assumptions

Under the best of circumstances, the management and coordination of a larger operation is complex and will involve multiple agencies. EMS incidents which are potentially of disastrous proportion, or which are coincident with any other disaster situation will place excessive requirements upon local resources.

A major disaster or catastrophic event may result in many people becoming sick or injured. In addition, infrastructure changes may disrupt normal operations of those able to handle their own chronic conditions resulting in additional load to the EMS system to handle those patients as well. Such situations may include those people on limited supplies of oxygen, using powered assistance devices such as ventilators, or who must travel for regular life-saving appointments such as dialysis. EMS resources will be difficult to manage, coordinate, and utilize, due to the disruption of communications, transportation, utilities, and other infrastructure systems within the area.

In the wake of the disaster, many of the local resources may be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require significant utilization of resources which will have to be transported to the area.

Concept of Operations

<u>Response Actions</u>
Assignment of personnel and/or mobile units to the incident or event will be made in accordance with department rules, regulations, and standard operating procedures, by the officer in charge. Multi-

jurisdictional responses will be managed in accordance with accepted Incident Command System (ICS) practices.

Tactical operations will be headed by the senior officer, functioning as or within the operations section.

Reconnaissance of the incident scene will be accomplished by the first officer on the scene. The officer will report back to his station or officer in charge, the kind and extent of damage, injuries, and deaths, if any.

Mutual aid and emergency response plans will be activated as necessary.

All operations will be conducted under the Incident Command System (ICS).

This Emergency Support Function (ESF) will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESF's, to support its mission, and will allocate available resources to each mission, based upon priorities identified by the Town Emergency Operations Center (EOC).

Assignment of Responsibilities

The EMS Department has the major responsibility to:
- Direct, coordinate, and control EMS service activities within the Town
- Assess, treat, and transport to hospitals those who are sick or injured
- Search for and rescue persons trapped in structures or vehicles
- Aid in the recovery and protection of critical materials, supplies, and equipment from areas affected by the incident
- Atmospheric monitoring for their personnel, as appropriate
- Follow the policies of the Albany County EMS Mutual Aid Plan and invoke the plan if necessary

Administration Logistics

Command of emergency response operations will be handled in accordance with ESF 2 – Direction & Control.

The senior EMS officer will coordinate EMS operations.

ESF-6   Public Works

Coordinator   Public Works Commissioner

Primary Agency*   Highway
                             Latham Water
                             Pure Waters
                             Engineering

Support Agencies   Town of Colonie Departments
                             Building and Fire Services Department
                             EMS
                             Fire Departments
                             Police

                             National Grid
                             NYS Department of Transportation
                             Albany County Department of Public Works

Purpose

Town of Colonie (TOC) public works is divided into separate departments; Highway, Water, Pure Waters, and Engineering. In the event of a disaster or significant emergency, these departments provide manpower, vehicles, and equipment to maintain roadways, Town water supply and sewer system, and to assist other Town agencies, when requested, with personnel, the resources and manpower necessary to provide technical assistance, engineering expertise, construction management, and other support necessary for mitigation, preparedness, response and recovery from an incident of Town significance.

Situation and Assumptions

A hazard analysis has been completed that identifies the types of disaster that could affect the Town. The geography of the TOC consists of 57.2 square miles, with industrial sections, institutional districts, commercial centers, and Town centers. There are passenger and commercial railroads, the Hudson and Mohawk Rivers, highways, secondary and rural roads and residential streets, which could affect response to disasters. The distribution of the Town population, of approximately 90,000 residents throughout the Town could create a demand for response to various locations of different types. Assistance will be available from other Town departments and County, State, and Federal resources during and after a major disaster or emergency affecting the Town.

Concept of Operations

In the event that a warning is received, or a disaster or emergency occurs, the following will be instituted. The Town Supervisor, Emergency Management Coordinator (EMC), or designee, will report to the Emergency Operations Center (EOC), if activated, to provide direction and coordination of public works functions. The Town Supervisor, EMC, or designee, will recommend activation of the EOC if circumstances indicate.

The primary agency has the responsibility to coordinate the following:
- Pre-impact preparations
- Notify key public works personnel
- Assign duties and crews

- Check all appropriate equipment
- Check fuel supply
- If necessary to restore or maintain essential services, make us of local contractors

Assignment of Responsibilities

The Commissioner/Superintendents of Highway, Latham Water, Pure Waters and Engineering departments are responsible for the following:
- Day to day and emergency operations of their department
- An up-to-date inventory of departmental resources and personnel maintained in their office with a copy at the Supervisors officer
- Clearing of debris from Town roads
- Coordination of emergency transportation through the EMC
- Ensuring compliance with directives from the EMC in regards to emergency management/incident command training for department personnel
- Maintenance and repair of department vehicles
- Reporting to the EOC, as required, and/or recommending opening the EOC if the situation warrants.

Administration Logistics

The TOC Department of Public Works is divided into separate divisions. The particular event, emergency, or disaster will dictate which department will be the primary agency.

Emergency response operations will be directed and controlled by the Incident Commander (IC) from an Incident Command Post (ICP) located at or near the emergency site. There will be only one command post at the emergency scene.

The Town EOC will be used to support ICP activities and to coordinate Town incident management activities.

Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.

Each agency's senior representative at the EOC will be assigned roles and responsibilities within the EOC organization.

ESF-7	Communications	

Coordinator	Emergency Management Coordinator

Primary Agency	Emergency Management Committee

Support Agencies
<u>Town of Colonie Departments</u>
Comptroller
Department of Public Works
EMS
Fire Departments
MIS
Police
Purchasing
Albany County Sheriff's Department

Purpose

The purpose of this Emergency Support Function (ESF) is to ensure the provision of communications support in response efforts following a local state of emergency under the Town of Colonie (TOC) Comprehensive Emergency Management Plan (CEMP). The primary agency coordinating this ESF is the TOC Emergency Management Coordinator (EMC).

Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

ESF 7 coordinates Town actions to be taken to provide the required communications support to emergency response elements. This ESF will coordinate the establishment of required temporary communications and the restoration of permanent communications. ESF 7 applies to all departments and agencies that may require communications services or whose communications assets may be employed during an emergency response.

Situation and Assumptions

A public emergency may result from a significant natural disaster, technological emergency, or any other incident that causes extensive damage and/or results in a high volume of requests for services from all Town departments and fire districts to save lives and alleviate human suffering. These authorities require accurate and timely information on which to base decisions and guide response actions.

Concurrently, commercial communications facilities may sustain widespread damage. At a time when the need for real-time electronically processed information is the greatest, the capability to acquire it may be seriously restricted or nonexistent. In such situations, all surviving communications assets of the various government agencies, augmented by extra assets, will be needed immediately to ensure a proper response to the needs of victims of the event.

Initially, officials focus on coordinating lifesaving activities concurrent with reestablishing control in the disaster area. Working with communications industry, officials will restore and reconstruct communications facilities as the situation permits. Weather hazards and other environmental factors may restrict the ability of suppliers to deploy mobile or transportable communications equipment into the affected area.

Concept of Operations

The EMC will periodically conduct an evaluation to ensure acceptable operational condition of communications equipment within each of the departments that would respond to declared emergencies, and will consider the need for upgrades to newer available technology.

The EMC or Emergency Operations Center (EOC) manager will be the single point of contact for communications requirements, and will coordinate with appropriate representatives regarding communications requirements and support.

Each department/agency controls and maintains its own communications assets in the emergency areas, but coordinates their use with the incident requirements.

Assignment of Responsibilities

Upon request of the Incident Commander (IC) or establishment of the EOC, the EMC will begin efforts to support incident communications.

The initial focus will be to:
- Determine operational communications assets available for use within the affected area
- Identify communications assets not within the affected area that may be brought physically or employed electronically to support the affected area
- Assess actual and planned actions of the commercial communications companies toward recovery and reconstruction of the facilities
- Support continuing operations of principal data processing and communications operations

Administration Logistics

There will be a need for additional resources during and immediately following a disaster.

Resources of individual departments and agencies will be required to support emergency incident communications.

Management of communications resources shall be supported through the EOC.

ESF-8   Warning & Public Information

Coordinator   Emergency Management Coordinator

Primary Agency   Emergency Management Committee

Support Agencies   <u>Town of Colonie Departments</u>
                             Comptroller
                             Department of Public Works
                             EMS
                             Fire Departments
                             MIS
                             Police
                             Albany County Sheriff's Department
                             Department of Transportation

Purpose

The purpose of this Emergency Support Function (ESF) is to provide and disseminate information to the public in the event of an actual or potential disaster. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public. The initial focus is on the dissemination of information and instructions to the people at risk in the community.

This ESF deals with the dissemination to the appropriate government officials and the public timely forecasts of all hazards requiring emergency response actions. This warning information is vital and must be made available in order to ensure that emergency responders and the public take appropriate actions to avoid death, injury, and/or property damage. This must also deal with the wider public's interest and desire to help or seek information.

Situation and Assumptions

A major disaster or emergency condition will be of a magnitude that will severely affect or terminate the normal means of disseminating information in the disaster area. Loss of electrical power and media communication may severely disrupt the normal dispersal of information in the disaster area. Emergency response personnel may be called upon to help warn the public. Coordination will need to be done at the Emergency Operations Center (EOC).

In anticipation of, or immediately following a disaster, there may be significant demand for information. In the aftermath of a disaster, information is often vague, difficult to confirm, and contradictory, and there will be a great demand to determine the required resources.

For some hazards, information can be disseminated days in advance, for others there may only be minutes to alert those at risk. Some people who are directly threatened by a hazard may ignore, not hear, or not understand issued warnings.

Special needs groups such as the hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention. Every effort will be made to secure the resources necessary in the EOC to address these special needs.

This ESF applies to natural and manmade disasters and the need for the coordination of public information in order to:
Establish a central point to gather and disseminate information concerning a specific disaster

Establish a central point for the media to gather information and disseminate it to the public concerning a specific disaster

Establish a format for staffing the EOC with public information officers during an actual or potential disaster

Establish a format for the release of information to the public and the media during an actual or potential disaster

Concept of Operations

Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of Emergency Alert System (EAS) – formerly known as Emergency Broadcast System, NOAA Weather Radio (NWR) the "Voice of the National Weather Service" providing continuous 24-hour radio broadcasts from the Weather Service office in Albany, and emergency service vehicles with siren and public address capabilities.

Door-to-door public warning can be accomplished in some situations by individually alerting of each resident/business in a particular area. This can be undertaken by any designated group such as police, fire police, and regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should wear official identification or be in uniform.

Town officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR).

Special arrangements may be made for providing warning information to the hearing impaired and non-English speaking population groups.

The Town Public Information Officer (PIO) should:
- Establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
- Authenticate all sources of information being received and verify accuracy
- Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
- Coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
- Check and control the spreading of rumors
- Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
- Arrange any media tours of emergency sites

Assignment of Responsibilities

The Command Staff position of PIO may be established. This should be done in coordination with the Incident Commander (IC) and the EOC Manager.

Initial ESF actions include:
- Provide staff to the EOC as needed
- Establish an initial press briefing
- Establish Public Information Line

- Designate assignments of Public Information staff and equipment
- Designate assignment of support agencies staff and equipment

Continuing ESF actions include:
- Continue to provide updates to the news media
- Provide current situation reports to the news media
- Provide trained public information staff in support roles to assist in recovery operations
- Continue to staff the citizen's public information phones lines as needed
- Continue to coordinate with other ESFs to provide public information pertinent to the disaster

The EOC of PIO is responsible for the dissemination of emergency information to the public during impending and actual disasters. Updated information will be provided to the news media in the form of press briefings, situation reports and news release made available via fax and through the internet.

Administration Logistics

In the days following a disaster, there will be a need for trained and experienced public information officers to support the primary agency.

There will be a need for additional resources during and immediately following a disaster.

Resources of individual departments and agencies will be required to support emergency incident communications.

Management Of Information Resources Shall Be Supported Through The EOC.

ESF-9	Evacuation, Movement, Sheltering-In-Place	

Coordinator   Emergency Management Coordinator

Primary Agency   Police Department

Support Agencies   Boght
Colonie Village
Fuller Road
Latham
Maplewood
Midway
Menands
Schuyler Heights
Shaker Road
Stanford Heights
Verdoy
West Albany

Town of Colonie Departments
Animal Control
EMS
Highway
Latham Water
Pure Waters

Albany County
American Red Cross

Purpose

The purpose of this Emergency Support Function (ESF) is to establish uniform policies and procedures for the evacuation, movement and sheltering-in-place of populations threatened or believed to be threatened by an emergency or disaster.

Evacuation refers to the removal of entire populations in a given area. Movement is the relocation of populations from smaller isolated danger areas to areas of safety. Sheltering-in-place refers to leaving populations in the protections of their own homes or businesses. Populations will be instructed to remain in their homes or businesses through the same notification procedures, in addition, they may be instructed to keep windows, doors and other outside sources or air closed to protect them from exposure to hazardous airborne materials. Sheltering-in-place is used when the threat of exposure does not allow time for evacuation or movement.

The method used to safeguard populations will need to be planned for and evaluated at the time of the incident.

Situation and Assumptions

The Town of Colonie (TOC) has identified emergencies or disasters during hazard analysis that could require the evacuation, movement, or sheltering-in-place of segments of the Town's population.

Individuals and families may be displaced from their homes and may be provided shelters by one or more volunteer or nongovernmental organizations (NGO). The populous may seek shelter in organized shelters, in commercial sources, or through their own friends or family. Displaced persons may require transportation to shelter facilities. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries.

The TOC has a capability to offer some assistance if this happens. Directions and Control can be accomplished through the Emergency Operations Center (EOC), and assistance may be available from local agencies, volunteers, NGOs, surrounding jurisdictions, County, State and Federal agencies, if required.

Concept of Operations

It is the policy of the TOC to assign the highest priority to the protection of human life during an emergency or disaster. The evacuation, movement, or sheltering-in-place, of populations from hazardous areas or environments will be used to fulfill this policy.

The Incident Commander (IC) of a particular situation has the authority to call for an evacuation to protect the life and health of the populous immediately in harm's way. Unless an evacuation is of an emergency nature the Supervisor will coordinate with the Emergency Management Coordinator (EMC) and the Incident Commander (IC) regarding the decision to evacuate.

Dependent upon the nature and extent of the incident, the IC and the EMC in concert with the Supervisor, will provide the general direction for evacuation, movement, or sheltering-in-place.

Hazards may include congested, debris littered, slow traffic roadways, which if not kept open and moving may further expose populations to the risk they are being evacuated from. The increased possibility of traffic accidents, shortages of emergency response personnel and inadequate warning time to safely move or shelter populations from potential hazards are also conditions that will exist.

The nature and extent of the incident will be used to determine evacuation routes. Considerations will be given to the specific needs of the populations to be evacuated and appropriate resources dispatched or requested.

Public notification for the need to evacuate will be provided through the Emergency Alert System (EAS) broadcast over radio and television, public address systems on emergency response vehicles, or personal contact made by emergency responders. Information regarding established evacuation routes, shelter locations and if feasible, reminders to safely secure their property will be provided as well. Evacuation routes will be monitored and maintained as resources allow to keep accidents, stalled vehicles and other obstructions clear, and traffic moving.

Town departments have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

Assignment of Responsibilities

The Town Supervisor has the ultimate responsibility for any and all evacuations. *State of Emergency and Local Emergency Orders* should be declared for any evacuation that will be extended in nature or is not immediately threatening the health and safety of the populous.

Local Emergency Orders
- Prohibition or restriction of the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or out of the Town
- Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster
- Other regulations necessary to preserve public peace, health, and safety

The EMC
- Develop and maintain standard operating procedures in support of this ESF, including the identification of likely evacuation routes for the given situation
- Provide and participate in emergency management training, drills and exercises in support of this ESF to appropriate departments/districts and support agencies
- Provide public education information for evacuation, movement, and sheltering-in-place
- Activate the Emergency Operations Center (EOC) as necessary
- Notify officials of population protection measures
- Perform response activities and responsibilities as outlined in ESF 7 – Communications
- Negotiate and conclude agreements with owners or persons in control of buildings or other property for the use of such buildings or property for emergency management functions or purposes and designating suitable buildings as public shelters
- Coordinate the collection and release of information supporting sheltering-in-place, evacuation and movement activities
- Coordinate necessary information through the EOC to evaluate or determine evacuation routes
- Coordinate requests for additional resources necessary for the movement of people
- Collect damage assessment information to be used in the designation of population protection measures and evacuation routes
- Compile appropriate documentation for the recovery process
- Provide, facilitate and/or participate in post incident reviews to evaluate the incident and procedures used to improve this ESF

TOC Police Department
- Operationally in charge of evacuations within their area of responsibility
- Carry out evacuation, movement, or shelter-in-place orders from the emergency management team
- Perform response activities and responsibilities as outlined in ESF 7 – Communications
- Provide resources to assist in the alerting and warning process
- Facilitate evacuation, movement and sheltering-in-place activities
- Provide representation to the EOC, as requested
- Provide traffic and crowd control along evacuation routes
- Provide resources to assist in the alert and warning process
- Provide security to evacuated structures and areas
- Establish procedures for keeping evacuation routes clear
- Maintain site security for evacuated areas and shelters as capabilities allow
- Participate in post incident reviews to evaluate the incident and procedures used
- Develop and maintain standard operating procedures in support of this ESF including the identification of likely evacuation routes for the given situation
- Develop and maintain evacuation, movement and sheltering-in-place plans
- Participate in emergency management training, drills and exercises in support of this ESF

The Fire Departments having jurisdiction
- Provide resources to assist in the alert and warning process
- Perform response activities and responsibilities as outlined in ESF 7 – Communications
- Recommend and assist in evacuation if situation warrants
- Follow established procedures for keeping evacuation routes clear
- Provide representation to the EOC, as requested
- Participate in post incident review to evaluate the incident and procedures

TOC Highway, Latham Water and Pure Waters Department
- Provide resources to assist in the alert and warning process
- Follow established procedures for keeping evacuation routes clear
- Assist the Police Department with crowd and traffic control operations by providing and placing signs and barricades
- Supply emergency power, if needed, to the emergency shelters and central distribution point
- Participate in post incident reviews to evaluate the incident and procedures

American Red Cross
- Pre-arrange for the sheltering of evacuated populations
- Manage, organize, coordinate, and control shelter operations
- Participate in post incident review to evaluate the incident and procedures

Administration Logistics

Successful evacuation, movement, and sheltering-in-place is a multi-departmental, personnel intensive operation. Therefore, the need to protect population must be communicated and the EOC will need to be activated.

HAZNY identified emergencies or disasters that allow warning time for evacuation, movement or sheltering-in-place. Depending on the hazard, the risk area requiring population protection could range from the occupants of one structure to the entire population of the Town. An emergency or disaster situation could require the evacuation of a large number of people in or near a threatened or stricken area. However, the coordination of a major evacuation may be extremely difficult due to several local conditions including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation for those in need. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.

Under ideal conditions, the movement of traffic in the TOC area can, at times, be overcrowded and congested. When combined with the complications of an emergency or disaster, conditions for moving traffic out of the TOC will become very difficult.

Evacuation will cause higher than normal traffic flows creating the need for traffic direction and control. Obstructions and damage to transportation systems such as bridge failures, landslides, fallen debris, flooding or fire, as a result of an emergency or disaster may limit evacuation routes. The availability of resources such as buses and emergency workers may be compromised or non-existent, prompting the need to utilize mutual aid, private, County and State agencies for support. Agencies that commonly support these efforts may be unavailable due to other commitments as a result of the emergency or disaster. Available resources may be utilized to support evacuation, movement, and sheltering-in-place before being used in other capacities.

People may be unwilling to leave their property.

The TOC has established the following evacuation levels:
Precautionary – Public is advised by local media and available means of a potential for an evacuation
Level 1 – Public is advised by door-to-door method and media that an area has the potential of being evacuated and that all citizens within that area should be ready to evacuate immediately

Level 2 – An area is being evacuated and the public is requested to leave that area immediately and that there will be no further warnings
All agencies will participate in emergency management training, drills, exercises, and post incident review in support of this ESF.

ESF-10	Mass Care, Housing & Human Services	[Top]

Coordinator	Emergency Management Coordinator

Primary Agency	American Red Cross – Albany County Chapter

Support Agencies   Town of Colonie Departments
Animal Control
Comptroller
EMS
Fire Departments
Highway
Planning
Police
Recreation
Building

Purpose

This Emergency Support Function (ESF) supports local and nongovernmental organization (NGO) efforts to address the non-medical mass care, housing, and human services needs of impacted individuals and/or families.

The purpose of this ESF is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information. Support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.

Support of mass care activities and providing services will be accomplished without regard to economic status or racial, religious, political, ethnic, or other affiliation and in accordance with existing Federal statutes, rules, and regulations.

ESF 10 promotes the delivery of services and the implementation of programs to assist; individuals, households and families impacted by potential or actual incidents, and include three primary functions: Mass Care, Housing, and Human Services. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims. Human Services include providing victim-related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new Federal benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Situation and Assumptions

Sudden catastrophic events may necessitate immediate identifiable mass care to evacuees, victims and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly, with no advance notice.

Slowly developing catastrophic disasters provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed regionally to accommodate large

numbers of evacuees. Damage from catastrophic disaster may cause extended displacement, the needs of which may extend into the recovery phase.

In a catastrophic disaster, it is likely that long-term mass care will be required until rental assistance and temporary housing resources become available.

During a local incident, significant influx of disaster workers will strain the resources of the impacted area(s).

ESF 10 activities will be coordinated through the Emergency Operations Center (EOC). The primary agency and support agencies will provide staff at the EOC on a 24-hour basis for the duration of ESF 10 activation.

To ensure appropriate confidentiality regulations are enforced, ESF 10 will not release confidential information to the general public. Shelter occupants' information will be handled in accordance with Red Cross Disaster Welfare Inquiry procedures.

Every effort will be made to reduce the duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local, County, State and Federal planning efforts.

Concept of Operations

Initial response activities focus on meeting urgent mass care needs of victims. Recovery efforts are initiated concurrently with response activities. Close coordination is required among those departments and agencies responsible for response operations and recovery activities, and other nongovernmental organizations providing assistance. ESF 10 functions are divided into three main areas; Mass Care, Housing, and Human Services.

Mass Care – Overall coordination, shelter, feeding and other activities to support emergency needs of victims as described below:
- Coordination of Federal assistance in support of non-medical mass care services, and gathering information related to sheltering and feeding operations in the impacted area.
- Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities of the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary.
- Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with special dietary needs to the extent possible.
- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites.
- Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.
- Emergency relief items to meet urgent needs are distributed though sites established within the affected area. These sites are used to coordinate mass care food, water, and ice requirements, and distribution systems with local, County, State, Federal, and NGOs.

Housing – addresses needs of victims in the affected areas, and is accomplished through the implementation of programs and services designed to:
- Provide assistance for the short- and long-term housing needs of victims.

- Identify the various factors that could impact the incident-related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
- Identify solutions for short- and long-term housing for victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, loans for repair and/or replacement of primary residences, etc.

Human Services – implements programs and provides services to assist victims. This includes:
- Coordinating and assessing the situation and implementing an appropriate plan based on the resources available to assist all victims.
- Supporting various services impacting individuals and households, including a coordinated system to address victims' incident-related recovery efforts through crisis counseling and other supportive services.
- Coordinating and identifying individuals with special needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language).
- Supporting immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.
- Supporting processing of new benefits claims (e.g., Social Security, veterans benefits, disaster unemployment assistance, and Federal tax refunds).
- Supporting efforts to provide assistance and crime victim compensation in incidents resulting from terrorism or acts of mass criminal violence, as appropriate.
- Ensuring emergency commodities and services requirements are delivered to appropriate entities.
- Providing support to expedite mail services in affected areas.

The primary agency, which is the American Red Cross, will provide daily direction. This direction is limited to operation of the ESF, assignment of ESF personnel to requests for assistance, and ensuring that requests for assistance are met, documented and prioritized. ESF 10 will establish liaison with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.

Primary and support agencies will provide sufficient personnel to staff the ESF 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the department they represent.

This ESF will provide guidance for identifying potential housing resources, work on the development of a recovery plan, as appropriate, provide support for crisis counseling, disaster unemployment assistance, and disaster legal services, and assist with coordination and implementation of disaster assistance programs, as appropriate.

Notification will occur through established communication channels and systems. This will include landline, radio, pager, or cell phone and in turn ESF 10 will notify its support agencies by the same methods.

Shelters will be opened and closed in accordance with public needs as assessed by the American Red Cross and Town officials. ESF 10 will continuously monitor occupancy levels and ongoing victims' needs, and will provide the EOC with a daily listing of "open" and "closed" shelters.

All shelters should be managed in accordance with applicable American Red Cross regulations and procedures.

This ESF will have, procure, and regularly update list of available shelters for the Town. Shelter listing will include staffing and resource information.

Assignment of Responsibilities

American Red Cross
Develop and maintain a roster of personnel. Sufficient staffing will be available for 24 hours per day, seven days per week.
Ensure the presence of resource materials in sufficient numbers in the location. These materials would include:
1. Shelter listings for each County with names and numbers of each shelter manager, as available.
2. Listing of all bulk food providers and contact personnel and phone numbers as required.
3. Locations of all mass feeding sites and the names of site managers.
4. Provide a system for recording incoming requests for assistance, which was assigned to respond, and the action taken.
5. Establish a protocol for prioritizing response activities.
6. Coordinate activities with other ESFs.
7. Prepare, at all times, to make status reports.
8. Develop and maintain a plan that details the activities addressed in this document.
9. Develop a plan for responding support agencies for disaster and disaster exercises.

Support Agencies
- Each support agency in the EOC will have current copies of appropriate policies and procedures.
- Support agencies shall be able to make brief and accurate status reports to the primary agency.
- Primary and support agencies will have and maintain listings of all available resource providers used by the agency in disaster situations. These would include private sector vendors.
- Each support agency will provide its ESF personnel with sufficient supplies (paper, pens, etc.) to perform their ESF duties in the EOC.

Administration Logistics

American Red Cross staff shall remain activated during the initial phase of recovery activities to ensure all emergency response issues are addressed and to support the transition of related issues and responsibilities.

This ESF will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. Emphasis will be on each agency assigned having thorough and up-to-date disaster plans that have been coordinated through the ESF's primary agency. When activated, agencies will operate under these plans and their support documents. Support agencies will plan with the Red Cross and provide support services in times of disaster through a coordinated response.

Resource Requirements Critical for Initial Twelve Hours
Shelters (Public and Special Needs)
Food, water, ice, food service equipment, and fuel (e.g., generator)
Cleaning supplies
Toiletry items
Administrative supplies
Blankets, cots
Portable toilets
First aid supplies
Personnel

Shelter managers
Qualified first aid staff/volunteers
Medical staff/volunteers (special needs shelters)
Food service personnel

<u>Resource Requirements for Continuing Operations</u>
- The assets, as noted above, will be required for the immediate and long-term response phases (several days to several weeks).
- Increases and decreases in the number of shelters, feeding sites, and distribution sites will be adjusted based on Damage Assessment Teams reports and other Damage Assessment reports as they are received.

ESF-11   Animal Protection   [Top]

Coordinator   Animal Control Officer and
Albany County Emergency Management Coordinator

Primary Agency   Albany County Animal Response Team

Support Agencies   <u>Town of Colonie Departments</u>
Police
EMS
Fire Departments
Albany County Sheriff's Department

Purpose

The Town of Colonie Comprehensive Emergency Management Plan (TOC CEMP) is developed with the safety of people in mind. This Emergency Support Function (ESF 11) recognizes that people and companion animals establish bonds which may hinder the success of any disaster plan that does not take into account the welfare and safety of both the owner(s) and their pet(s).

The mission of the Albany County Animal Response Team is to provide humane/proper care and treatment of animals affected by a disaster or emergency, to protect livestock, domesticated animals including companion animals, the public health, the environment, and to ensure the care and treatment of animals in case of a large scale natural, manmade or technological emergency or other situations that cause animal suffering. Any disaster that threatens humans, threatens animals, and it will be necessary to provide water, shelter, food and first aid.

Situation and Assumptions

Owners are ultimately responsible for their animals' care and housing in an emergency. All personal family or business emergency plans should include taking care of pets or animals in case of a disaster.
A significant natural or man-made emergency/disaster could quickly overwhelm local government resources and their capability to provide necessary services. An emergency/disaster of this magnitude will pose certain public health and nuisance threats such as injured and displaced animals, dead animals, rabies and other animal related diseases, care shelter of animals and other issues. Such an emergency/disaster necessitates the need for a plan to mitigate the situation.

<u>Assumptions</u>
- Any disaster that threatens humans could potentially threaten animals. Owners should take reasonable steps to provide shelter and care for animals under their ownership or control when notified of an upcoming emergency.
- Animal care and rescue resources outside of the Town may be available in emergency or disasters affecting the Town.
- Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
- A large scale emergency in the Town may warrant immediate response from local, County, and State personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized resources.

Concept of Operations

General

A TOC Animal Control Officer will be a liaison to or member of the ACART, which will perform the following functions as needed during a declared State of Emergency:

- Coordinate efforts to provide water, food, emergency medical care, shelter and other physical needs to animals; and store and distribute animal food and medical supplies. Coordination of local and volunteer agencies includes tasks before, during, and after a disaster.

- Provide appropriate representation to the Emergency Operations Center (EOC) as is deemed necessary.

- Coordinate with Emergency Support Function 7 (Communications) to ensure that information is provided on the location of animal shelters and other animal-related matters before, during and after the disaster.

- Coordinate public education efforts, such as brochures distributed to veterinary offices.

- Coordinate efforts to rescue and capture animals including relocation before the disaster. TOC ACO will identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations.

- Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.

- Coordinate the storage of emergency relief supplies and their distribution to animal caretakers/shelters.

Abandonment of animals should be discouraged due the welfare of both the animals and the public.

Organizations

Upon notification of a potential or actual event requiring response, TOC ACO will work with the EMC to notify ACART

Preparedness
A TOC Animal Control Officer will participate in ACART training, if available and as practicable.

ACART has a list of available animal shelters and confinement areas, and medical and non-medical volunteers and agencies that will provide care assistance. This will include information on the type of service being offered, resources available, and contact person(s) with telephone numbers.

Response
The EOC will coordinate with ACART to provide information about the location and availability of shelter space, food, and water for animals.

<u>Recovery</u>
As permitted by law, the TOC ACO will assist ACART and associated organizations with long-term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.

To the extent the TOC ACO is involved in disaster related activities, the TOC ACO or other Police Department personnel will document such activities and their costs.

ESF-12	Damage Assessment & Recovery	[Top]

Coordinator	Emergency Management Coordinator

Primary Agency	Emergency Management Committee

Support Agencies Town of Colonie Departments
Comptrollers
Assessors
Building & Fire Services
Engineering
EMS
Fire Departments
Highway
Latham Water
Planning
Police
Pure Waters

Albany County Sheriff's Department
New York State Emergency Management Office

Purpose

This Emergency Support Function (ESF) provides a framework for local government, nongovernmental organizations (NGOs), and the private sector to enable community recovery from the long-term consequences of incidents affecting the Town. This support consists of Local, County, State, and Federal programs and resources that enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

The Town Emergency Management Coordinator (EMC) shall coordinate with the Albany County Emergency Management Office to develop a Town damage assessment program, coordinate damage assessment activities in the Town during and following an emergency, designate a Town official to coordinate with the damage assessment officer from Albany County, and maintain detailed records of emergency expenditures.

Provide for early identification of projects to be quickly implemented, especially those relating to critical facilities and infrastructure, public safety and health, and continuity of government operations.

Provides the coordination mechanisms to assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues, and to advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.

Situation and Assumptions

Based on an assessment of incident impacts, support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

This ESF will most likely be activated for large-scale or catastrophic incidents that require State or Federal assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.

State and Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of resources.

Concept of Operations

Each damage assessment team shall make an initial assessment of damages immediately following a natural disaster. Reports submitted to the assessing department shall provide estimates by type and extent of damage.

The assessor or designee will consolidate all reports submitted by damage assessment teams for summary reporting and final reporting to the Emergency Operations Center (EOC).

The assessor will submit situation reports and update reports to the EOC on a daily basis for the purpose of making available the most current damage assessment information.

Each damage assessment team shall maintain an accurate log indicating the time spent surveying the damaged areas, listing materials, supplies and equipment used, and making estimates of the costs incurred making the investigation. Photographs, maps, site sketches and other site-specific information shall be made a part of each damage report.

All Town departments and agencies in the Town will cooperate fully with the EMC, and participate in damage assessment activities as follows:

Pre-Emergency
- Identify Town agencies, personnel, and resources to assist with and support damage assessment activities.
- Identify non-government groups such as non-profit organizations, trade organizations and professional people.
- Foster agreements between Town government and the private sector for technical support.

Emergency
- Obtain and maintain documents, maps, photos and video tapes of damage.
- Review procedures and forms for reporting damage to higher levels of government.

Post-Emergency
- Select personnel to participate in damage assessment survey teams
- Identify and prioritize areas to survey damage
- Complete project worksheets and maintain records of the worksheets.

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

There will be two types of damage assessment:
- Infrastructure – damage to public property and the infrastructure.
- Individual assistance – impact on individuals and families, agriculture, private sector.
-

Assignment of Responsibilities

Town agencies with specific expertise shall designate personnel to augment damage assessment operations as required.

The Town EMC will serve as the Town's authorized agent to work in concert with the Albany County Emergency Management Office to:
- Attend public assistant applicant briefing conducted by County, State, and Federal agencies.
- Review the *Public Assistance Handbook of Policies and Guidelines for Applicants.*
- Obtain from the maps showing disaster damage.
- Prepare and submit *Request for Public Assistance* in applying for Federal Disaster Assistance.
- Assign local representative(s) who will accompany the County, State, and Federal Survey Teams.
- Follow up with County's authorized representative and the New York State Emergency Management Office (SEMO).
- Submit proof of insurance if required.
- Prepare and submit project listing if small project grant.
- Follow eligibility regarding categorical or flexibly funded grant.
- Maintain accurate and adequate documentation for costs on each project.
- Observe FEMA time limits for project completion.
- Request final inspection of completed work or provide appropriate certificates.
- Prepare and submit final claim for reimbursement.
- Assist in the required State audit.
- Consult with governor's authorized representative (GAR) for assistance.
- Maintain summary of damage suffered and recovery actions taken.

The Building Department will be responsible for inspecting damaged properties for safety and reporting the results to the appropriate agencies.

Administration Logistics

Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage to homeowners and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental disaster assistance. In a catastrophic disaster when damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.

County, State and Federal response to a natural disaster will be based on an official assessment of private housing and business loss as well as loss to public property, the reports of action taken to alleviate the situation, and the expenditures committed to that effort.

Damage to governmental property within the Town shall be assessed by the appropriate governing agency. Each agency shall compile assessment data and report all information to the EOC by the most expeditious means available.

Effective response requires timely and accurate information. These reports form the basis for determining specific type and level of assistance needed in the disaster area.

The need for timely data makes it imperative that a well-organized and trained damage assessment team is available to respond immediately upon notification from the appropriate authority that a disaster has occurred.

Implementation of the long-term community recovery shall be coordinated with the appropriate County, State, and Federal departments and agencies.

Support Annexes

Support Annexes

Support Annexes – Roles & Responsibilities

[Top]

Support Annexes – Roles & Responsibilities

Purpose

This section provides an overview of the support annexes to the Town of Colonie Comprehensive Emergency Management Plan (TOC CEMP).

The support annexes describe the framework through which town departments and agencies; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) such as the American Red Cross, coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the support annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several emergency support functions (ESFs).

Each support annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of coordinating agency is a joint endeavor between two departments. The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. The responsibilities of the coordinating agency and cooperating agencies are identified below.

The annexes address the following areas:
- Government Relations
- Community Relations
- Financial Management
- Logistics Management
- Private-Sector Coordination
- Volunteer and Donations Management
- Worker Safety & Health

Coordinating Agency

Coordinating agencies described in the TOC CEMP annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. Departments/Agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a particular support annex are required to assist in the management of an incident, the coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and sub tasking cooperating agencies.
- Managing any tasks with cooperating agencies, as well as appropriate state agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities.
- Planning for short-term and long-term support to incident management and recovery operations.
- Maintaining trained personnel to execute their appropriate support responsibilities.

Cooperating Agencies

When the procedures within a support annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the Emergency Management Coordinator (EMC) or designee, the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by the EMC or designee.
- Participating in training and exercises aimed at continuous improvement of mitigation, preparedness, response, and recovery capabilities.
- Submitting new technologies to the Town of Colonie Emergency Management Coordinator for committee review and evaluation that have the potential to improve performance within or across functional areas.

SA 1 Government Relations

Coordinator Town of Colonie Supervisor

Cooperating Agencies Town Board
Town Clerk
Town Receiver of Taxes

Commissioner of Public Works
Emergency Management Coordinator
Attorney
Comptroller

Purpose

This support annex provides procedures and guidance regarding government relations and liaison with officials in support of emergency/disaster operations.

Provide procedures and guidance regarding strategic Continuity of Operations Planning (COOP) for the Town of Colonie (TOC). It is recommended that departments, agencies, boards and districts develop Business Continuity Plans (BCPs) in support of emergency/disaster response and recovery operations. BCPs ensure core government business processes can continue in the event of a full or partial failure of mission critical systems, whether caused by internal or external factors associated with an emergency or disaster. To support this objective, this annex describes an overall contingency strategy and presents specific, actions that can be used by TOC personnel to sustain essential core business processes.

Scope

The provisions described in this support annex apply to all agencies with responsibilities under this plan.

The scope of this document is limited to the business process established for the TOC mission-critical functions and support systems. It is recommended that each Town department maintain business continuity plans that identify all critical, essential and administrative business processes so that essential functions are maintained through mitigation, preparedness, response and recovery operations. Each Town department will activate their own BCPs, in the event of an emergency, incident or disaster that comprises their respective agency.

Policies

Town of Colonie (TOC) will follow all Local, County, State, and Federal procedures, rules and regulations for aiding communities during an emergency/disaster. Should an event exceed the TOC's ability to provide adequate disaster relief to impacted persons and infrastructure, the TOC will follow criteria for requesting federal disaster assistance as governed by the Robert T. Stafford Disaster Relief and Recovery Assistance Act, as amended. The Government Relations liaison function is to coordinate the dissemination of information to public institutions and to advise officials of ongoing and proposed emergency actions.

An emergency/disaster may overwhelm capabilities of local government to provide timely response to meet the needs of affected citizens. An emergency/disaster may cause casualties, displace homeowners and/or adversely affect social and economic conditions requiring the activation of this plan.

This plan assumes that an emergency/disaster may occur with little or no warning and the TOC will be called upon to provide immediate response to assist individuals and organizations. By maintaining communication with the Incident Commander (IC) and the emergency management team, the TOC will be

aware of those persons and/or communities experiencing unmet human needs, or requiring emergency assistance such as evacuation, temporary housing or sheltering.

Agency BCPs should address administrative safety, security, support services, documentation control, computer support, internet, office supplies, telephone, copy machine and fax communications. This requires office equipment, resources and sufficient trained personnel to support the BCP initiatives and activities to sustain each agencies mission.

Concept of Operations

The TOC Supervisor, or designee, will provide assistance and information to government bodies, nongovernmental organizations and the private sector. The office will assist with constituent inquiries and problem resolution. A lead liaison officer will manage these activities and receive support for liaison personnel from other agencies involved in disaster response. Coordination between the government, nongovernmental organizations and the private sector will be maintained by the government liaison staff.

In the event of an emergency, TOC agencies that provide services to customers and/or the public may cease critical, essential and administrative core processes supported by key systems in accordance with planning guidance. Key business and support systems may become inaccessible period of time. In some cases, the failure or inaccessibility of a critical core business process may immediately jeopardize public health and safety. Each agency should establish risk management and disaster recovery planning processes for identifying, assessing, and responding to the risks associated with loss of ability to execute its core processes. Plans for recovery should be developed to adequately address the agency's requirements for recovery, as a part of an agency-wide Business Continuity Program.

The TOC Supervisor, or designee, will be located in the Emergency Operations Center (EOC) to coordinate with local personnel and other agency representatives while maintaining communication with external clients. A liaison officer will advise the TOC EMC and the Supervisor or the Supervisor's authorized representative of requests. Information provided will be coordinated with government officials from those agencies involved with the request.

The TOC Supervisor, or designee, will establish points of contact for advising officials of catastrophic events or emergency/disaster conditions. Maps should be available to reflect districts so information can be tailored to those activities occurring in each district, along with summary facts or reports. Files for each district should be maintained for quick reference of emergency/disaster related constituent inquiries and/or significant issues. Information assimilated by the government liaison officer will be used to hold briefings to disseminate public information. The content of these briefings will be determined by the TOC Supervisor. For press/public briefings the government liaison officer will coordinate activities with the Public Information Officer.

The Town Clerk will provide administrative support to the TOC Supervisor, or designee, for document control, computer support, Internet, copy machine and fax. This requires office equipment, resources and personnel to support government relations initiatives and activities.

Emergency conditions may cause government buildings to be evacuated, thus prohibiting employees, vendors and the general public access to critical, essential, and administrative business processes and government infrastructure. Therefore, this support annex assumes each agency, board and commission, has identified and completed the following steps to ensure effective response and recovery of their critical business functions and maintain respective capabilities to support other response and recovery initiatives addressed in the CEMP.

Asset Identification & Classification – Each agency has been tasked to identify and assign value to all critical, essential and administrative business assets.

Risk Analysis and Management – All potential risks along with their impact on agency business need to be analyzed. Agencies need to define risk and vulnerability and be prepared to sustain emergency proactive measures for their staff, special needs groups and the public.

Emergency Response Mechanism – Develop a plan and detailed procedures to effectively respond in case of emergencies.

Communication & Review – Identify key stakeholders, including employees, vendors and partners, to be fully effective. Agencies should conduct periodic reviews and staff training to align their plans with changing business needs and current objectives.

Emergency Response Where BCP is in Place

Declaration: Department Heads will evaluate potential emergency conditions and develop criteria for declaring a disaster. Department heads shall determine if a disaster should be declared and what parts of the BCP to activate, protect personnel, property and deploy staff.

Notification: Department heads will notify the Supervisors, customers and the general public that their BCP emergency notification process has been activated. Staff shall be prepared and trained to follow emergency guidance, direction and follow agency emergency contact list protocols. Suitable protection and/or precautionary actions should be made to protect public health and safety.

Recovery

Damage Assessment: Establish "Forensic" teams to salvage as much as possible from primary sites after photographs are taken and insurance issues are addressed. Remember that equipment, microfilm, paper, and magnetic media degrade rapidly if not properly removed, stored and restored. This team also estimates the cost and time required to restore the primary site.

Restoration

Relocation: Agencies may need to move out of their emergency sites to previous occupied facilities or to new facilities.

Business Processing: At the end of the BCP execution, agency business functions should return to normal.

Responsibilities

It is recommended that all town departments, boards and districts maintain organizational mitigation, preparedness, response and recovery capabilities for natural disasters and technical emergencies, including terrorist attacks.

The TOC Comprehensive Emergency Management Plan (TOC CEMP) protocols shall be coordinated and periodically reviewed and exercised annually to ensure that they remain current, effective and responsive.

The CEMP addresses such disaster contingencies and ensures that key business functions will continue to address and support response and recovery initiatives addressed in the CEMP.

Administration and Logistics

TOC will follow all procedures, rules and regulations for aiding government agencies and providing resources and technical assistance during an emergency/disaster. Command and control of emergency response and recovery activities will remain vested in the Emergency Operations Center (EOC). Should an event exceed the Town's ability to provide adequate disaster relief to impacted agencies and infrastructure, the Town will follow federal criteria for requesting disaster assistance as reflected in the Federal Response Plan (FRP) and governed by the Robert T. Stafford Disaster Relief and Recovery Assistance Act, as amended. The Emergency Management Coordinator (EMC) will establish and coordinate the dissemination of emergency public information to public institutions, the media and advise officials of ongoing and proposed emergency actions and/or conditions.

SA 2   Community Relations

Coordinator   Town Supervisor

Coordinating Agencies Town Board
                           Emergency Management Coordinator
                           Town Clerk
                           Albany County Health Department

Purpose

This annex provides guidance on establishing and operating a Community Relations function to expedite Local, County, State, and Federal governments' assistance to citizens and impacted communities for recovery from the effects of a major disaster or terrorist incident.

Scope

This annex provides policies, responsibilities, and operational concepts for the community relations element of the Emergency Operations Center (EOC).

Policies

While New York State law does not authorize the expenditure of appropriated funds for the purpose of direct individual assistance, the State will provide personnel and resources, to ensure the widest possible dissemination of information pertaining to federal, private, and voluntary agencies, and nongovernmental organizations which may provide disaster assistance.

A major disaster or terrorist incident occurring with little or no warning will leave many individuals and small businesses with limited operating funds. Many individuals will have insufficient insurance to cover losses. The TOC has a duty to assist its residents to:
Eliminate personal and family suffering;
Reduce the impact of the disaster or incident; and
Restore the quality of life to pre-disaster conditions.

Concept of Operations

General
Community Relations will be a function of the TOC Supervisor or designee.

The Community Relations staff will coordinate with other elements of the EOC to develop an initial Community Relations Plan utilizing disaster-specific guidance and objectives. Community Relations Staff will be employed to staff the Community Relations function.

Close coordination with local political, religious, educational, business, and ethnic groups will be exercised to ensure:
- Essential information dissemination;
- Current situation status evaluations;
- Satisfaction of unmet needs; and
- Effective coordination of all Local, County, State and Federal recovery efforts.

<u>Organization</u>
The Town Supervisor, or designee, will assign a Community Relations officer (CRO) to operate in concert with a federal-assigned Community Relations Coordinator (CRC) and represent the Town's interests.

The field component may be divided into geographic areas and sectors, depending on the size and nature of the disaster. Area Managers are assigned to disasters that affect a large geographic area and/or have a large number of sector teams.

The CRO is responsible for managing the activities of designated area managers to effect communication and information dissemination to, community organizations, and disaster victims.

Operations Section support will be provided by:
- An Information Section that will include a technician who tracks activities and drafts reports on Field Operations for the IC, EMC and EOC, and provides information to Field Officers on the recovery progress.
- An Administration & Logistics Liaison.

<u>Activation</u>
Upon activation of the EOC, the Community Relations element may be initiated as the situation requires.

<u>Response Activities</u>
The depth and scope of activities are determined by the disaster and the community relations plan. Specific activities will be in accordance with this plan, town law, and state and federal practices.

Responsibilities

<u>Primary Agency</u>:
TOC Supervisor, or designee, will:
- Coordinate with TOC officials to ensure that disaster related information is communicated between victims and public and private organizations which provide assistance;
- Train and equip Community Relations personnel;
- Ensure that the Community Relations support function is nondiscriminatory in accordance with current laws and regulations;
- Establish and adhere to standardized procedures that provide a consistent level of services to disaster victims.

<u>Support Agencies</u>
- The TOC Building Department will support Community Relations operations by providing information pertinent to licensed, bonded contractors who provide emergency recovery work.
- The Town Clerk will support Community Relations operations by providing information relevant to Emergency Food Stamps, unemployment, Women and Infant Children Health System (WICS), and Family Assistance.
- The Albany County Department of Health will support the Community Relations operations by providing information about health issues such as immunizations, food safety and water purification, and hygiene.
- Other agencies and organizations will provide relevant information to support the Community Relations operations as necessary.

Administration and Logistics

Supervisor or designee will:
- Coordinate activities of County, State, and Federal agencies in the implementation of a community outreach program.
- Support Community Relations personnel by providing transportation, clerical, shelter, and subsistence resources as necessary.
- Coordinate and organize Community Relations Teams.

SA 3   Financial Management

Coordinator   Comptroller

Coordinating Agencies   Receiver of Taxes

Purpose

This annex provides financial management guidance to the Town of Colonie (TOC) Comptroller to ensure that funds are provided and financial operations conducted in accordance with state statutes, policies and procedures.

Scope

The Town may apply and/or receive state disaster assistance or emergency/disaster relief funding.

Policies

A local state of emergency may permit funding from available Town funds or from a TOC Disaster Relief Fund, if established, in accordance with Town law. Additional funds may also be made available by state and federal programs.

The expenditure of large sums of state funds may be required to restore the TOC infrastructure to pre-disaster conditions.

Financial operations will be carried out under extreme emergency/disaster schedules and political pressures, necessitating timely, non-routine procedures with sound financial management practices and accountability.

The incident may result in a declaration of a local state of emergency thus permitting supplemental response and recovery funding.

The Governor's Office and State Legislature will consider and give timely approval for funds needed to sustain emergency response operations. As response and recovery operations proceed, estimates will be gathered and additional emergency/disaster appropriations will be investigated.

The TOC Comptroller and Tax Collector will support financial activities related to the TOC Emergency Operations Center (EOC) and related emergency requirements.

Concept of Operations

Procedures for the use of local funds will be in accordance with the TOC policy. The following concepts of operations describe the events and policies that guide financial management for TOC response operations.

After the occurrence of an event that may result in a declared state of emergency, TOC may use some or all of the ESFs. If the Emergency Management Coordinator (EMC) believes that County, State or Federal assistance might be necessary, advanced liaison elements will be activated. The first priority actions are to assess the situation and confer with the Supervisor in order to determine the need for County, State or Federal assistance.

Eligible expenses incurred in the period immediately following an event but before a state of emergency will be reimbursable provided a declaration follows.

EMC and the Albany County Emergency Manager will confer on the need for State assistance. If county government determines that state assistance is necessary, they should declare a state of emergency and request the Governor to declare that a state of emergency/disaster exists.

The Town Supervisor reviews this request and forwards it to the Governor for decision. Until such time an emergency/disaster is declared, the comptroller continues to assess the situation and assist to the maximum extent allowed in the absence of emergency funding.

Once an emergency/disaster is declared by the Governor or is imminent, the EOC should be fully activated.

The EMC will work with the Town Supervisor and the EOC to identify unmet needs that require assistance. The activated ESF primary agencies will respond to the EOC. An ESF can be activated to perform limited or all activities contained in its annex at the discretion of the Supervisor or EMC. The Supervisor may authorize primary agencies to respond directly to requirements identified by the EMC. The EMC may instruct the ESF primary agencies respond directly to the EOC. It is the responsibility of the EMC, to coordinate with the EOC and clearly designate those individuals authorized to request ESF assistance and establish procedures for administrative control of funds associated with reimbursable work.

Primary agencies in the field will serve as executive agents for the EOC in providing assistance under this plan. The primary agency must insure that ESF actions are at the request of the local government and realize the cost implications.

In a declared state of emergency, the Town Supervisor, or designee, may direct a town agency to utilize its authorities and resources to assist response efforts. Assistance may be provided with or without compensation as determined by the Supervisor. Reimbursement will be provided for eligible costs.

It is the responsibility of each primary and supporting agency to keep the comptroller informed regarding funding needs to conduct ESF operations.

Each primary and support agency should accurately document mission tasking. This documentation should include the name of the requesting official, organization, ESF which made the request, content of the tasking and what action was taken.

Documentation on tasking's may be required to support the accounting for costs incurred in the town's response. This detailed documentation is not submitted as part of the request for reimbursement but should be maintained in each agency's records as supporting documentation for bills for reimbursement. The documentation will be needed if an agency is audited.

Should emergency funds be exhausted, the Supervisor will request emergency supplemental disaster relief funding from state and federal resources.

Financial Guidance and Organization
Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted state financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.

Upon activation of an ESF, primary and support agencies can begin operations and submit for reimbursement for those activities contained in the plan.

The approval to expend funds for response operations will be given by officials of the primary and support agencies. Each agency is responsible for establishing administrative controls of funds and segregation of duties for proper internal controls. Each agency should ensure that actions taken and costs incurred are consistent with missions identified in the plan and validate the request for to the comptroller for reimbursement of eligible costs.

Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement must be maintained. This will facilitate the final closeout and support audits of financial records.

Financial Management Operations
Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted state financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.

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Logs, formal records and file copes of expenditures to provide clear and reasonable accountability and justification for reimbursement must be maintained. This will facilitate the final closeout and support audits of financial records.

Financial Management Operations
Each agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement by the comptroller.

The procurement of resources will be in accordance with town law and established procedures regarding emergency/non-emergency conditions.

The policies for advancement or reimbursement of funds shall be in accordance with State and Federal guidelines.

All agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.

Applicants requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible for the purpose of making audits, excerpts and transcripts.

After the departments and agencies begin their initial response operations, it may be necessary to make an estimate of the total funding needs for the duration of the emergency response. The purpose of the estimate is to help gauge the need for additional allocations.

The expenditure of funds related to emergencies/disasters will be subject to audit in accordance with state/federal statutes and audit procedures.

Responsibilities

The Comptroller
- Secure emergency funds for the response and recovery of an emergency, disaster or terrorist incident requiring TOC assistance;
- Direct efforts to secure additional emergency appropriations as required;
- Oversee funds allocated to emergency response and recovery activities.

- During the emergency response phase, could serve as the EOC Logistics Section Chief and has signature authority for funds allocated to an emergency/disaster.
- Will work closely with program managers to ensure funds are properly managed.
- Serve as the financial official under this plan during the emergency response phase and will:
- Assist in requesting supplemental appropriations and direct the disposition and accounting of funds expended in accordance with town law.
- Serve as the primary advisor to the Supervisor on financial matters involving any emergency/disaster appropriations.
- Be responsible for keeping management informed on the status of funding and current issues.
- Provide an accounting officer at the EOC to assist in the implementation of the TOC CEMP and assist the Supervisor in the management of allocated or appropriated funds.
- Establish standard operating procedures applicable to the internal conduct and oversight of acquisitions and financial transactions.

TOC Departments and Fire Departments
While conducting activities under this plan, all TOC departments and fire departments must organize their operations to provide financial documentation in support of their emergency response and recovery activities.

Volunteer Agencies
Each volunteer agency conducting activities under this plan seeing reimbursement will organize their operations to provide financial documentation in support of their emergency response and recovery activities.

Administration and Logistics

The comptroller provides dedicated support during emergency/non-emergency situations and serves as an element of the EOC Logistics Group and may provide staff and technical assistance.

Comptroller may be augmented by the receiver of taxes for special detail and temporary staffing. The Comptroller may be required to operate an extended shift schedule to provide comprehensive dedicated financial support for emergency response activities.

SA 4   Logistics Management

Coordinator   Emergency Management Coordinator

Coordinating Agencies   All Town Departments

Purpose

This annex provides policy and guidance for providing logistical support to response agencies and departments to satisfy disaster response requirements in the town.

Scope

This annex applies to all declared and undeclared emergencies in the town and encompasses all phases of emergency management – mitigation, preparedness, response, and recovery.

Policies

All Town of Colonie (TOC) agencies and departments are responsible to provide the necessary resources to ensure effective Type 5 and Type 4 incident responses.

Additional required resources for Type 5 & 4 incidents shall be secured through department policy on mutual aid.

Type 3, 2, & 1 Incidents will put significant demands on existing resources, many of which may be in high demand.

Resource procurement through commercial sources must follow the policy in accordance with SA 3 – Financial Management.

Resource procurement through donations shall follow in accordance with SA 6 – Volunteer & Donations Management.

Actual disasters and exercises can identify specific needs that may be of a one time or rarely needed resource(s). While it is not practical to obtain and store such needs, it is important to research suppliers and sources for these needs. Town departments and agencies should identify needs that may be specific to their operations in disasters or responses and prearrange to obtain such needs.

Concept of Operations

Upon activation of the Town EOC, resource needs and procurement will be coordinated through the EMC. Each ICS Organization level and entity shall identify and request initial and routine resources through agency/department policy. Any resource needs that are in high demand, of an unusual nature, or difficult to obtain shall be communicated to and coordinated through the EOC. The EOC will identify and prioritize resource needs and allocation. The Planning Section is responsible to determine incident needs for each successive operational period.

The Logistics Section and the Planning Section/Resource Unit shall coordinate efforts with county state and federal counter parts.

Responsibilities

Emergency Management Coordinator
Provide logistical support for the function of the EOC.
Work within the established ICS Organization to ensure efficient and effective use of resources.

Departments/Agencies
Manage those resources needed to operate within their scope of responsibility.
Make requests according to department/agency policy to obtain resources needed for Type 4 & 5.
Identify and communicate needs for high demand, unusual, or hard to obtain resources to the EOC.
Identify needs relating to upcoming operational periods.
Attend Planning Meetings to coordinate resource needs.

Emergency Operations Center
Receive and process requests for resources in accordance with SA – 1 Financial Management.
Prioritize requests for high demand or scarce resources.
Provide information relating to resource procurement from commercial sources to the Finance Section.
Maintain records on resources obtained through donations.

Administration and Logistics

The Emergency Management Coordinator (EMC) is responsible to identify administrative items needed for Emergency Operations Center (EOC) functions. A resource list including the item, number needed, storage or use location, and outside source (if necessary) shall be maintained and made available for EOC operations.

Every effort shall be made to carry out needs in the most efficient and cost effective manner possible while still addressing the needs of the incident.

SA 5	Private-Sector Coordination	

Coordinator Emergency Management Coordinator

Coordinating Agencies All Town Departments

Purpose

This annex provides the policies, responsibilities, and concept of operations for incident management activities involving the private-sector during incidents or events. The annex further describes the activities necessary to coordinate and integrate the private-sector with town resources, activities, and efforts.

Scope

This annex applies to all department and agencies operating in incidents that involve the private-sector as an impacted organization or infrastructure, response resource, or regulated or responsible party. This annex does not alter existing private-sector responsibilities under law.

Existing contractual or other legal relationships between the town and the private-sector are not supplanted by this annex.

Policies

The Town of Colonie (TOC) encourages cooperative relationships with private-sector organizations to include all phases of emergency management.

The Town supports processes that support information sharing and informed cooperative decision making at the strategic and operational level to ensure effective use of private-sector resources and timely exchange of information.

The Town encourages owners and operators of critical infrastructure and key resources to develop appropriate emergency response plans and procedures for information sharing specific to the requirements of the respective industry or entity.

The Town encourages private-sector organizations to develop and maintain the capabilities necessary to ensure effective incident response and management.

Private-sector authorities shall be included in incident management planning and exercise when appropriate.

Confidential private-sector information will be protected from unauthorized use or distribution.

Information obtained from after action reports will be shared with participating private-sector organizations.

Incident reporting and information sharing shall use normal procedures.

Concept of Operations

Private-sector involvement with incident management organizations is determined by the nature, scope, and magnitude of the incident. For most incidents, private-sector involvement is centered on impacted organization or infrastructure, resource support, or the private-sector being a regulated or responsibility party.

Private-sector involvement supports those functions necessary to save lives, contain the incident, protect property and the environment.

During incidents, the affected private-sector organization shall execute continuity plans to ensure the continued capabilities to deliver critical goods and/or services.

Private-sector authorities will function within the Incident Command System (ICS) organization as part of the unified command, agency representatives, technical specialists, or as otherwise determined appropriate for the incident.

ESF Coordinators and Primary Agencies shall establish contact with private-sector counterparts in order to support incident management efforts.

Responsibilities

Town of Colonie Responsibilities
Develop plans, frameworks, and relationships, and facilitates coordinated incident response planning with the private sector at the strategic, operational, and tactical levels.
Share information, including threats and warnings, before, during, and after an incident.
Informs and orients the private-sector on the contents of the CEMP, and encourages and facilitates the development and coordination of equivalent private-sector planning and training.
Coordinates and conducts local incident management functions with the private-sector.

Private-Sector Responsibilities
Support the CEMP through voluntary actions or by complying with applicable laws and regulations.
Accept and appropriate measure of responsibility for information sharing, risk identification, performing vulnerability assessments, develop continuity and response plans, and take action to enhance their overall readiness.
Provide awareness training as appropriate for town departments and agencies.

Administration and Logistics

The Town of Colonie (TOC) encourages cooperative relationships between private-sector organizations and all levels of government regarding mitigation, preparedness, response, and recovery activities.

The Town will work cooperatively with the private-sector on incident planning, communications, and operational execution activities.

SA 6   Volunteer and Donations Management

Coordinator   Emergency Management Coordinator

Coordinating Agencies   All Town Departments and Agencies
                                American Red Cross – Albany County Chapter

Purpose

This support annex provides the coordinating processes used to ensure the most efficient and effective utilization of private voluntary organizations and donated goods during incidents in the Town of Colonie (TOC). In all probability, the outpouring of goods and services will not parallel the needs of local governments and municipalities. These goods and services must be coordinated in order to realistically match what is available with what is needed.

There are two basic situations to which this support annex applies:
> ➢ The TOC itself has been or is about to be the target of a major disaster.
> ➢ The TOC is chosen to operate a regional relief center in support of another area that has been affected by a disaster.

Scope

The scope is two-fold: first, to coordinate response and recovery efforts as related to volunteers (organized and spontaneous) and second, to coordinate the application of resources and expedite the delivery of volunteer goods and services to support the relief effort in a disaster area in a manner that is consistent with existing local and state provisions. This annex applies to all agencies with direct and indirect volunteer and/or donations responsibilities.

Policies

Management of unaffiliated volunteers and unsolicited donated goods involves a cooperative effort by all levels of government, voluntary and community-based organizations, private sector entities, and the media.

Citizens are encouraged to volunteer with existing organizations that provide assistance related services on a routine basis as well as during times of disaster. Volunteers that are deployed through formal organizations are preferred over spontaneous volunteers. Spontaneous volunteers may provide sought after skills and abilities but must be utilized in accordance with accepted policies, procedures and work practices.

Unaffiliated volunteers are discouraged from going directly to any disaster site.

Organizations should provide to and required members to display easily recognizable identification when participating in disaster operations.

Full use of existing nongovernmental organizational volunteer and donations management resources is encouraged before seeking assistance of County, State or Federal governments.

Records will be maintained to track the procurement process in accordance with regulations for possible reimbursement from disaster recovery funds.

This support annex will be composed of agencies with major roles in the coordination of volunteers and donated goods. The scope of activities includes, but is not limited to:

- Establishing a database and tracking of all donated goods and services.
- Maintaining a listing of goods and services available from each support department/agency and a listing of prospective goods and services needed in a disaster.
- Coordinating with local support agencies to determine available resources and needs.
- Coordinating with local support agencies regarding their operational status.
- Identifying and facilitating resolution of area responsibility among agencies involved.
- Assisting voluntary agencies in receiving needed services and/or goods.
- Coordinating the placement of town employees responding outside of their normal duties and responsibilities.
- Training and coordinating training of message center and shelter workers.
- Assessing and prioritizing affected area needs and deploying aid through the support agencies.

Concept of Operations

This support annex can be used in the case of significant natural or man-made disaster that is beyond the response capability of local municipalities. In such an event, the impact on local manpower and resources would be so great that it would necessitate the use of organized volunteers and the collection and distribution of donations. Representatives from major volunteer agencies should be available to assist at the EOC with this support annex.

Press releases and other forms of public information will be used to encourage and guide public donations. Donors will be discouraged from sending unsolicited goods directly to the disaster site. Donors will be encouraged to make cash donations to locally sponsored funds or to local charitable organizations.

Volunteer agencies will coordinate with local chapters and groups to determine availability of personnel and resources.

The Emergency Management Coordinator (EMC), along with the Red Cross will be responsible for assessing unmet needs at the local level and providing resources and volunteers to meet these needs from the available donations and volunteers responding, and will arrange for the transport of goods and services.

The EMC and the Red Cross will also be responsible for the coordination of volunteer efforts and activities in the local area.

An information center will be established to provide directions and materials to those volunteering goods and services. These centers may be located at welcome stations.

During the recovery phase voluntary organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and services.

The Town of Colonie looks principally to those voluntary organizations with established volunteer and donations management structures to receive and ensure utilization of appropriate volunteers and donated goods. The TOC also encourages cash donations to recognized nonprofit voluntary organizations with relevant experience and encourages individuals interested in volunteering personal services to participate through the local Citizen Corps Council and/or to affiliate with a recognized nonprofit voluntary organization.

All activities, functions, and services are provided in accordance with existing Federal statutes, rules, and regulations.

Responsibilities

Departments and agencies assigned as volunteer and donations liaison shall:
- Keep an accurate accounting of the flow of the goods from the donors to the recipients.
- Establish other staging areas as necessary.
- Establish local distribution centers as necessary.
- Coordinate the warehousing and distribution of donated durable and some non-durable goods.
- Coordinate with private and public agencies to receive necessary emergency durable goods.
- Arrange for distribution of goods and keep and accurate accounting of the flow of the goods from the donors to the recipients.

Administration and Logistics

The donation management process must be organized and coordinated to ensure that town disaster response and relief efforts are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of incident management operations.

This annex is intended to coordinate the application of resources during times of disaster and does not direct any individual or private organization's policies concerning donations. Volunteer organizations will operate under their own administrative protocols.

SA 7   Worker Safety & Health

Coordinator   Emergency Management Coordinator

Coordinating Agencies All Town Departments and Agencies

Purpose

This annex provides policy and guidelines to minimize the risk of injury or illness to emergency workers deployed in disaster/emergency operations.

Scope

This annex applies to all personnel, regardless of agency affiliation, who are involved in emergency operations, including exercises and drills, on behalf of the Town of Colonie (TOC) and its residents. For the purposes of this annex, the term emergency worker applies to full and part time employees, or any other town controlled personnel, who are employed in any capacity related to mitigation, preparedness, response, or recovery resulting from a state of emergency declared in the town. In some cases this also includes personnel who are members of voluntary organizations active in disasters as well.

The objective of this annex is to ensure that disaster workers can work and reside in the safest and healthiest environment possible under the circumstances. This is accomplished by:
- Providing guidance for health and safety hazard identification for emergency personnel during actual disaster responses and exercises.
- Describing responsibilities for protecting personnel from injury and illness and providing immediate response and remediation in the event an incident occurs.
- Providing a standard reporting system for reporting and documenting disaster worker injuries and illnesses.
- Ensuring that all agencies take reasonable steps to protect emergency responders from disaster related hazards by adhering to Occupational Safety and Health Administration (OSHA) and other regulatory standards.

The urgency of a disaster situation may cause responders to react without adequate information or protective equipment for health and safety hazards that may be present.

All responders must follow agency protocols relating to safety issues during initial response to incidents.

Policies

The Town will implement safety and health management activities while involved in disasters and exercises by:
- Designating a qualified Incident Safety Officer (ISO) in accordance with incident management practices.
- Identification and mitigation of hazards at disaster and exercise sites.
- Ensuring that all disaster workers receive disaster health and safety training and information.

Response agencies will ensure that personnel are properly equipped and trained with appropriate personal protective equipment (PPE).

The ISO is responsible for the establishment of a system to identify, report, and control or eliminate hazards.

The Emergency Management Coordinator (EMC) is responsible for producing after action and post-incident reports on health and safety.

Concept of Operations

The Incident Commander (IC) will appoint and ISO who will conduct an initial assessment to determine safety concerns.

The ISO will conduct an initial safety assessment of the disaster site(s) and will brief the IC and the General Staff.

Assistant Safety Officer(s) may be appointed in accordance with ICS protocol and will coordinate activities with the ISO.

The ISO and assistant(s) will coordinate and exchange information to ensure maximum attention is paid to safety.

The ISO and assistant(s) will ensure that workers and visitors to incident sites are familiar with the use, operation, and maintenance of any necessary PPE.

Responsibilities

Emergency Management Coordinator
Coordinate disaster scene safety activities through the Emergency Operations Center (EOC).
Provide safety related updates to the Town Supervisor.
Develop and distribute Safety Messages to Command and General Staff personnel.
Provide after action report and recommendations.

Departments and Agencies
Assume overall responsibility for safety of assigned personnel.
Ensure that unsafe conditions are reported and corrected when practical.
Ensure that all personnel are briefed when unsafe conditions cannot be corrected or eliminated.
Ensure that injuries are reported in accordance with department or agency policy.
Ensure that the EOC is notified of health and safety issues as appropriate.
Attend and receive safety briefings.
Attend safety training program.
Utilize appropriate PPE.

Administration and Logistics

All TOC agencies and departments are responsible for protecting emergency workers in accordance with OSHA and any agency or department regulations.

Injuries to response workers will be reported in accordance with department and agency procedures.

Incident Annexes

Incident Annexes

Incident Annexes – Roles and Responsibilities

Incident Annexes – Roles & Responsibilities

Purpose

This section provides an overview of the annexes applicable to situations requiring specialized, incident-specific implementation of the TOC Comprehensive Emergency Management Plan (TOC CEMP).

Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Annex apply when terrorism is associated with any incident.

Background

The Incident Annexes address contingency or hazard situations requiring specialized application of the CEMP. The annexes in the sections that follow address the following situations:

Hazardous Materials
Terrorism
Severe Weather/Environmental
Catastrophic Incident

Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

Policies:

Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

Situation:

Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold.

Concept of Operations:

Each annex describes the concept of operations appropriate to the incident, integrations of operations with the TOC CEMP elements, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions. Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other special considerations.

Responsibilities:

Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases,

actions detailed in the annex also incorporate various components of state and Federal departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities. The responsibilities of the coordinating agency and cooperating agencies are identified below.

Coordinating Agency

Coordinating agencies described in the annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. Agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes that follow. Some of the incident annexes list multiple coordinating agencies. In these annexes, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident.

The coordinating agency is responsible for:
- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and sub-tasking cooperating agencies.
- Managing tasks with cooperating agencies, as well as appropriate county, state and federal agencies.
- Working with appropriate private-sector and nongovernmental organizations (NGO) to maximize use of available resources.
- Supporting and keeping Emergency Support Functions (ESF) and other organizational elements informed of annex activities.
- Planning for short-term and long-term support to incident management and recovery operations.
- Maintaining trained personnel to provide appropriate support.
- The coordinating agency will notify cooperating agencies when their assistance is needed.

Cooperating Agencies

Cooperating agencies are responsible for:
- Conducting operations, when requested by the Town of Colonie (TOC) Emergency Management Coordinator (EMC) or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, or other tools.
- Furnishing available personnel, equipment, or other resource support as requested.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Submitting new technologies to the TOC Emergency Management Committee for committee review and evaluation that have the potential to improve performance within or across functional areas.

IA 1	Hazardous Materials	

Coordinator	West Albany Fire Department

Cooperating Agencies	Town Fire Departments
	Town of Colonie Police Department
	Emergency Management Coordinator
	EMS
	Albany County Haz-Mat Team
	Regional Haz-Mat Team
	American Red Cross
	Albany County Sheriff's Department

Purpose

This annex established the policies and procedures under which the Town of Colonie (TOC) will operate in the event of a hazardous material incident. It define the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an incident involving the transport, use, storage, or processing of hazardous materials. It is essential that citizens and workers of the community be protected to the highest degree possible from the adverse effects of a hazardous materials release. Protective measures taken to preserve the health and safety of the public during a hazardous materials event are: isolation, evacuation, and shelter in place or a combination of all three.

Scope

This incident annex provide for a coordinated, effective, and efficient response to discharges and releases of hazardous materials occurring in, or affecting the Town of Colonie (TOC). When activated, this incident annex will coordinate all departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

Activation of this plan should be considered if:
- There are casualties
- There are evacuations
- An incident is deemed to be a Type 3 incident
- There is a spill or release requiring warning or notification under state or federal law

This plan attempts to provide delineation between a Type 5 or 4 response and a Type 3 or greater incident.

Policies

All operations will be conducted in accordance with the Incident Command System (ICS) in accordance with the Town of Colonie Comprehensive Emergency Management Plan (TOC CEMP).

Initial operations will be directed toward product isolation and identification, with primary focus toward victim and responder safety.

Responding departments/agencies will perform to the level trained as defined in 29 CFR 1910.120 which identifies the following levels of training:

Awareness – Covers basic recognition of a hazard, identification of the hazard (chemical released), evacuation and isolation of the area, calls for assistance, notifications required. Any person who may witness a hazardous materials spill in their profession is required to have at least this training.
Operations – Goes beyond awareness. Requires knowledge of personal protective equipment, defensive mitigation techniques, the incident command system, decontamination, emergency medical procedures, and the employer's plan.

Technician – Goes beyond the Operations level. Requires knowledge of Offensive mitigation techniques, the local emergency plan and knowledge of the national response plan in addition to skills and knowledge at the Operations level.

Incident Commander – Involves knowledge beyond the Operations level in preparation for command of a hazardous materials incident.

Situation

Planning Assumptions
The potential for a hazardous materials incident is directly related to the level of diverse industrial facilities, educational centers, and transportation routes passing through and terminating in the town.

Under the best circumstances, the management and coordination of a large hazardous materials response operation is complex and may involve multiple agencies.

Emergency or hazardous conditions of potentially disastrous proportions, or that are coincident with other emergency situations will place excessive requirements upon local response organizations.

While the majority of incidents tend to involve petroleum products, a significant number involve extremely hazardous materials. Extremely hazardous materials are those which may do irreversible damage or cause death to people or harm the environment when released or outside their intended use.

Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps.

Natural or other disasters could result in situations in which hazardous materials are released into the environment. Fixed facilities, schools, laboratories, and other locations which produce, generate, use, store, or dispose of hazardous materials, could be damaged so severely that existing spill control apparatus and containment are not effective.

Local resources may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup, and dispose of hazardous release into the environment.

Hazardous materials spills might cause the short-term or long-term evacuation of an affected area. Depending on the nature of the spill and local weather conditions, residences, businesses, hospitals, schools, nursing homes, and roadways may be evacuated or closed to traffic.

A Mass Casualty Incident (MCI) resulting from a hazardous materials release would seriously impact the local medical response community.

Additional response cleanup personnel and equipment may be needed to supplement existing capabilities and to provide backup or relief resources.

Concept of Operations

The fire department having jurisdiction is the primary agency for this incident annex and will provide personnel to the Emergency Operations Center (EOC) on a twenty-four (24) hour basis, and will coordinate with other town fire departments.
Emergency response operations include:
- Product identification
- Isolation and evacuation
- Establish operational zones
- Request additional resources as needed
- Provide updates to Albany County Sheriff's Department and TOC EOC
- Integrate operations to utilize county, state and federal resources

Responsibilities

Coordinator: Fire Departments having jurisdiction – The lead agency for initial response.
Provide HazMat Awareness and training information to town departments/agencies
Coordinate response activities with other department/agencies
Request activation of EOC, if deemed necessary
Provide scene security and control
Establish Incident Command and coordinate the local response
Secure the scene to maintain integrity of the scene
Notify State and Federal authorities in accordance with current protocols
Provide liaison to other levels of government
Provide Public Information Officer (PIO)
Request resource assistance from County, State and Federal resources
Notify Town Supervisor and town officials as necessary
Communicate safety and operational concerns to the EOC

Cooperating Agencies

Emergency Management Coordinator:
Assist fire departments with coordination of HazMat response activities with other departments/agencies
Coordinate HazMat Awareness training for town employees/officials
Coordinate dissemination of awareness information to town residents and businesses
Assist Town Supervisor to ensure Continuity of Government

Town of Colonie Police Department:
Provide HazMat Awareness training for department members
Conduct evacuation, movement, or sheltering-in-place in accordance with ESF 9
Provide scene security and control
Ensure all responders are equipped with personal protective equipment as appropriate for the hazard level

Emergency Medical Services:
Provide HazMat Awareness training for department members
Provide medical care to victims
Provide medical and rehabilitation support to emergency responders
Ensure all responders are equipped with PPE as appropriate for the hazard level

Other Cooperating Agencies:
- All agencies will provide the necessary resources for carrying out their assignments
  Town Highway department will provide heavy equipment and operators for diking, damming, diverting and/or accessing incident area
- American Red Cross will provide shelters, first aid stations, field hospitals, food and water, and medical supplies
- Albany County Hazardous Materials Response Team (HMRT) can be utilized to provide Technician level response capabilities

IA 2   Terrorism   [Top]

Coordinator   Police Department

Cooperating Agencies   Town Fire Departments
                                   Emergency Management Coordinator
                                   EMS

Purpose

This incident annex establishes basic guidance for the preparation for, mitigation of, response to, and recovery from any act of terrorism that occurs within, or has an effect on the Town of Colonie (TOC). This annex applies to all threats or acts of terrorism within the town that require a coordinated response.

Scope

All terrorist acts are crimes. All involve violence, threats of violence, or the disruption of essential services. The targets are mainly civilians but can include governmental and commercial organizations or individuals. The motives are usually political. The actions are generally designed to achieve maximum publicity. Acts of terrorism are usually intended to produce psychological effects far beyond the immediate physical damage.

It is not possible to eliminate the possibility of terrorism. However, the effects of terrorism can be reduced by:
- Training and education of public safety personnel
- Acquisition of essential equipment
- Preparation of essential facilities
- Public education and awareness programs
- Formation and maintenance of working relationships with appropriate County, State and Federal governments

It is essential that the provisions of this annex be thoroughly compatible with County, State, and Federal plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this annex must contain sufficient flexibility to facilitate timely interoperability throughout County, State, and Federal partnerships.

Policies

Hazard Analysis
To accurately assess the Town's vulnerability to terrorism, the Town of Colonie Police Department (TCPD), in conjunction with the Emergency Management Coordinator (EMC), the departments, town departments, and other effected entities, will conduct an ongoing assessment of public and private facilities. The results of this assessment will be analyzed and recommendations made to reduce vulnerability when possible.
Training

Public awareness and education are among the most important aspects of terrorism prevention and mitigation. The EMC, in conjunction with the TCPD will conduct public awareness and education programs as needed. All town departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to, mitigation of and recovery from terrorist acts and threats including chemical, biological, radiological, nuclear and explosive events.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP) should address the preparation for, response to, mitigation of and recovery from terrorist acts and threats.

Exercises
Emergency Preparedness Exercises should be conducted as needed to ensure the following:
Existing SOPs are valid and workable
All personnel understand their roles and are capable of accomplishing assigned tasks
All necessary safeguards are in place and all supporting activities have been properly identified and coordinated
All necessary equipment is available

Situation

The Town of Colonie is vulnerable to acts of terrorism due to the existence of several high profile targets as well as other potential targets. These targets include college campuses, transportation, communication, and infrastructure entities.

An attack on any of these targets could cause mass casualties, major damage, and the disruption of essential services.

At the federal level, the Department of Justice is designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice assigns lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within that role, the FBI operates as the on-scene manager for the federal government.

The Federal Emergency Management Agency (FEMA) is designated as the lead agency for consequence management within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the federal response. It is FEMA policy to use the National Response Plan structures to coordinate all federal assistance to state and local governments for consequence management.

Concepts of Operations

In accordance with Emergency Support Function (ESF) 2 – Direction and Control, Incident Command (IC) will be established to efficiently integrate and coordinate response resources and support from all departments and agencies and all levels of government. Command level personnel should consider the activation of the town Emergency Operations Center (EOC).

Site security is a critical function and must be established as early in the incident as possible. This is essential to ensure that the scene (crime scene) is protected, further threats to public safety are reduced or eliminated, and responder safety is maintained.

Access to the scene is controlled and enforced so that all personnel in the Hot Zone have security clearance and are equipped with proper personal protective equipment (PPE).

Communications shall be established in accordance with ESF 7 – Communications, to ensure effective communications among all response elements and all levels of government. Some communications require a higher level of security and will be kept separate and secure from other incident communications.

Responsibilities

Coordinator: Town of Colonie Police Department
The TCPD shall be the lead agency for initial response
Conduct and coordinate threat assessment for the town
Develop and conduct security and crime prevention programs
Provide terrorism awareness and training information to town departments/agencies
Coordinate terrorism response activities with other department/agencies
Provide scene security and control
Establish Incident Command integrity of the crime scene
Begin initial investigation
Notify county, state and federal authorities in accordance with current protocols
Provide liaison to other levels of government
Provide Public Information Officer (PIO)
Request resource assistance from County, State, and Federal resources
Communicate safety and security concerns to the EOC

Cooperating Agencies

Emergency Management Coordinator:
Assist TCPD in conducting a threat assessment for the town.
Assist TCPD with coordination of terrorism response activities with other departments or agencies
Coordinate terrorism awareness training for town employees and officials
Coordinate dissemination of awareness information to town residents and businesses
Assist the Town Supervisor to ensure continuity of government in accordance with Support Annex 1 – Government Operations

Fire Departments:
Assist TCPD in conducting a threat assessment for the town
Provide terrorism awareness training for department members
Provide rescue and extrication for victims
Provide medical care to victims
Ensure all responders are equipped with PPE as appropriate for the hazard level

Emergency Medical Services:
Provide terrorism awareness training for department members
Provide medical care to victims
Provide medical and rehabilitation support to emergency responders
Ensure all responder are equipped with PPE as appropriate for the hazard level

IA 3	Severe Weather/Environmental	

Coordinator Emergency Management Coordinator

Cooperating Agencies All Town Departments and Agencies with Assigned Primary or Supporting Emergency Support Function (ESF) Responsibilities

Purpose

This annex establishes the context and overarching strategy for implementing and coordinating an accelerated, proactive town response to a severe weather or environmental related incident.

Scope

A severe weather or environmental incident, for the purpose of this annex is any weather or environmental event that significantly affects the population, infrastructure, environment, economy, and/or government functions, and/or causes casualties or significant property damage.

Town resources will be required to augment overwhelmed initial response efforts. This annex establishes protocols to pre-identify and rapidly deploy key essential resources that are expected to be urgently needed to save lives and protect property through mitigation, preparedness, response and recovery. The goal of these efforts is to return the town to pre-incident status.

Policies

This incident annex strategy is consistent with National Incident Management System (NIMS) protocols and Incident Command System (ICS) conventions.

All town resources deploying in accordance with this incident annex remain under the control of their respective department or agency during mobilization and deployment.

Resources arriving at a check-in location or staging area remain there until requested by incident command authorities, when they are integrated into the incident response effort.

Situation

Planning Assumptions
Weather incidents can occur with little or no warning. Examples of such events are high winds or tornados. Other weather events may be predicted several days in advance allowing time for incident-specific strategic and tactical planning. Examples of predicted weather events are hurricanes, prolonged heat or cold, ice storms, and heavy, accumulating snow.

Environmental events such as flash floods or earthquake occur with little or no warning.

A severe weather/environmental incident could result in sustained town-wide impacts over a prolonged period of time, almost immediately exceeds resources normally available in the impacted area, and significantly interrupts government operations and emergency services.

A severe weather/environmental incident that causes mass casualty or mass evacuation triggers a *Local State of Emergency* declaration, immediately or otherwise. *Emergency Local Orders* will be issued as necessary to support the incident response.

Multiple incidents may occur simultaneously or sequentially in contiguous or noncontiguous areas.

The incident may cause significant disruption of the area's critical infrastructure such as energy, transportation, telecommunications, public health and medical systems.

A severe weather/environmental incident may have significant regional dimensions. The response capabilities and resources of the local jurisdiction (to include mutual aid from surrounding jurisdictions) may be insufficient and quickly overwhelmed.

Local emergency personnel who normally respond to incidents may be among those affected and unable to perform their duties.

A detailed and credible common operating picture may not be achievable for 24 to 48 hours or longer after the incident. As a result, response activities must begin without the benefit of a detailed or complete situation and critical needs assessment.

Town support must be provided in a timely manner to save lives, prevent human suffering, and mitigate severe damage. This may require mobilizing and deploying assets before they are requested via normal Town of Colonie Comprehensive Emergency Management Plan (TOC CEMP) protocols.

Large numbers of people may be left temporarily or permanently homeless and may require prolonged temporary housing or other support services.

Incident Condition

Normal procedures for certain ESFs may be expedited or streamlined to address the magnitude of urgent requirements of the incident. All ESFs must explore economies of scale to maximize utilization and efficiency of scarce resources. In the case of a catastrophic incident, it is expected that the town departments and agencies provide expedited assistance in one or more of the following areas:

Warnings & Public Information (ESF #8):

Provide and disseminate information to the public in the event of an actual or potential disaster. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public. The initial focus is on the dissemination of information and instructions to the people at risk in the community.

Evacuation, Movement & Shelter-In-Place (ESF #9):

Evacuation refers to the removal of entire populations in a given area. Movement is the relocation of populations from smaller isolated danger areas to areas of safety. Sheltering-in-place refers to leaving populations in the protection of their own homes or businesses. The method used to safeguard populations will need to be planned for and evaluated at the time of the incident.

Mass Care, Housing, and Human Services (ESF #10):

Coordination of activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information. Support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.

Concept of Operations

In accordance with the TOC CEMP provisions for proactive response to severe weather/environmental incidents, this incidents annex employs and expedited approach to the provision of town resources to save lives and contain the incident.

Guiding principles for a proactive catastrophic incident response include the following:
The primary mission is to save lives, protect and critical infrastructure contain the event, and maintain security through mitigation, preparedness, response and recovery.
Standard procedures for requesting assistance may be expedited or, under extreme circumstances, temporarily suspended in the immediate aftermath of an incident of catastrophic magnitude.
Pre-identified town response resources are mobilized and deployed, and, if required, begin emergency operations to commence life-safety activities.
Full coordination with initial response departments/agencies shall occur as soon as practical, but the coordination process should not delay or impede the rapid mobilization and deployment of critical town resources.
Upon recognition that a severe weather/environmental incident condition exists (e.g., involving mass casualties and/or mass evacuation) the TOC Emergency Management Coordinator (EMC) shall implement this incident annex.

Upon notification from the EMC or his or her designee, that this annex has been implemented, town departments and agencies shall:
Take immediate actions with this annex, mobilize, and deploy incident-specific resources in accordance with this annex and the appropriate ESF.
Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area.
Immediately commence those hazard specific activities established under the appropriate and applicable incident annex(es).
Immediately commence functional activities and responsibilities established under the TOC CEMP ESF Annexes.

Actions that the town takes in response to a catastrophic incident include:
- All department/agencies and organizations initiate actions to mobilize and deploy resources as planned.
- All departments, agencies, and organizations assigned primary or supporting ESF responsibilities immediately begin implementation of those responsibilities, as appropriate or when directed by the EMC or designee.
- Incident-specific resources and capabilities are activated and prepare for deployment to a mobilization center or staging area near the incident response strategies that include the pre-identification of incident-specific critical resource requirements and corresponding deployment/employment strategies.
- Accelerate the timely provision of critical resources and capabilities.

- Supplementary support agreements with the private sector and nongovernmental organizations are activated as required.

Responsibilities

Coordinator: Town of Colonie Emergency Management Coordinator
Establish that a catastrophic incident has occurred and implement the TOC CEMP
Notify all appropriate departments and agencies to implement this incident annex
Upon implementation of this incident annex, activate and deploy, or prepare to deploy, the necessary town resources
Coordinate response activities with other departments/agencies
Request activation of EOC, if deemed necessary
Provide scene security and control
Establish Incident Command and coordinate the local response
Identify and prepare for operation, those facilities critical to supporting the movement and reception of deploying resources
Establish and maintain communications with incident command authorities to ensure a common and current operating picture regarding critical resource requirements

Cooperating Agencies
When notified of activation of this incident annex shall:
Activate and deploy (or prepare to deploy) department/agency or ESF-managed teams, equipment caches, and other resources in accordance with the appropriate ESF
Commence ESF responsibilities as appropriate
Commence assessments of the probable consequences of the incident and projected resource requirements
Commence development of shorter and longer term response and recovery strategies.

Departments and agencies assigned primary responsibility for one or more functional response areas under the TOC CEMP are identified below.
Warning & Public Information (ESF 8) – TOC Emergency Management Coordinator
Evacuation, Movement, and Sheltering-In-Place (ESF 9) – TOC Police Department
Mass Care, Housing, and Human Services (ESF 10) – American Red Cross

IA 4	Catastrophic Incident	

Coordinator   Emergency Management Coordinator

Cooperating Agencies   All Town Departments and Agencies with Assigned Primary or Supporting Emergency Support Function (ESF) Responsibilities

Purpose

This incident annex establishes the context and overarching strategy for implementing and coordinating an accelerated, proactive town response to a catastrophic incident.

Scope

A catastrophic incident, for the purpose of this annex, is any natural or manmade incident including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, and/or government functions. A catastrophic incident could result in sustained town-wide impacts over a prolonged period of time, almost immediately exceeds resources normally available in the impacted area and significantly interrupts governmental operations and emergency services.

Recognizing that town resources are required to augment overwhelmed initial response efforts, this annex establishes protocols to pre-identify and rapidly deploy key essential resources that are expected to be urgently needed/required to save lives and contain incidents.

Policies

This incident annex strategy is consistent with National Incident Management System (NIMS) protocols and Incident Command System (ICS) conventions.

All town resources deploying in accordance with this incident annex remain under the control of their respective department or agency during mobilization and deployment.

Resources arriving at a check-in location or staging area remain there until requested by incident command authorities, when they are integrated into the incident response effort.

Situation

Planning Assumptions
A catastrophic incident could result in large numbers of casualties and/or displaced persons.

A mass casualty or evacuation incident triggers a *Local State of Emergency* declaration, immediately of otherwise. *Emergency Local Orders* will be issued as necessary to support the incident response.

The nature and scope of a catastrophic incident may include chemical, biological, radiological, nuclear or high-yield explosive attacks, disease epidemics, and major natural or manmade hazards.

Multiple incidents may occur simultaneously or sequentially in contiguous and/or noncontiguous areas. Some incidents, such as biological Weapons of Mass Destruction (WMD) attack, may be dispersed over a large geographic area, and lack a defined incident site.

A catastrophic incident may occur with little or no warning. Some incidents, such as rapid disease outbreaks may be well underway before detection.

The incident may cause significant disruption of the area's critical infrastructure such as energy, transportation, telecommunications, public health and medical systems.

The response capabilities and resources of the local jurisdiction (to include mutual aid from surrounding jurisdictions) may be insufficient and quickly overwhelmed.

Local emergency personnel who normally respond to incidents may be among those affected and unable to perform their duties.

A detailed and credible common operating picture may not be achievable for 24 to 48 hours or longer after the incident. As a result, response activities must begin without the benefit of a detailed or complete situation and critical needs assessment.

Town support must be provided in a timely manner to save lives, prevent human suffering, and mitigate severe damage. This may require mobilizing and deploying assets before they are requested via normal Town of Colonie Comprehensive Emergency Management Plan (TOC CEMP) protocols.

Large-scale evacuations, organized or self-directed, may occur. More people initially are likely to flee and seek shelter for attacks involving chemical, biological, radiological, or nuclear agents than for natural events. The health-related implications of an incident will aggravate attempts to implement a coordinated evacuation management strategy.

Large numbers of people may be left temporarily or permanently homeless and may require prolonged temporary housing.

A catastrophic incident may produce environmental impacts (e.g., persistent chemical, biological, or radiological contamination) that severely challenge the ability and capacity of the TOC to achieve a timely recovery.

A catastrophic incident has unique dimensions and characteristics requiring that response plans and strategies be flexible enough to effectively address emerging needs and requirements.

A catastrophic incident may have significant dimensions extending beyond the town. These include potential impacts on the health and welfare of border community populations, transportation, law enforcement coordination, and other areas.
If the incident is the result of terrorism, the Homeland Security Advisory System (HSAS) level likely may be raised regionally, and perhaps nationally. Elevation of the HSAS level carries

additional local, State and Federal security enhancements that may affect the availability of certain response resources.

Incident Condition
Normal procedures for certain ESFs may be expedited or streamlined to address the magnitude of urgent requirements of the incident. All ESFs must explore economies of scale of maximize utilization and efficiency of scarce resources. In the case of a catastrophic incident, it is expected that the town departments and agencies provide expedited assistance in one or more of the following areas:

Warning & Public Information (ESF #8):
Provide and disseminate information to the public in the event of an actual or potential disaster. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public. The initial focus is on the dissemination of information and instructions to the people at risk in the community.

Evacuation, Movement & Sheltering-In-Place (ESF #9):
Evacuation refers to the removal of entire populations in a given area. Movement is the relocation of populations from smaller isolated danger areas to areas of safety. Sheltering-in-place refers to leaving populations in the protection of their own homes or businesses. The method used to safeguard populations will need to be planned for and evaluated at the time of the incident.

Mass Care, Housing, and Human Services (ESD #10):
Coordination of activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information. Support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.

Concept of Operations

In accordance with the TOC CEMP provisions for proactive response to catastrophic incidents, this incident annex employs and expedited approach to the provision of town resources to save lives and contain the incident.

Guiding principles for a proactive catastrophic incident response include the following:
- The primary mission is to save lives, protect property and critical infrastructure, contain the even, and maintain security.
- Standard procedures for requesting assistance may be expedited or, under extreme circumstances, temporarily suspended in the immediate aftermath of an incident of catastrophic magnitude.
- Pre-identified town response resources are mobilized and deployed, and, if required, begin emergency operations to commence life-safety activities.
- Full coordination with initial response departments and agencies shall occur as soon as practical, but the coordination process should not delay or impede the rapid mobilization and deployment of critical town resources.

Upon recognition that a catastrophic incident condition exists (e.g., involving mass casualties and/or mass evacuation) the TOC Emergency Management Coordination (EMC) shall implement this incident annex.

Upon notification from the EMC or his or her designee that this annex has been implemented, town departments and agencies shall:
- Take immediate action to activate, mobilize, and deploy incident-specific resources in accordance with this annex and the appropriate ESF.
- Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area.
- Immediately commence those hazard specific activities established under the appropriate and applicable Incident Annex(es).
- Immediately commence functional activities and responsibilities established under the TOC CEMP ESF Annexes.

Actions that the town takes in response to a catastrophic incident include:
- All departments, agencies, and organizations initiate actions to mobilize and deploy resources as planned.
- All departments, agencies, and organizations assigned primary or supporting ESF responsibilities immediately begin implementation of those responsibilities, as appropriate or when directed by the EMC or designee.
- Incident-specific resources and capabilities are activated and prepare for deployment to a mobilization center or staging area near the incident site.
- The development of site-specific catastrophic incident response strategies that include the pre-identification of incident-specific critical resource requirements and corresponding deployment/employment strategies.
- Accelerate the timely provision of critical resources and capabilities.
- Supplementary support agreements with the private-sector and nongovernmental organizations are activated as required.

Responsibilities

Coordinator: Town of Colonie Emergency Management Coordinator
- Establish that a catastrophic incident has occurred and implement the TOC CEMP.
- Notify all appropriate departments and agencies to implement this incident annex.
- Upon implementation of this incident annex, activate and deploy, or prepare to deploy, the necessary town resources.
- Coordinate response activities with other departments/agencies.
- Request activation of Emergency Operations Center (EOC), if deemed necessary.
- Provide scene security and control.
- Establish Incident Command and coordinate the local response.
- Identify and prepare for operations, those facilities critical to supporting the movement and reception of deploying resources.
- Establish and maintain communications with incident command authorities to ensure a common and current operating picture regarding critical resource requirements.

Cooperating Agencies
- When notified of activation of this incident annex shall:
- Activate and deploy (or prepare to deploy) department/agency or ESF-managed teams, equipment caches, and other resources in accordance with the appropriate ESF.
- Commence ESF responsibilities as appropriate.
- Commence assessments of the probable consequences of the incident and projected resource requirements.
- Commence development of shorter and longer term response and recovery strategies.

Departments and agencies assigned primary responsibility for one or more functional response areas under the TOC CEMP are identified below:
- Warning & Public Information (ESF 8) – TOC Emergency Management Coordinator.
- Evacuation, Movement, and Sheltering-In-Place (ESF 9) – TOC Police Department.
- Mass Care, Housing, and Human Services (ESF 10) – American Red Cross.

Resource Guide Annex

Resource Guides

Department of Public Works
Public Safety

Department of Public Works Resource Guide

	CROSSINGS	BUILDING	DPW	EMS	FIRE SVCS	FLEET	GOLF COURSE	HIGHWAY	JUSTICE	LIBRARY	LWD	OGS	PEDD	POLICE	PRUYN HOUSE	PURE WATERS	TOWN PARK	SR. RES.	SURPLUS	WEST ALB.	YOBU	TOTAL
CAR	5					4	3	2	1	1	2	4		54		1	3		1	2		83
SUV			1	7							1	1		9			4			1		24
PICKUP		2					1	10			8					2	5	1	6	3	1	39
CARGO VAN						1	1	1			4	1		4								12
STEP VAN						1		4			3					2						10
PRISONER VAN																1						1
CUBE VAN																	1					1
AMBULANCE				12																		12
UTILITY TRUCK				3			2	1									4					10
1 TON/PLOW					1			5			3						2		1			12
SINGLE AXLE DUMP								6			6											12
SINGLE AXLE/PLOW								23														23
TANDEM/PLOW								7														7
TRI AXLE DUMP																	3					3
5TH WHEEL								1														1
AERIAL LIFT								1														1
AIR COMP.							2	1			4	1					4		1	1		14
ATV		1									1	2				1	1					6
BACKHOE							1	2			4											7
BUS					1										2							3
CART, WORK		2					13										2		1			18
CHIPPER								3			1								1			5
DOZER								2			1											3
EXCAVATOR								3														3
FORK LIFT						1		1								1						3
GENERATOR				3	3		1	3			9	4				5	5		1		1	35
GRADER								1														1
HOOKLIFT								1														1
MOTORCYCLE														4								4
MOWER, RIDING		3				2	24	5		1	4	2			1	2	12				1	57
MOWER, WALK		3				2	4	13		1	2	2			1	2	4		1	2	1	38
PACKER, TRASH								5														5
PUMP STATION								3			4					29						36
RACK TRUCK								2												1		3
ROLL OFF								1														1
ROLLER							1	7			1											9
SANDER								7			1						2					10
SCREENER								1														1
SIDEWALK MACHINE								5														5
SKIDSTEER								2														2
SNOW MOBILE		1																				1
SNOWBLOWER		3				1		7			2	2			2	7	3				1	28
SPREADER		2						4			1								1			8
SWEEPER								5											1			6
TRACTOR		1					2	3		1	2								1			10
TRAILER		1					2	13			10					6	6			9		47
VAC TRUCK								1			1						2					4
WHEEL LOADER								8									1					9
MISC.		10				2	49	26		2	20	2		2	2	19	14			7		155
SAWS		2					7	34			13					6	4			1		67
TRIMMER/WEED WHACKER		9					10	21		2	3				2	5	8			2	1	63
TOTAL	5	40	1	25	16	11	120	251	1	10	106	17	0	93	8	114	72	1	8	14	6	919

"MISC" CATEGORY INCLUDES BUT NOT LIMITED TO: AERATOR, PUMP, BOAT, WELDER, BLOWER, GOLF COURSE EQUIPMENT, LIGHT TOWER, ETC.

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Public Safety Resource Guide

	BOGHT	COLONIE VILLAGE	FULLER ROAD	LATHAM	MAPLEWOOD	MENANDS	MIDWAY	SCHUYLER HEIGHTS	SHAKER ROAD	STAMFORD HEIGHTS	VERDOY	WEST ALBANY
GENERAL FD INFORMATION												
STATIONS WITH AUX POWER	1	1	1	2	1			1	2		1	1
STATIONS WITHOUT AUX POWER	0	0	0	0	0			0	0		0	0
TOTAL STATIONS	1	1	1	2	1			1	2		1	1
VOLUNTEER MEMBERS	50	50		119	40			46	87		45	50
PAID STAFF	4	0	3	4	0			0	5		0	0
TOTAL MEMBERS	54	50		123	40			46	92		45	50
FIRE POLICE	2	6		8	4			6	14		5	8
EMS 1ST RESPONDERS	0	0	1	10	5			1	0		0	10
EMT'S	3	10	6	5	5			8	10		8	2
PARMEDICS	1	3	0	3	1			2	1		4	0
# OF SPECIALIZED FD MEMBERS												
CONFINED SPACE	0	5	0	0	0			4	0		5	5
LEVEL "A" HAZ-MAT	3	4	0	0	0			2	4		4	25
DECONTAMINATION	3	3	0	0	0			3	0		4	30
ICE RESCUE	5	2	0	0	0			2	4		9	0
TRENCH RESCUE	0	32	0	0	0			5	0		0	2
HIGH ANGLE RESCUE	0	2	0	0	0			5	2		0	2
WATER RESCUE	3	4	0	0	0			2	2		6	3
FIRE INVESTIGATION	0	1	0	0	0			2	2		3	1
FAST INTERVENTION	30	32	19	12	0			6	29		20	3
COLLAPSE RESCUE	0	32	0	0	0			1	0		0	2
STORM EMERGENCY UNIT	30	32	0	0	0			25	0		1	2
# AND TYPE OF TOOLS/EQUIP												
S.C.B.A.												
4500 PSI CBRN CERT	0	32		36	18			46	35		15	45
4500 PSI NON-CBRN CERT	28	0		0	0			0	0		18	0
RESCUE TOOLS												
HYDRAULIC	4	10	5	13	4			5	11		6	1
AIR BAGS	0	20/6	3	11	5			8	0		5	0
CHAIN SAWS	3	6	4	6	2			5	8		4	3
CIRCULAR SAWS	3	5	3	7	1			5	4		4	1

	BOGHT	COLONIE VILLAGE	FULLER ROAD	LATHAM	MAPLEWOOD	MENANDS	MIDWAY	SCHUYLER HEIGHTS	SHAKER ROAD	STAMFORD HEIGHTS	VERDOY	WEST ALBANY
AIR SYSTEMS												
4500 PSI CASCADE	0	1	1	1	0			0	1		0	0
4500 PSI CASCADE ON VEHICLE	0	1	0	1	0			0	0		0	1
METERS												
MULTIGAS	3	3	1	1	2			5	5		4	7
CARBON MONOSIDE	6	0	9	8	1			5	3		5	0
CARBON DIOXIDE	0	0	0	0	0			0	0		0	0
FLAMMABLE GAS	0	0	0	1	1			5	0		0	0
CHEMICAL AGENTS	0	0	0	0	0			0	0		0	3
RADIATION	0	0	0	0	0			0	0		0	15
CHEM/BIOLOGICAL	0	0	0	0	0			0	0		0	1
PORTABLE GENERATORS												
LESS THAN 3 KW	0	3	1	3	0			3	0		1	2
3-5 KW	1	0	2	2	2			2	3		1	3
5-10 KW	0	1	0	0	0			3	4		0	0
10-15 KW	0	0	0	0	0			0	0		0	0
MORE THAN 15 KW	0	1	0	0	0			0	0		0	0
LARGE DIAMETER HOSE												
4" LDH	0	2,000 FT		0	0			0	3,500 FT		3,500 FT	3,000 FT
5" LDH	2,600 FT	0		3,600 FT	3,600 FT			2,800 FT	0		0	0
6" LDH	0	0		0	0			0	0		0	0
PORTABLE PUMPS												
UNER 250 GPM	4	1		7	4			8	3		4	6
OVER 250 GPM	2	0		1	1			3	1		4	0
FOAM STOCKPILES												
AFFF	0	0		90 GAL	20			0	0		10	0
ALCO RESISTIVE AFFF	0	0		0	0			0	0		40	100
PROTEIN FOAM	0	0	0	0	0			0	0		0	0
CLASS A FOAM	100 GAL	0	0	0	0			0	30 GAL		35	40
CLASS B FOAM	0	0	0	0	0			0	0		0	0
HIGH EXPANSION	0	0	0	0	0			0	0		0	0
WETTING AGENT	0	0	0	0	0			0	30 GAL		0	0
UNIVERSAL TYPE	0	0	0	0	0			900 GAL	10 GAL		0	0

	BOGHT	COLONIE VILLAGE	FULLER ROAD	LATHAM	MAPLEWOOD	MENANDS	MIDWAY	SCHUYLER HEIGHTS	SHAKER ROAD	STAMFORD HEIGHTS	VERDOY	WEST ALBANY
FOAM TRUCKS												
COMPRESSED AIR	0	0	0	0	0			0	0		0	
FLOW SENSING SYSTEM	0	0	0	0	0			2	0		0	
PUMP PROPORTIONER	3	0	1	3	2			2	3		1	
ENGINES 2 W/D BY GPM												
500 GPM	0	0	0	0	0			0	0		0	0
750 GPM	0	0	0	0	0			0	0		0	0
1000 GPM	0	0	0	0	0			0	0		0	0
1250 GPM	0	0	0	0	0			0	0		0	0
1500 GPM	3	0	1	3	2			3	4		0	2
1750 GPM	0	2	0	0	0			0	0		2	0
2000 GPM	0	0	3	0	0			0	0		1	0
ENGINES 4 W/D BY GPM												
500 GPM	0	1	0	0	0			0	1		0	0
750 GPM	0	0	0	0	0			0	0		0	0
1000 GPM	0	0	0	0	0			0	0		0	0
1250 GPM	0	0	0	0	0			0	0		0	0
1500 GPM	0	0	0	0	0			0	0		0	0
1750 GPM	0	0	0	0	0			0	0		0	0
2000 GPM	0	0	0	0	0			0	0		0	0
TANKERS IN GALLONS 2W/D												
1000 GALLONS	0	0	0	0	0			0	0		0	0
1500 GALLONS	0	0	0	0	0			0	0		0	0
2000 GALLONS	0	0	0	0	0			0	0		0	0
2500 GALLONS	0	0	0	0	0			0	0		0	0
3000 GALLONS	0	0	0	0	0			0	0		0	0
3000 + GALLONS	0	0	0	0	0			0	0		0	0
TANKERS IN GALLONS 4 W/D												
1000 GALLONS	0	0	0	0	0			0	0		0	0
1500 GALLONS	0	0	0	0	0			0	0		0	0
2000 GALLONS	0	0	0	0	0			0	0		0	0
2500 GALLONS	0	0	0	0	0			0	0		0	0
3000 GALLONS	0	0	0	0	0			0	0		0	0
3000 + GALLONS	0	0	0	0	0			0	0		0	0

	BOGHT	COLONIE VILLAGE	FULLER ROAD	LATHAM	MAPLEWOOD	MENANDS	MIDWAY	SCHUYLER HEIGHTS	SHAKER ROAD	STAMFORD HEIGHTS	VERDOY	WEST ALBANY
RESCUE / HAZ-MAT VEHICLE												
HEAVY RESCUE	0	1	0	1	0			1	0		0	0
LIGHT RESCUE	1	1	1	0	0			0	2		1	0
HAZ-MAT	0	0	0	0	0			0	0		0	1
EMS RESPONSE VEHICLE												
1ST RESPONSE 2 W/D	0	0	0	0	1			0	0		0	0
1ST RESPONSE 4 W/D	1	1	1	1	1			1	1		1	0
TRAILERS												
HAZ-MAT	0	0	0	0	0			0	0		0	0
DECON	0	0	0	0	0			0	0		0	0
WMD	0	0	0	0	0			0	0		0	1
WATER RESCUE	1	0	0	0	0						0	0
TRUCK CO IN FEET												
65 FEET 2W/D BUCKET	0	0	0	0	0			0	0		0	0
65 FEET 2W/D STICK	0	0	0	0	0			0	0		0	0
65 FEET 4 W/D BUCKET	0	0	0	0	0			0	0		0	0
65 FEET 4 W/D STICK	0	0	0	0	0			0	0		0	0
75 FEET 2W/D BUCKET	0	0	0	0	0			0	0		0	0
75 FEET 2W/D STICK	0	0	0	0	0			0	0		1	0
75 FEET 4 W/D BUCKET	0	0	0	0	0			0	0		0	0
75 FEET 4 W/D STICK	0	0	0	0	0			0	0		0	0
85 FEET 2W/D BUCKET	0	0	0	1	0			0	0		0	0
85 FEET 2W/D STICK	0	0	0	0	0			0	0		0	0
85 FEET 4 W/D BUCKET	0	0	0	0	0			0	0		0	0
85 FEET 4 W/D STICK	0	0	0	0	0			0	0		0	0
100 FEET 2W/D BUCKET	0	0	1	0	0			0	0		0	0
100 FEET 2W/D STICK	0	0	0	0	0			1	0		0	0
100 FEET 4 W/D BUCKET	0	0	0	0	0			0	0		0	0
100 FEET 4 W/D STICK	0	0	0	0	0			0	0		0	0
100+ FEET 2W/D BUCKET	0	0	0	0	0			0	1		0	0
100+ FEET 2W/D STICK	0	0	0	0	0			0	0		0	0
100+ FEET 4 W/D BUCKET	0	0	0	0	0			0	0		0	0
100+ FEET 4 W/D STICK	0	0	0	0	0			0	0		0	0

	BOGHT	COLONIE VILLAGE	FULLER ROAD	LATHAM	MAPLEWOOD	MENANDS	MIDWAY	SCHUYLER HEIGHTS	SHAKER ROAD	STAMFORD HEIGHTS	VERDOY	WEST ALBANY
MISC VEHICLES												
FOAM CARRIER	0	0	0	0	0			3	0		0	0
AMPHIBIOUS VEHICLE	0	0	0	0	0			0	0		0	0
BOAT ON TRAILER	3	0	0	0	0			0	0		1	0
SNOWMOBILE W/TRAILER	0	0	0	0	0			0	0		0	0
ATV W/TRAILER	0	0	0	0	0			0	0		0	0
LIGHT UTILITY	0	1	1	1	1			0	1		1	0
BRUSH TRUCK 4W/D	1	1	0	0	0			0	1		0	0
CFR ENGINE 4 W/D	0	0	0	0	0			0	0		0	0

National Incident Management System (NIMS) Compliance Annex

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) – COMPLIANCE TRAINING

Overview

The NIMS is much more than just a list of required elements; it is a new approach to the way we prepare for and manage incidents, one that will lead to more effective utilization of resources and enhanced prevention, preparedness, and response capabilities. Moreover, full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to the National Response Plan (NRP), the Homeland Security Presidential Directive – 8 (i.e. the "National Preparedness Goal") and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This may well result in additional requirements being issued by the National Integration Center (NIC) as to what will constitute continuous full NIMS compliance.

Required Training

IS/100/IS-700
Entry level first responders & disaster workers

IS-100/IS-700/I-200
First line supervisors, single resource leaders, field supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS Training

IS-100/IS-700/I-200/IS-800 (I-300)
Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff

IS-100/IS-700/I-200/IS-800 (I-300/I-400)
Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.

More information on NIMS, NIMS compliance, and answers to frequently asked questions are available on the NIMS Integration Web page (http://www.fema.gov/nims)

TRAINING RECOMMENDATIONS & REQUIREMENTS

FIRE SERVICE

Target Audience*	Recommended Training
Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff. *County Fire Coordinator* *Bureau Chiefs, Deputy Chiefs, Fire Protection Specialist from selected bureaus – Office of Fire Prevention and Control Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents.* *Emergency Operations Center Staff (**if assigned as Section Chief or with Management level responsibilities in the EOC**)*	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/ emergency operations center staff. *Deputy County Fire Coordinators* *Fire Protection Specialist from selected bureaus – Office of Fire Prevention and Control* *Chief officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents (e.g. Deputy, Assistant, Division, Battalion)* *Special Team Leaders (USAR, HazMat, Technical Rescue, IMAT)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training. *Company Officers (e.g. Captains, Lieutenants)* *Special Team members (firefighters)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent*
Entry level first responders & disaster workers • *Firefighters* Other fire service personnel that require an introduction to NIMS and to the ICS include: • *Fire Police* • *Dispatchers*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent*

**Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

EMERGENCY MEDICAL SERVICE

<u>Target Audience*</u>   <u>Recommended Training</u>

Target Audience*	Recommended Training
Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff. *Chief of Operations (Chief or Captain), EMS Supervisor* *Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents* *County EMS Coordinator* *Associate EMS Care Representatives – DOH Bureau of EMS* *Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)*	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/ emergency operations center staff. *EMS Lieutenant* *Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents* *Deputy County EMS Coordinators* *Senior EMS Care Representative – DOH Bureau of EMS* *Special Team Leaders (DMAT, IMAT)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training. *EMS Crew Leader*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent*
Entry level first responders & disaster workers • *EMS First Responder* • *Emergency Medical Technician (EMT)* • *Advanced Emergency medical Technician (AEMT)* • *Critical Care Technician (CCT)* • *Emergency Medical Technician-Paramedic (EMT-P)* Other EMS personnel that require an introduction to NIMS and to the ICS include: • *EMS Dispatcher*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent*

**Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

LAW ENFORCEMENT

Target Audience*	Recommended Training
Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff. *Sheriff, Undersheriff, Chief Deputy, Police Chief, State Police Major* *Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents* *Emergency Operations Center (EOC) Staff (**if assigned as Section Chief or having Management level responsibilities in the EOC**)*	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/ emergency operations center staff. *Commanding Officers (Deputy, Assistant, Inspectors, Deputy Inspectors)* *Commanding Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents* *Captains, Lieutenants* *State Police Emergency Management NCO's* *Special Team Leaders Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAR or other agency specific)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of IDS/NIMS Training. *Sergeants* *Special Team members (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAR or other agency specific)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent*
Entry level first responders & disaster workers • *Deputy Sheriffs* • *Police Officers* • *Troopers* Other emergency personnel that require an introduction to NIMS and to the ICS include: • *Police Dispatcher* • *Peace Officers*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent*

**Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

EMERGENCY MANAGEMENT

<u>Target Audience*</u>	<u>Recommended Training</u>
Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff. *Emergency Management Commissioner, Director, Coordinator* *SEMO Executive Staff and Regional Directors* *Emergency Operations Center (EOC) Staff (**if assigned as Section Chief or having Management level responsibilities in the EOC**)*	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/ emergency operations center staff. *Deputy Emergency Management Coordinator* *SEMO Professional staff; Operational staff; and Regional staff* *Emergency Management Program Managers (e.g. Planning)*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of IDS/NIMS Training. *SEMO (All staff)* *Emergency Management Program staff* *CERT Team Management Staff*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent*
Entry level first responders & disaster workers Other emergency management response personnel not previously identified such as: *Communications Center Staff* *Clerical/Support Staff* *CERT Team Members*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent*

**Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

PUBLIC WORKS

<u>Target Audience*</u>   <u>Recommended Training</u>

Target Audience*	Recommended Training
Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff. Regional Director; Director of Operations DOT Emergency Management staff *County Highway Superintendent; Highway Superintendent* *Public Works Management personnel who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents.* *Emergency Operations Center (EOC) Staff **(if assigned as Section Chief or having Management level responsibilities in the EOC)***	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff. *Deputy County Highway Superintendent* *Deputy Highway Superintendent* *Public Works Management personnel who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents* *Assistant to Regional Director; Regional Transportation Manager* *Regional Transportation System Maintenance Engineer* *Regional Transportation System Operations Engineers* *Regional Equipment Manager; Agency Safety and Health Director* *Resident Engineers, Assistant Resident Engineers*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of IDS/NIMS Training. *Supervisors: Highway Maintenance Supervisors* *Bridge Repair Supervisor* *Traffic Management Center Operators*	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent*
Entry level first responders & disaster workers *Public Works personnel* Other emergency personnel that require an introduction to NIMS and to the ICS include: Public Works Dispatcher	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent*

**Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.   [Top]