

# UNUSUAL OCCURRENCES

STANDARD NO(S)

NYSLEAP 58.1-2, & 58.4

DATE:

August 19, 2010

REFER TO:

Gary S. Sullivan

## I. OBJECTIVE:

To provide guidelines for the response to and handling of unusual occurrences, such as natural disasters or civil disturbances.

## II. POLICY:

It shall be the policy of the SCSO to plan for and to provide high quality law enforcement services whenever required, even during unusual emergencies. Such emergencies, which by their very nature tend to disrupt the public order, include natural or man-made disasters, and civil disturbances affecting, or having the potential to affect, adversely, the safety of the people of Seneca County.

## III. DETAILS:

For the immediate purpose, an unusual occurrence is any situation that threatens the safety of numerous persons; that involves extensive property damage; that presents a serious hazard to public health; that requires the protracted services of a majority of on-duty personnel (to the extent that normal law enforcement activities would be impaired); or that requires field supervision by a Lieutenant or above. Such situations could include major fires or explosions, chemical spills, nuclear or radiological accidents, aircraft accidents, civil disorders, weather related emergencies, or other incidents requiring full implementation of SCSO's resources in the public interest.

The responsibility of government to provide order in the protection of life, public health, and property is not diminished in time of crisis. Rather, the public is entitled to expect that their police agencies will set an example for prompt and decisive action in returning to normalcy, regardless of any impediments to such accomplishment.

Unlike an occupying military force, the SCSO must handle any emergency and restore the public order without resorting to martial law and in full compliance with established procedures affecting legality of arrests, processing of prisoners and juveniles, and the collection and preservation of evidence. This responsibility can only be met after careful and thoughtful planning.

**A. Authority for Emergency Action** -In any incident or disaster within the unincorporated areas of Seneca County, governmental responsibility for the overall control of such situation is vested in the Seneca County Director of Emergency Management, until such time that the Chairman of the County Board of Supervisors assumes command and/or responsibility for decisions. Procedures governing such action are set forth in the "**Seneca County Comprehensive Emergency Management Plan**," a copy of which is maintained in the Administration Division of the Seneca County Sheriff's Office & Law Enforcement Center.

The Sheriff retains responsibility for planning, organizing, and directing all law enforcement activity during an emergency in Seneca County. Authority for such responsibility is found in New York State Executive Law Section 29-b (2)(g) and in New York State General Municipal Law Section 209-f.

1. Plans shall be reviewed and updated annually by the Director of Emergency Management in consultation with the Sheriff and other key stake holders. Plans for natural and/or man-made disasters are developed in accordance with the "**Seneca County Comprehensive Emergency Management Plan**." Coordination with the Seneca County Office of Emergency Management (Fire Coordinator) will be maintained as appropriate for the circumstances. Such coordination shall consist of, but not limited to, planning, paper and field exercises, risk assessment, and analysis.
2. Intelligence gathering operations may contribute information that could impact on such plans. The management of a crisis situation often begins prior to an event by evaluating an existing problem that has the potential for developing into an unusual occurrence. This appraisal requires an appreciation of the physical, environmental, cultural, as well as the socio-economic characteristics of the SCSO's service area.
3. The need for assistance from other law enforcement agencies or other outside agencies should be determined as soon as possible and the request made immediately. Any unusual occurrence may develop into an emergency situation when time is of the essence, and all members of SCSO shall be cognizant of the need for immediate and decisive action.

**B. Support Functions** -Dependent upon the extent and severity of the emergency, the SCSO will have exclusive or concurrent responsibilities for the following tasks:

1. **Communications** - The Seneca County Emergency Communications Center (E-911), an independent County Department, has the capability to act as the central dispatch point for all emergency communications in Seneca County. This includes police, fire ambulance and disaster communications. All SCSO vehicles and portable radios are similarly equipped. See "**Seneca County Comprehensive Emergency Management Plan**."
2. **Field Command Posts** - If required a temporary location will be used as the on-scene command center to coordinate the activities of all operational personnel. The Field Command Post will be placed outside the inner perimeter, preferably inside the outer perimeter, and will include the actual command post and a

controlled area for the staging of personnel and equipment. See "**Bomb Threats & Disposal**" and "**Hazardous Materials Incidents**," in the LEMOI.

3. **Casualty Information and Public Information** - Information on casualties will be dependent upon the scale of the occurrence. Procedures for public information are contained in "**Public Information and Community Relations**," this manual and in the "**Seneca County Comprehensive Emergency Management Plan**."
4. **Inter-agency Support** -If the nature of the unusual occurrence necessitates the utilization of resources outside of SCSO, such as other law enforcement agencies, federal assistance, or military support, procedures are contained in "**Liaison with Other Agencies**" and "**Jurisdiction**," in the LEMOI.
5. **Traffic Control** - Control of traffic in a disaster situation is a primary responsibility of SCSO. The orderly flow in and around a disaster site will help to lessen the severity of problems with evacuations, notifications, security, and emergency assistance. See "**Traffic Administration, Enforcement, and Control**," in the LEMOI, "**Seneca County Comprehensive Emergency Management Plan**" and "**Seneca County Hazardous Material/WMD Response Plan**."
6. **Public facilities** -In an unusual occurrence where vital public facilities are threatened, an assessment of security needs shall be made and implemented as soon as practical.
7. **Equipment and transportation** -It is important that all equipment and supplies intended for use in emergencies be serviceable, well-maintained and readily accessible. If necessary to protect life and property, the Sheriff may hire any equipment or apparatus together with an operator, including means of transportation for responding personnel or for evacuation of the general public. Authority for such action is contained in New York State County Law, Article 17, Section 656.
8. **De-escalation** -As soon as the situation will allow, de-escalation procedures should begin. Manpower and equipment resources should be released when no longer needed; however, command personnel must be alert for any indication that the situation might worsen and be prepared to recall resources. In the event of a civil disturbance, emphasis should be placed on communication with the community and organization leaders in an effort to defuse the situation.
9. **Rumor Control** -Rumors and inaccurate information can exacerbate a situation. Efforts should be made to counteract all rumors as soon as possible.
10. **10. Post-occurrence action** -Dependent upon the circumstances of the unusual occurrence, the Sheriff or a designee shall request post occurrence reports from command personnel and commence preparation of a critical assessment within two weeks.

11. The performance of individual members, their components, equipment, the organization as a whole, as well as the effectiveness of interaction with any cooperating agencies shall be reviewed. Steps to initiate needed corrective measures, new or revised procedures shall be taken as soon as practical.
12. **After Action Reports** - After an incident has required the deployment of significant SCSO resources an after action report shall be filed with the Sheriff. The form of the report may be a written memorandum, or, if a brief account will suffice, through the computerized message system.

**C. Initial Response** - In the event an SCSO member is first at the scene of an unusual occurrence that member will be the Incident Commander until relieved by competent authority. It is incumbent upon responding personnel to bear in mind the tenets of contain, control, and communicate in dealing with the situation. Upon arrival, the first member will notify the E-911 Center of the following:

1. Nature of the occurrence.
2. Exact location and extent of damage or potential danger.
3. Immediate assistance required.
4. Necessary Command Staff to be notified.
5. Advisability of initiating one of the emergency levels of response.

**D. Manpower Mobilization Plan** -The following guidelines are established to provide SCSO personnel with procedures for an organized, timely, and appropriate response to situations that exceed response capabilities of on-duty personnel, either in expertise or manpower requirements.

1. **Level I Response** -

- a. A Level I Response is the primary stage of mobilization for unusual occurrences. It is implemented whenever an incident generates response demands that exceed the capabilities of on-duty personnel. This response is appropriate when a specialized operation, such as K-9, Emergency Response Team (ERT), Navigation, CID, etc., is needed, rather than additional personnel.
- b. A level I Response may be initiated by the on- duty Sergeant or above, who will notify the E-911 Center of the requirements. Command personnel will be notified as outlined in “**Administrative Notification**”, this Manual.

2. **Level II Response** -

- a. A Level II Response is an extension of a Level I Response where there is a need for additional manpower, not necessarily specialized personnel. Implementation of a Level II Response may include activation of off-duty personnel.

- b. A Level II Response will be initiated by a Lieutenant or above, and may commence without issuing a Level I Response.

3. **Level III Response** -

- a. A Level III Response is an extension of a Level II and would normally be preceded by a Level II Response. Level III utilizes personnel and expertise from outside agencies when demands exceed the capabilities of SCSO.
- b. The Sheriff or a designee may request assistance of other county, municipal, State, or Federal agencies, pursuant to mutual aid legislation. See "**Jurisdiction**" in the LEMOI and "**Administrative Notifications**," this Manual.

4. **Implementation** - To implement a Level I, II, or III Response, or any other situation that exceeds the capability of on-duty personnel, a commanding officer may take emergency action to provide manpower to cope with the situation. Under such circumstances, the commanding officer may:

- a. Order on-duty personnel to remain on duty beyond their normal shift;
- b. Stand-by/mobilize off-duty personnel;
- c. Request additional resources in the form of specialized teams or individuals; or,
- d. Request a higher level of mobilization.

**E. Mobilization exercises** -At the direction of the Sheriff, periodic rehearsals of mobilization plans will take place, including distribution of manpower and equipment resources, and may also include other agencies that might be utilized in an unusual occurrence.

**F. Departmental Responsibilities** -The responsibilities of the SCSO during a disaster or emergency situation shall be as follows:

- 1. Protection of life and property, to include:
  - a. Safeguarding scene against further injury or loss of life;
  - b. Providing service and first aid until others arrive; and,
  - c. Assisting in the evacuation of unsafe buildings, when appropriate.
- 2. Take immediate charge of the scene by insuring:
  - a. Maintenance of order in and around the emergency area;
  - b. Prevention of unauthorized entry into the area;

- c. Control of traffic in and around the area; and,
  - d. Unimpeded access to and egress from the area by authorized personnel.
- 3. Care of the deceased victims, to include:
  - a. Safeguarding the scene;
  - b. Arranging for photographic record of event;
  - c. Arranging for removal of bodies; and,
  - d. Notification of next-of-kin (see "**Notifications**," ) this manual.
- 4. Safeguard property:
  - a. Of the dead and injured;
  - b. In evacuated buildings;
  - c. Abandoned at the scene;
  - d. By prevention of vandalism and looting; and,
  - e. By protection of public buildings and facilities.
- 5. Investigation of crimes, to include:
  - a. Arrest and detention of violators;
  - b. Collection and preservation of evidence;
  - c. Interviewing witnesses; and,
  - d. Interrogating suspects.
- 6. Aiding and assisting civilians by:
  - a. Rendering aid to persons protecting their own property;
  - b. Assisting persons in locating lost relatives; and,
  - c. Referring persons to appropriate agencies.
- 7. Cooperation and liaison with other agencies:
  - a. Assess need for outside assistance;

- b. Assess need for special equipment and/or specially trained personnel; and,
  - c. Request assistance from and maintain contact with other agencies.
8. As a function of de-escalation:
- a. Insure that all participating department and outside personnel are aware of incident status;
  - b. Account for all department equipment;
  - c. Release department personnel to normal duties; and,
  - d. Debrief personnel involved.

**G. Field Command** - If an emergency level of response is requested, the ranking on-duty supervisor will immediately respond to the scene and assume command as the Incident Commander. This person will direct the performance of all necessary law enforcement functions, including rescues, first aid, evacuations, traffic control, arrests, etc., until the situation is resolved or until relieved by competent authority.

1. When a Level I response is activated and a tactical situation exists, an officer of the rank of Lieutenant (or designee) or above will respond to the scene and assume command as Incident Commander.

If a situation other than a tactical situation exists, such as a natural disaster, the Seneca County Office of Emergency Management will be alerted as necessary. The Incident Commander will retain such status throughout the duration of the incident until relieved by competent authority.

2. It shall be the responsibility of the ranking on- duty supervisor to:
- a. Make a rapid survey of the scene and estimate the seriousness of the occurrence;
  - b. Request additional personnel for assignment to the scene:
    - 1) from on-duty personnel,
    - 2) through initiation of Level I, II, or III Response levels, and
    - 3) specify a protected area adjacent to the scene for use as a staging area. A secondary staging area should be identified if needed. The ranking on duty supervisor will also;
  - c. Establish a Command Post at the scene.
  - d. Notify the E-911 Center of:
    - 1) The location of the staging area and the Command Post;

- 2) The availability of communication facilities, including telephones;
  - 3) The current status of the situation; and,
  - 4) The specific type of equipment needed, if known at the time.
- e. Establish security lines isolating the area.
  - f. Establish an emergency response route and specify connecting routes from the scene to such route.
  - g. In cooperation with other agencies at the scene, appropriately provide for the following, if necessary:
    - 1) Casualty clearing area;
    - 2) Prisoner processing and detention center;
    - 3) Temporary shelter area;
    - 4) Press information area;
    - 5) Evacuations; and,
    - 6) Any other contingency as the situation develops.

**H. Mass Arrests** - The necessity to execute mass arrests is usually associated with civil disturbances, such as riots, protests, demonstrations, or even labor disputes; however, a need for this technique could also arise in a natural disaster, where, for instance, looters try to take advantage of police diversion. In the former cases, such as concerts, demonstrations, and the like, significant lead time of the event will often allow for preparation, including defusing the situation.

In other situations, the need for processing of mass arrests will probably not be identified until the illegal activity is underway. Members of the SCSO are required to be familiar with procedures, so that processing of mass arrests may be done efficiently and without unnecessary delay.

**I. Preparation of Detention Site** - Dependent upon lead time and expected workload, the following locations may be considered for use as detention sites:

1. Seneca County Correctional Facility.
2. Other indoor or outdoor locations where a reasonable degree of security can be maintained.

**J. Booking facilities** - Booking facilities shall be located at each detention site and be manned by both Corrections Officers and Road Patrol Officers. If necessary, requests for assistance from other agencies may be made pursuant to mutual aid legislation. See "**Jurisdiction**," in the LEMOI.

**K. Security** - Detention and security services at any detention site shall be provided by certified Corrections Officers; however, other certified police officers may be used to



provide security.

- L. Judicial Process** - When mass arrests are undertaken, the Sheriff or a designee shall notify the Seventh Judicial District and request that additional magistrates be assigned, if necessary. The District Attorney and the Assigned Counsel Administrator will also be notified.
- M.** The Corrections Chief Administrative Officer will arrange facilities for secure defense counsel visits which will provide the privacy to which defendants are entitled.
- N. Services** - It shall be the responsibility of the Corrections Chief Administrative Officer or designee to insure that proper food, water, sanitation, and medical facilities are provided at the site.
- O. Media relations** - Information on the mass arrests will be released to the media according to the procedures contained in "**Public Information and Community Relations**," this manual.
- P. Transportation of arrestees** -If the capacity of the SCSO is exceeded by the number of prisoners that must be detained, and their transportation to other facilities becomes necessary, arrangements for prisoner removal and detention shall be handled in accordance with the procedures set out in "**Jurisdiction**" in the LEMOI.

# **Seneca County Comprehensive Emergency Management Plan**



**2003**

**Prepared for:**

**County of Seneca**

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\* On file with the Office of Emergency Management.





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## List of Abbreviations and Acronyms

ANRC or ARC	American National Red Cross
ASCS	(USDA) Agricultural Stabilization and Conservation Service
BOCES	Board of Cooperative Educational Services
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEDAR	Code Enforcement Disaster Assistance Response Program
CEMP	Comprehensive Emergency Management Plan
CES	(USDA) Comprehensive Extension Service
CHEMTREC	Chemical Transportation Emergency Center
COE	(U.S. Army) Corps of Engineers
COOG	Continuity of Government Plan
COOP	Continuity of Operations Plan
DAC	Disaster Assistance Center
DCJS	(New York State) Division of Criminal Justice Services
DEA	(New York State) Defense Emergency Act
DEM	Department of Emergency Management
DMNA	(New York State) Department of Military and Naval Affairs
DPC	(New York State) Disaster Preparedness Commission
DRT	Disaster Response Team
DSR	Damage Survey Report

## List of Abbreviations and Acronyms (cont.)

EAS	Emergency Alert System
EHTR	Emergency Highway Traffic Regulations
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	(United States) Environmental Protection Agency
ERDA	(United States) Energy Research and Development Administration
ESCS	(USDA) Economics, Statistics, and Cooperative Services
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	(USDA) Farmer's Home Administration
FHWA	Federal Highway Administration
FIREScope	Firefighting Resources of California Organized for Potential Emergencies
FMHA	(USDA) Farmer's Home Administration
FNS	(USDA) Food and Nutrition Service
FS	(USDA) Forest Service
FSQS	(USDA) Food Safety and Quality Service
GAR	Governor's Authorized Representative
HAZMAT	Hazardous Materials
HAZNY	Hazards New York (computer software)
IC	Incident Commander
ICS	Incident Command System
IFGP	Individual and Family Grant Program
IJC	International Joint Committee Agreement

## List of Abbreviations and Acronyms (cont.)

IM	Incident Manager
JIC	Joint Information Center
LEPC	(Seneca County) Local Emergency Planning Committee
MAST	Military Assistance to Safety and Traffic
MERS	Medical Emergency Radio System
MYDP	Multi-year Development Plan
NAWAS	National Warning System
NDMS	National Disaster Medical Systems
NFIP	National Food Insurance Program
NHTSA	National Highway Traffic Safety Administration
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NSS	National Shelter Survey
NWS	National Weather Service
ODP	Office of Disaster Preparedness
OFPC	New York State Office of Fire Prevention and Control
PF	Protective Factor
PIA	Post Incident Analysis
PIC	Public Information Center
PIO	Public Information Officer
POD	Point of Distribution
PPD	Presidential Decision Directive
PPE	Personal Protective Equipment
REA	(USDA) Rural Electrification Administration

## List of Abbreviations and Acronyms (cont.)

RRTs	Regional Response Teams
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SCS	Soil Conservation Service
SEMO	(New York) State Emergency Management Office
SEQR	State Environmental Quality Review Act
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SUNY	State University of New York
USDA	Department of Agriculture
WMD	Weapons of Mass Destruction

This Comprehensive Emergency Management Plan is prepared and hereby supported under the executive authority of the undersigned:

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Robert N. Favreau  
Chairman of the Board of Supervisors

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Steven Getman  
County Attorney

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Charlie McCann  
Director of the Office of Emergency Management

Hold place for copy of the resolution by the County Board of Supervisors adopting the plan.



# Executive Summary

Seneca County, New York, situated in the Finger Lakes region of New York State, is bordered by the two largest Finger Lakes, Cayuga and Seneca. The county covers 330 square miles of land, with 66% devoted to agricultural use. Major commercial and industrial centers are located in the towns of Seneca Falls and Waterloo. Seneca County is vulnerable to a wide variety of emergencies, both natural and manmade, that can result in loss of life, property, and income and that can disrupt the normal functions of community, government, and industry. County government must be able to provide leadership and direction to prevent, mitigate, respond to, and recover from emergencies arising anywhere within the county. To meet this responsibility, the county has developed this Comprehensive Emergency Management Plan (CEMP). This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance Seneca County's ability to manage emergency situations, whether the result of the forces of nature or of technological or human origin.

The need for a comprehensive emergency management system at the local, state, and federal levels of government to deal effectively before, during, and after an emergency occurs is apparent. Following the simultaneous attacks upon the World Trade Center and the Pentagon on September 11, 2001, greater attention has been focused upon governmental ability to understand emergency management problems, plan for unexpected emergencies, rapidly and adequately respond to them to minimize injury and damage, and provide the mechanisms for coordinating effective responses to countywide or even regional events.

## **General Considerations and Planning Guidelines**

The CEMP was prepared by county officials working cooperatively with state, federal, and private agencies in a planning effort coordinated by the New York State Emergency Management Office (SEMO). The Seneca County CEMP is an integral part of a statewide emergency management program. Both Article 2-B of



## ***Executive Summary***

the State Executive Law and the New York State Defense Emergency Act (DEA) authorizes its preparation. The purpose of the plan is to minimize or prevent the effects of emergencies and to enhance the efficiency of response and recovery operations within Seneca County. The plan outlines the actions to be taken by the county before, during, and after emergencies and comprises the three major components of emergency management: emergency prevention and mitigation, emergency response, and emergency recovery.

**Emergency Prevention and Mitigation.** The CEMP includes the results of a systematic investigation and analysis of potential hazards that could affect the county, an assessment of the capabilities existing in the county to deal with potential problems and, finally, the development of necessary actions to achieve the mitigation goals and objectives of this plan. By implementing risk-reduction measures before an emergency occurs, lives can be saved and damage to property and the environment avoided or minimized.

**Emergency Response.** The CEMP defines the county's emergency management organization and structure. The plan assigns responsibility for emergency response functions to county departments and agencies within the framework of the county's present capabilities and existing organizational responsibilities. The county is responsible for assisting local levels of government in the event that they have fully committed their resources and are still unable to cope with any emergency.

**Emergency Recovery.** The responsibility for emergency recovery and damage assessment lies with the local jurisdictions where the damage was experienced. The county is responsible for assessing all damage to county infrastructure and property and is responsible for coordinating and aiding the local jurisdictions in their own damage assessment programs. The CEMP describes the county's responsibilities and processes by which the county will assist with emergency recovery.

## **Conclusion**

This CEMP provides a framework for addressing potentially disastrous emergency scenarios confronting Seneca County. The plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority, to allow the county to meet its responsibilities before, during, and after an



## ***Executive Summary***

emergency occurs. It is a document that clearly outlines the policies, procedures, and assets necessary for the county to be prepared for probable and potential threats to life, health, property, and general well being. However, the CEMP is not just a document or plan but an ongoing *process*. The county will annually review and revise the CEMP in order to better protect its citizens.

# 1

## **Comprehensive Emergency Management Plan (CEMP)**

The purpose of the CEMP is to minimize or prevent the effects of emergencies and to enhance the efficiency of response and recovery operations.

## **Introduction**

### **1.1 Purpose and Policy of the CEMP**

This plan is intended to set forth the basic information required by persons involved in an emergency due to the occurrence of a natural, manmade, or technological emergency in Seneca County. The purpose of this plan is to minimize the effects of emergencies by:

- Identifying and prioritizing likely hazards as well as response resources that are at risk and the appropriate measures to take to prevent or mitigate emergencies;
- Stipulating effective processes and policies for responding to potential emergencies through the use and coordination of all of the county's response capabilities; and
- Providing processes and policies for recovery and redevelopment after emergencies, including the use of state and federal programs for emergency recovery.

### **1.2 Legal Authority**

In accordance with New York State Executive Law, Article 2-B, Seneca County has been authorized to prepare a CEMP in order to enhance the county's ability to manage emergency situations (see Appendix A). The Seneca County CEMP is part of a statewide emergency management program promulgated under the auspices of SEMO and is being developed in accordance with New York State Executive Law, Article 2-B; the New York State Defense Emergency Act, as amended; the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and the Federal Civil Defense Act of 1950, as amended. County ordinances that govern the preparation and adoption of this plan include the County Board of Supervisor's Resolution #185 of 1981. Emergency management responsibilities for county departments and agencies are outlined in this plan. Emergency management assignments have been made within the framework of current department and agency capabilities and existing organizational responsibilities.



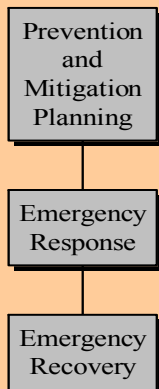
## 1. Introduction

The Seneca County Board of Supervisors adopted this CEMP on December 10, 2003 pursuant to Resolution #222-03.

The information contained in this document is confidential. No information from this document or its appendices and annexes will be released when such release would jeopardize efforts to prepare for an emergency and thereby endanger the life or safety of the people of Seneca County.

### 1.3 Elements of the CEMP

#### Emergency Management Planning Cycle



#### Emergency Prevention and Mitigation

Prevention refers to those short- or long-term activities that eliminate or reduce the number of emergency occurrences. Hazard mitigation is any action taken to reduce the risk to human life, property, and the environment posed by a hazard. Seneca County is continually identifying potential emergencies and emergency sites and recommending emergency prevention projects, policies, priorities, and programs, with suggested implementation schedules. The mitigation and prevention projects identified are aimed at strengthening Seneca County's ability to prevent emergencies, protect citizens, preserve structures, and provide emergency services, as well as increase public awareness. Federal, New York State, and other municipalities will occasionally play roles in these activities.

#### Emergency Response

Response operations can start before an emergency materializes (e.g., on receipt of advisories about floods, blizzards, or ice storms). The increased readiness response phase can include such pre-impact operations as:

- Detecting, monitoring, and assessing the hazard;
- Alerting and warning endangered populations;
- Taking protective actions; and
- Allocating/distributing equipment/resources.

Most response activities follow immediately upon notification of an emergency. These activities are designed to minimize casual-



## 1. Introduction

ties and protect property through confinement, containment, and resolution of the emergency situation. Response operations may reduce the probability of secondary damage and thus speed recovery operations.

Response operations are initially the responsibility of and controlled by local government departments and agencies having jurisdiction. Local response operations may be supported and coordinated by Seneca County Emergency Management, as necessary. When local governments are unable to adequately respond, Seneca County Emergency Management may be asked to assume a leadership role.

Activities coordinating the use of resources and manpower during and after emergencies and methods of ensuring that the public receives the necessary information and services include:

- **Identifying materials, facilities, and services that may be required in time of emergency.** The county continuously updates lists of all available resources within the county. The location and procedures for procuring these materials or facilities and/or their construction, processing, transportation, storing, maintenance, renovation, distribution, and use have been planned.
- **Centralizing coordination of resources, manpower, and services.** Systems for coordinating resources now in place have been evaluated and updated. Seneca County Emergency Management is currently working to coordinate resources through the Emergency Operations Center (EOC) using existing organizations and lines of authority and to develop a system for obtaining and disseminating emergency information, including the centralized assessment of local emergency effects and resultant needs. A specific plan for rapid and efficient communication and for the integration of county communication facilities during an emergency, including the assignment of responsibilities and the establishment of communication priorities and liaison with municipal, private, New York State, and federal communication facilities, is being developed.
- **Communicating with the public during an emergency.** A warning system has been developed that will facilitate the dissemination of emergency warnings and other pertinent infor-



## 1. Introduction

mation to the public. Public requests for assistance in the event of an emergency will be directed to a central authority. The authority will depend upon the nature of the emergency. For example, the public may be directed to dial a number connecting them to the police department or a separate toll-free hotline.

- **Providing care for the injured and needy.** Plans to provide care for the injured and needy as well as programs to assist victims of emergencies, with particular attention to the needs of the poor, the elderly, the handicapped, and other groups that may be especially affected by an emergency, have been developed.
- **Activating county and volunteer forces.** Arrangements for activating county and volunteer forces make use of normal chains of command to the maximum extent practical. Protocols for continued communication and reporting have been implemented. Procedures under which county and emergency service personnel and resources will be used in the event of an emergency have been established. Provisions for training county government personnel and volunteers in emergency response operations and arrangements to administer New York State and federal emergency assistance are being made.
- **Implementing emergency procedures.** Established emergency procedures include controlling ingress and egress to and from an emergency area, coordinating evacuation procedures, and establishing temporary housing and other necessary facilities.
- **Developing criteria for establishing priorities with respect to the restoration of vital services and debris removal.** Criteria are developed on an incident-specific basis for restoring and/or providing temporary repairs to critical county facilities damaged during emergencies.
- **Planning a system for continued operation of county government and essential services.** Continuity of government (COOG) plans will be prepared by individual departments to reflect the department's structure and responsibilities. Departmental COOG plans will be submitted to the County Legislature for adoption upon completion.



## 1. Introduction

### Emergency Recovery

Recovery activities are intended 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.

Seneca County's process for recovery and redevelopment after emergencies includes the following.

- Cooperating with local communities, New York State, and federal agencies in recovery efforts.
- Training and educating emergency officials and organizations to prepare applications for federal and New York State emergency recovery assistance.
- Recommending economic development and community development initiatives that minimize the impact of potential future emergencies on the community.
- Recommending replacement, reconstruction, removal, or relocation of damaged or destroyed public or private facilities.
- Supporting revisions to zoning, subdivision, building, sanitary, and fire prevention regulations that prevent or limit future events and occurrences.
- Addressing the future prevention and mitigation of the specific emergency situation experienced. Plans for the regular, formal discussion of lessons learned and the identification of specific mitigation and prevention activities are included in the comprehensive recovery effort.

### 1.4 Concept of Operations: A Tiered Response

The primary responsibility for responding to emergencies rests with the local government of towns and incorporated villages and with its chief executives such as the town supervisor and mayor. Local governments and their emergency services organizations play an essential role as the first line of defense. In responding to an emergency, the local jurisdiction is required to make full use of its own facilities, equipment, supplies, personnel, and the resources of private entities. Table 1 below shows the local jurisdictions



### Tiered Emergency Response Operations

When local resources are inadequate, the chief executive of a town or village may obtain assistance from other political subdivisions and the county government.



## 1. Introduction

within Seneca County and the population and land area of each. The local chief executive has the authority to direct and coordinate emergency operations and may delegate this authority to a coordinator. When local resources are inadequate, the chief executive of a town or village may obtain assistance from other political subdivisions and the county government.

**Table 1 Seneca County Census Data: 2000**

Total Population: 33,342 Total Land Area: 332.67 sq. miles

Municipality	Population	Land Area (sq. miles)
Town of Cover	2,227	31.50
Town of Fayette	3,643	55.19
Village of Interlaken	674	0.26
Town of Junius	1,362	26.74
Village of Lodi	338	0.57
Town of Lodi	1,476	34.29
Village of Ovid	612	0.42
Town of Ovid	2,757	30.99
Town of Romulus	2,036	37.80
Village of Seneca Falls	6,861	4.43
Town of Seneca Falls	9,342	24.24
Town of Tyre	899	30.15
Town of Varick	1,729	32.29
Village of Waterloo	5,111	2.10
Town of Waterloo	7,866	21.70

This plan describes how to request assistance and reflects the understanding that the governmental jurisdiction most affected by an emergency is required to address the emergency before requesting assistance. Seneca County Emergency Management has been designated as the coordinating office for all emergency management activities within the county and is responsible for assisting individual towns and villages within Seneca County if they have fully committed their resources and are still unable to cope with an emergency. Seneca County may request assistance from the State of New York after county resources have been exhausted and they are unable to cope with the emergency. A request for assistance to the state will be submitted through the New York State Emergency Management Office 24-hour Warning Point in Albany, New York.



## **1. Introduction**

If the severity of an emergency is clearly beyond the management capability and emergency resources of state and local governments, the governor may find that federal assistance is required and may request such assistance from the President under the provisions of the Disaster Relief Act of 1974 and Public Law 93-288.

### **1.5 Plan Review and Updates**

Seneca County Emergency Management is responsible for maintaining and updating this CEMP with input from the Chairman of the Board of Supervisors, the county attorney, other county government officials, the New York State Disaster Preparedness Commission, other appropriate department heads, and the citizenry of Seneca County.

Seneca County Emergency Management, in coordination with other key county departments and agencies, will review the Seneca County CEMP at least annually. As part of this review, the Director of Emergency Management will require departments and agencies maintaining annexes that are part of the CEMP to perform independent reviews and updates of their annexes. A report of this review and written documentation of any changes in plans or policies must be submitted to the Director of Emergency Management for inclusion in the county's CEMP (see Appendix B). The Seneca County CEMP will be submitted to the New York State Emergency Management Office by December 31 of each year in order to facilitate coordination of emergency operations with the State of New York. The plan for distributing CEMP updates is contained in Appendix C.

### **1.6 Conclusion**

The CEMP is an all-hazards management guidance document that meets the concerns as stated and that uses existing organizations to allow the county to meet its responsibilities before, during, and after an emergency. The plan specifically:

- Identifies, assesses, and prioritizes local vulnerabilities to emergencies and the resources available to prevent or mitigate, respond to, and recover from them;
- Outlines short-, medium-, and long-range measures to improve the county's ability to manage hazards;



## **1. Introduction**

- Provides that 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 occurs;
- Provides for the efficient use of all available resources while responding to an emergency;
- Provides for the use and coordination of county, state, and federal programs to assist emergency victims and prioritizes responses to the needs of the elderly, disabled, low income, and other groups that may be inordinately affected; and
- Provides for the use and coordination of state and federal programs for recovery from a disaster, with a focus on developing mitigative programs.

# 2

## Emergency Prevention and Mitigation

### 2.1 Identification and Analysis of Potential Hazards

#### 2.1.1 Seneca County All-Hazards Mitigation Coordinator

The Seneca County Director of Emergency Management has been designated as the All-Hazards Mitigation Coordinator (Coordinator). The Coordinator is responsible for managing county efforts to reduce potential hazards in Seneca County. The Coordinator is also responsible for:

- Identifying the sources of potential danger in the county that may cause accidents and emergencies;
- Determining the probable impact each of those emergencies could have on people and property; and
- Delineating the areas affected by potential emergencies, plotting them on maps, and designating them as risk areas.

#### 2.1.2 Seneca County All-Hazards Mitigation Steering Committee

The Seneca County All-Hazards Mitigation Steering Committee (Committee) is responsible for assisting the County Hazard Mitigation Coordinator in identifying and analyzing potential hazards. The duties of the Committee also include:

- Preparing policies, programs, and regulations to prevent and mitigate emergencies in their area of responsibility;
- Developing compliance and enforcement programs, including designating officials who will implement the policies;
- Complying with federal and state regulations to maximize prevention and mitigation of potential hazards;



## **2. Emergency Prevention and Mitigation**

- Participating in state agency programs that have a direct effect on preventing and mitigating emergencies in the county; and
- Reporting to the Director of Emergency Management each year on the status of planned, ongoing, and recently completed actions and programs being pursued to help prevent and mitigate emergencies in their area of responsibility.

Committee membership includes representatives from the following county departments, agencies, and organizations.

- Seneca County Emergency Management
- Seneca County Sheriff's Department
- Seneca County Fire Service
- Seneca County Health Department
- Red Cross of the Finger Lakes
- Seneca County Local Emergency Planning Committee
- County Soil and Water Conservation Office
- Seneca County Highway Department
- Seneca County Planning and Development Office
- Federal Emergency Management Agency
- New York State Police
- Seneca County Historian
- New York State Department of Environmental Conservation
- New York State Emergency Management Office



## **2. Emergency Prevention and Mitigation**

### **Seneca County All-Hazards Mitigation Plan**

The Seneca County All-Hazards Mitigation plan contains an evaluation of proposed projects that could be supported by the county and help achieve the goal of building a more emergency-resilient community. The County Emergency Management Office wrote the plan in coordination with all municipalities within the county. The current plan was completed in September 2003.

### **2.1.3 The Multi-jurisdictional Planning Process**

Seneca County and the towns and villages located within the county are part of a multi-jurisdictional all-hazards mitigation planning process. They are responsible for participating in risk-reduction activities with the Seneca County All-Hazard Mitigation Coordinator and the County All-Hazards Mitigation Steering Committee.

The Seneca County All-Hazards Mitigation Plan, Response Actions for Incidents of Terrorism, was developed in accordance with the Disaster Mitigation Act of 2000, Public Law 106-390. The plan documents the four phases of mitigation planning undertaken by Seneca County, including organization of resources, assessment of risks, development of plans, and implementation/monitoring progress. The All-Hazards Mitigation Plan contains specific risk-reduction actions for the hazards determined to be most significant within Seneca County.

The Seneca County All-Hazards Mitigation plan is reviewed and updated by the All-Hazards Mitigation Coordinator and the All-Hazards Mitigation Steering Committee throughout the year with annual revisions being sent to the SEMO Mitigation Branch for review. After approval by SEMO, the plan is sent on to the Federal Emergency Management Agency (FEMA) and to each of the towns and villages within the county for formal adoption.

### **HAZNY Analysis**

Seneca County completed a hazards analysis using the HAZNY program on May 7, 2003. The highest-ranking potential hazards for Seneca County included flooding, ice storms, and transportation accidents. For more information on the HAZNY program visit:

<http://www.nysemo.state.ny.us/Planning/planning.html>

### **2.1.4 Risk Assessment**

One of the key components of successful hazard mitigation is the identification and analysis of the potential emergencies and hazard incidents that could occur within a given geographic area. Seneca County frequently uses various methods and tools, including the software program HAZNY, to determine which significant hazards pose a potential threat to Seneca County. The HAZNY analysis provides a basic method for analyzing and ranking the identified hazards and establishes planning priorities for those hazards receiving a high ranking of significance. The county reviews and updates the hazard analysis annually. Potential hazards include natural, technological, and manmade emergencies. The HAZNY program is most effectively used when input is solicited from county emergency management officials, local experts, industry representatives, and all relevant public and private organizations, as a team, in accordance with FEMA guidelines and SEMO directives.



## **2. Emergency Prevention and Mitigation**

The most recent HAZNY analysis workshop for Seneca County was conducted on May 7, 2003 at the Seneca County Emergency Management office (see Appendix D). The priorities for mitigation and prevention planning are established according to the results of the HAZNY analysis and local knowledge. The highest-ranking potential hazards identified become the planning focus. Those hazards that received a moderately high hazard designation included:

1. Flood
2. Ice storm
3. Transportation accident
4. Fire
5. Earthquake
6. HAZMAT (in transit)
7. Winter storm (severe)

Maps identifying the zones of impact for various hazards and the potential populations that could be impacted are found in the office of Seneca County Emergency Management and within the All-Hazards Mitigation Plan (Annex 1).

### **2.2 Risk Reduction Policies, Programs, and Reports**

Seneca County may effectuate risk reduction in two distinct ways.

- Identifying, developing, and implementing policies, programs, and projects for county-owned resources and assets, i.e., those resources and assets under its direct control; and
- Advising and supporting local jurisdictions, as directed by general municipal law or as requested by local jurisdictions or private entities.

Examples of risk-reduction activities include:



## **2. Emergency Prevention and Mitigation**

- Complying with local land use regulations when siting new county facilities to ensure that future developments are not vulnerable to the impact of natural, technological, and man-made emergencies;
- Adhering to state (i.e., life safety codes) and federal regulations (i.e., floodplain and wetland regulations) when constructing new county facilities;
- Advising and assisting local jurisdictions in the county with preparation of comprehensive development plans, local water-front revitalization plans, subdivision ordinances, and zoning ordinances;
- Reducing the impact of flooding on currently developed property, especially residential, commercial, and critical public facilities that are near the lake shores and canal corridor;
- Improving the stability of creek banks and the water flow of creek beds to lessen flooding events and the impact of flooding on roads.

Many county departments and agencies are authorized to promote policies, programs, and activities to reduce hazards and risks in their area of responsibility. Examples of these include:

- Adopting a land use management policy to promote at the local levels of government the control of private development in flood plains and to assure that county construction activities comply with FEMA flood plain management policies;
- Encouraging lending institutions to withhold funding of projects in areas prone to emergencies;
- Promoting the placement of underground utility lines in new subdivisions to prevent power outages due to destruction of lines during storms;
- Promoting the development of building regulations at the local levels of government to ensure the health and safety of residents of the county, including regulations and codes for flood proofing and anti-earthquake building techniques; and





## **2. Emergency Prevention and Mitigation**

- Developing compliance and enforcement programs, including designating officials who will implement policies.

The County Planning Board is responsible for land-use management within the county. Land-use management is a preventive and mitigative activity and includes:

- Directing land use management programs;
- Advising and assisting local jurisdictions in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations, and building codes;
- Assisting and advising the Seneca County Planning Board in the county review process of local zoning and subdivision actions;
- Assisting local jurisdictions in the preparation of recovery and redevelopment plans after a disaster; and
- Coordinating local recovery planning activities with the Federal-State Planning Team.

The County Planning Board must consider the significant hazards and risk-reduction actions identified by the County All-Hazards Mitigation Steering Committee when authorizing land use management programs.

### **2.3 Capability Assessment: Measuring the Ability to Prevent, Respond, and Recover**

A periodic assessment of the county's ability to manage the emergencies that could be caused by the identified hazards is a critical part of risk reduction. The Director of Emergency Management, with the assistance of key county departments, is responsible for developing a capability assessment that estimates the county's current capability for dealing with hazards and emergencies. The capabilities assessment also reflects the county's capability for monitoring identified risk areas in order to detect the onset of a hazardous situation and warning and protecting the population at risk. The county undertook a capability self-assessment in September 2003 (see Appendix E).



## **2. Emergency Prevention and Mitigation**

Each year, the Director of Emergency Management, in conjunction with county agencies and departments, is responsible for:

- Identifying and inventorying all available county resources, including personnel, equipment, and supplies that are under the control of, or available to the county, to be marshaled when an emergency threatens or strikes. The inventory will include classification, quantity, location of resources, and names, addresses, and phone numbers of persons to be contacted in the event that resources are required for support during an emergency;
- Assisting in the identification of resource requirements for staffing/personnel, equipment and supplies, and training and exercises; and
- Coordinating resource identification with private sector organizations and volunteers in order to maintain adequate reserves in key resource classifications.

### **2.4 Monitoring Identified Hazard Areas**

The Director of Emergency Management, with the assistance of key county departments, will develop the capability for monitoring identified risk areas in order to detect a hazardous situation and protect the population at risk.

As a hazard or emergency situation develops, specific information will be obtained by monitoring the effects of the emergency. Where appropriate, monitoring stations will be established as part of other existing facilities for this purpose. Individuals will be designated by the responsible responding county departments to perform the monitoring tasks and man the stations. Monitoring tasks include the detection of potential hazards as well as measurements or observations of a known hazard. Examples of such hazards are rising water levels, radiation exposure levels, toxic exposure levels, seismic activities, the formation and breakup of ice jams, erosion, and dam conditions. County departments responsible for monitoring specific hazardous conditions will coordinate this activity with private industry and utility companies as situations warrant.



## **2. Emergency Prevention and Mitigation**

### **2.5 Training Emergency Personnel**

The Director of Emergency Management is responsible for arranging and providing, with the assistance of SEMO, training programs for public officials, emergency management staff, key county personnel, local key personnel from towns and villages, emergency support services personnel, and volunteers providing assistance to local government. These programs will train and exercise emergency personnel in:

- General knowledge of emergencies and their consequences;
- Implementation of emergency management programs, including protective measures, notification procedures, available support and resources, and technical skills required for emergency management;
- Skills necessary to help reduce or eliminate hazards or emergencies;
- Skills to increase personnel effectiveness in responding to and recovering from emergencies of all types;
- General knowledge of the CEMP;
- General knowledge of the Incident Command System (ICS); and
- The latest techniques from state and federal sources.

All county departments and agencies assigned emergency functions are responsible for developing training capability so that they may train their employees in their emergency management duties and responsibilities.

Volunteers participating in emergency services such as fire and rescue operations, ambulance services, and other emergency medical services will be trained in accordance with established procedures and standards.

### **2.6 Public Awareness**

The Seneca County Director of Emergency Management is responsible for providing public education and awareness activities. Public education activities will focus on:



## ***2. Emergency Prevention and Mitigation***

- Emergency preparedness for the youth and adult populations in the county;
- Public awareness of existing hazards in their communities; and
- Public awareness of protective measures developed by the county to respond to potential emergencies.

FEMA pamphlets, books, and kits dealing with all aspects of emergency management and materials developed by SEMO and other state departments will be made available for use during training.

# 3

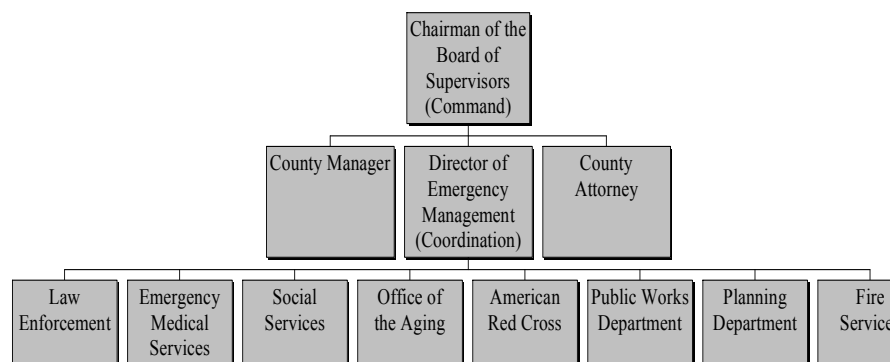
## Emergency Response

### 3.1 Responsibilities

#### 3.1.1 Municipal Home Rule

An emergency may originate at the village or town level. New York State Consolidated Laws, Chapter 36-A, provides that each level of government has the first line of responsibility for responding to such an emergency within its locality as well as the obligation to use all available resources to protect its citizens.

Should an emergency situation escalate beyond the capability of the affected local government, a request may be made of county government to provide assistance. In such instances, county response operations will be continuous throughout the emergency to maximize effectiveness. County response operations may start before the emergency takes place (i.e., emergencies that may be anticipated such as floods, blizzards, ice storms). The Seneca County emergency management organization is illustrated in the figure below.



**Figure 1 Seneca County Emergency Management Organization**



### 3. Emergency Response

#### 3.1.2 Chairman of the Board of Supervisors

The Chairman of the Board of Supervisors is the Chief Executive Officer of Seneca County. During a disaster response scenario, the Chairman has the following authority and responsibilities:

##### Declaring a State of Emergency

The Chairman of the Seneca County Board of Supervisors is Robert N. Favreau. In event of an emergency or in the event of a reasonable threat of immediate danger to the public, the chairman can declare a Local State of Emergency in either all or a portion of Seneca County.

- The chairman will assume command of the emergency response organization as soon as the Director of Emergency Management has alerted the chairman that the scope and magnitude of the emergency necessitates the chairman's personal management and direction of response and recovery operations.
- According to New York State Executive Law, Article 2-B, Section 25, the chairman may:
  - Command and control the use of county-owned resources and facilities for emergency response;
  - Request and accept assistance from other counties and political subdivisions whenever the emergency response exceeds the capabilities of the county;
  - Provide assistance to other requesting counties and political subdivisions that have exceeded their own emergency response capacities; and
  - Request assistance from the state in the event that county emergency response capacity has been exceeded.
- According to New York State Executive Law, Article 2-B, Section 24, the Chairman may:
  - Declare a local state of emergency in consultation with the Director of Emergency Management for all or part of the county in the event of an emergency or in the event of a reasonable threat of immediate danger to the public.
- In consultation with the Director of Emergency Management, the chairman may designate a Public Information Officer (PIO) for the purpose of communicating emergency information to the public and media.

#### 3.1.3 Seneca County Director of Emergency Management

The Director of Emergency Management must fulfill several duties during emergency response efforts. The director will:



### **3. Emergency Response**

- Serve as the Chief of Staff to the Chairman of the Board of Supervisors or the chairman's designee to coordinate emergency response operations;
- Activate and deactivate the Emergency Operations Center, as warranted by the emergency situation;
- Recommend to the chairman when to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive powers as described above and prescribed by New York State Executive Law, Article 2-B. The Director of Emergency Management will base this recommendation on emergency situation reports received through the National Warning System, the National Weather Service, or information provided by on-scene emergency service agencies;
- Notify and brief county departments, agencies, and other organizations involved in emergency response activities; and
- Coordinate public and private emergency support organizations brought together to perform response and recovery actions required to manage and respond to all natural, human-origin, and technological emergencies.

#### **3.1.4 County Departments**

Key county departments and agencies will play central roles in county emergency response activities. The involvement of the various departments and agencies will in most cases depend on the type of emergency. Appendix F provides a description of emergency support functions and county department and agency roles related to those functions.

## **3.2 Emergency Response Organization**

### **3.2.1 General**

If an emergency situation escalates beyond the capability of the local government involved, that local government will notify the Seneca County Emergency Management Office of the emergency situation for which they need assistance. In instances where the local government does not or is not able to contact the Seneca County Office of Emergency Management, on-scene emergency service agencies will make the contact by phone or radio. The local jurisdiction should notify the Director of Emergency Management immediately of an emergency situation so that the potential



### 3. Emergency Response

for county assistance can be identified, monitored, and placed on stand-by for immediate deployment. This advance notification will also allow the county to advise SEMO of the potential need for assistance.

#### 3.2.2 The Incident Command System

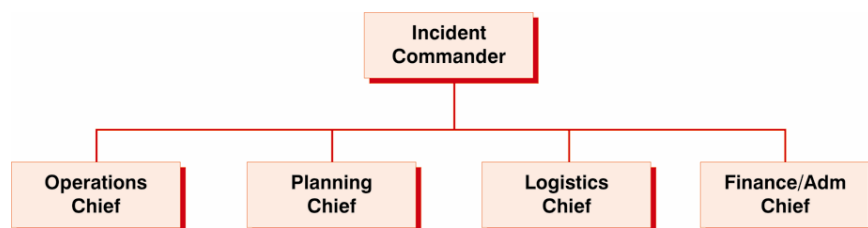
When conducting emergency response activities that require a multi-agency county response, Seneca County uses the Incident Command System (ICS). The ICS was developed by an inter-agency task force working in a cooperative local, state, and federal interagency effort called FIREScope (Firefighting Resources of California Organized for Potential Emergencies) and formally adopted by the State of New York. The ICS allows flexibility in its implementation so that its structure can be tailored to the specific emergency situation at hand. The emergency forces first responding to an incident are responsible for initiating the use of the ICS.

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The ICS is organized by five functions:

- Command;
- Operations;
- Planning;
- Logistics; and
- Finance.

An ICS with all five functions organized as sections is depicted as follows:



**Figure 2 The Five Functions of the Incident Command System**

Seneca County & all municipalities in the county have formally adopted NIMS (National Incident Management System) as the formal policy for incident management





### **3. Emergency Response**

Under the ICS, the Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident. The Incident Commander must ensure that an adequate organization is in place to carry out all emergency functions. The Incident Commander is selected due to his or her position as the highest-ranking responding officer at the scene. As an incident grows in size or becomes more complex, a more highly qualified person may be assigned by the responsible jurisdiction. The Incident Commander directs emergency operations from an Incident Command Post. One command post is established at the emergency scene. In minor incidents, the five ICS functions may be assumed directly by the Incident Commander. Larger incidents usually require that one or more of the functions be set up as separate sections under the Incident Commander. Safety, information, and liaison functions are additional responsibilities of the Incident Commander. These activities can be assigned to staff under the direction of the Incident Commander.

During an emergency, Seneca County response personnel must be cognizant of the ICS in place and their role in it. Some personnel may be responders to the scene and have functional or staff roles in the on-scene ICS structure. Other personnel may be assigned to the EOC or other locations where they will provide support to the responders at the scene. County response personnel operating at the EOC are organized by ICS function and interact with their on-scene counterparts, as appropriate.

A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command posts at multiple locations and an Area Command may be established. The Area Command structure is similar to a normal Incident Command Post except that the Incident Commander is called the Incident Manager (IM) to whom all Incident Commanders report. A county official could be designated as Incident Manager and numerous county response personnel assigned to the Area Command Post.

Whenever the ICS is established, county response forces should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established.



### **3. Emergency Response**

## **3.3 Managing Emergency Response**

### **3.3.1 Emergency Operations Center**

#### **Location**

The county's EOC is located at the County Office Building, 1 DiPronio Drive, in Waterloo, New York. If an emergency situation renders the EOC inoperable, an alternative EOC will be established at the County Fire Training Facility at the Seneca Army Depot. The county also has a mobile EOC unit designed for on-scene command and control of emergency operations. Standard operating procedures for the EOC are found in Annex D.

#### **Activation and Deactivation of the EOC**

The EOC will be mobilized to one of the following three levels, depending upon the purpose of the mobilization:

- **Exercise Operations** – The EOC's internal operation and communications field elements are improved through scheduled training events.
- **Advisory Operations** – The Director of Emergency Management may invite selected agency representatives to the EOC to facilitate the resolution of unconventional events.
- **Full Emergency Command and Control Operations** – The Director of Emergency Management or the Director's designee will initiate a full mobilization of the EOC for response to an emergency event.

The Seneca County Director of Emergency Management is responsible for activating and managing the EOC or alternate EOC during emergencies. Participating agencies will be notified using the emergency notification network in place (see Appendix H) and also by email. Each county organization or agency is responsible for identifying a representative who will report to the EOC when it is activated. County department representatives will provide decision-makers with vital information and coordinate the agency's response effort with other responding organizations and agencies.

Each department head and agency will maintain and share with the Director of Emergency Management a 24-hour emergency contact information list containing contact information for a primary contact and two alternate contacts.



### **3. Emergency Response**

#### **Continuous Operations**

The EOC will be staffed to operate continuously on a 24-hour-a-day basis, if required. In the event of a prolonged emergency situation, the EOC command structure will be organized into two teams. Each team will be assigned to 12-hour shifts to be designated by the Director of Emergency Management.

#### **3.3.2 Emergency Communications**

The Seneca County Director of Emergency Management is responsible for the review, analysis, and recommendation of enhancements for overall communications capability among emergency service, emergency management, and other systems available for emergency operations. Emergency communications systems currently used by fire, law enforcement, emergency medical service providers, and the Highway Department are designed to fulfill the following functions.

- Dispatch and information exchange among stations and vehicles routinely providing emergency services as a function of their daily operations;
- Direction and control of personnel and resources within a specific emergency service agency (i.e., a local police department or fire company); and
- Direction and control among agencies providing similar emergency services in a mutual aid operation (e.g., among several law enforcement agencies or among a group of fire companies).

Emergency communications networks for fire, law enforcement, emergency medical services, and the Highway Department are controlled by the communications center at the sheriff's office on a 24-hour basis. Backup communications systems are provided by the Public Works Department and related agencies with communications systems designed for daily internal operations.

#### **Warning and Alerting Emergency Personnel**

Upon initial notification of the onset of an emergency through the County Warning Point, staff at the Seneca County Sheriff Department Communications Control Center activates the alert notification roster. The Director of Emergency Management, the Sheriff,



### 3. Emergency Response

and all other key emergency officials as designated are alerted to report immediately for duty. Other emergency response personnel are alerted on a priority basis according to the type of emergency that is experienced.

The County Warning Point is located in the County 911 Center and is continually staffed. The Director of Emergency Management and the sheriff maintain the alert notification roster.

Appendix H shows a diagram of the alert notification procedures.

#### **Hazards Safety Tips**

The public can read hazards safety tips and other key information regarding emergency management within Seneca County on the Emergency Management and Fire Coordinator's website:  
<http://www.co.seneca.ny.us/emo/index.html>

#### **Warning Endangered Populations**

The Incident Commander is responsible for ensuring that the public receives adequate and timely information during emergencies within Seneca County. The Incident Commander will work with the Public Information Officer to inform vulnerable populations about the emergencies that will impact their area.

#### **Communication Systems for Warning the Public**

Warnings and emergency information is disseminated to the public over the Emergency Alert System (EAS). The Chairman of the Board of Supervisors or the Director of Emergency Management requests activation of the EAS. The primary program control stations serving Seneca County are WNYR and WGVA. The County Watch System, Emergency Management web page, public address systems mounted on local law enforcement and fire vehicles, and/or door-to-door notification may also be used.

#### **Public Information Officer**

In consultation with the Director of Emergency Management, the Chairman of the Board of Supervisors will designate a county PIO. The PIO is responsible for the following.

- Establishing a Public Information Center (PIC) from which responses to inquiries from the general public and news media will be handled. All official announcements, statements, and briefings will also be coordinated from this location.
- Making arrangements with the Emergency Broadcast System to broadcast the location of the PIC and designating a telephone number for the public to use to obtain information during the emergency.



### **3. Emergency Response**

- Managing the PIC and assuming overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
- Providing essential information and instructions, including the appropriate protective actions to be taken by the public.
- Coordinating the release of official announcements concerning public safety with key county departments and agencies.
- Providing emergency public information materials.

#### **3.3.3 Protective Actions**

##### **In-Place Sheltering of Humans**

Seneca County residents living in or near a hazard area may be directed by the Incident Commander or the Director of Emergency Management to take protective actions against potential dangerous exposure generated at the hazard area. Protective actions may involve taking shelter in a person's own home or other designated buildings. The American Red Cross will determine which buildings are suitable for sheltering and provide information about sheltering activities to the Director of Emergency Management. The American Red Cross will provide primary emergency reception and care services for individuals and families taking shelter in other designated buildings. The County In-Place Shelter Annex provides additional basic information and procedures.

##### **Evacuation of Humans**

The County Director of Emergency Management may, based upon the recommendation of the Incident Commander, designate specific zones of the emergency area within which the occupancy and use of buildings and the access and egress of vehicles and persons may be prohibited or regulated. The Director of Emergency Management also has site-specific authority to issue an evacuation order.

In the event that an evacuation order is issued, the Director of Emergency Management will:

- Notify SEMO Region IV and the American Red Cross of the evacuation order;



### **3. Emergency Response**

- Direct and coordinate the evacuation operation procedures, including notification of the public, establishment of evacuation routes, evacuation of special need populations, and provision of security and law enforcement during evacuation; and
- Direct and coordinate the initiation of general return to evacuated areas.

#### **Quarantine of Humans**

Seneca County Emergency Management will coordinate with the Seneca County Health Department in the event that it is necessary to quarantine citizens who have been or may have been exposed to highly contagious or infectious diseases. The Health Department is developing detailed responses and procedures that will be used to address the complex logistical issues that might arise during quarantine, including locations for confinement, confirmation of exposure, and health care for quarantined individuals.

#### **Emergency Procedures for Agriculture and Livestock**

Recent outbreaks of animal diseases abroad have raised issues of food supply contamination with respect to emergency planning. Seneca County has procedures in place for the protection of livestock, crops, and food products and the prevention of animal disease outbreaks and other agricultural emergencies. The Seneca County Emergency Management will coordinate with the Cornell Cooperative Extension during any emergency to manage the evacuation or in-place sheltering of livestock. These two agencies will also coordinate in order to accomplish the quarantine of livestock in the event of an animal epidemic. Quarantine procedures might also be required for agricultural products and supplies not including livestock. Additional actions taken by the two agencies in the event of an emergency affecting livestock or agricultural production could include disease response and dead animal disposal.

#### **3.3.4 Emergency Medical Assistance and Public Health**

A tragic and large-scale emergency could be accompanied by injury to and death of large numbers of people, which would quickly overwhelm the ability of local medical resources to quickly deliver adequate responses to all victims. Seneca County Emergency Management will coordinate with the state and county health departments as well as the hospitals and coroners operating within the surrounding area to address the logistical issues attending any in-



### **3. Emergency Response**

cidents resulting in mass human casualties. This coordination of efforts will ensure that the capabilities of all hospitals and medical service providers are integrated, allowing for the fastest response to medical emergencies and incidents involving mass casualties.

#### **3.3.5 Meeting Human Needs**

Emergency situations can destroy citizens' ability to access the resources they require in order to meet basic human needs. Seneca County Emergency Management will work with the county departments of human services, mental health, the Office for the Aging, and the Red Cross in order to find ways to provide the following resources during an emergency:

- Temporary shelter, medical care, or other basic human needs with an emphasis on space, supplies, and access;
- Short-term assistance toward mortgage or rental payments to prevent families with children from becoming homeless; and
- Support for operations of organizations that have experienced sudden, significant increases in client demand or sudden, significant declines in operating support.

#### **3.3.6 Restoring Public Services**

Damage to and destruction of homes, special facilities, and vital utilities during an emergency may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures. For this reason, the efficient restoration of public services is an important aspect of emergency response. In the event that local jurisdictions require assistance to restore public services, Seneca County Emergency Management, in coordination with the Department of Public Works and with each of the public utility operators, will work to:

- Restore emergency public services and assess damage to the infrastructure;
- Develop a strategy to reconstruct and restore critical infrastructure; and
- Transfer responsibility for operation and maintenance back to local authorities after services are restored.



### **3. Emergency Response**

#### **3.3.7 Resources Management**

The Director of Emergency Management maintains an inventory of fire, Emergency Medical Service (EMS), and public works resources, and may request resources from other agencies as necessary. Seneca County Emergency Management, SEMO, and the New York State Office of Fire Prevention and Control (OFPC) identify and manage the use and return of loaned resources.

#### **3.3.8 Standard Operating Guidelines and Supporting Plans**

Each county department that has emergency response functions is required to have its own standard operating guidelines (SOGs). The SOGs may address activation of personnel, shift assignments at the EOC, assignment to the field—including the Incident Command Post (if applicable)—and coordination with other agencies, drills, exercises, and ICS training.

- Each department SOG is updated at least annually or as changes occur and reviewed at a joint department planning meeting held each fall. Appendix I contains a list of the plans and supporting documents retained by Seneca County Emergency Management.



# 4

## Emergency Recovery

### 4.1 Responsibility for Damage Assessment

While local governments are responsible for damage assessment within individual towns and villages, Seneca County will often participate in emergency recovery, including pre-emergency, emergency, and post-emergency activities. Note that support for emergency assessment and documentation will be provided at the direction of the Chairman of the Board of Supervisors on an as-needed basis by the county departments and outside agencies listed below. All other county departments and agencies identified in this plan will be on stand-by to provide assistance in the damage assessment and documentation process. Departments and agencies on stand-by are:

- Highway;
- Health;
- Human Services; and
- Economic Development and Planning.

#### 4.1.1 Seneca County Director of Emergency Management

The Seneca County Director of Emergency Management is responsible for:

- Coordinating damage assessment for county facilities during emergency conditions and coordinating with other affected counties and local municipalities;
- Designating a Damage Assessment Officer who will direct and control coordination from the EOC;



#### **4. Emergency Recovery**

- Requesting, through SEMO Region IV, the early assignment of a FEMA liaison officer to observe the local damage assessment activities; and
- Requesting assistance from the New York State Code Enforcement Disaster Assistance Response (CEDAR) program and from Regional Response Teams (RRTs) to assist local emergency officials in analyzing and assessing the impact of the event, providing technical assistance to local officials as necessary, and advising the governor through his emergency management office as to a proper course of action for state government.

##### **4.1.2 Damage Assessment Officer**

The Damage Assessment Officer is responsible for three phases of damage assessment activities: pre-emergency activities, emergency activities, and post-emergency activities.

The Damage Assessment Officer will carry out the following *pre-emergency activities*.

- Identify and maintain lists of county agencies, personnel, and resources to assist and support damage assessment activities;
- Identify and maintain lists of non-government groups such as non-profit organizations, trade organizations, and area professionals that could provide assistance;
- Develop memoranda of understanding or agreement between local government and the private organizations for technical support; and
- Arrange for annual training of selected personnel in damage assessment survey techniques.

The Damage Assessment Officer will carry out the following *emergency activities*.

- Prepare and maintain documents, maps, photos, and videotapes of damage;
- Review procedures and forms for reporting damage to higher levels of government;



#### 4. Emergency Recovery

- Determine, with the assistance of SEMO Region IV, the types of available damage assessment assistance and procedures for obtaining them;
- Inform the SEMO Region IV Director if state and/or federal support is required to assist locals in the damage assessment process; and
- Record the use of non-government personnel to perform damage assessment functions.

The Damage Assessment Officer will carry out the following *post-emergency activities* through coordination with the Chairman of the County Board of Supervisors and other county department and agency heads.

- Select personnel to participate in damage assessment survey teams;
- Complete Damage Assessment Survey Reports and maintain records of the reports;
- Submit damage assessment reports to the Director of Emergency Management;
- Coordinate damage assessment activities with the jurisdiction's authorized agent; and
- Assist the authorized agent in preparing documentation needed for emergency assistance application to state and federal government, including a Notice of Interest, a Damage Assessment Survey Report, and a Project Application.

##### 4.1.3 Damage Assessment Team

At the time of the declaration of a County State of Emergency the Director of Emergency Management will organize and activate the damage assessment team. Damage assessment teams will be organized and deployed to emergency locations to collect and report information on the type, extent, and impact of damage using a standard assessment and reporting form. This form is included in Appendix J. Damage assessment teams will consist primarily of local government employees such as Public Works employees,



## **4. Emergency Recovery**

building inspectors, assessors, and members of nonprofit organizations such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation, and related fields may supplement the teams.

Each damage assessment team will have a designated team leader who will report to the Damage Assessment Officer in the EOC. Personnel from county departments with assigned damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the Department of Emergency Management during emergency conditions. The Communications Officer in the EOC will provide mobile communication equipment for damage survey teams, if available. All assessment activities in the emergency area will be coordinated with the Incident Commander and the Damage Assessment Officer appointed for that emergency.

### **4.2 Damage Assessment Report**

The Director of Emergency Management will submit to SEMO Region IV:

- An assessment of the social and economic impact of the emergency on the local community in terms of human needs;
- A Damage Assessment Report based on a local survey and assessment of damage in dollar value not covered by insurance; and
- A description of the specific types of aid required from other levels of government and an estimate of the approximate length of time for which it is needed.

The Damage Assessment Report will contain information on damaged or destroyed property to the extent not covered by insurance in the following categories:

- Damage to private property (i.e., homes, real estate, businesses, public works, industries, tax finance office, utilities, hospitals, institutions, and public and private schools);
- Damage to public property (i.e., road systems, public works, sewer and water systems, parks, bridges, forestry, water control



#### **4. Emergency Recovery**

facilities such as dikes, levees, channels, public buildings, equipment and vehicles, publicly owned utilities, parks, and recreational facilities);

- Damage to agriculture (i.e., farm buildings, machinery and equipment, crop losses, and livestock);
- Individual assistance in the areas of mass care, housing, and individual family grants;
- Community services provided beyond normal needs;
- Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees; and
- Financing of personnel costs required for emergency operations.

#### **4.3 Request for Recovery Assistance**

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

- Labor used for the emergency;
- Use of government-owned equipment;
- Use of borrowed or rented equipment;
- Use of materials from existing stock; and
- Contracted services for emergency response.

The Director of Emergency Management or the designee will advise the Chief Executive Officers of the local political subdivisions within the county to maintain similar detailed records of emergency expenditures and supply them with standard documentation forms in compliance with the FEMA Handbook for Applicants (DR and R-1) and the Documenting Disaster Damage Handbook (DR and R-7). The Chairman of the Board of Supervisors in consultation with the Director of Emergency Management or the designee will delegate a person to be the county's authorized agent in



## **4. Emergency Recovery**

emergency assistance applications to the state and federal governments. The county's authorized agent will:

- Attend public assistance briefings conducted by federal and state emergency officials;
- Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants;
- Obtain from the Damage Assessment Officer maps showing emergency damage locations, documented with photographs and video tapes;
- Prepare and submit applications for public assistance;
- Assign local representatives who will work with federal representatives; and
- Coordinate with county departments and agencies and complete the application in accordance with the guidelines in the Public Assistance Handbook.

### **4.4 Planning for Recovery**

Emergency recovery activities focus on the development and redevelopment of the community after emergency response efforts have ended. Community development is based on a comprehensive development plan prepared under the direction of local planning departments and/ or boards. Comprehensive community development plans are adopted by local government as the official policy for development of the community. Localities with public and political support for land-use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, and site plan review have pre-emergency prevention and mitigation capability by applying these techniques successfully after an emergency.

#### **4.4.1 Recovery Task Force**

The Chairman of the Board of Supervisors is responsible for deciding whether emergency recovery will be managed through existing organizations with planning and coordinating skills or by a Recovery Task Force created exclusively for this purpose. The Recovery Task Force, whether an existing organization or a special task force, directs the recovery activities with the assistance of county departments and agencies coordinated by the Director of Emer-



#### **4. Emergency Recovery**

gency Management and prepares a county recovery and redevelopment plan, unless deemed unnecessary, pursuant to Section 28-A of the State Executive Law.

Responsibilities for recovery assigned to the local governments under the State Executive Law, Article 2-B, depend on whether or not a gubernatorial emergency declaration was issued for a specific emergency. If the governor declares a state emergency, then under Section 28-A the county will have the following responsibilities:

- The county shall prepare a local Recovery and Redevelopment Plan, unless the legislative body of the county determines such a plan to be unnecessary or impractical.
- Within 15 days after the State Disaster Emergency Declaration, the county will report to the New York State Disaster Preparedness Commission (DPC) whether the preparation of a Recovery and Redevelopment Plan has been begun and, if not, the reasons for not preparing such a plan.
- Proposed plans shall be presented at a public hearing upon five days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- The local Recovery and Redevelopment Plan shall be prepared within 45 days after the State Disaster Emergency Declaration and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within ten days after receiving such plan.
- The plan shall be adopted by the county within 10 days after receiving the comments of the DPC.
- The adopted plan may be amended at anytime in the same manner as originally prepared and adopted. Once revised, the amended plan shall be the official policy for recovery and redevelopment within the County.

##### **4.4.2 Recovery and Redevelopment Plan**

The Recovery and Redevelopment Plan developed by the Recovery Task Force shall include but need not be limited to proposals for:



#### **4. Emergency Recovery**

- Replacement, reconstruction, removal, or relocation of damaged or destroyed public facilities and infrastructures;
- Establishment of priorities for emergency repairs to community facilities, buildings, and infrastructures;
- Economic recovery and community development; and
- New or amended zoning ordinances, subdivision regulations, building and sanitary codes, and other land-use management regulations as appropriate.

The Recovery and Redevelopment Plan will take into account and incorporate, to the extent practical, relevant existing plans and policies. Prevention and mitigation measures should be incorporated into all recovery planning whenever possible and would include:

- Engineering solutions to reduce vulnerability to certain emergency types;
- Land-use management strategies; and
- Local ordinances that mitigate against emergencies from natural, technological, and human-origin hazards.

#### **4.5 Reconstruction**

Reconstruction consists of two phases. Phase 1 consists of short-term reconstruction to return vital life support systems to minimum operating standards. Phase 2 includes long-term reconstruction and redevelopment, which may continue for years after a disaster and will implement the plans, policies, and programs for county facilities adopted for redevelopment. Long-term reconstruction and recovery includes activities such as:

- Planning for redevelopment;
- Analyzing existing state and federal programs to determine how they may be modified or applied to reconstruction;
- Conducting public meetings and hearings;





#### **4. Emergency Recovery**

- Providing temporary housing and public facilities;
- Securing public assistance;
- Coordinating state and federal recovery assistance;
- Monitoring reconstruction progress; and
- Preparing periodic progress reports to be submitted to SEMO.

Reconstruction operations must conform to state and federal laws and regulations concerning environmental impact. Reconstruction operations in and around designated historic sites must conform to state and FEMA standards and guidelines.

##### **4.6 Public Information on Recovery Assistance**

The Department of Emergency Management is responsible through the PIO for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

- What kind of emergency assistance is available to the public and private sector;
- Who provides the assistance;
- Who is eligible for the assistance;
- What kinds of records are needed for documentation of items that have been damaged or destroyed by the emergency;
- What action to take to apply for assistance; and
- Where to apply for assistance.

All the above information will be prepared by the Director of Emergency Management and furnished through the PIO to the media for reporting to the public. The Director of Emergency Management or the designee, in consultation with officials from SEMO and FEMA, will select a suitable county, state, or federal building in an appropriate location to serve as a Disaster Assistance Center (DAC). The DAC will serve as a “One Stop” center, where federal, state, and county agency programs and private organizations



#### ***4. Emergency Recovery***

will register emergency victims for available assistance and provide assistance with completing application forms. Representatives from each assisting agency will interview emergency victims.

# A

## **Specific Powers and Authorities**

## ***A. Specific Powers and Authority***

**A. DECLARATION OF A STATE OF EMERGENCY**

(Executive Law 2-B, Section 24)

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

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

- a. The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic;
- b. The designation of specific zones where the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- c. The regulation and closing of places of amusement and assembly;
- d. The suspension or limitation of the sale, dispensing, use, or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
- e. The prohibition and control of persons on public streets and places;
- f. The suspension of parts or all of local laws, ordinances and regulations (within the limitations of federal and state constitutional, statutory, and regulatory laws) which may prevent, hinder, or delay necessary action in coping with a disaster or recovery whenever:

- (1) a request has been made pursuant to subdivision 7 of this section, or
- (2) whenever the Governor has declared a state disaster emergency pursuant to section 28 of this article. Suspension of any local law, ordinance, or regulation pursuant to this paragraph shall be subject to the following standards and limits:
  - (i) no suspension shall be made for a period in excess of five days. Upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five (5) days each while the state of emergency is in effect;
  - (ii) no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;
  - (iii) any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;
  - (iv) the order may provide for such suspension only under particular circumstances, and may provide for the alteration of modification

## **A. Specific Powers and Authorities**

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

## **B. UTILIZATION OF LOCAL RESOURCES**

## **A. Specific Powers and Authorities**

(Executive Law 2-B, Section 25)

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

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

1. Upon the threat or occurrence of a disaster, the Chairman of the County Board of Supervisors may coordinate responses for requests for assistance made by the chief executive of any political subdivision within the County.
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any disaster preparedness or civil defense plans prepared by the affected municipality.

**A. Specific Powers and Authorities**

3. A chief executive or any elected or appointed county, town, or village official shall not be held responsible for acts of omissions of disaster preparedness forces or civil defense forces when performing disaster assistance.

**D. CONTINUITY OF LOCAL GOVERNMENTS**

(Executive Law 2-B, Section 27)

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



**B**

## **Seneca County CEMP Review and Update**

***B. Seneca County CEMP Review and Update***

## ***B. Seneca County CEMP Review and Update***

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

Departments and agencies maintaining annexes that are part of this plan shall also perform independent reviews of their policies, procedures, and documents on an annual basis. Any department or agency making changes to an annex will submit those changes to the Director using the form below.

<b>Date of Review</b>	<b>Description of Change or Amendment</b>	<b>Section and Page Number</b>	<b>Date Submitted to Director of Emergency Management</b>
12/04	Reviewed, No updates needed		12/28/04
12/05	Reviewed, No updates needed		12/21/05
12/06	NIMS added to plan	Xiii, 3-4	12/05/06



# **Seneca County CEMP Distribution Plan**

***C. Seneca County CEMP Distribution Plan***

### C. Seneca County CEMP Distribution Plan

#### Seneca County CEMP Distribution

Department or Agency	Office or Official	Number of Copies
County Board of Supervisors	Chairman of the Board of Supervisors	1
	Public Safety	5
	County Attorney	1
	County Manager	2
	County Clerk	1
Emergency Management Office	Director	2
	Deputy Director	10
Police	Sheriff	2
	Village Police Chiefs	5
	Fire Chiefs	13
Public Health	Director	2
Highway	Director	2
Human Services	Commissioner	2
Mental Health	Commissioner	2
Office of Aging	Director	1
Economic Development and Planning	Director	2
Red Cross		2
New York State	SEMO Planning - Albany	2
	SEMO Region IV Office	2
	State Police	1
Schools		4

# D

## Hazard Analysis Conclusions

## ***D. Hazard Analysis Conclusions***



## D. Hazard Analysis Conclusions

### Seneca County HAZNY Workshop Results May 7, 2003

Overall Hazards Ranking		
Hazard	Rating Score	Rating Category
Flood	298.5	Moderately High
Ice Storm	282.5	Moderately High
Transportation Accident	282.0	Moderately High
Fire	280.5	Moderately High
Earthquake	265.0	Moderately High
HAZMAT (In Transit)	251.2	Moderately High
Winter Storm (Severe)	243.2	Moderately High
Utility Failure	224.2	Moderately Low
Terrorism	216.7	Moderately Low
Severe Storm	215.2	Moderately Low
Explosion	211.8	Moderately Low
HAZMAT (Fixed Site)	203.5	Moderately Low
Dam Failure	203.2	Moderately Low
Tornado	193.8	Moderately Low
Ice Jam	179.8	Moderately Low
Civil Unrest	170.2	Moderately Low
Structural Collapse	168.2	Moderately Low
Wildfire	159.8	Low
Oil Spill	155.8	Low
Water Supply Contamination	144.2	Low
Radiological (In Transit)	142.5	Low
Extreme Temperature	137.8	Low
Drought	137.2	Low
Epidemic	132.2	Low
Radiological Fixed Site	117.2	Low

#### Results of the analysis:

- The analysis showed that the following hazards are the **most frequent** hazards in Seneca County:
  - Fire
  - Flood
  - Winter Storm (Severe)
- The analysis showed that the following hazards could cause the **greatest loss of life** in Seneca County:
  - Earthquake
  - Epidemic
  - Explosion
  - Terrorism



## ***D. Hazard Analysis Conclusions***

- Transportation Accident
- The analysis showed that the following hazards could strike Seneca County with **little or no warning**:
  - Civil Unrest
  - Explosion
  - Flood
  - Radiological (Fixed Site)
  - Structural Collapse
  - Tornado
  - Transportation Accident
  - Winter Storm (Severe)



# Capability Self-Assessment Results

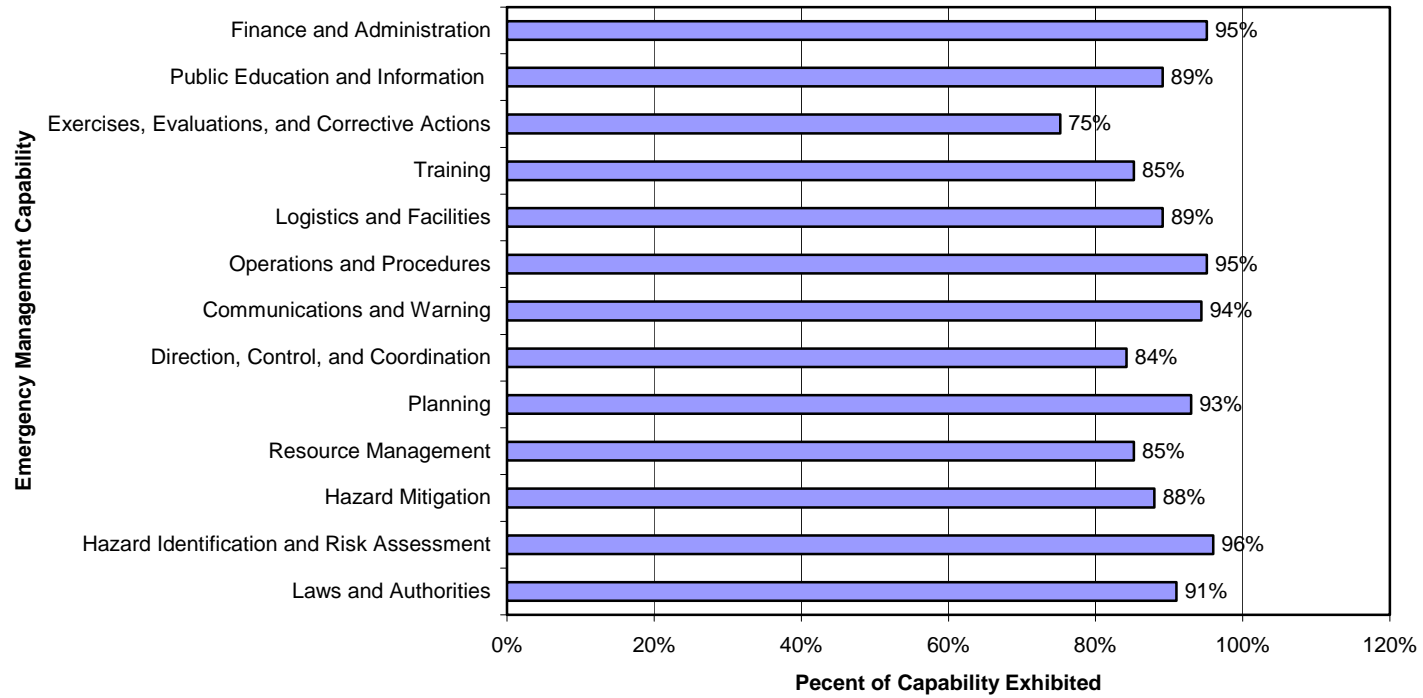
## ***E. Capability Self-Assessment Results***

## ***E. Capability Self-Assessment Results***

An assessment of Seneca County's ability to manage emergencies is necessary in order to facilitate effective emergency prevention and mitigation planning and emergency response and recovery and to set priorities for future emergency capability enhancements. A comprehensive analysis of emergency planning, response, and recovery capabilities existing within Seneca County was undertaken in September 2003. The assessment was accomplished by focusing on county-wide capabilities to address three phases of emergency management: mitigation or prevention, response and recovery.

The assessment provides a picture of Seneca County's level of readiness to respond to disasters and emergency situations. The assessment is intended to be a tool that Seneca County emergency managers can use to identify planning needs and set priorities for the future regarding emergency prevention, response, and recovery in Seneca County. The assessment highlights both the strengths and weaknesses of the county's emergency management capabilities. Graphic representations of the results of this capabilities assessment have been compiled. The table below illustrates that some emergency response sectors appear to be more effective than others. It is important to note that this assessment considers the full continuum of response services, from local government to county. The success of the county in improving preparedness will depend upon the strength of its cooperation with local mutual aid partners and the region as a whole.

**Seneca County, New York**  
**Comprehensive Emergency Management Plan**  
*Capabilities Self -assessment*  
*November 2003*





# **Emergency Response Functions for County Departments**

## ***F. Emergency Response Functions for County Departments***



## ***F. Emergency Response Functions for County Departments***

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
County Chairman of the Board of Supervisors	Activates Policy Group	Director of Emergency Management, Sheriff, Fire Coordinator, Health, Highway, County Attorney
	Designates Public Information Officer	Emergency Management Office
	Directs emergency operations and the use of resources and manpower during and after	Emergency Management Office
	Declares emergency and/or requests assistance from state government as required	SEMO and Emergency Management Office
	Waives restrictions and codes, establishes a line of succession as required	Local Chief Executive and Legislative Body
	Orders evacuation of endangered population and opening of emergency shelters	Emergency Management Office; Sheriff; Office for Aging; Red Cross; Health Department; Mental Health Services
	Designates authorized representative to administer state and federal recovery assistance	Emergency Management Office and SEMO
Public Information Officer	Initiates the appropriate public information procedures to inform the general public of the existence and nature of the emergency over local TV and radio stations and actions to be taken if necessary	County Board of Supervisors, County EOC; Emergency Management Office
	Opens Public Information Center, which is the single official point of contact for the media	Emergency Management Office
	Updates information periodically	County Board of Supervisors; Emergency Management Office
	Checks and controls the spreading of rumors	News Media
Emergency Management Office	Maintains emergency alert list for alerting key county officials as required by emergency	All Agencies

## **F. Emergency Response Functions for County Departments**

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Coordinates the alerting of government and private response agencies	Emergency Communications and Warning
	Coordinates the warning of the public	Public Information Officer - NAWAS - Broadcasting Media – Press; Emergency Management Office
	Establishes information contact and coordinates requests for assistance	Local government, SEMO, Emergency Management Office
	Coordinates multi-organizational mitigation, response and recovery operations	All Agencies
	Identifies and coordinates government and private resources available for emergency operations including donations and services of individual citizens and volunteer groups	Coordinator of Resources and Supply
	Advises Chairman of the Board on evacuation or in-place shelter as protective action response	On-Scene Commander
	Notifies Red Cross that facilities planned for use as congregate care centers will be needed	Sheriff, Fire Coordinator's Office, Medical Examiner, Social Services, Office for the Aging
	Coordinates evacuation operation procedures	Sheriff, On-Scene Commander, Transportation Coordinator, Red Cross, Hospitals, Special Facilities, EMS, Health
Emergency Management Office (cont.)	Coordinates damage assessment activities and the documentation of these	Highway, Health, Social Services, Planning, State Regional Response Teams, SEMO, Red Cross
	Coordinates preparation of disaster assistance request and the management of recovery and disaster assistance programs	SEMO

## **F. Emergency Response Functions for County Departments**

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Coordinates radiological instrument distribution	Sheriff, Fire Coordinator, Highway, Health Department
	Supervises the training of assigned response staff and volunteers in performance of emergency functions	SEMO
	Deploys and coordinates fire, search, rescue, and emergency medical services performed by local fire departments	Deputy Fire Coordinators, Sheriff's Department
	Prepares and supervises the implementation of the county Fire Mutual Aid Plan	Local fire companies and services
	Identifies available resources and additional resources required by the fire services	Coordinator of Resources and Supply, local fire services
	Notifies area fire houses in disaster area to move to a safe distance or proceed in normal fire protection rescue where required (implement Fire Coordination Plan)	Deputy Fire Coordinators and Sheriff's Department
	Issues equipment and materials for oil spills, HAZMAT accidents, and radiological incidents	Deputy Fire Coordinators, Sheriff's Department, federal and state spill hotlines, NYSDEC (questions on environmental aspects) through SEMO
	Provides fire protection in the evacuated area; provides fire protection in shelters	Fire personnel, Sheriff's Department
	Identifies evacuation routes that may affect fire companies or EMS (road closings, bridges under repair, or other obstacles)	Fire agencies, Sheriff's Department, Highway Department
Emergency Management Office (cont.)	Arranges for Fire Police to assist the Sheriff's Department	Deputy Fire Coordinators, Sheriff's Department
	Alerts other fire departments to standby	Deputy Fire Coordinators, Emergency Services Radio Control
	Assists Sheriff's Department in public notification	Sheriff's Department

## ***F. Emergency Response Functions for County Departments***

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Coordinates ambulance, search, and rescue activities	EMS Coordinator
	Directs selective decontamination	Deputy Fire Coordinator
	Provides emergency service communications support	Emergency Management Office's Communications Officer
	Coordinates appropriate status and assessment information flow to EOC during emergency operations	Director of Emergency Management
	Assists in the evacuation of disaster areas	County Sheriff
	Provides advice to decision-makers and emergency support services regarding hazardous materials incidents	Deputy Fire Coordinator for Special Operations
	Coordinates fire response personnel, maintenance of dose records and dosimeter readings during emergency operations	Radiological Officer
Emergency Medical Services	Provides emergency medical treatment	EMS Coordinator
	Provides medical transportation	EMS Coordinator
	Sorts out and allocates treatment to emergency victims according to a system of priorities designed to maximize the number of survivors; reports casualties to EOC	EMS Coordinator
	Coordinates dose record and dosimeter readings	Radiological Officer
Emergency Medical Services (cont.)	Establish and operate emergency medical care centers for essential workers in proximity to the hazardous area as necessary	EMS Coordinator
Sheriff's Office	Maintains law and order at disaster area and at reception centers, lodging and feeding facilities, and emergency shelters	Red Cross, Fire Police, and law enforcement agencies

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<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Maintains public security and protects public and private property at disaster area and evacuation shelters	Red Cross, Fire Police, and law enforcement agencies
	Controls traffic and evacuation movement	Local police, Fire Police
	Controls access to disaster area	On-Scene Commander
	Provides emergency service communications support	Emergency Management Office's Communications Officer
	Provides support for notifying population as to what kind of action to take	On-Scene Commander, Fire Coordinator's Office
	Identifies available resources and additional resources required by the Sheriff's Department	Coordinator of Resources and Supply, local police departments
	Maintains a continuous effective operation of criminal justice system and incarceration	Chairman of the Board of Supervisors, local police, District Attorney
	Provides security for critical facilities and resources	Local police
	Status and assessment information	
	Dose records and dosimeter reading	Radiological Officer
	Assists in the evacuation of disaster areas	County Sheriff and law enforcement agencies
Highway Department	Administrates public works, highway, and engineering activities for the county during emergencies	
	Provides emergency repair and maintenance to county facilities/critical facilities, potable water, sanitation, electricity	
	Clears emergency debris in county-maintained right-of-ways or systems	Local Highway Department

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<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Constructs emergency protective systems for county-maintained facilities - generators	County Maintenance Department
	Obtains and manages the activities of private contractors or other resources used to assist the county in disaster operations related to public works projects	
	Identifies available resources and additional resources required by public works activities	Coordinator of Resources and Supply
	Assists in the assessment and documentation of disaster impact and effects on county facilities and systems	Planning Department
	Maintains county facilities required to support and manage local disaster operations	
	Provides emergency service communications support	Emergency Management Office's Communications Officer
	Ascertains structural integrity of buildings, bridges, roads and evacuation routes — designates and demolishes hazardous structures	Code Enforcement Officer
	Dose records and dosimeter reading	Radiological Officer
Highway Department (cont.)	Provides traffic capacity estimates during evacuations	EMO Sheriff
	Provides backup electrical power to the EOC as needed	
	Drains flooded areas as needed	Department of Transportation
	Upgrades shelters as requested	
Health Department	Enforces New York Public Health Law New York Sanitary Code, New York Environmental Conservation Law, Seneca County Sanitary Code	NYS Health Department, NYSDEC

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<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Issues public health advisories and orders	Public Information Officer
	Provides technical assistance for health and environmental evaluation and monitoring in the areas of potable water supply, sewage control, hazardous materials, decontamination, disease and pest control, food sanitation	Red Cross, Highway Department, Fire Coordinator's Office, Sheriff
	Waives and restricts codes, laws, and regulations related to health and environmental matters	Chairman of the Board of Supervisors
	Assesses and documents disaster impact, effects, and the need for additional assistance related to health and environmental problems	Emergency Management Office Planning Department
	Supervises identification and disposition of dead	Sheriff, Coroner
	Identifies available resources and additional resources required by the Health Department	Coordinator of Resources and Supply
	Determines radiation levels of exposed individuals, methods for decontamination, treatment, and care	EMS, Sheriff
Health Department (cont.)	Provides inoculations, as necessary, during emergency situation	County Health Department
	Obtains emergency medical support and hospital care	EMS Coordinator
	Coordinates the evacuation of patients, equipment, and personnel from any health-related facility in the evacuation zone(s), including nursing home evacuations, through the nursing home coordinator	County EMS Coordinator

## **F. Emergency Response Functions for County Departments**

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Identifies hospital nursing homes and other facilities that could be expanded into emergency treatment centers	County EMS Coordinator
	Obtains crisis augmentation of health and medical personnel and necessary sources of supply	EMS Coordinator
Department of Social Services	Administers applicable public assistance programs related to income maintenance, medical services, and food resources	SEMO to contact appropriate federal and state counterpart agencies such as NYSDSS, NYSDOL, NYSDOH
	Coordinates individual and family assistance programs with the American Red Cross and other community groups	Red Cross
	Identifies available resources and additional resources required by the Department of Social Services	Coordinator of Resources and Supply
	Provides assessment and documentation regarding the effect and social impact of the disaster on the county's disaster victims, including the need for resources and services	Planning Department, Office for the Aging
Office for the Aging	Provides services to the elderly through contact agencies, information and referral services, and other community programs established for the elderly. These programs may include nutrition, transportation, and F-9 services.	Social Services, Health Department, Red Cross
	Secures resources and maintains coordination with other community service and social service agencies to ensure programs address the emergency	



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<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
	Provides assessment and documentation regarding the effect and impact of the disaster on the county's elderly, including the need for resources and services.	Planning Department, Department of Social Security
	Identifies available resources and additional resources required by the Office for the Aging	Coordinator of Resources and Supply
	Assists in movement of handicapped by provision of vehicles that have handicapped accessibility	EMS Coordinator
Mental Health Services	Crisis counseling and referral service	Red Cross
	Coordination of temporary housing and transportation services for the mentally ill, mentally retarded, developmentally disabled, and alcohol/drug abusers	NYS Mental Hygiene Department, through SEMO Transportation Coordinator
	Identifies available resources and additional resources required by the Mental Health Services	Coordinator of Resources and Supply
American Red Cross	Management of temporary Red Cross shelters	Superintendent of Schools
	Food service for disaster victims and emergency workers	Director of Emergency Management
	Nursing, medical and health services	EMS Coordinator
	Emergency assistance to families and individuals for clothing, food, housing, household needs, transportation, and occupational supplies	Social Services
	Community information and referral services	Public Information Officer
	Recruitment of volunteers	Employment and Training Department
	Disaster assessment	Planning Department

## ***F. Emergency Response Functions for County Departments***

<b>Emergency Response Functions for County Departments</b>		
<b>Agency/Department</b>	<b>Response Activities</b>	<b>Coordinating</b>
Planning Department	Prepares documentation related to county demographics or other population characteristics that can be used to support requests for state and federal assistance	Emergency Management Office
	Provides assessment and documentation regarding the effect and economic impact of the disaster on the county's commerce and industry, including the need for resources and services	Emergency Management Office



## **Seneca County Command and Succession**

***G. Seneca County Command and Succession***



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***G. Seneca County Command and Succession***

**Chief Elected Official**

If the Chairman of the Board of Supervisors is not available, the following line of command and succession is established to ensure continuity of local government and direction of emergency operations:

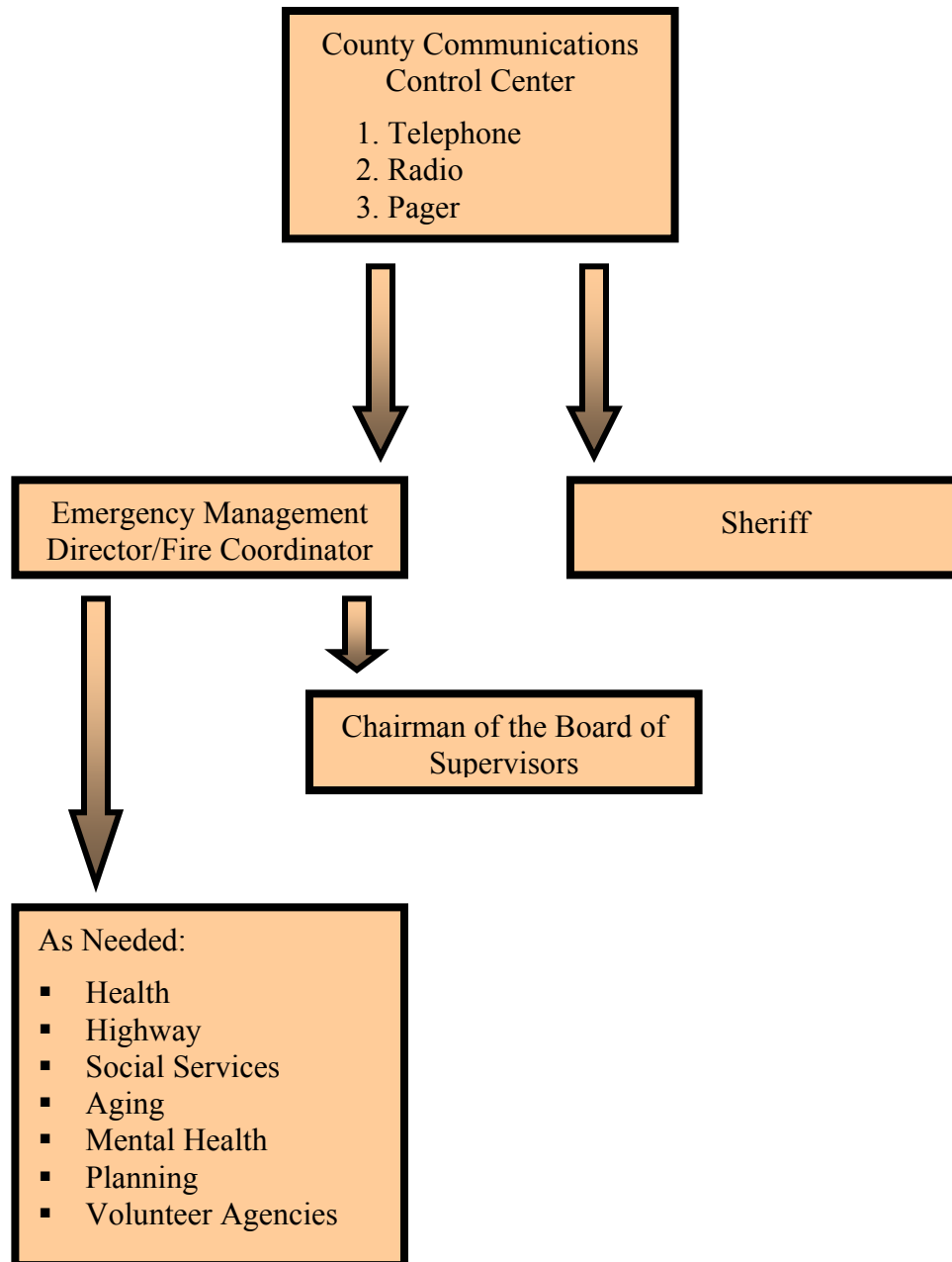
1. The Majority Leader
2. The Minority Leader
3. The County Manager



# **Seneca County Alert- Notification Procedures**

## ***H. Seneca County Alert-Notification Procedures***

## H. Seneca County Alert-Notification Procedures







# **Operational Procedures and Guidelines**

## ***I. Operational Procedures and Guidelines***

## ***I. Operational Procedures and Guidelines***

### **Seneca County Operational Procedures and Guidelines**

<b>Document</b>	<b>Responsible Agency or Department</b>	<b>Date of Current Revision</b>
Seneca County All-Hazards Mitigation Plan	Emergency Management	Plan in Draft
Medical Disaster Plan for Mass Casualty Incidents	Emergency Medical Services	2004
Seneca County Mass Evacuation Management Annex	All County Departments Contribute	2003
Seneca County In-Place Shelter Annex	Emergency Management and Red Cross	2004
Seneca County Highway Emergency Preparedness Plan	County Highway Department	2004
Department of Social Services Standard Operating Procedure for Emergency Operations	Department of Social Services	11/04
Office for the Aging Disaster and Emergency Plan	Office for the Aging	2003
County HAZMAT Plan	Fire Coordinator	2008
Fire Department Mutual Aid Plan	Fire Coordinator	2005
SOG for Damage Assessment	Emergency Management	2003
SOG for Sheriff's Department	Sheriff's Department	2003

J

## Damage Assessment Form



**Annex: Response Actions for Incidents of Terrorism**

EM 24 Hour Phone No.: (###) ###-####

**INITIAL DAMAGE ASSESSMENT REPORT**

1) DATE \_\_\_\_\_ 2) POLITICAL SUBDIVISION \_\_\_\_\_  
3) REPORTING OFFICIAL \_\_\_\_\_ 4) PHONE NUMBER \_\_\_\_\_

**SUMMARY OF CASUALTIES**

NUMBER OF:

5) DEAD \_\_\_\_\_ 6) EVACUATED \_\_\_\_\_  
7) MISSING \_\_\_\_\_ 8) SHELTERED \_\_\_\_\_  
9) HOSPITALIZED \_\_\_\_\_ 10) Families Requiring Temporary Housing \_\_\_\_\_

**RESIDENCES**

11) DESTROYED \_\_\_\_\_ 12) \_\_\_\_\_ 13) DAMAGED \_\_\_\_\_

**NUMBER OF HOSPITALS**

14) DAMAGED BUT USABLE \_\_\_\_\_ 15) NOT SERVICEABLE \_\_\_\_\_

**UTILITIES**

16) WATER SYSTEMS \_\_\_\_\_ 17) ELECTRICAL SYSTEMS \_\_\_\_\_  
18) SEWER SYSTEMS \_\_\_\_\_ 19) NATURAL GAS SYSTEMS \_\_\_\_\_

**DAMS AND LEVEES**

20) DESTROYED \_\_\_\_\_ 21) DAMAGED \_\_\_\_\_ 22) THREATENED \_\_\_\_\_

**PUBLIC BUILDINGS**

23) DAMAGED \_\_\_\_\_ 24) DESTROYED \_\_\_\_\_

**ROADS AND BRIDGES**

25) ROADS/STREETS DAMAGED \_\_\_\_\_ 26) ROADS/ STREETS BLOCKED \_\_\_\_\_  
27) BRIDGES DAMAGES/USABLE \_\_\_\_\_ 28) BRIDGES DAMAGED/UNUSABLE \_\_\_\_\_  
29) IMMINENT THREATS OR HAZARDS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL SITUATION**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS ON BACK**

**INSTRUCTIONS**

The purpose of this form is to expedite procedures for County and local government in reporting damages due to natural, accidental and intentional disasters.

- Block 1: Date – Enter current date.
- Block 2: Political Subdivision - Give name of the County, towns and villages covered in the report.
- Block 3: Reporting Official - Name of person calling in report. Should be the County Executive, EM Director or Damage Assessment Team Leader.
- Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed.
- Block 5: Dead - Number of confirmed dead due to the disaster or emergency.
- Block 6: Evacuated - Number of persons evacuated from the affected area.
- Block 7: Missing - Number of persons who cannot be accounted for due to the disaster or emergency.
- Block 8: Sheltered - Number of persons being fed and sheltered in group shelters.
- Block 9: Hospitalized - Number of persons hospitalized by injury or sickness caused by the specific disaster or emergency.
- Block 10: Individuals and families requiring temporary housing - Estimated number of individuals and families needing temporary housing due to damages caused by the disaster or emergency.
- Block 11: Residences Destroyed - Number of homes/mobile homes that are beyond repair.
- Block 12: Residence uninhabitable - Number of homes/mobile homes which are damaged and not usable at present time, but can be repaired.
- Block 13: Residences Damaged (Habitable) - Number of homes/mobile homes damaged but livable by occupants while being repaired.
- Block 14: Hospitals Damaged - Number of hospitals which sustained damage but can still render services to patients.
- Block 15: Hospitals Not Serviceable - Number of hospitals which can no longer provide services to patients due to damages.
- Block 16: Water Systems - Number of those systems receiving damages or destroyed. (If possible, include estimated number of people affected.)
- Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
- Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
- Block 19: Natural Gas Systems - Number of those systems damaged or destroyed. (If possible, include number of people affected.)
- Block 20: Dams Destroyed - Number of dams/levees that have been breached due to the disaster. (Give location if possible.)
- Block 21: Dams Damaged - Number of dams/levees that have received damage but are still stable. (Give location if possible.)
- Block 22: Dams Threatened - Number of dams/levees that have been topped, have cracks or are close to being breached. (Give location if possible.)
- Block 23: Public Buildings Damaged - Courthouses, Schools, etc. that received damage to building and/or contents.

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***Annex: Response Actions for Incidents of Terrorism***

Block 24: List all public buildings that are completely destroyed.

Block 25: State the number (and miles if possible) of roads damaged but passable.

Block 26: Number of roads that are impassable due to damage or debris.

Block 27: Bridges Damaged/Usable - Number of bridges damaged but usable with caution.

Block 28: Number of bridges that are destroyed or determined unsafe for use.

Block 29: Imminent Threats or Hazards - Any information about existing or developing situations that could pose a threat or hazard to the public.

General Situation: Provide any additional information deemed necessary specifying:

1. What is the situation?
2. What are you doing to respond to the situation?
3. What assistance from state resources is needed?
4. What are priority problems?



# Seneca County



## Mass Fatality Response Plan

**DRAFT**

*“The information contained in this document is CONFIDENTIAL. No information from this document shall be released when such release would jeopardize the efforts to prepare for a public health emergency, and thereby endanger the life of the people of Seneca County”.*

## **MASS FATALITY PLAN**

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Seneca County Funeral Directors

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### **Attachment 2:**

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SEMO Mass Fatalities Plan

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### **Attachment 6:**

Directions for Decontamination of Refrigerated Vehicles

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## **1.0 Introduction**

This plan outlines the Seneca County Coroner's strategy for responding to incidents involving mass fatalities, including those caused by natural and/or technological hazards, which exceeds local resources and capabilities. The purpose is to outline guidelines that the Seneca County will follow to take charge of human remains at a disaster site. The Coroner(s), in collaboration with the Seneca County Office of Emergency Services (), Law Enforcement and affiliated agencies will coordinate the evaluation and identification of remains, as well as assisting with the notification of families of deceased victims. The Coroner will prepare death certificates and facilitate ways for preparing, processing and releasing human remains to the next-of-kin under emergency conditions.

## **2.0 Prevention/Mitigation**

## 2.1 Planning and Plan Maintenance

- 2.1.1 This plan will be routinely updated and supplemented as Federal, State and County disaster preparedness guidance continues to evolve. Plan changes will be made based on experience and lessons learned.

## 2.2 Training & Exercises

- 2.2.1 Seneca County agencies and personnel with the responsibility of activating the Mass Fatality Response Plan will receive initial and ongoing training as needed.
- 2.2.2 The plan will be reviewed annually by the Seneca County Office of Emergency Services. Exercises will be planned and executed as needed in association with other Seneca County agencies.

## 2.3 Command and Control

- 2.3.1 The Seneca County Coroner, in collaboration with local law enforcement, Seneca County Public Health (SCPH), , and emergency response agencies, will coordinate all efforts involving the evaluation, collection, identification, storage, and final disposition of all human remains. All operations will be conducted utilizing the National Incident Management System (NIMS) in accordance with the Seneca County Comprehensive Emergency Management Plan (CEMP). The Coroner, through the applicable Section Chief or Incident Commander, will make all requests for resources (local, state, or federal) necessary to respond to the incident.
- 2.3.2 Incidents involving terrorist or “man-made” disasters would be considered crime scenes and would most likely result in the declaration of a Local State of Emergency (Article 2-B), by local government officials. All state and federal mortuary response resources available during a declared state of emergency would be utilized and coordinated by the .

In the event of the activation and response of state and/or federal mortuary response teams, the basic concepts of this plan would apply and be utilized in response to a mass fatality disaster.

- 2.3.3 The scene will be assessed, in collaboration with first response personnel, the likelihood of biological, chemical, or nuclear release and/or exposure as it pertains to evaluation of the

deceased/remains, and accordingly activate the County HAZMAT Team

### 3.0 Response

#### 3.1 Concept of Operations

3.1.1 The County Coroner will be requested by the on-scene commander(s) through Seneca County E-911 Center. The Incident Commander will notify of the approximate number of fatalities or confirmed dead. This information will be provided to the Coroner(s) at the time of dispatch.

3.1.2 The Coroner and/or designee will respond to the scene to assess the situation, and may establish an incident morgue site and determine the need for additional assistance. The Coroner will communicate the location of the temporary morgue site to the Incident Commander. Remains will be recovered and evacuated to the temporary morgue site (in collaboration with law enforcement) for identification purposes and safeguarding of personal effects found on the victims.

3.1.2.1 The Coroner will utilize local funeral directors to assist with the transportation and processing of remains. Surge assistance will be provided through requests to contiguous county Funeral Homes (see Attachment 1).

3.1.2.2 Throughout the evaluation, processing, and transportation of all remains, personal protective equipment (PPE) will be utilized by all involved personnel as necessary. Surge PPE, over and above what will routinely be provided for by individual agencies to their responders, will be requested through the IC.

3.1.2.3 The Coroner will assess the scene and will determine the number of individuals and vehicles needed to accomplish the task of recovering and evacuating remains to the morgue or temporary morgue site. The Coroner will notify the Incident Commander of the needed resources. The Incident Commander will request that the EOC contact the ***Director of the local Funeral Directors Association*** and request that he/she contact the local funeral directors and request that they respond. All funeral directors will report to the incident staging area for credentialing and to sign in. The EOC will provide the location of the staging area.

3.1.2.4 The EOC will identify refrigeration-trucking companies or other services that could provide refrigeration capabilities for the storage of human remains if needed (see attachment 2, Refrigerated Trucking Companies, et al).

3.1.3 Incidents resulting in greater than ten (10) fatalities may require the assistance of State/Federal resources. The following steps will be taken by the to request these resources:

3.1.3.1 The Coroner will request through the Incident Command System the dispatch of the New York State (NYS) Funeral Directors Response Team. The Coroner will provide the Incident Commander the estimated number of fatalities involved. The Incident Commander will forward this request to the. The SCOES will contact the New York State Emergency Management Office (SEMO), advise of the incident, and will request the dispatch of the NYS Funeral Directors Response Team. The SCOES will provide SEMO with the nature of the incident and number of fatalities.

3.1.3.2 The New York State Funeral Directors Response Team will work in collaboration with the County Coroner to provide appropriate guidance and response efforts. Local funeral directors are available to assist with response efforts (see mobilization sequence outlined above).

3.1.3.3 The Disaster Mortuary Operational Response Team (DMORT) will coordinate all mortuary response efforts with the County Coroner's Office.

## 3.2 Initial Response and Recovery

3.2.1 The Coroner, in collaboration with local law enforcement will utilize suitable markings, photography, GPS positioning, "Total Station", etc. that will be placed at the location and/or used to identify each body at the disaster scene.

3.2.2 Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found.

- 3.2.3 Unattached personal effects found on or near the body will be placed in a container, tagged with the above-identified corresponding number, which should reflect the location, and/or surroundings where the item was found. The Coroner is responsible to ensure these effects are secured.
- 3.2.4 When practical, remains and/or remain parts will be containerized, most probably in a body bag, and tagged with a corresponding number on each pouch.
- 3.2.5 Valuables, such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body have a potential identification value and should be placed in a container and charted as to the exact location they were recovered.
- 3.2.6 Remains will then be removed, as authorized, from the initial discovery site to the assigned morgue location as determined by the Coroner. This initial movement will require outside resources (vehicles, litters, stretchers and personnel), which will be requested by the Coroner through the Incident Command System and the EOC.

### 3.3 Evacuation to the Temporary Morgue

- 3.3.1 Prior to the evacuation of any remains, the County Coroner will brief the Funeral Directors and Operations Chief on the situation, number of fatalities to be transported, pick up area, and route of travel to the morgue, or temporary morgue site.
- 3.3.2 Temporary morgue requirements/considerations:
  - Convenient to scene
  - Adequate capacity
  - Completely secure – law enforcement to maintain security
  - Easy access for vehicular transport
  - Ventilation
  - Hot/cold running water
  - Drainage
  - Sufficient electrical capabilities, lighting, utilities, etc.
  - Communications
  - Office space
  - Rest/debriefing area
  - Refreshment area
  - Restrooms
  - Climate control
- 3.3.3 Evacuation operations from the disaster site will be coordinated by the Coroner and Operations Chief, with assistance from law enforcement personnel.

- Surge storage will be coordinated through refrigerated trucking arrangements or other refrigeration considerations (see attachment 2). On-scene storage of body bags in refrigerated trucks is recommended up until and during time of transport.
- Prior to transport, open each body bag, ensuring that both body and bag numbers coincide.
- Log:
  - Signature of Funeral Director authorizing transport (“Transport of remains authorized by:”)
  - Bag number(s)
  - Vehicle number/ID
  - Transporting personnel
  - Time and date of transport
  - Driver signature
  - Signature of Funeral Director accepting delivery of remains

3.3.4 Funeral Directors in collaboration with the Operations Chief (using ancillary fire and EMS personnel) will be utilized to transport all remains. For vehicle decontamination procedures, see Section 4.0.

3.3.5 The Coroner (or designee) will direct further processing of remains at Medical Facility designated by the Coroner or the temporary morgue location. The temporary morgue shall be according to the guidelines outlined within the State Emergency Management Office (SEMO) Mass Fatalities Plan.

Temporary morgue stations include:

- **Morgue Reception Station**
- **Remains Examination Station**
- **Postmortem Data Collection Station**
- **Identification Station**
- **Release Station**

## 3.4 Notifying Next-of-Kin/Identification of Remains

3.4.1 Law Enforcement personnel, in collaboration with the Coroner, will notify all next-of-kin by a direct face to face meeting if time and situation permits. In cases of mass fatalities where resources do not exist to allow for a face-to-face meeting, Law Enforcement will identify the methods that will be followed to notify next-of-kin.



- 3.4.2 Operations Chief to interact with the American Red Cross (ARC) for purposes of establishing a Family Assistance Center (FAC), whose job it will be to:
- Provide information and access to services
  - Provide news and the sharing of information to those within the FAC, while at the same time protecting relatives from the media.
  - Allow investigators access to the family
  - Register and gather ante-mortem data
  - Provide counseling/clergy services with assistance from the County mental-health services.
  - Provide transportation and food services
  - Assign each family, if at all possible, a personal ARC representative
- 3.4.3 Law Enforcement will ensure security at entrances to the FAC, determining the process for identifying legal next-of-kin. Legal next-of-kin (for purposes of official notification and release of bodies) shall be defined within Attachment 4, and will advance level-wise until “next-of-kin” have been identified. All FAC staff should attempt to use an alternate secured-entrance to the FAC while entering and exiting the FAC, where credentialing will be verified. A note will be added to the Coroner’s Investigative Report identifying the Next-of-Kin to be notified.
- 3.4.4 Families will be requested to provide physical identification of the remains. The Coroner will make arrangements for identification to be made, to include an appropriate location and time. If identification cannot be made, families will be requested to provide forensic items (hairbrush, toothbrush) or to provide the name and phone number of the victims’ dentist. The Coroner will coordinate with appropriate agencies any assistance necessary to identify remains above and beyond physical identification by family members (e.g. DNA, dental exams). Remains will not be released until positive identification is made.
- 3.4.5 Disposition of unidentified remains and/or “common tissue” is the responsibility of the Coroner. The guidelines to handle such situations are as follows:
- Under no circumstances should unidentified or unassociated remains or tissue be co-mingled with identified remains.
- 3.4.6 The Coroner, in collaboration with the Funeral Directors, will complete the required Death Certificates according to law.

### 3.5 Return body to Next-of-Kin

- 3.5.1 Once the remains have been positively identified and all processing has been completed, the Coroner will coordinate the release of the remains and personal effects to the next-of-kin or their representative.
- 3.5.2 Release of remains will be authorized by the Coroner with technical guidance after assessment regarding nuclear, biological, and chemical factors, and will be handled in a culturally sensitive manner.

## 4.0 Recovery

### 4.1 Decontamination

The decontamination of refrigerated trucks that have been used to preserve human remains needs to be carried out by a contractor qualified to provide such services. Supervision of the decontamination process will be overseen by SCHD's Environmental Health staff. All vehicles used for this purpose will be decontaminated whether being placed back in service to transport food, used for other purposes, or decommissioned and placed in salvage.

- Attention should be given to decontamination of refrigeration units (e.g. ductwork and coils). Assure that filters are decontaminated and/or replaced (if equipped).
- Decontamination procedures for handling medical and/or infectious waste and antimicrobial pesticides (disinfectants and sanitizers) must adhere to all applicable requirements established by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Department of Transportation (DOT). This includes adherence to procedures designed to both sanitize and provide for worker protection.
- Applicable state and local standards must be met.
- The decontamination must be accomplished in a manner which destroys or inactivates any human pathogen that may be present, and removes chemical and/or any other incidental environmental contaminant. The decontamination must remove all offensive odors.
- Upon completion of decontamination written documentation should be provided to the owner of the vehicle identifying the procedure used and giving assurance that effective decontamination has been carried

out. Several types of disinfectant agents may be used (e.g., chlorine, iodine, phenolic and quaternary ammonium compounds, aldehydes). At concentrations known to be effective for proper disinfection some disinfectants may also react with the inner surfaces of the vehicles.

- Use of refrigerated vehicles, as well as decontamination procedures and guidelines, will follow the standards set forth by the NYS DOH in their 6/27/05 memo, “***Directions for Decontamination of Refrigerated Vehicles***” (see attachment 6). Documentation listing the properties of different disinfectants may be found at <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5404a2.htm>.

## Attachment 1 - Local Funeral Homes

### **Coe-Genung Funeral Home**

**315-539-2931**

Funeral Director: Roderick Coe  
46 West Main St.  
Waterloo, NY 13165

### **Covert Funeral Home**

**607-869-3411**

Funeral Director: Paul McPherson  
7199 South Main Street  
Ovid, NY 14521

### **Doran Funeral Home Inc.**

**315-539-2211**

**Fax: 315-568-8171**

Funeral Director: Michael J. Kelly  
30 Center Street  
Waterloo, NY 13165  
Also  
4 East Bayard St.  
Seneca Falls, NY 13148

**315-568-5700**

### **Hurlbut Funeral Home**

**607-532-4211**

Funeral Director: Keith Jay  
8306 Main Street  
Interlaken, NY 14847

### **Mull Funeral Home**

**315-539-2496**

Funeral Director: William Mull  
113 Virginia St.  
Waterloo, NY 13165

### **Sanderson-Moore Funeral Home**

**315-568-5866**

Funeral Director: Duane D. Moore  
32 State Street  
Seneca Falls, NY 13148

Refrigeration Capabilities at:      Local Funeral Homes:      0 Bodies  
Geneva General Hosp:      ? Bodies

Transport Vehicles available within Seneca County at any given time:  
Available Funeral Directors at any given time:  
Embalming Machines available:  
Heavy Body Bags:  
Light Body Bags:  
Supplies available to embalm the  
    following number of bodies:

## Attachment 2 Refrigerated Trucking Companies

\*

\*

- \*\* Require **Trailers to Be Covered** with tarps to hide supermarket logo. **Decon Prior To Return** is the responsibility of the County.
- \*\*\* **Metal Floors within all truck storage areas are mandatory for use as a transport medium.** “Typical” 50-foot trailers can accommodate 25 bodies. A row of free-standing shelving (plywood and 2x4’s) can double this number.

## Other Refrigeration Considerations

Attachment 3

**Emergency Contact Numbers**

Geneva General Hosp.

(315) 787-4500

DMORT Emergency Contact Number

***(800) 872-6367***

Attachment 4  
Legal Next-of-Kin Table

**Level One\*:**

Spouse of deceased

OR

Child of deceased

OR

Grandchild, Great Grandchild, etc. of deceased

**Level Two:**

Parent of Deceased

OR

Sibling of deceased

OR

Niece, Nephew, or Great Niece or Great Nephew of deceased

**Level Three:**

Grandmother or Grandfather of deceased (either maternal or paternal)

**Level Four:**

Aunt or Uncle of deceased (either maternal or paternal)

**Level Five:**

First Cousin of deceased (either maternal or paternal)

**Level Six:**

If no kin within the above levels can be located, contact the NY State Attorney General's office

- Level One includes any lineal descendants from child or grandchild of the deceased. A lineal descendant is any person in the direct line of descendant such as a child or grandchild as contrasted with a collateral descendant such as a niece or nephew.

Attachment 6

**Disinfectants and Their Properties**

All surfaces should be cleaned thoroughly before disinfection. For basic disinfection, a 1:100 dilution of household bleach (i.e., 2.5 tablespoons/gallon) or a 1:1,000 dilution of quaternary ammonium compounds (e.g., Roccal-Zephiran<sup>®</sup>) may be used. This appendix includes instructions for disinfection when a particular organism has been identified. All compounds require a contact time of  $\geq 10$  minutes. Local or state environmental health officers may have recommendations for appropriate disinfectant selection and precautions for environmental effect. Additional information is available from the Purdue University National Biosecurity Resource Center for Animal Health Emergencies.\*

\* National Biosecurity Resource Center for Animal Emergencies. West Lafayette, IN: Purdue University; 2004. Available at <http://www.biosecuritycenter.org/dismixchrt.htm>.

Table

**TABLE. Chemical compounds used for disinfection, effectiveness of chemical disinfectants and selected products against certain organisms, and selected properties of chemical disinfectants that should be considered when used for cleaning and disinfection**

Chemical compounds	Chlorine* 0.01%–5%	Iodine iodophor 0.5%–5%	Chlorhexidine 0.05%–0.5%	Alcohol† 70%	Oxidizing agents 0.2%–3%	Phenol 0.2%–3%	Quaternary ammonium 0.1%
Selected products	Clorox®	Tincture/ Iodophor	Nolvasan®	Rubbing alcohol	Virkon-S®	pHisoHex®	Roccal®
<b>Effectiveness of chemical disinfectants against certain organisms§</b>							
Bactericidal	Good	Good	Good	Good	Good	Good	Good
Bacterial spores	Good¶	Poor	Poor	Poor¶	Fair to good	Poor	Poor
Virucidal	Good	Good	Poor	Fair	Good	Poor**	Poor
Envelope viruses	Yes	Yes	Limited	Yes	Yes	Limited	Limited
Nonenvelope viruses	Yes	Limited	No	No	Yes	No	No
Fungicidal	Good	Fair	Fair to good	Good	Fair	Fair	Fair
Protozoal parasites	Fair (concentrated)	Poor	Poor	Poor	Poor	Poor	Poor (ammonia)
<b>Properties of chemical disinfectants††</b>							
Effectiveness in organic matter	Poor	Poor	Fair	Poor	Poor	Good	Good
Inactivated by soap	No	Yes	No	No	No	No	No
Effective in hard water	Yes	No	Yes	Yes	Yes	Yes	Yes
Residual activity	Poor	Poor	Good	Fair	Poor	Poor	Poor

Source: Adapted from the Nebraska Cooperative Extension and the U.S. Department of Agriculture, 2003.

\* Bleach should be mixed fresh daily and replaced whenever contaminated with organic matter (1:32 dilution of 5.75% solution provides >1,500 ppm chlorine).

† Rubbing alcohol is flammable.

§ Effectiveness as a bactericidal, virucidal, or fungicidal agent and effectiveness in eliminating bacterial spores and protozoal parasites: good = effective; fair = moderate effect; and poor = inferior effect. Effectiveness in eliminating envelope and nonenvelope viruses: yes = effective; limited = moderate effect; no = not effective.

¶ Alcohol synergistically potentiates the sporicidal effect of hypochlorites (chlorine). Mix 5.75% solution of hypochlorite 1:1 with 50% ethyl alcohol/water and use fresh at the time of use and provide contact time of ≥30 minutes.

\*\* The effectiveness of 2-phenylphenol (ortho-phenylphenol) is fair.

†† Effectiveness in organic matter: good = effective; fair = moderate effect; and poor = inferior effect. Inactivated by soap and effective in hard water: yes = chemical compound has this property; no = chemical compound does not have this property. Residual activity: good = chemical compound has good residual activity; fair = moderate residual activity; and poor = inferior residual activity.

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\*\*Questions or messages regarding errors in formatting should be addressed to [mmwrq@cdc.gov](mailto:mmwrq@cdc.gov).

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New York State  
Disaster Preparedness Commission

Comprehensive Emergency Management  
Plan

**Off-Site Air Disaster Annex**

# **State Comprehensive Emergency Management Plan Off-Site Air Disaster Annex**

## **A. Introduction**

The crash of TWA Flight 800 off the coast of Long Island in July of 1996 and other recent air disasters have caused all levels of government to take a closer look at airline disasters and the effect that these events have on local, county, State and Federal response capabilities. This Annex to the New York State Comprehensive Emergency Management Plan provides an overview of the local and Federal response to air disasters and the State's role in support of the response.

## **B. Purpose**

The purpose of this plan is to protect lives, property, and the environment by:

- Providing for an effective and efficient multi-agency response to air disasters in New York State;
- Establishing a concept of operations for response to an air disaster that can be supplemented with specific procedures; and
- Linking existing county and municipal authorities to State and Federal authorities, and the respective plans and capabilities that would be implemented in response to an air disaster in accordance with the New York State Comprehensive Emergency Management Plan.

## **C. Scope**

This annex applies to those off-site (off airport) air disasters involving commercial, corporate, military or private aircraft that involve the joint response efforts of local, county, State and Federal government agencies in New York State.

## **D. Situation**

New York State's response to an air disaster will be determined by the size and manner of the aircraft involved, the ability of local resources to effectively deal with response to the incident, and by the authorities, plans and operations that are triggered as the result of the crash.

## **E. Assumptions**

1. Air crashes will most often occur with little or no warning.
2. Off-site (off airport) air crashes have the potential of occurring anywhere in the State or its coastal waters.
3. Initial reports of an air disaster will have limited information and may contain contradictory information concerning the scope of the event.
4. Local, county and State emergency response agencies will implement fire, rescue, emergency medical services, law enforcement, public information, coroner/medical examiner operations, hazard and biohazard identification and protective measures, and site control and security operations.
5. Some intermediate and long-term required actions may include maintaining scene security and control, victim recovery and identification, victim family assistance, aircraft accident investigation, and mitigation of environmental damage.
6. Local mutual aid, State and Federal assistance may be required/requested to support the initial response, recovery and investigation of the air disaster.
7. Significant demands will be placed on local, county, State, and Federal officials by the media and others seeking crash and victim information.
8. Air crash scenes also have the potential to be crime scenes. All responders should keep this in mind upon arrival and treat the scene as such. No articles of personal property or parts of the aircraft should be unnecessarily disturbed or removed from the scene until authorized to do so by the National Transportation Safety Board (NTSB) (civilian aircraft) or military authorities (military aircraft).
9. Air disaster impacts can cross municipal boundaries or take place in marine environments resulting in responses that can involve multiple jurisdictions and levels of governments.
10. Some airports have plans and resources to assist in the response to an air crash whereas other non-commercial airports will have limited or no response capabilities.

## **F. Concept of Operations**

The response to a large-scale air disaster can involve dozens of local, county, State, Federal, volunteer, and private agencies. This plan recommends the development of one response organizational structure that will include all responding agencies. The air disaster response for State agencies will be organized under the framework of the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) as required by Executive Order 26 of 1996.

## **G. Authorities**

This section reviews existing laws, regulations, and agency responsibilities and capabilities as they relate to air disaster response.

### **1. Airport Management**

Commercial airports, which serve commercial air traffic, are required by the Federal Aviation Administration (FAA) to have emergency plans that deal with emergency situations, including air crashes, which occur at the airport. Those plans typically provide for coordination with off-site authorities. On-site response resources obviously differ from one airport to the next. On-site plans and response resources may not be available at non-commercial airports. Airport resources, per local plans, may be utilized in off-site responses.

### **2. Airlines**

The airline has the responsibility to notify the National Transportation Safety Board (NTSB) immediately upon knowledge that a crash has occurred. The airline also has a number of responsibilities relating to family assistance matters which are outlined in Section J of this Annex.

### **3. Local Authorities**

#### **a. Fire Service**

Local fire service units are responsible for controlling the fire resulting from an air crash, dealing with hazardous materials associated with the crash, and conducting the search for and rescue of survivors. In many instances the senior fire officer on scene may be the Incident Commander for the emergency response phase of the incident, including activities such as fire suppression and victim search and rescue operations.

#### **b. Police**

Local/county police, the county sheriff department, the State Police, and federal law enforcement agencies, depending upon the location of the crash, may all have a role

in the police function. During the initial response to an air crash, law enforcement is responsible for isolating and securing the site as a possible crime scene and assisting the establishment of security perimeters and traffic control plans. Police will also identify witnesses, conduct interviews, and support the federally mandated investigation into the cause of the crash.

Upon the arrival of the FAA and NTSB (civilian aircraft), or the appropriate military authorities (military aircraft), local police authorities may assist in the investigation in conjunction with, and in support of, Federal authorities.

**c. Emergency Medical Service (EMS)**

Local EMS agencies (fire, independent volunteer, municipal and commercial) are responsible for the triage, treatment, and transportation of injured survivors. This may involve activation of local mass casualty plans. These plans typically include Department of Health EMS and Regional EMS Program Agency coordination. EMS agencies also provide medical support for emergency responders.

**d. Coroner/Medical Examiner**

Under NYS County Law §673, the Coroner/Medical Examiner has the jurisdiction and authority to investigate the following deaths within the county:

- Violent death;
- Unlawful act or criminal neglect;
- Suspicious, unusual or unexplained manner; and
- Unattended by a physician.

Under §674, the Coroner/Medical Examiner:

- Once notified of a death under the circumstances in §673 shall go to where the body is and take charge of it;
- Has the authority to remove the body to the extent required for investigation;
- Shall investigate essential facts concerning the death, taking the names and addresses of witnesses, and before leaving the site, reducing the facts to writing;

- Shall take possession of all portable objects, which in his/her opinion may be useful in establishing the cause of death;
- Has the authority to perform an autopsy;
- Has power to subpoena and question witnesses under oath as a magistrate holds a court of special session; and
- Has the authority to order and conduct an inquest.

#### **e. Local/County Health Department**

The local or county health department may have jurisdiction over resulting crash conditions that pose a hazard to public health. In those counties which do not have health departments, or whose Health Department does not assume responsibility for some functions, the State Department of Health may have the leading role.

#### **f. Local/County Emergency Management**

Each county, and many local governments, have a comprehensive emergency management plan, which provides the framework for the jurisdiction's response to emergencies and disasters. County and local emergency managers:

- Coordinate county and local resources in support of the air disaster response and serve as the conduit for the request of State assistance;
- Activate the jurisdiction's Emergency Operations Center (EOC);
- Provide communications support for the incident; and
- Provide briefings for the chief elected official regarding the incident.

#### **g. Chief Elected Officials**

Article 2-B of the Executive Law provides local chief elected officials with the

authority to declare a State of Emergency and issue emergency orders as required by the needs of the incident.

#### **4. Governor and State Agencies**

##### **a. Governor**

The Governor can declare a State Disaster Emergency. Upon the declaration of a State Disaster Emergency, the Governor may direct any and all agencies of State government to provide assistance under the coordination of the Disaster Preparedness Commission.

##### **b. Disaster Preparedness Commission (DPC)**

The Disaster Preparedness Commission (DPC) is comprised of 22 State agency officials, the American Red Cross and local representatives. Following a declaration of a State Disaster Emergency, the DPC coordinates State assistance including:

- Utilizing, lending, or giving to political subdivisions, with or without compensation therefore, equipment, supplies, facilities, services of State personnel, and other resources, other than the extension of credit;
- Distributing medicine, medical supplies, food and other consumable supplies through any public or private agency authorized to distribute the same;
- Performing on public or private lands temporary emergency work essential for the protection of public health and safety, clearing debris and wreckage, and making emergency repairs to and temporary replacements of public facilities of political subdivisions damaged or destroyed as a result of such disaster; and
- Making such other use of State agency facilities, equipment, supplies and personnel as may be necessary to assist in coping with the disaster or any emergency resulting therefrom.

##### **c. State Emergency Management Office (SEMO)**

The State Emergency Management Office activates and operates the State Emergency Operations Center in Albany, provides liaisons to affected jurisdictions, prepares situation reports for the Governor, and receives and acts on requests for assistance from county emergency managers. SEMO assists in the coordination of disaster-related public information. SEMO provides staff support for and coordination of DPC activities. SEMO provides emergency communications capabilities including



satellite communications equipment and the ability to provide video-conferencing. SEMO also has an emergency coordination vehicle that can be moved to the scene of an emergency.

**d. Division of State Police (DSP)**

Upon the request of local law enforcement agencies having jurisdiction, or as a local emergency responder, the State Police may provide investigative and operational activities at the air crash scene, and provide scene isolation and security until the arrival of Federal investigative agencies. Upon the arrival of the FAA and NTSB (civilian aircraft), or the appropriate military authorities (military aircraft), State Police members may conduct an investigation in conjunction with, and in support of, Federal authorities. The State Police have a number of specialized assets including aviation support, marine units and an underwater search, rescue, and recovery team; and forensic investigative units to assist with victim recovery and identification. The State Police Forensic Laboratory in Albany can conduct victim identification including fingerprinting and DNA analysis.

**e. Department of Environmental Conservation (DEC)**

The Department of Environmental Conservation (DEC) has missions in wilderness search and rescue coordination, wildfire control, hazardous substance identification, environmental situation assessment, and pollution response. The DEC has numerous additional support capabilities as defined in the State Comprehensive Emergency Management Plan. Anticipated areas of air disaster support would be:

- Specialized access vehicles including four wheel drive radio equipped vehicles, snowmobiles, ATVs, and air boats;
- Specialized equipment for supporting interior search and rescue operations, including field deployable command posts, portable radio repeaters, and specialized rescue equipment;
- Emergency responders trained and equipped to function in wilderness environments in a variety of environmental conditions;
- Marine response capability including a number of deployable radio equipped vessels dispersed throughout the State;
- Personnel with advanced ICS skills and experience in providing incident management overhead technical support;

- Personnel with specialized skills for establishing and maintaining a situation status unit. Included are technical abilities of creating and producing a wide variety of technical maps, nautical charts, and other work products necessary to support wide area emergency management. DEC site gridding and mapping capabilities include the interface of DEC licensed land surveyors;
- Resource lists of private sector pollution contractors capable of supporting a wide variety of emergency responses. This capability includes heavy construction equipment, communications, mapping, technical support, etc.;
- Ability to directly order resources from the National Incident Coordination Center and the National Fire Cache; and
- An incident planning section including an incident meteorologist from the DEC Division of Air.

**f. Department of Health (DOH)**

The Department of Health provides technical assistance to EMS and hospital providers in dealing with mass casualty problems. In some areas of the State, DOH also provides oversight of environmental health problems.

**g. Division of Military and Naval Affairs (DMNA)**

The Division of Military and Naval Affairs can provide Army and Air National Guard resources (personnel and equipment) upon activation by the Governor.

**h. Office of Mental Health (OMH)**

The Office of Mental Health coordinates State and local mental health assets in support of the Family Assistance Center and Critical Incident Stress Management (CISM) requirements for emergency responders.

The Office of Mental Health also operates a meal cook/chill facility which can produce bulk meals.

**i. Office of Fire Prevention and Control (OFP&C)**

The Office of Fire Prevention and Control administers the State Fire Mobilization

and Mutual Aid Plan, and provides technical assistance to the county Fire Coordinator and local Fire Chief. OFP&C also provides hazardous materials experts, arson investigators and canine fire investigators. In addition, areas of air disaster support would be:

- Specialized access vehicles including four wheel drive, radio equipped vehicles;
- Mobile command post and radio communications van;
- Personnel with advanced ICS skills and experience in providing incident management and providing a supporting element for an overhead team;
- Resource inventory of specialized fire department equipment such as boats, snowmobiles, hovercraft, and other equipment used for emergency response equipment;
- State owned fire and aerial apparatus;
- State owned rescue, cutting, and lifting equipment; and
- Specialized Urban Search and Rescue team with specialized lifting, cutting, shoring, listening devices, remote interior camera, and infrared heat detection cameras.

#### **j. Department of Transportation (DOT)**

The Department of Transportation provides guidance for long-term re-routing of traffic around a disaster area. The Department may be able to provide assistance with traffic control issues and/or needs. In the event of a State declaration of disaster emergency, DOT may be able to:

- Provide assistance to local government; and
- Identify potential sources of outside assistance, i.e., contractors, equipment sources, etc.

DOT also maintains a database of airport information for commercial service and general aviation airports.

#### **k. Office of General Services (OGS)**

The Office of General Services provides identification of and access to State facilities that could be used to support an air disaster response.

#### **l. State Air Disaster Response Team (SADRT)**

The State Air Disaster Response Team will support the local incident commander and the incident management system in place at the scene. The SADRT is comprised of personnel from various State, county, local and private agencies who can provide advice and expertise to established Incident Command System (ICS) functions, or can establish and staff various ICS functions.

### **5. Federal Agencies**

#### **a. National Transportation Safety Board (NTSB)**

The National Transportation Safety Board is the lead Federal agency responsible for investigating all civil aviation accidents in the U.S. The NTSB is responsible for coordinating Federal assistance to families and integrating local and Federal government officials and airline staff to form the Joint Family Support Operations Center (JFSOC).

The NTSB coordinates response and recovery efforts with local and State authorities, including the coroner/medical examiner, local law enforcement, emergency management, hospitals and other emergency support personnel. The NTSB also conducts daily coordination meetings.

#### **b. Federal Aviation Administration (FAA)**

The Federal Aviation Administration is responsible for air traffic control and notification of appropriate agencies in the event of lost aircraft or known crash. The FAA promulgates regulations regarding airport emergency plan requirements. The State Emergency Coordination Center is included in the FAA automatic callout alert system.

#### **c. Federal Bureau of Investigation (FBI)**

If an air crash is determined to be the result of criminal activity, the FBI becomes the lead Federal agency for the investigation.

#### **d. Coast Guard**

The Coast Guard coordinates surface search and rescue efforts for air crashes in

near-coastal and off-shore marine environments. The Coast Guard has oversight responsibility for hazardous materials incidents in a marine environment.

**e. Department of Health and Human Services (HHS)**

The Department of Health and Human Services (HHS), Public Health Service, Office of Emergency Preparedness (OEP) develops and administers a program to assure the efficient management and effective organization of the Department to act promptly and effectively to fulfill its responsibilities under the conditions of technological, natural, biological and/or chemical incidents and other disasters. OEP is responsible under the Federal Response Plan, Emergency Support Function #8 (ESF #8), for coordinating the health and medical response and recovery activities. In addition, OEP works closely with the Federal Emergency Management Agency (FEMA), National Transportation Safety Board (NTSB) and other Federal departments and agencies to develop plans and maintain operational readiness required for timely and effective response to Federal, State, and local government requests for health and medical assistance.

OEP is responsible under the National Disaster Medical System (NDMS) for developing Disaster Medical Assistance Teams (DMATs) and Disaster Mortuary Operational Response Teams (DMORTs) capable of dealing with the health, medical, and mortuary/forensic consequences of an emergency.

**a. Federal Emergency Management Agency (FEMA)**

The Federal Emergency Management Agency (FEMA) coordinates implementation of the Federal Response Plan and supports operations at the Family Assistance Center as needed.

**g. United States Navy**

Upon request the Navy may provide diving and recovery resources in support of the crash investigation.

**h. Department of Defense (DOD)**

Components of the Department of Defense will coordinate the investigation of crashes and the recovery of aircraft when military aircraft are involved.

**6. Voluntary Agencies**

**a. American Red Cross (ARC)**

The American Red Cross is the National Transportation Safety Board designated agency for providing family care and mental health assistance to victims, their families, and support personnel. ARC also provides incident support including mass feeding for the response organization.

**b. New York State Funeral Directors Association (NYSFDA)**

Members of the New York State Funeral Directors Association upon SEMO request may provide support for victim processing and next of kin interviews. The Funeral Directors Association can be extremely helpful in disposition of remains and will work very closely with third parties handling remains under contract with the air carrier.

**c. New York State Bar Association (NYSBA)**

The New York State Bar Association Disaster Response Team can provide legal information and answer legal questions families may have and assist in preventing unethical solicitation. The State Bar Association can also assist with the process of obtaining death certificates.

**d. Civil Air Patrol (CAP)**

The Civil Air Patrol can provide air assets for use in the search for lost aircraft.

**e. Salvation Army**

The Salvation Army provides pastoral care for survivors and victims' families, counseling logistics, material assistance and long-term case management. The Salvation Army can provide meal services for the emergency operations.

**f. Voluntary Organizations Active in Disasters (VOAD)**

Member VOAD agencies can provide support for the crash response and recovery efforts. VOAD is an umbrella organization of voluntary groups that provide disaster assistance. VOAD coordinates the disaster response activities of VOAD agencies.

## **H. On-Scene Operations**

### **1. On-site/Airport Plans**

Airport authorities have responsibility for coordinating the air crash response on their property. Plans are in place at FAA certified airports for the notification and coordination of local response resources. Plans may not be in place for non-FAA certified airports.

## **2. Off-Airport, On-Scene Incident Command System and Response**

Local emergency response agencies (fire, police, EMS) will be first on the scene of an off-airport air crash and will create the initial response organization in accordance with local plans and procedures. Most local response agencies utilize an incident management system to organize the response to this type of event. Initial response organization actions should include:

- Size up of the incident including a determination of the scope, location, conditions, aircraft identification, and approximate number of victims;
- Search, rescue and emergency care of victims;
- Fire suppression;
- Notification of all affected local, county, State and Federal agencies;
- Organization of the initial response; and
- Site perimeter and scene access and egress control.

### **a. Incident Command Post (ICP)**

One Incident Command Post should be established for the incident by the Incident Commander as designated by local plans and procedures. State, Federal, county, local and volunteer agencies which respond should report to the ICP or other designated location.

The location of the ICP will depend on the location of the crash and the facilities available. The initial ICP may moved or upgraded to support the crash response. An available State facility may be utilized for the ICP if determined to be the best available facility.

## **b. Transfer of Command**

The command function must be clearly identified from the beginning of incident operations and must provide continuous command presence until responders are demobilized. A Multi-Agency Coordination (MAC) Group will most likely be implemented to support the Incident Commander given the complexities of the operations and the number of agencies and jurisdictions that are involved.

Upon the completion of initial response actions, discussions may be held regarding the transfer of command of the incident to an appropriate local, county, State or Federal Incident Commander. State Agency Representatives should participate in the transfer of command discussions and provide support and/or leadership as requested and authorized. When command is transferred, the process must include a briefing that captures all essential information for continuing effective command.

## **3. Site Isolation and Security**

The early isolation of the crash site should be a priority objective of the Incident Commander. Initial responding State agencies may be asked to assist with this effort. In some instances the State Police may be the primary resource available locally to implement site security and control, and initiate preliminary investigative procedures.

An initial safety perimeter should be established and secured around the crash site, with a single point of entry. The ICP should be located upwind of the crash site. Additional security zones may be established at further distances away from the crash site (including control of air space and necessary flight restrictions) to provide additional isolation of the crash scene. State Police and State Department of Transportation will work with local officials as requested to implement traffic control, access control and detours.

If the crash takes place in a marine environment, locally based agencies (local, county, State, Federal) will need to coordinate the designation of appropriate safety and security perimeters around the crash site.

Initial steps may be taken to insure that only authorized personnel are granted access to the crash site or ICP. State agency personnel should carry appropriate identification (official agency ID), if requested to respond to the incident. State agency personnel will cooperate and/or assist with ad hoc identification measures established at the scene.



#### **4. Injured Victim Rescue and Treatment**

##### **a. Local EMS Mass-Casualty Plans**

The location of the crash scene will determine the number of EMS personnel and equipment available to respond. Local EMS mass-casualty plans may need to be implemented. These plans may involve movement of EMS resources from neighboring communities and/or counties.

State Department of Health EMS staff may be asked to provide technical assistance to local or county EMS coordinators. State Police helicopters may also be requested to provide transportation of patients to hospitals.

##### **b. Hospital Disaster Plans**

Hospitals in New York State are required to develop, maintain and exercise plans to deal with community disasters. Local hospital disaster plans will be implemented as necessary to deal with injured crash survivors.

The State Department of Health may be asked to provide assistance in coordinating patient distribution and disposition when local hospital capabilities are exceeded. The State Department of Health may also be requested to assist in identifying out-of-area trauma care and burn care facilities.

#### **5. Fatalities - Initial Actions**

If it is determined that there are fatalities as a result of the air crash, victim remains should not be removed or disturbed unless it is necessary to reach a survivor. The local Coroner/Medical Examiner and police officials determine appropriate strategy and tactics to accomplish this task. In many areas of the State, the State Police may need to take a lead role in these discussions.

#### **6. Crash Recovery**

The National Transportation Safety Board (NTSB) will coordinate the preservation, recovery and removal of the aircraft wreckage and debris. State agencies may be requested to provide logistical assistance with this effort.

State agencies will assist with the identification of safety hazards, including the presence of chemical, radiological, or biological hazardous materials, and insure that agency response personnel have appropriate personal protective equipment for recovery operations. State agencies can assist with the development of site operational procedures to deal with hazmat/recovery issues.

## **7. Investigation**

The lead law enforcement agency will coordinate crash investigation efforts with the NTSB, FAA, or FBI, and local police agencies. State agencies with specific investigative expertise (DSP, OFP&C, DEC) may be asked to be a party to the investigation.

## **8. Joint News Center/Public Information**

SEMO will provide logistical support in establishing a Joint News Center (JNC), which will serve as the sole source of official information regarding all incident activities (Federal, State, county, local). The JNC will provide a forum for the coordinated release of all information. The lead investigative agency, in conjunction with the Coroner/Medical Examiner, will determine when and what information is released to the media regarding all investigative activities. The Coroner/Medical Examiner, in conjunction with the lead investigative agency, will determine when and what is released regarding victim information. No information regarding State agency activities will be released unless done so in conjunction with the lead investigative agency and the Coroner/Medical Examiner office of the affected jurisdiction.

The NTSB is responsible for the release of information regarding the crash investigation. The local Coroner/Medical Examiner or his/her designee is responsible for the release of all information to victims' families regarding the cause and manner of death and disposition of remains. Control and coordination of the release of the names of the victims must be addressed by the investigating agencies and the Coroner/Medical Examiner.

## **9. Communications**

State agency communications resources may be needed at the request of local authorities to support the air disaster response organization.

## **10. Worker Critical Incident Stress Management/Mental Health/Physical Health Requirements**

Critical Incident Stress Management (CISM) and mental health support for incident personnel, including State agency personnel, will be provided. The State Office of Mental Health will assist in the coordination of CISM resources if local capabilities are exceeded. Follow-up mental health and physical health issues will be addressed as necessary.

# **I. Mass Fatalities Operations**

## **1. Coroner/Medical Examiner Roles and Responsibilities**

New York State County and General Municipal Laws authorize duly elected Coroners, Medical Examiners, and their duly designated assistants, jurisdiction and authority to investigate deaths resulting from an air crash within their county. The Coroner/Medical Examiner shall respond to the crash site, in conjunction with investigative authorities, and will take charge of the bodies upon their release from the scene by investigative authorities. The Coroner/Medical Examiner may allow the Federal and State governments to provide assistance in completing their essential responsibilities to include:

- Removal of the bodies to a temporary morgue or other facility required for investigation;
- Investigation of the essential facts concerning the deaths;
- Taking possession of all portable objects necessary in establishing the cause of death;
- Conducting an autopsy, if necessary;
- Subpoenaing and questioning witnesses as necessary;
- Identification of the bodies and notification of the decedents' families; and
- Immediately releasing associated personal effects not being held as evidence to the NTSB/airline as soon as possible after identification of the body has occurred.

As part of the identification process, the Coroner/Medical Examiner must decide whether to utilize DNA testing for victim identification purposes. As part of that decision process, consideration must be given to the following:

- Under what conditions will DNA testing be used;
- To what extent will DNA testing be used;

- Who will pay for the testing of samples; and
- Will parallel processing against a computer database be performed.

The NTSB will coordinate DNA efforts with local and State authorities. Costs associated with DNA analysis will be covered by the air carrier.

As part of the NTSB Federal Family Assistance Plan, a representative of the Coroner/Medical Examiner needs to be present at the designated Family Assistance Center to collect ante mortem information from families who have located there or elsewhere. Additionally, this representative will coordinate the transportation of the victims' remains and other logistical considerations after identification has been made.

## **2. Temporary Morgue Needs**

A decision needs to be made prior to the removal of the first body from the air crash site whether the regular morgue in the community is sufficient to handle the number of victims from the crash and the associated additional number of workers. Consideration needs to be given to the routine workload of the regular morgue prior to charging that facility with the added responsibilities of the crash victims. If a temporary incident morgue is to be established, the following requirements must be considered:

- It must be convenient to the scene but isolated enough to be secure;
- It must have adequate capacity to process the number of bodies expected and the number of workers associated with the morgue's tasks;
- Vehicles must have easy access to the facility; and
- It must have the following physical properties: heating, ventilation and air conditioning, hot and cold water, drainage/septic/sanitary sewer, electrical capacity for the equipment needed, communications (phone/fax lines, CATV, Internet capabilities), office space removed from the morgue operational area, a rest and eating area also removed from the morgue operational area, and restrooms preferably with showers.

Available State facilities may be utilized for the temporary morgue if determined to be the best available facility. NYS Office of General Services can provide a listing of potential sites in the area. Other facilities to consider should include:

- Airport hangars;

- Armories;
- Warehouses; and
- County fairground buildings.

Schools, colleges, religious facilities and public safety facilities should only be utilized as a last resort.

The Department of Health and Human Services (HHS)/United States Public Health Service (USPHS) Office of Emergency Preparedness (OEP)/National Disaster Medical System (NDMS), in support of the DMORT program, maintains a Disaster Portable Morgue Unit (DPMU) at the OEP warehouse located in Gaithersburg, Maryland. The DPMU is a depository of equipment and supplies for deployment to a disaster site. It contains a complete morgue with designated workstations for each processing element and prepackaged equipment and supplies.

### **3. State Forensic Support**

For an air crash disaster, State forensic support is primarily provided by the New York State Police. The New York State Funeral Director's Association (NYSFDA) has response personnel to provide assistance at the incident scene, at the temporary morgue and at the Family Assistance Center, all in support of the local Coroner/Medical Examiner.

Similarly, the New York State Police may have an identified role at the crash scene, in the morgue, in the Family Assistance Center, and at their laboratory facilities. Crash scene support by NYSFDA and DSP include:

- Search and recovery activities of documentation using still, digital and video photography;
- Gridding using computerized electronic systems utilizing Global Positioning System (GPS), Laser survey and manual methods;
- Recovery of bodies, body parts and fragments, personal effects and wreckage at the direction of the NTSB must be effectively accomplished to initiate the identification process after thorough documentation;
- Transportation/Chain of Custody of these items to the temporary morgue should be

proceduralized as necessary;

- Fingerprinting of the deceased for use in comparison for identification; and
- Family interviews to collect ante mortem information.

The New York State Police Laboratory System can be utilized to provide DNA identification services or more traditional ID services such as fingerprinting or dental x-ray identification.

#### **4. DMORT Resources**

Disaster Mortuary Operation Response Teams (DMORT) provide local authorities with technical assistance and personnel to recover, identify and process deceased victims. The DMORTs are comprised of private citizens who are pre-registered Federal employees. There are ten teams positioned across the country consisting of medical examiners, coroners, pathologists, anthropologists and other professionals. The team may be dispatched in whole or in part.

NTSB may request to the Public Health Service that DMORT resources be activated. The affected county may also request DMORT assistance through the county emergency manager who will make the request to SEMO, which will forward the request through FEMA Region II.

## **J. Family Assistance Operations**

The NTSB has developed the Federal Family Assistance Plan for Aviation Disasters as required by Public Law 104-264, Title VII, Aviation Disaster Family Assistance Act of 1996. This plan assigns responsibilities and describes the airline and Federal response to an aviation crash involving a significant number of passenger fatalities and/or injuries. Organizations which have responsibilities under the Federal Family Assistance Plan, will develop supporting agency plans and procedures consistent with the Plan.

In the aftermath of an air disaster with fatalities, there are a number of tasks that need to be undertaken as outlined in the Federal Family Assistance Plan for Aviation Disasters. They include:

- Make initial notification to family members of victims involved in the aviation crash based on manifest documents and other available information;

- Monitor search and recovery operations conducted by the local jurisdiction and offer assistance where needed;
- Determine the status and location of victims;
- Obtain approval of the local Coroner/Medical Examiner to provide Federal assistance;
- Assist the local Coroner/Medical Examiner in the identification of fatalities and the notification of their families;
- Provide psychological and logistical support and services to victims and their family members;
- Provide daily briefings to families on the progress of recovery efforts, identification of victims, the investigation, and other areas of concern;
- Arrange for a memorial service for the fatalities and their family members;
- Provide for the return of personal effects; and
- Maintain contact with victims and their families to provide updates on the progress of the investigation and other related matters.

### **1. Federal Family Assistance Plan for Aviation Disasters Overview**

The following are extracts from the Federal Family Assistance Plan for Aviation Disasters.

“The role of the NTSB can generally be described as a coordinator to integrate the resources of the Federal government and other organizations to support the efforts of the local and State government and the airline to meet the needs of aviation disaster victims and their families. The NTSB assists in coordinating Federal resources to local authorities and the airlines. Family counseling, victim identification and forensic services, communicating with foreign governments, and translation services are among the services with which the Federal government can help local authorities and the airlines deal with a major aviation disaster. It is recommended that the local government emergency services provide a representative to the Joint Family Support Operations Center (JFSOC) to

participate in the local, airline, and Federal response. It is recognized that the JFSOC layout is dependent on the facilities and rooms available at the time.”

“The airline continues to have a fundamental responsibility to the victims and their families affected by an aviation crash. The airline is primarily responsible for family notification and all aspects of victim and family logistical support. Although their major responsibilities have not changed, the ‘Aviation Disaster Family Assistance Act of 1996’ and the ‘Foreign Air Carrier Family Support Act’ places the airline, as well as other support organizations, in a more collaborative relationship with families.”

“All personnel involved in providing services to assist the victims and their family members should be trained in crisis response and must demonstrate compassion, sympathy, technical expertise, and professionalism. Information provided by family members and victims through discussions, interviews, counseling, and any other form of exchange of personal information must remain confidential and shall not be used for future litigation purposes.”

Under the Plan, the NTSB is required to:

- Integrate local, county, State, and Federal government officials and airline staff to form a Joint Family Support Operations Center (JFSOC);
- Coordinate assistance efforts with local, county and State authorities, including Coroner/Medical Examiner, State and local law enforcement, emergency management, hospitals and other emergency support personnel;
- Conduct a daily coordination meeting;
- Designate and publicize the name and number of a Director of Family Support Services;
- Designate a non-profit organization (American Red Cross) primary responsibility for emotional care and support of families;
- Assume primary Federal responsibility for facilitating the recovery and identification of fatally injured passengers;
- Insure that the Director of Family Support Services shall request a passenger list from the air carrier based upon the best available information;
- Not release passenger information to anyone except to the family of a passenger to the extent the Director of Family Support Services considers appropriate;



- Brief the families of passengers prior to any public briefings; and
- Inform the families of any public hearings or meetings of the Board (NTSB).

The American Red Cross as the designated organization for delivering mental health services is required to:

- Coordinate mental health services with disaster response teams of the air carrier;
- Provide a private grieving area;
- Meet with families who have come to the crash site, contact families unable to come, and contact all families periodically;
- Communicate with families about the roles and responsibilities of all agencies involved in recovery activities;
- Arrange a memorial service in consultation with the families;
- Request a passenger list; and
- Coordinate its activities with the air carrier so resources of the air carrier can be used to the greatest extent possible.

The airlines are required to submit a plan to the NTSB with a minimum of the following:

- Publication of a toll free number and trained staff to handle the calls;
- Notification to the families of passengers prior to any public release. The information will be provided as soon as verification is made that the passenger was aboard. (Does not have to wait until all passengers are verified.);
- Provide a passenger list to NTSB and the American Red Cross which is based upon best available data at the time of request;

- Assurance that families of victims will be consulted as to disposition of remains;
- Possessions, regardless of condition, will be returned to families unless needed for a criminal investigation;
- Any unclaimed property that the airline has control over will be retained for 18 months;
- If the air carrier builds a monument, then the families will be consulted;
- Assurances that families of non-revenue passengers will be treated the same as revenue passengers;
- The air carrier will work with the American Red Cross on an ongoing basis to ensure families receive an appropriate level of services;
- The air carrier will provide a reasonable level of compensation to the designated organization (American Red Cross) for services rendered;
- Assist families of passengers in traveling to the location of the crash; and
- The air carrier will commit sufficient resources to carry out their responsibilities under the plan.

## **2. Local/State Support**

State agencies (OMH, SEMO, DSP) will work with the NTSB and the American Red Cross as well as appropriate local agencies to meet the needs of the families of the air disaster victims. This assistance will include:

- Providing a liaison(s) to the Joint Family Support Operations Center (JFSOC);
- Assisting in identifying and securing facilities for use as the JFSOC and Family Assistance Center;

- Providing mental health professionals to support family assistance operations;
- Assisting in the coordination of memorial service(s); and
- Providing other logistical support as necessary.

### **3. County/Local Tasks**

County and local agencies and resources may be called upon to:

- Coordinate local assistance and serve as liaison between community victims and family members;
- Provide a method (toll-free number, radio, etc.) to enable family members of community victims to obtain information on the recovery and identification effort, accident investigation, and other concerns;
- Determine identification of affected individuals on the ground (hotel guests, school population, street residents, office workers, etc.);
- Identify family support logistics with special consideration toward security, quality of rooms and facilities, and privacy for family members;
- Integrate local, county, State and Federal government officials to form a Community Support Operations Center to facilitate close coordination of services and activities;
- Coordinate assistance effort with local, county, State and Federal authorities, to include the Coroner/Medical Examiner, local law enforcement, emergency management, hospitals, and other emergency support personnel;
- Maintain communications with the responsible agency to receive frequent updates on the status of notification to community victims' families;
- Attend daily coordination meetings with the airline;

- Provide and coordinate family briefings to those at the site and those who decide not to be at the site;
- Coordinate with the investigator in charge for a possible visit to the crash site for family members;
- Provide information releases to the media through the Joint News Center (JNC) pertaining to the types of support that have been brought in to assist community family members;
- Maintain contact with family members to keep them informed about the progress of the investigation and continue to meet their future needs; and
- Consolidate and review after-action reports to resolve problem areas and update operating plans and procedures.

#### **4. Intermediate and Long-term Mental Health Issues**

Needs have been identified pertaining for both immediate (crash site), and later (aftermath) time periods. While immediate needs are well addressed, an opportunity to better support family needs on the longer term, when families return alone to their communities, has been identified.

Often when families return home from the crash site, the disabling impact of the tragedy is only beginning. This is also true for families who are so overcome by the disaster that they cannot bring themselves to visit the crash site. For all these Family members they are only beginning to understand the implications of what has happened, and must somehow cope with the unique and torturous circumstances accompanying airline disasters, including identification and return of human remains, the identification and return of personal effects, the legal processes of Death Certificates, repeated burial and funeral arrangements, uncertainty about what happened, the lengthy investigation process, sometimes including separate criminal investigations, insatiable media coverage and speculation, and the long term emotional and financial implications of their loss. These inescapable consequences often entrap family members for several years!

The cumulative impact of this stress and these emotional demands on individuals often causes a destructive downward spiral that revictimizes those whose lives are already shattered by an unthinkable disaster. Surviving families of air disaster victims

experience completely disrupted family life, and resulting inordinate rates of marital problems and divorce. The ability to continue gainful employment is severely impacted often for continued periods of time. Children lose motivation and the ability to concentrate on school. Alcohol and drug abuse problems result. Depression, insomnia, and attention deficit add to the dysfunctionality. And all this is exacerbated by the additional stress of financial crisis. In short, these survivors do not return to their normal lives, but rather begin to experience crisis and chaos as a lifestyle. These often overwhelming forces represent a kind of "collateral damage" directly resulting from the air crash, and in many cases keep individuals from resuming their lives as productive members of their communities for years. This additional "loss of life" is tragic, particularly since it may very well be avoidable.

Since the TWA FLT 800 disaster substantial strides have been made in recognizing and addressing Family Assistance issues. However, there is still opportunity to avoid additional destructive impacts. To address these longer term needs it is recommended that we explore the development of a post crash site Continued Care Model that utilizes the traditionally effective Case Management approach to identify family needs, provide assistance, intervention, and coordination of needed services within the family's community. A trained professional familiar with the Family needs and community resources, and familiar with the post crash processes and impacts could be instrumental in preventative actions that would greatly reduce the destructive forces that assail families during this period of ongoing crises. This approach would complement the Family Liaison function performed by airline employees, providing a structured transition for them, and still ensure a continuity of care for families. This Care Model could also include the concept of healing family retreats in therapeutic settings with professional guidance attended by Families of air disasters. This would represent a refinement of a process that has already occurred spontaneously, put together by families themselves, similar to the support group approach used successfully in other areas.

Exploration and development of this Continued Care Model represents the opportunity to assist in the effort to help rebuild those lives shattered by the devastating impact and aftermath of airline disasters.

## **5. Legal Assistance**

The New York State Bar Association's (NYSBA) Mass Disaster Response Plan sets forth guidelines for the volunteer members of the State Bar Association Disaster Response Team to follow in responding to the needs of victims and their families, as well as the needs of the public and the media, immediately after a disaster. The plan outlines the procedures to be followed in determining whether the Response Plan should be implemented, taking into account the nature of the particular disaster and the types of legal questions that the victims and their families may have in its immediate aftermath.

The Response Plan is not intended to provide victims, or families of victims, with long-term pro bono legal representation.

The principal goals of the Response Plan are:

- To make victims of a disaster, their families, and the public aware that personal solicitation of clients by attorneys at the site of a disaster is unethical;
- To monitor conduct of attorneys at a disaster site, receive reports of illegal or unethical conduct by attorneys, and to report attorney misconduct to the appropriate prosecutor or attorney grievance committees;
- To inform victims of a disaster and their families how the legal system functions to resolve disputes that arise out of a mass disaster;
- To advise those who require legal assistance how to make an informed selection of an attorney; and
- When requested by responsible governmental authorities, to conduct a legal clinic and respond to specific legal questions posed by disaster victims and their families, subject to the understanding that no attorney-client relationship is being created thereby.

The Bar Association can also provide assistance in resolving problems concerning the issuance of death certificates.

Not every event that meets the definition of a mass disaster will warrant the invocation of the Response Plan and its delivery of immediate, short-term pro bono legal services. Certain catastrophes may occur that will not give rise to immediate legal needs and likewise do not create a risk of improper solicitation. For such disasters, traditional pro bono legal services provided through local bar associations may be the appropriate response.

State Bar Association assistance can be accessed through SEMO.

## **6. Foreign Language Assistance**

State agencies may be asked to identify agency personnel or other experts who have foreign language capabilities and have been trained to work in a Family Assistance Center type operation. The following State agencies are identified as having resources available for this effort:

- Department of Labor (DOL);

- Division of Military and Naval Affairs (DMNA);
- State University of New York (SUNY);
- Office of Court Administration (OCA); and the
- Office of Mental Health (OMH).

The U.S. Department of State and foreign consulates may also be able to provide support.

## **K. Fiscal Issues**

Upon the arrival of the NTSB, airline and other cognizant Federal, State, county and local agencies, a meeting should be held to determine how the financial obligations of the response and recovery efforts will be addressed. This effort should result in a financial plan that addresses airline and Federal government reimbursement to State, county and local agencies for their efforts which support the recovery and investigation.

All responding agencies should begin tracking and documenting costs as early as possible in the incident.





**SENECA COUNTY**  
**HAZARDOUS MATERIAL / WMD**  
**RESPONSE PLAN**

**SARA TITLE III**

**29 CFR 1910.120**

**NYS GML 204 F**



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## **INTRODUCTION**

### **WARNING**

**THE HANDLING OF HAZARDOUS MATERIALS & WMD INCIDENTS CANNOT BE PARALLELED TO FIREFIGHTING OPERATIONS.**

**QUICK AGGRESSIVE, UNPLANNED ACTION SHOULD NOT BE EMPLOYED.**

**ALL DECISIONS AND ACTIONS MUST BE PLANNED AND DELIBERATELY TAKEN ONLY BY PROPERLY EQUIPPED AND KNOWLEDGEABLE PERSONNEL AFTER RESEARCHING THE HAZARDOUS MATERIAL INVOLVED.**

### **GENERAL**

The potential for accidents involving hazardous materials is a reality. County government has a responsibility to prepare a response to such hazards for the protection of the public health, welfare and safety. It is both prudent and appropriate to plan for such a contingency.

Effective response to any hazardous materials incident requires the coordination and cooperation of many agencies and resources. This emergency management plan is intended to be a useful operating guide to the procedures and practices to be implemented for a coordinated response to such an incident.

### **Purpose**

This Hazardous Materials / WMD Response Annex of the Comprehensive Emergency Management Plan (CEMP) for Seneca County has been prepared to meet statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act of 1986, SARA, Title III, NYS GML 204f, and OSHA requirements 1910.120. The purpose of this Annex is to provide for a higher degree of preparedness when dealing with incidents involving extremely hazardous and hazardous substances. Every effort has been made to integrate the Hazardous Material Annex with the CEMP. In that regard, the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

The contents of the plan provide information and references to assist the officer-in-charge and other individuals involved with a hazardous materials emergency incident whether it be at a stationary facility or the result of a transportation accident.

## **Objectives**

The objectives of the Annex are to:

1. Set forth a course of action, which will minimize hazards to life and property and adverse impacts upon the environment from the release of a hazardous material.
2. Establish procedures to provide for a coordinated effort on the part of the County, its communities, and industry in response to a hazardous materials emergency.
3. Identify emergency response organizations, equipment and other resources, which can be employed during such a response.

## **Scope**

This plan is intended to cover hazardous material and/or WMD incidents:

1. An incident which results in potential danger to lives and property of the general public.
2. An incident which poses a threat to the natural environment.

It is recognized that both of the aforementioned hazards may exist in any incident. The main sources of hazardous materials release are the following:

1. Mobile or transportation accidents which result in actual or potential spill or leakage of a hazardous material from its container into the environment.
2. Stationary private or public sites or facility accidents resulting in actual or potential escape of hazardous materials beyond the boundaries of the site or facility.
3. Intentional act of terrorism.

With regards to radioactive hazards, this plan is limited to radiation incidents within Seneca County that may affect the general public. Examples of such incidents include, but are not limited to:

1. Highway mishaps involving vehicles carrying radioactive materials or waste.
2. The crash of an aircraft carrying radioactive materials.
3. Intentional acts of terrorism.

## **Overview of the Plan**

1. Upon receipt of a call or notification to 911 the dispatch center will dispatch the nearest police unit and or Fire Agency if necessary.
2. The Fire Agency will perform an initial assessment, classify the incident and start the Alerting and Warning process of the hazmat response based on the classification.
3. The Fire Agency will establish Incident Command or Unified Command and implement the Hazardous Materials Plan.
4. The IC will perform ongoing incident Assessment and Evaluation, and Containment.
5. The IC will determine the need for Protective Actions
6. The Fire Response Agency will be the lead agency in accordance with NIMS Incident Type.
7. The Fire Response Agency will expand the ICS system based on Incident Type.

## **Plan Review and Updates**

Seneca County Office of Emergency Services, with assistance from the Seneca County L.E.P.C. is responsible for maintaining and updating this plan.

Seneca County Office of Emergency Services in coordination with other key County departments and agencies will review this plan at least annually. A report of any changes in plans or policies must be submitted to the LEPC for approval. The updated plan will be included in the County's CEMP (See Appendix B). The Seneca County Plan will be submitted to appropriate New York State Agencies as requested each year in order to facilitate coordination of emergency operations with the State of New York.

## **Legal Authority**

Public Law 99-499 - "Superfund Amendments & Reauthorization Act of 1986 (SARA)"

Title III - "Emergency Planning & Community Right to Know Act of 1986"

New York State Executive Law, Article 2-B, AS AMENDED

New York State Defense Emergency Act, as amended

County Executive Order #1, and as amended

## **COUNTY LAWS AND ORDINANCES**

Disaster Relief Act of 1974, Public Law 93-288

Federal Civil Defense Act of 1950

Presidential Executive Order 11490

The chief executive or administrative head of a county, city, town, village or district is responsible for Public Safety under STATE EXECUTIVE LAW ARTICLE 2-B. The chief executive may proclaim a state of emergency within any part of or all the territorial limits of that local government and is authorized and empowered to use any and all facilities, equipment, supplies, personnel and other resources of his political sub-division to cope with the disaster or any emergency resulting there from.

## Direction and Control

### Direction and Control of the Incident and the Emergency Operations Center (EOC)

#### PURPOSE

To provide for effective leadership, coordination and unified on-scene command of emergency response forces in the event of a hazardous material emergency.

#### SITUATION

A hazardous material emergency may require a broad range of on-scene response organizations including emergency services personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions, and environmental protection.

It is recognized that response organizations are typically trained to operate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, such as that required for a major hazardous materials emergency. Therefore, this plan calls for implementation of a strong system of direction and control. **All emergencies operations will be conducted using the Incident Command System and the National Incident Management System.**

Direction and Control begins with the initial local response, but is expanded as the emergency escalates to a larger response directed by the County, or possibly the State.

The determination that a situation is beyond the capabilities of the Department will be made by the Incident Commander. As is determined that a situation exceeds county capability to respond the Chairperson will immediately be notified.



## **DECLARATION OF STATE OF EMERGENCY**

A disaster threat may initiate at the County, Village or Town level. Each government has the first line of responsibility to respond to the emergency.

In responding to an emergency, the local jurisdiction is required to make use of its own facilities, equipment, supplies, personnel and other resources of private agencies. The local jurisdiction should notify the Emergency Manager immediately of any emergency situation so that:

1. The potential need for County assistance can be monitored and identified.
2. Potential sources of assistance can be notified.
3. Limited sources for immediate assistance can be summoned.
4. The State Emergency Management Office can be notified.

The Chief Elected Official Officer of the County, Town, or Village may issue a declaration of a "Local State of Emergency".

Should the emergency escalate beyond the capability of the government involved, authority exists under State Elected Official Law Article 2B, for local jurisdictions to obtain aid from other political subdivisions.

If assistance beyond local capability is needed, the CEO of the local jurisdiction may request aid from the County.

The County coordinates local requests for assistance within the County through the Emergency Manager.

When seeking and accepting assistance from another subdivision, the terms and conditions of such assistance are mutually agreed to by the CEO's of the requesting and assisting subdivisions.

A subdivision offering assistance may provide any services, equipment, facilities, supplies, personnel, or other resources of the subdivision on terms and conditions mutually agreed to by the CEO's of the participating jurisdictions.

The CEO may issue a declaration of a "Local State of Emergency". The following levels are to be used as an expression of the impact that any particular hazardous materials incident has upon the community:

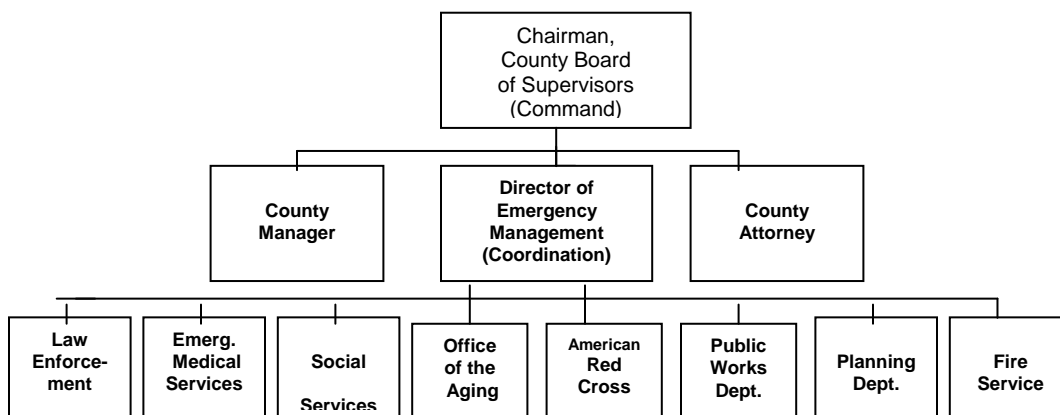
If the Chairman of the Board of Supervisors is not available the following line of command and

succession is established to ensure continuity of local government and direction of emergency operations:

1. The Majority Leader
2. The Minority Leader
3. The County Manager

## COUNTY EMERGENCY MANAGEMENT

### ORGANIZATION



### ASSIGNMENT OF RESPONSIBILITIES

**The Fire Department will be the lead agency for all hazardous materials incidents. Fire Operations responsibilities will include:**

- Coordination with police for the isolation of the area and denial of entry to the general public.
- Identification of the material(s) involved.
- Evaluation of the hazards and risk present.
- Activation of the County Haz Mat Response Team.
- Coordination with the police for the control of shelter in place or evacuation of the general public when circumstances warrant.
- Coordination of all available information, technical resources, and responding agencies.
- Control and confinement of the problem/material when safely possible.

- Decontamination of personnel, property, and the general public as necessary.
- Safe termination and full documentation of the incident.

#### **Law Enforcement Operations Responsibilities (Site Security & Control):**

##### **WMD incidents are crime scenes**

- Coordination with fire department for the isolation of the area and denial of entry to the general public.
- Coordination with the fire department for the orderly evacuation of the general public when circumstances warrant.
- Maintain security in the evacuated areas.
- Maintain a smooth traffic flow around the affected area.
- Issuance of summons for any violation of the law that occurs.

#### **EMS Operations Responsibilities are:**

- Care for and treat all involved persons.
- Coordinate with the fire department and the area hospitals on the identification of the hazardous material.
- Coordinate with the fire department on the location of a triage and treatment area.
- Coordinate with the police and fire departments on the location of a transportation area.
- Establish a triage area for on-scene personnel.
- Coordinate with the fire and police departments on the location of an ambulance staging area.
- In the event of a WMD Incident N. Seneca & S. Seneca Ambulance has been issued Tier I Respiratory Devices (3 per each ambulance).

### **EMERGENCY RECOGNITION & PREVENTION PROCEDURES**

The first arriving public safety personnel discovering an incident involving the release or potential release of a hazardous material shall exercise extreme caution and discretion prior to entering an exposed area. Should conditions be such that members would be exposed to the extent their personal safety would be jeopardized, members shall not enter the area. They will await the arrival of a properly equipped haz-mat unit.

Stay upwind and at least 600 feet from the spill, if possible, or as directed by the Emergency Response Guidebook.

All incident response will follow NIMS procedures.

The most qualified senior fire official, from the initial responding fire department shall become the individual in charge (Incident Commander) of a site-specific Incident Command System (ICS). All emergency responders and their communications shall be coordinated and controlled through the Incident Commander, assisted by the senior official present for each agency.

Upon arriving at the scene, observe the area prior to entering and comply with the following precautions:

Never approach the container that is holding the chemical until you have seen the shipping papers or placard that shows exactly what you are dealing with. If it is necessary to approach the container, do so from the side - stay away from the ends of the tanks.

#### **The Director of Emergency Services:**

- a. Serves as an advisor to the I.C. and the Chief Elected Official or his/her alternate to coordinate emergency response operations.
- b. Establishes an Emergency Operations Center if required.
- c. Recommends the CEO declare a local State of Emergency based on the severity of the situation and the need to use additional Elected Official power as prescribed in Article 2B of the State Elected Official Law to respond effectively to the emergency.
- d. Notifies and briefs County Departments, agencies and other organizations involved in an emergency response.
- e. Facilitates coordination among the public and private emergency support organizations, that are brought together to perform the mitigation, response, and recovery actions required to manage the emergency.

Primary Participants in the County Response Organization are:

#### County Response:

- Office of Emergency Services

- Sheriff's Office
- Public Health Department
- Highway Department
- Social Services
- Office of the Aging

Private/Semi-Private and Volunteers:

- Emergency Medical Services/EMS
- American Red Cross
- Other agencies as required Public and/or Private

**Incident Commander:**

1. Identify the product
2. Classify the Hazmat Incident as to Level of Response  
Type 0 – small incident, few resources needed.  
Type 1 – several resources, only one operational period.  
Type 2 – significant number of resources, multiple operational periods, multi-jurisdictional, out of area resources (regional or national),  
Type 3 – expected to go into multiple operational periods, event of national significance.
3. Make notification to 911 Center.
4. Establish an on-scene command post, at a safe distance from the disaster or accident scene, from which field operations will be directed and controlled, and staff as needed to handle the operation.
5. Be responsible for coordinating all field operations through support agency representatives, who will retain control of their respective forces, and command the on-scene response force.
6. Contact owners of buildings, which may be used as a command post.
7. Delineate the area encompassed by the disaster, and establish this as the disaster area.
8. Control the disaster area.
9. Make arrangements to obtain radio, telephone and emergency power for the command post.
10. Select an area suitable for use as a staging area to receive resources and supplies for the field operations.
11. Be responsible to establish and control the emergency routes to and from the scene, establish the location of blocked roadways, control traffic on routes within the disaster area and provide security and crowd control.
12. Establish communications with the county EOC or designated off-scene command post.
13. Make a recommendation to the chief executive if evacuation is necessary and to what extent the disaster area should be evacuated.
14. Direct the evacuation operations within the disaster area.

15. Make arrangements to obtain protective clothing for emergency personnel as required by the situation.
16. Keep county EOC updated with on-scene situation reports according to a regular reporting schedule.

**Hazardous Materials Safety Officer:**

1. Inform each emergency worker of all hazards present.
2. Ensure that emergency workers are properly protected and given instructions on how to use appropriate protective equipment that meets OSHA standards.
3. Record, initiate and maintain records on exposure to emergency workers.
4. If an emergency worker is exposed, decision must be made to isolate, decontaminate, or transport for treatment.
5. Establish exclusive zones for emergency workers.
6. Provide for on-scene medical supervision and treatment capability.
7. Determine the need for additional exposure control resources.

## **Action Required under Response Levels**

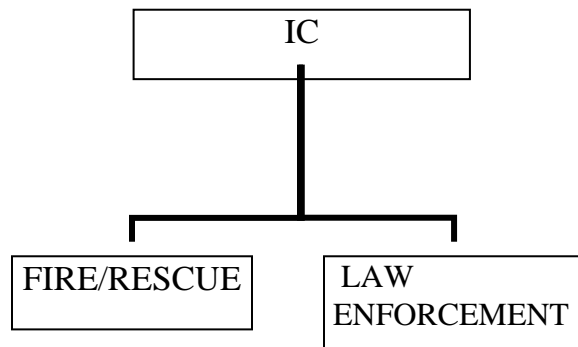
### **INCIDENT TYPE: LEVEL 0 CRITERIA**

1. Incident that can be controlled by the primary first response agencies of a local jurisdiction
2. Single jurisdiction and limited agency involvement.
3. Several resources required for mitigation
4. Does not require evacuation, except for the structure or affected facility
5. Confined geographic area
6. No immediate threat to life, health or property

### **RESPONSE: LEVEL 0 (CONTROLLED EMERGENCY CONDITION)**

1. Ranking officer of the local fire department serves as Incident Commander
2. It will be the responsibility of the Incident Commander to obtain information on products or materials involved and report immediately to 911 Center.
3. Command Post established, if required
4. Command Staff and General Staff functions are activated if needed.
5. Incident Commander evaluates the need to declare a higher level, if appropriate.

### **Level 0 Hazmat-Typical Staffing**



#### INCIDENT TYPE: LEVEL 1 CRITERIA

1. Potential threat to life, health or property
2. Expanded geographic scope
3. Limited evacuation of nearby residents or facilities
4. Involvement of two or three jurisdictions
5. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area
6. Specialist or technical team is called to the scene
7. Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care

#### RESPONSE LEVEL 1 (FULL EMERGENCY CONDITION)

1. Unified command established
2. Command Post established and Incident Commander Assumes Coordinating duties. This person will be an individual trained in Incident Command procedures. Incident Commander evaluates the need for a Deputy or other on-scene assistants such as Operations Section Chief, Branch and or Division officers.
3. Incident Commander designates a Hazardous Materials Safety Officer
4. Director, Emergency Management notifies and briefs the local and county chief executive
5. Director, Emergency Management briefs the Public Information Officer, and activates the PIO if necessary
6. Director, Emergency Management and Chief Executive evaluate the need to declare a local state of emergency under NYS Executive Law, Article 2B
7. Director, Emergency Management determines the need for activation of the Emergency Operations Center or special staff
8. Director, Emergency Management notifies the State Emergency Management Office at the 24-hr State Warning Point at: 518-457-2200
9. Incident Commander, Fire Coordinator, Director, Emergency Management, and State Health Rep. evaluate the need to declare higher or lower Response Level
10. Incident Commander, Fire Coordinator, Director, Emergency Management, and Health Commissioner evaluate the existing designation of the Incident Commander. They make a recommendation to the Chief Executive who will decide to retain the existing Incident Commander or designate a new Incident Commander based on the scope and technical complexity of the emergency.



## **Level 1 Hazmat-Typical Staffing**

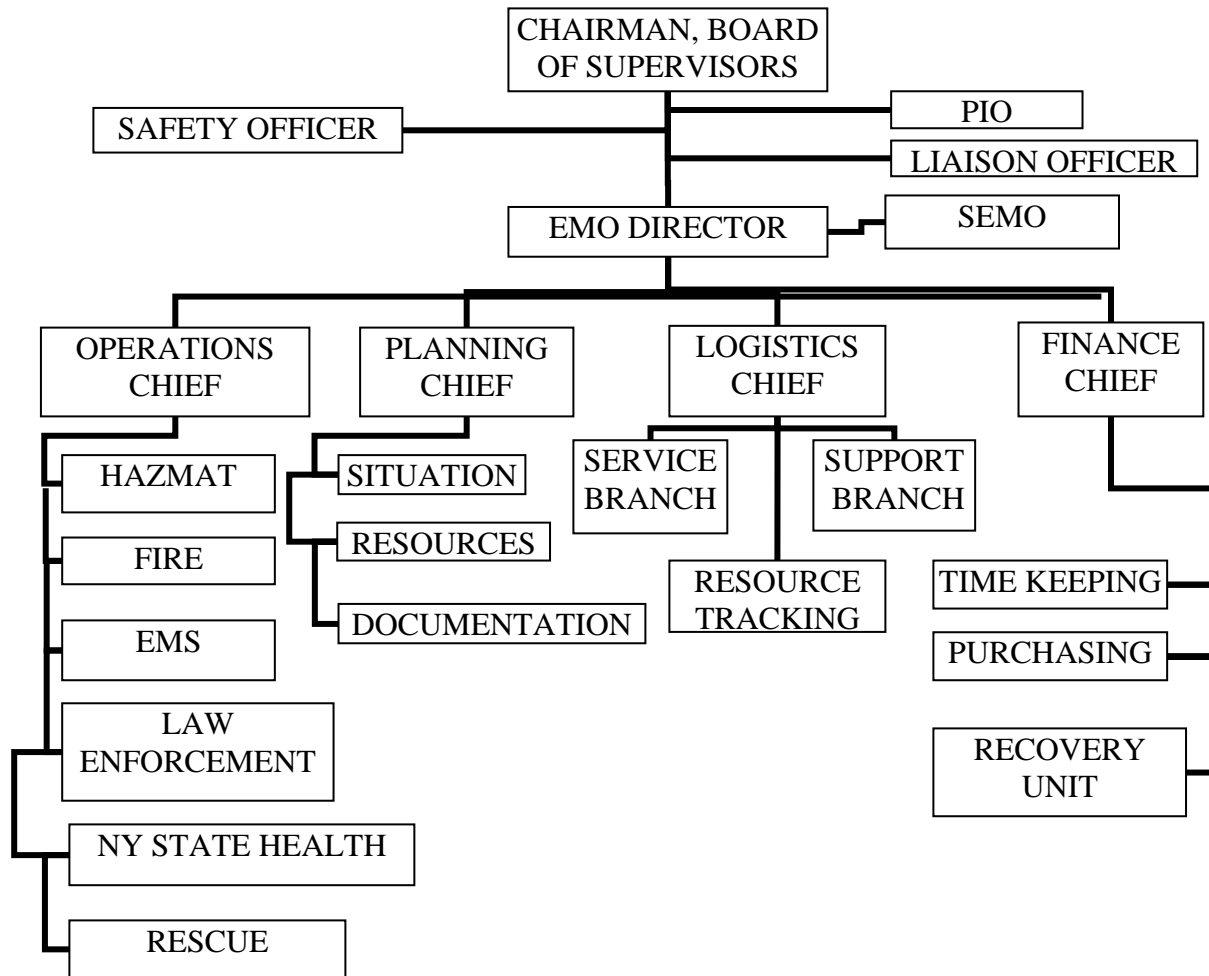
### **INCIDENT TYPE: LEVEL 2 CRITERIA**

1. Serious hazard or severe threat to life, health and property
2. Large geographic impact
3. Multi-jurisdictional involvement
4. State and Federal involvement
5. Specialist and technical teams deployed
6. Extensive resource management and allocation
7. Multiple emergency operations

### **RESPONSE: LEVEL 2 (MAJOR EMERGENCY CONDITION)**

1. Designation of the Incident Commander should be re-evaluated at this level based on the scope and technical complexity of the emergency. The Chief Executive will make an appropriate designation after consulting with the existing Incident Commander, Director, Emergency Management, Fire Coordinator, and State Health Representative.
2. Unified Command required Incident Commander will designate a Deputy and key assistants as required. They may include; Operations, Logistics, Planning and Finance Resources, Communications, Health and Medical, Transportation, Assessment and Evaluation, Containment, and Evaluation Officers.
3. Hazardous Materials Safety Officer required
4. Chief Executive declares a local State of Emergency under NYS Executive Law, Article 2B, if appropriate
5. Director, Emergency Management activates the Emergency Operations Center
6. Public Information Officer activated Response Level 2 could be of the magnitude that requires resources for New York State. The State Emergency Management Office (SEMO) coordinates the application of the state's resources in an emergency. At this response level, unified command would likely include State and possibly, Federal resources. Local, county and State officials should re-examine response requirements and the designation of the Incident Commander at this time.

## Level 2 Hazmat-Typical Staffing



#### INCIDENT TYPE: LEVEL 3 CRITERIA

1. Expected to go into multiple operational periods, event of national significance.

#### RESPONSE LEVEL 3 (NATIONAL EVENT)

1. NIMS and ICS system will be utilized
- 2.

### **PUBLIC INFORMATION RELEASE**

#### **Procedure:**

Gather current, consistent and accurate information regarding the emergency situation and emergency response activities.

Consolidate protective action recommendations made by town officials.

Coordinate with all participating organizations on all instructions that should be addressed in either an EAS message or new release.

Develop familiar landmarks, sectors and boundaries to identify the affected areas.

Compose and disseminate clear instructions based on all available information and disseminate to the general public through news releases or if necessary to the County Emergency Operations Plan, (EOP), for EAS message broadcast.

Consider the following public information areas:

- a. Provide instructions on how to maximize protections when sheltering.
- b. Provide instructions for transients without shelter.
- c. Provide instructions on what supplies to take and items to be left behind if an evacuation is ordered.
- d. Provide information and instructions for parents of students who are being sheltered, dismissed early or evacuated.
- e. Provide instructions for recovery and re-entry.
- f. Inform the public how to request information about missing persons.

## **EMERGENCY MEDICAL SERVICES (EMS)**

### **Purpose**

To coordinate on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials / WMD incident. To ensure that mutual aid plans for both the Emergency Medical Service and hospitals be implemented.

### **Situation**

A release of a hazardous material into the environment could result in multiple casualties. Emergency medical assistance will be needed to provide medical care to employees of the facility, emergency workers, and the affected area.

The Hazard Analysis of Seneca County identifies vulnerable zones surrounding facilities which have extremely hazardous substances. Section I of this annex, Site Specific Procedures identifies ambulance services and hospitals providing emergency care and transportation for each vulnerable zone.

Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. There should be written agreements in place between each organization to ensure an effective response.

Emergency Medical Services are typically provided by local agencies and area hospitals. The role of the EMS Coordinator is to coordinate medical resources responding to the scene.

### **Participating Agencies:**

- Ambulance Services
- Area Hospitals
- Health Department
- County Coroners

## **EMS ACTION REQUIRED UNDER RESPONSE LEVELS**

### **Response Level O and I**

No county action should be required for these response levels. Local EMS response would manage the situation, if required. The initial responding ambulance crew will contact I.C. using the Fire Command Frequency (UHF).

### **Response Level II**

The Deputy EMS Coordinator will monitor the situation and begin coordination with the On-Scene Command, area hospitals, and the County Health Department.

The Deputy EMS Coordinator will evaluate the need for mutual aid and coordinate any required assistance.

Hospital Administrators will take initial steps to prepare for treatment of chemical exposure victims and shall evaluate the need to implement the hospital disaster plan.

### **Response Level III**

The Deputy EMS Coordinator will:

- A. Implement County Mass Casualty Incident Plan (MCI), if appropriate.
- B. Coordinate EMS activities with On-Scene Command, Emergency Manager, and Director of Public Health.
- C. Assign transportation and triage officers, if required.

If multiple victims are expected, area hospitals may have to implement their disaster plan. The County Health Department will provide manpower support upon request.

## **ASSESSMENT AND EVALUATION**

## Purpose

To obtain and analyze hazardous material release information in order to determine the threats and impact of the emergency on people and the environment and to recommend protective actions to decision makers.

## Situation

A release or threatened release of hazardous material or WMD could result in a serious and quickly escalating threats to the public. The physical or chemical characteristics of these materials may include toxicity, flammability or reactivity. These factors require technical analysis by specialists in order to determine existing hazards, the anticipated course of the incident, and any new hazards if things go wrong. Because the situation may be changing quite rapidly, it is important that this analysis be done thoroughly by specialists in order to ensure public safety.

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regard for personal safety and staying upwind of the incident scene. Binoculars should be used to read placard identification numbers and responders should then contact their **Emergency Response Guidebook, (ERG)**, for information on hazards from the material involved, responders will cautiously determine if any victims require rescue and take appropriate action.

Few communities in Seneca County have the extent of expertise to analyze the wide range of hazardous material emergencies that can occur and would need to request technical assistance for many types of emergencies.

The process of assessment and evaluation takes place at several levels. At the emergency site, the On-Scene Command must have expertise available that can provide technical guidance. Determination of the type of hazard involves knowing what hazardous material is involved and its potential impact and its containment status.

Assessment priorities may include:

- Identifying the material involved
- Determining its hazard potential
- Measuring the magnitude release of material into the environment
- Assessing health impact of the release on emergency workers, the public, and environmental resources

As the incident continues, it may be appropriate for an in-depth analysis to be performed at a location where experts can assemble collectively in the proper analytical environment, such as the On-Scene Command Post or the EOC. In this situation, all appropriate information from the scene is provided to the assessment and evaluation specialists.

Sources of information that may be used include:

Emergency Response Guidebook

Chemtrec (800-424-9300)  
County Health Department  
Fire Department  
Facility Emergency Coordinators  
Industry Specialists  
State Department of Environmental Conservation  
State Health Department  
Cameo Program

In order to perform the assessment & evaluation at a hazardous materials or WMD site, the Seneca County Hazardous Materials Response Team would be utilized. The team is trained to a Level A response in accordance with all applicable regulations & guides. The team would also provide containment and decontamination.

## **NOTIFICATION AND ALERTING**

### **Purpose**

To provide for the initial notification to the County Communication Center and local fire department of a hazardous material / WMD incident and the subsequent alerting of other response personnel.

The Seneca County E-911 Center provides for the centralized emergency communications center for emergency response agencies (Police, Fire, EMS).

### **Situation**

Timely, informative and accurate notification of a hazardous material /WMD incident is critical for an effective emergency response operation. Section 304 of SARA Title III requires the immediate notification of the Community Emergency Coordinator and the State when a release of an extremely hazardous substance or hazardous chemical in a quantity above the Reportable Quantity (RQ) occurs. Specific information is required by the notification such as chemical name, method of release, health effects, medical attention and protective actions. **In Seneca County, the Community Emergency Coordinator is the Director of Emergency Services.**

Upon notification of an incident, the County Dispatch Center will notify the Local Fire Department of the incident and provide as much detail of the material involved as possible. Attached is a copy of a notification form that should be used by the dispatcher.

In addition to statutorily required notification, these procedures are applicable to all hazardous material emergency notifications.

These procedure details the notification information required from the emergency site to the local fire department and County Communications Center and the subsequent alerting of County Response Personnel.

The organizational structure reflects the requirement that both local and county response personnel must be immediately notified of a release.

### **Procedures:**

Upon initial notification of an emergency or classification of Incident Type, the 911 Center will activate the alert notification for emergency response personnel on a priority basis according to the type of emergency.

The emergency staff members who arrive first will initiate the County Emergency Response

EOC security procedures will be implemented, if needed.

The Director of Emergency Services will notify and brief the Chief Executive and the appropriate department head on the status and situation of a major disaster situation.

The emergency response staff will implement the emergency plan directives and provide advice to the Chief Executive for decision making on coordinated response actions.



The Director of Emergency Services will confirm the activation and availability of resources to the on-scene commander.

### **Emergency Communications**

1. Communications for emergencies in Seneca County will be based on the County Emergency Communications Plan with associated SOPs on file at the EOC.
2. Demand for communications in disasters and emergencies is of three primary types:
  - a. Dispatch - Systems for reporting emergency events and assigning personnel, services, and equipment to emergency sites.
  - b. Information Exchange - Systems for sending or reporting data, messages, and other routine but critical information regarding emergency events and response activities.
  - c. Direction and Control - Systems for exchanging information and analysis regarding the status, priorities, and evaluation of emergency actions among decision makers and key officials managing response operations.
3. Communications systems available for emergency management and response operations in Seneca County include:
  - a. Emergency Management Direction and Control networks and RACES, based at the EOC and managed by the Communications Officer including:
    - i. Direction and control networks for emergency management staff, including limited access for key public officials.
    - ii. Systems for coordination of emergency operations with the New York State Emergency Management Office, and with emergency management officials in nearby counties.
    - iii. Access and limited backup capability for local emergency service networks (fire, police, emergency medical services, public works)
    - iv. Radio Amateur Civil Emergency Service (RACES): licensed volunteers with their own equipment capable of establishing disaster and emergency communication networks among fixed sites or in the field.
  - b. Emergency Service Systems used by fire, police, emergency medical networks and public works designed for:
    - i. Dispatch and information exchange among stations and vehicles routinely providing emergency services as a function of their daily operations.
    - ii. Direction and control of personnel and resources within a specific emergency service agency (within a police department or a local fire company) by two way radio communication.
    - iii. Direction and control among agencies providing similar emergency services in a mutual-aid operation (among several police agencies, or among a group of fire departments)
    - iv. Limited directions and control among police, fire, emergency medical services and public works through the County Communications Control Center.

## SUPPORT SYSTEMS

Primarily public works departments and related agencies which have communication systems designed for daily internal operations, with the capacity to provide equipment, vehicles, and manpower for emergency communications in support of public works, utility and transportation activities.

Control of communications in disasters and emergencies remains with the primary dispatch center for each frequency, although integration of systems can be achieved by coordinating operations of the Communications Control Center, and by interaction among the Communications Officers of each of the departments and agencies involved.

The Sheriff's Communication section will maintain communications and liaison with Fire and shall brief and advise the Communications Officer of the EOC regarding the status of communication activities and the potential need for additional system coordination and support.

If it is necessary for an emergency service to operate communications from a secondary or backup transmission site, the emergency service department which regularly controls the frequency will provide personnel for the secondary site operation, unless other arrangements have been established.

The emergency communications system will be maintained to be operable on a twenty-four hour basis.

A complete listing of radios, call signs, and inventories is on file at Seneca County 911.

## PUBLIC WARNING AND EMERGENCY ALERTING

### **Purpose**

To provide timely, reliable and effective warning to the public in the event of a hazardous material / WMD incident. To provide emergency information pertaining to the need for protective actions and provide information on the emergency situation to the media.

## **Situation**

A release of a hazardous substance into the environment could quickly bring harm to public health. The public, however, can be protected through the implementation of protective actions. In order for protective actions to be effective, the public must be first, warned or alerted that an emergency exists and secondly, instructed on what to do.

The hazard analysis of Seneca County has identified vulnerable zones surrounding facilities which have extremely hazardous substances, where such protective actions could be implemented. **Residents of each vulnerable zone would be warned by a combination of fixed sirens (if available), route alerting, i.e. emergency vehicles equipped with sirens and a public address capability, NY-ALERT and residential door to door alerting. Public instructions on what to do would be broadcast over EAS Radio Station's, supplemented by route alerting, NY-ALERT and residential door to door alerting.**

The activation of sirens and emergency vehicles is a local responsibility although limited county resources are available to assist in route alerting. The activation and implementation of EAS (Emergency Alert System) is a county responsibility. Hence, there is an obvious need for close coordination between the county and local response forces. The following procedures provide for an effective implementation and coordination of County and Local public warning systems and the provisions for emergency information to the public and the media.

### **PUBLIC NOTIFICATION:**

Whenever a disaster-type situation merits general public awareness due to a possible significant impact upon them, they will be notified in the following manner:

**Localized Situation:** Notification may be accomplished by any one option or combination of options i.e. door-to-door campaign, public address system of emergency vehicles, reverse 911, or emergency broadcast system.

**Responsibility for Notification:** If the circumstances of any emergency requires notification to the public, in order to direct them to some specific course of action, the responsibility for the mobilization of the effort shall be that of the Sheriff's Department, local police agency or State Police or 911 dispatch center. Route notification can also be conducted by local fire departments.

## **COMMUNICATION --RESPONSE LEVELS PROCEDURES**

### **Response Level 0**

There should be no need for Public Warning or Emergency Information for Response Level 0.

### **Response Level I**

There should be no need for Public Warning or Emergency Information for Response Level I. However, the Public Information Officer should fully monitor the situation and respond to public and media requests for information.

### **Response Level II**

This response level may require the warning of a limited area close to the emergency scene which local response forces are capable of managing. It may also require the activation of the Emergency Alert System or NY-ALERT.

The On-Scene Command based on the protective action decision activates local warning system, if necessary, which may include sirens, route alerting and residential door to door alerting.

The On-Scene Command advises the Director of Emergency Services if there is a need to activate EAS.

EAS messages are prepared jointly by the Public Information Officer and the On-Scene Command.

The Public Information Officer is responsive to media request for information of the situation.

### **Response Level III**

This response level normally requires public warning and emergency instructions to a sizable area. County resources may be required to support public warning.

On-Scene Command activates public warning system based on protective action decision by County.

Law Enforcement Agencies assists in public warning.

The Public Information Officer establishes a joint news center where all media can obtain information on the emergency.

## **PROTECTIVE ACTIONS (IN-PLACE SHELTERING AND EVACUATION)**

### **Purpose**

To implement actions that would reduce or eliminate public and emergency worker exposure to hazardous materials released into the environment.

### **Situation**

A release of a hazardous substance into the environment could quickly bring harm to public health and can immediately pose life threatening dangers to emergency workers. In-place sheltering and evacuation are protective actions that the public could take to reduce or eliminate their exposure to a hazardous material. Protective actions for emergency workers are accomplished through exposure control methods.

The hazard analysis of Seneca County has identified vulnerable zones surrounding facilities which have extremely hazardous substances where such protective actions could be implemented in the event of a hazardous materials emergency. Typically, during an emergency, the implementation of protective actions would take place only in a portion of one vulnerable zone depending on the location, magnitude and meteorological conditions associated with the release of the hazardous material. Section I of this Annex, Site-Specific Procedures, details the public protective action procedures for each of the vulnerable zones. In most cases, the town or village governments and local fire departments undertake major roles for implementing these procedures. County Government's role is primarily to assist local government. In a large-scale emergency, Response Level III, County government could assume primary responsibility for implementing protective actions. Emergency worker exposure control measures are outlined in this section.

### **Public Protective Action -- In Place Sheltering**

#### **Response Level 0 and I**

There should be no need for protective action under Response Level 0 and I.

#### **Response Level II**

Upon the decision to implement Protective Action In-Place Shelter, the On-Scene Command will provide the In-Place Shelter instructions to the affected area or special facilities.

#### **Response Level III**

Upon the determination to implement the Protective Action In-Place Shelter Plan, the On-Scene Command will advise the Emergency Manager of the need to implement the Emergency Broadcast System (EAS) using the In-Place Shelter instructions.

## **IN-PLACE SHELTERING INSTRUCTIONS**

- Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.
- Set ventilation systems to 100% re-circulation. If not possible, turn off systems.
- Turn off all heating systems or air conditioners.
- Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents.
- Close fireplace dampers.
- Close as many internal doors as possible.
- If explosion is possible, close drapes, curtains and shades over windows. Stay away from windows.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose.

## **Public Protective Action -- Evacuation**

### **Response Level 0 and I**

There should be no need for this protective action under Response Level O and I.

### **Response Level II**

Upon the decision to implement an evacuation as a protective action, due to the limited area, the On-Scene Command will be responsible for its implementation. See Evacuation Annex to the County Comprehensive Emergency Management Plan for additional responsibilities. See Section I, Site-Specific Procedures, for detailed vulnerable zone information.

### **Response Level III**

Upon the decision to implement an evacuation as a protective action, the On-Scene Command or the Emergency Manager will be responsible for its implementation in accordance with the County Evacuation Annex. Evacuations that demand urgent and immediate action will be directed and managed by the On-Scene Command. Evacuation of major scope, which includes large populations and extensive relocation and support services, will be under the authority of the local or County Chief Elected Official and coordinated by the County Emergency Manager.

Based on the on-scene assessment of the emergency characteristics such as magnitude, intensity, time until onset and duration, the chief executive may designate specific zones of the disaster area within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated, and issue an evacuation order. Evacuation would be conducted in accordance with the county evacuation annex contained in the county's Comprehensive Emergency Management Plan. Evacuation would depend on plant/incident conditions, weather conditions and contributing factors.

The Transportation Coordinator will marshal the required number and types of vehicles to evacuate persons without transportation and the elderly and disable. Will coordinate operations to provide busses and designate bus pickup points, and establish a dispatching system to control the movements of busses from the emergency zones to the shelters.

Emergency Management in conjunction with the Sheriff will designate specific evacuation routes from the evacuation zones to the shelters. Control movements of all traffic on these routes by establishing traffic control points. Coordinate road service support through the EOC with the Highway Department and contact towing services. Provide security and law enforcement for the evacuation area and at shelters. Provide emergency zone perimeter control and coordinate with on-scene commander.

A. In the event of an emergency, which requires the evacuation of an area, the **primary functions of fire operations** are:

- a) Isolate the area.
- b) Effectively evacuate the area.
- c) Obtain the names and addresses of persons who refuse to leave their homes.

B. The **primary functions of Law Enforcement operations** are:

- a) Provide security for the evacuated area.
- b) Permit access to the area of only authorized personnel.
- c) Set up traffic control points.

C. The first responding Commanding Officer from the fire service who determines that a need to evacuate exists must:

- a) Communicate all pertinent information on the conditions to the dispatcher.
- b) Request additional units to assist in isolating the area.
- c) If rescue of persons is imperative, quickly move endangered persons to safety if it can be done without undue hazard to the officer.

D. The Senior ranking officer on the scene should begin to implement the Incident Command System and:

- a) Determine the necessity and scope of evacuation.
- b) Advise dispatchers to notify the Office of Emergency Management and Red Cross.
- c) Attempt to ascertain the exact material that is present.
- d) Establish an operations post for evacuation and advise the dispatch of its location.
- e) Estimate the number of personnel needed to isolate and evacuate the area and request additional personnel from the fire department and fire police.



E. Communications Section

- a) After receiving notification to evacuate a given area, inform internal personnel as necessary.
- b) Dispatch additional operational units as required.
- c) Detail additional telephone operators to assist dispatchers if necessary.
- d) Notify the following department heads and officials.
  - 1. Law Enforcement Official
  - 2. CEO
  - 3. Seneca Co. Office of Emergency Management
  - 4. Public School Superintendent
  - 5. American Red Cross
  - 6. General Services (Special Services as identified)
  - 7. Local Health Facilities
- e) Coordinate with the Office of Emergency Management to request buses for evacuation from the following sources, as needed:
  - 1. Local Schools
  - 2. Seneca County ARC

F. In the event of an emergency that requires the evacuation or sheltering of an area, the **primary functions of fire operations** are:

- a) Assist in the transportation of non-ambulatory evacuees. It is not the function of the fire departments to do the actual transport.
- b) Assist police in maintaining smooth traffic flow in and around the evacuated or sheltered area by using Fire Police.

G. The **primary EMS functions** are:

- a) Provide for care and treatment of all involved persons.
- b) Coordinate with Fire Service for providing EMS services at staging or congregate care centers.
- c) Assist in the transportation of no-ambulatory evacuees.

**EVACUATION PROCEDURES**

- A. Once the decision to evacuate has been made, determine the boundaries of the exposed area.
- a) Evacuation routes shall be selected to avoid exposure to the hazardous materials. Main routes will be used when possible.
  - b) This includes the area of actual damage and the area of potential danger due to drifting gases, radioactivity, subsequent explosions, etc.
  - c) Downwind and low level areas should be considered as first priority movement areas when gaseous clouds are involved.
  - d) When dealing with fire/explosion potential, consider all areas as first priority movement areas.
  - e) Obtain a current weather briefing and forecast briefing to determine wind direction and magnitude.
  - f) Inform communications of area to be evacuated. Instruct them to telephone high population density buildings within the specific area.
- B. Isolate the Area
- a) Law enforcement is responsible to ensure that the approaches to the incident be closed to prevent additional people from entering the danger zone.
  - b) Prepare an evacuation message and insure all Information officers repeat the message verbatim. The message should :
    - Be concise
    - Be informative
    - **Do not induce panic**
    - Identify the designated shelter
    - Identify rallying points for people needing transportation
- C. Evacuees

- a) All evacuees must be told where to assemble. Coordinate with the Office of Emergency Management and the Red Cross on location of congregate care centers.
  - b) Names and addresses of all persons who refuse to evacuate affected area must be compiled.
- D. Additional factors to be considered include:
- a) The approximate number of people to be evacuated and number of buses needed.
    - Special Population:
      - Nursing Homes
      - Adult Care Facilities
      - Private residences with Special Needs
      - Community Residences
  - b) The probable period of evacuation
  - c) Temporary shelter, food, clothing needs, mental health needs
    - Establish liaison with Red Cross for assistance.
    - Shelter sites should be selected far enough away to preclude a second evacuation
    - Evacuation routes must take people away from danger area and exposure.
    - If privately owned vehicles cannot be moved, direct evacuees to walk to road blocks, where buses can be assembled (if time permits)
- E After the danger has passed, all police and other assigned traffic units need to maintain their posts until an orderly reoccupation of the evacuated area has been completed.
- F. Work with the Office of Emergency Management and the Seneca County Public Information Office for preparation of Emergency Broadcast notification.

### **Transportation Accidents**

Hazardous material transportation accidents can occur in Seneca County from vehicles traveling over-the-road or from railcar traffic on railroad lines. The New York State Police will be notified of all hazardous material transportation accidents occurring on state or federal highways.

For severe incidents involving motor vehicles, the New York State Police will be requested to conduct or assist in conducting a 'Type II' vehicle inspection of the motor vehicle involved in the accident.

The following table and maps list evacuation zones within the county to include main evacuation routes and special facilities (e.g. health care facilities, schools, pre-schools).

**SENECA COUNTY EVACUATION ANNEX –  
(TRANSPORTATION ROUTE EVACUATION)**

ZONE	PUBLIC DESCRIPTION	MAIN EVACUATION RTS
1	<p>In Seneca Falls Town - residences on both sides of C.R. 101 from Ritmer Lane south to Village Line.</p> <p>In Seneca Falls Village - residences on both sides of Rt. 5/20 from village line south to Lamb Road.</p>	<p>Rt. 101, North Rt. 101, South Rt. 5/20, East Rt. 5/20, West</p>
2	<p>In Seneca Falls Village - Area bordered on the north by the Village Line, Lamb Rd. and Johnston St.; bordered on the east by the Seneca River, unnamed stream west of St. Columbkille Cemetery; bordered on the south by Bayard St., Jay St., Adams St., Troup St., Beryl St., John St., Troy St., and Daniel St.; bordered on the west by Mynderse St., Porter St., Clinton St., and Twin Oaks Dr.</p>	<p>Rt. 101, North Rt. 101, South Rt. 5/20, East Rt. 5/20, West</p>
3	<p>In Seneca Falls Village - Area bordered on the north by Daniel St., Troy St., John St., Beryl St., Troup St., Adams St., Jay St., and Bayard St.; bordered on the east by unnamed stream and Nicholas St.; bordered on the south by Boardman St., and Mechanic St.; bordered on the west by Bridge St., Water St. and Mynderse St.</p>	<p>Rt. 414, South Rt. 5/20, East Rt. 5/20, West</p>
4	<p>In the Seneca Falls - Area bordered on the north by Porter St.; bordered on the east by Mynderse St., Water St., and Bridge St.; bordered on the south by Mechanic St.; bordered on the west by Cortland St., Seneca River, unnamed stream and Black Brook Rd..</p>	<p>Rt. 102, North Rt. 5/20, East Rt. 5/20, West</p>
5	<p>In the Seneca Falls Village - Area bordered on the north by Village line; bordered on the east by Black Brook Creek Rd., unnamed stream, Seneca River and Cortland St.; bordered on the south by Cortland St. and junction of Village line and California Ave.; bordered on the west by the Village line.</p> <p>In Seneca Falls Town - Area immediately west of Village including residences on Rt. 5/20.</p>	<p>Rt. 117, West Rt. 5/20, East Rt. 5/20, West</p>

6	In Seneca Falls Town - Area surrounding Kingdom Road, including residences on Balsey Rd. east of Shopping Center to Rt. 5/20; residences on Rt. 5/20 and Rt. 117 to just east of Sucker Brook.	Rt. 117, West Rt. 5/20, East Rt. 5/20, West
7	In town of Seneca Falls Area bordered on the north by R.R.; bordered on the east by Shopping Center and unnamed stream; bordered on the west by Bauer Rd. and Village line.	Rt. 414, North Rt. 5/20 East Rt. 5/20, West
8	In Waterloo Village - Area bordered on the North by R.R.; bordered on the east by Village line and Bauer Rd.; bordered on the south by Village line; bordered on the west by Gorham St., Main St., and Inslee St.  In Seneca Falls Town - Area south of Village line between Bauer Rd. on the east and the Golf Course on the west.	Rt. 5/20, East Rt. 5/20, West
9	In the Waterloo Village - Area bordered on the north by Norris Dr. and the Fairgrounds; bordered on the east by Inslee St., Main St., and Gorham St.; bordered on the south by Village line and Lincoln St.; bordered on the west by Washington St. and Virginia St.	Rt. 5/20, East Rt. 5/20, West Rt. 96, North
10	In the Waterloo Village - Area bordered on the north by the Waterloo Sr. High School; bordered on the east by Virginia St. and Washington St.; bordered on the south by Rockland Ave. and the Village line; bordered on the west by the Village line to junction of Hecker Rd. and Stark St.  In Fayette Town - residences on both sides of Rt. 119 immediately west of Village line.	Rt. 96, North Rt. 96, South Rt. 5/20, East Rt. 5/20, West
11	In the Waterloo Town - Area bordered on the north by Hecker Rd.; bordered on the east by the Village line; bordered on the south by the Town Line; bordered on the west by Reed Rd.  In Fayette Town - residences on both sides of Rt. 119.	Rt. 5/20, East Rt. 5/20, West Rt. 119, East Rt. 119, West

12	<p>In the Waterloo Town - Area bordered on the North by Black Brook; bordered on the east by Reed Rd.; bordered on the south by the Town line; bordered on the west by Trailer Park and Trailer Park</p> <p>In Fayette Town - residences on both sides of Rt. 119 to Knight Rd.</p>	<p>Rt. 5/20, East Rt. 5/20, West Rt. 119, East Rt. 119, West</p>
13	<p>In the Waterloo Town - area bordered on the north by Black Brook; bordered on the east by Trailer Park and Trailer Park; bordered on the south by the Town line, bordered on the west by Trailer Park and Brewer Rd.</p> <p>In Fayette Town - residences on both sides of Rt. 119 from Knight Rd. to Kendig Creek.</p>	<p>Rt. 5/20, East Rt. 5/20, West Rt. 114, North Rt. 119, East Rt. 119, West</p>
14	<p>In the Waterloo Town - area south of Black Brook; bordered on the east by Brewer Road, bordered on the south by the Town line; bordered on the west by Packwood Rd. and Rt. 113.</p> <p>In Fayette Town - residences at junction of South River Rd. and Kendig Creek.</p>	<p>Rt. 113, North Rt. 5/20, East Rt. 5/20, West Rt. 112, West</p>
15	<p>In the Waterloo Town - area known as Packwood Corners including residences of Rt. 112 from Maney Rd. to Rt. 5/20; residences on Rt. 113 to Rt. 112 and residences on both sides of Rt. 5/20 from junction of Rt. 112 to</p>	<p>Rt. 5/20, East Rt. 5/20, West Rt. 112, West Rt. 113, North</p>
16	<p>In the Waterloo Town - residences on both sides of Rt. 5/20 from East Ave.</p>	<p>Rt. 5/20, East Rt. 5/20, West</p>
17	<p>In Waterloo Town - area known as East Geneva bordered on the north by residences on both sides of Serven Rd. immediately north of Conrail line; bordered on the south by Town line; bordered on the east by Broadway Heights; bordered on the south by Town line; bordered on the west by Rt. 96A and Seeley Rd.</p> <p>In Fayette Town - area from railroad to the Seneca River including marina.</p>	<p>Rt. 96A, South Rt. 5/20, East Rt. 5/20, West</p>

18	In Waterloo Town - area bordered on the north by Conrail; bordered on the east by Seeley Rd. and Rt. 96A; bordered on the south by Seneca River outlet into Seneca Lake; bordered on the West by NYSEG substation east of Border City.	Rt. 110, West Rt. 5/20, East Rt. 5/20, West Rt. 96A, South
19	In Waterloo Town - area known as Border City bordered on the east by Substation; bordered on the south by Seneca Lake; bordered on the west by Pre-Emption Rd. and bordered on the north by	Rt. 110, West Rt. 5/20, East Rt. 5/20, West



## **Assessment and Evaluation**

### **PURPOSE**

To obtain and analyze hazardous material release information in order to determine the threats and impact of the emergency on people and the environment and to recommend protective actions to decision makers.

### **SITUATION**

A release or threatened release of hazardous material could result in serious and quickly escalating threats to the public. The physical or chemical characteristics of hazardous materials may include toxicity, flammability or reactivity. These factors require technical analysis by specialists in order to determine existing hazards, the anticipated course of the incident, and any new hazards if things go wrong. Because the situation may change quite rapidly, it is important that this analysis be done thoroughly by specialists in order to ensure public safety.

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regard for personal safety and staying upwind of the incident scene. Binoculars should be used to read placard identification numbers and responders should then contact their emergency communications dispatcher. After referring to the US DOT Hazardous Materials Response Guidebook for information on hazards from the material involved, responders will cautiously determine if any victims require rescue and take appropriate action.

Few communities in Seneca County have the extent of expertise to analyze the wide range of hazardous material emergencies that could occur and would need to request technical assistance for many types of emergencies. A critical element of assessment and evaluation is to recognize when additional expertise is needed and how to obtain it.

The process of assessment and evaluation (A&E) takes place at several levels. At the emergency site, the Incident Commander must have expertise available that can provide technical guidance. Determination of the type of hazard involves knowing what hazardous material is involved and its potential impact and its containment status.

Assessment priorities may include:

1. Identifying the material involved
2. Determining its hazard potential
3. Measuring the magnitude release of material into the environment
4. Assessing health impact of the release on emergency workers, the public and environmental resources

As the incident continues, it may be appropriate for an in depth analysis to be performed at a location where experts can assemble collectively in the proper analytical environment, such as the on-scene Command Post or the EOC. In this situation, all appropriate information from the scene is provided to the assessment and evaluation specialists.

The A&E specialists must also determine what additional information is needed. Inquiries will be directed to individuals at the scene and to the owners of the material, or to other experts involved.

In certain cases, the physical characteristics of a material may be important. For example, if a toxic gas is heavier than air, responders should be advised to avoid low areas. If a material reacts violently with water, fire fighters should not use water.

Meteorology may be of significant importance and should be factored into the assessment. The wind direction may indicate areas or people at risk. Wind speed may help to predict the amount of warning time that will be available in the event of a sudden spill or explosion producing toxic by-products. Atmospheric dispersion will depend on meteorological conditions. Analysts also need to evaluate the weather forecast to prepare for changing conditions, such as precipitation which may react with materials.

A&E analysts must evaluate the potential impact by area and its population. Special consideration must be given to additional facilities which could contribute to the problem, those which are subjected to additional risk due to their proximity to the emergency site and the nature of their activities, and those with a special role in emergency response.

Participating Agencies:

- State Health Department
- Fire Departments
- Facility Emergency Coordinators
- Industry Specialists
- State Department of Environmental Conservation

### **Emergency Worker Exposure Control User Response Levels**

#### **Response Level 0 and Level I**

The On-Scene Command and facility personnel are responsible for controlling toxic exposure to emergency workers by the following methods:

- a Inform each emergency worker of all hazards present.
- b Require emergency workers to record any exposures.
- c If an emergency worker is exposed, a decision must be made to isolate, decontaminate, or transport for treatment.
- d Assure that personnel are properly protected and given instruction in how to use appropriate protective clothing and equipment.
- e Recording, initiating and maintaining records on exposure to emergency workers.

## **Response Level II**

- a The On-Scene Command, County Health Commissioner and facility personnel will be responsible for item (a) thru (e) as described in Response Level O and I above.
- b The On-Scene Command will designate an on-scene Safety Officer responsible for emergency worker exposure control.
- c The Safety Officer will:
  - Determine the need for establishing exclusion zones for emergency workers.
  - If required, establish a decontamination station procedure for emergency workers and equipment.
  - Ensure that emergency workers use appropriate protective equipment that meets OSHA standards.
- d Determine the need for additional exposure control resources.

## **Response Level III**

The Safety Officer will be responsible for items (a) thru (e) in Response Level O and I above and:

- Establish exclusive zones for emergency workers.
- Establish a decontamination facility for exposed emergency workers and equipment.
- Provide on-scene medical supervision and treatment capability.
- Ensure that emergency workers use appropriate protective equipment that meets OSHA standards.

## **CONTAINMENT**

The main objective of containment and countermeasures is to control and, if possible, stop the immediate spread of the hazardous materials. Actions taken will vary depending on the type of material, location of incident, topography, weather, etc. Local responders such as the fire service should concentrate on containment and stabilization of the incident. In most cases, State agencies will supervise the later cleanup efforts.

### **Suppression Decision**

If the incident involves a fire, the decision must be made whether to suppress or let it burn out. Hazard to firefighters, surrounding population and environment shall be taken into consideration.

### **Hazardous Materials Team Response**

If the incident requires the response of a Haz Mat Team, the IC will contact the Seneca County 911 Center and request the Seneca County Haz Mat Team be dispatched. Seneca County has a Level A, **FEMA NIMS:** Type 2, Level A, **NYS NIMS:** Type 2, Level A Team. The Seneca County Haz Mat Team is a partner with the Regional Haz Mat Response teams from Ontario and Wayne County's as well as a partner with the Central NY Hazardous Materials Response Team Consortium.

### **Shutting Off Source**

Likewise, if at all possible, the source of a liquid or vapor spill should be shut off unless doing so will increase the immediate hazard.

### **Movement of Spill**

Predicting the movement of the hazardous materials whether liquid, vapor or other form is of utmost importance. The safety of individuals' on-scene, evacuation of surroundings, prevention of environmental pollution, and containment are all based on past, present and future movement of the spill.

In the case of toxic vapors, evacuation should be based actual movement as well as a predicted safety margin and made well in advance of the arrival of vapors.

An all out effort should be made to prevent materials from entering groundwater, streams, lakes, drainage systems, etc. Predictions of movement should contain and implement appropriate preventative measures prior to actual need.

### **Containment of Material**

Physical containment of a vapor spill is nearly impossible, short of shutting off the source. Diking, barriers and absorbent materials should contain liquid spills until such time as the spiller or professional disposal contractor arrives and assumes responsibility.

The various Departments of Public Works, Highway Depts., and local private contractors are sources of equipment, personnel and materials.

### **Contacting Spiller**

The law requires that the spiller is legally and financially responsible for clean-up of the incident. Therefore, it is imperative that the spiller be made aware of the happening as soon as possible to facilitate speedy clean-up. The notification requirement is more applicable to mobile transportation incidents than stationary facilities wherein the facility will most always be aware of the spill first hand.

### **Contacting Manufacturer**

In the case of transportation spills, the manufacturer of the hazardous material should be contacted and made aware of the situation. The manufacturer should provide the incident management team with assistance regarding data on the material, potential health, fire or explosion hazards, recommended emergency via communications and then, if necessary, by on-scene representation.

### **Clean Up and Disposal**

Clean up is not a fire department function. However, the Incident Commander is responsible to assure that clean up operations do occur. Hazardous materials must be removed from the spill area, the scene must be cleaned up and all contaminated items disposed of properly before the incident on-site activities can be considered completed.

### **Clean Up Responsibilities**

The spiller is responsible, legally and financially, for clean up and disposal. Therefore, the first step in clean up is to know the identification of the spiller. In the case of a stationary facility or an immobile transportation accident, identification is not difficult. Transport spills enroute such as a leaking tank truck is more difficult to identify. Regardless, positive spiller identification must be made. The State DEC maintain listings of such contractors.

### **Recovery of Damages**

Incurred, legitimate expenses related to a hazardous material incident should be recovered from the responsible agency. In most cases, the spiller is the final agency responsible for payment.

The Department of Environmental Conservation (DEC) is the contact agency for spiller notification, clean up operations and recovery of expenses. It is the DEC who bills the spiller for all expenses incurred. Therefore, in order to recover expenses, the Fire Department and all other agencies involved must bill the DEC.

It is imperative that documented records be made and kept of all actions or transactions that are an expense. Copies of bills and proof of payment should be obtained and submitted with the bill and back-up proof of expenses incurred. Without such proof, no reimbursement should be expected nor will one be made.

## **Health and Medical**

### **PURPOSE**

The furnishing of medical assistance in an emergency is a matter of vital concern affecting the public health, safety and welfare. Emergency medical care, the provision of prompt and effective communication among ambulances and hospitals and the safe handling and transportation of the sick, injured, and disabled are essential public health services.

It is also intended to maximize the efficient and effective use of manpower and equipment. It is important for services to clearly understand the assumed roles to safeguard the population of the county. These guidelines are set out in the Seneca County Disaster Response Plan for Mass Casualty Incidents and deal only with pre-hospital medical emergencies that surpass the manpower, equipment, and resources normally available to any agency, without compromising the internal structure of that agency. These emergencies will be referred to as Mass Casualty Incidents in conformity with the state plan.

### **AUTHORITY**

The authority for any pre-hospital medical emergency will rest with the ambulance service providing primary emergency medical care to that geographical location. The chain of command must be established within that ambulance service and be very clear to all of its members. Further-more, it should be an extension of the manner in which the agency normally operates. The EMS command officer for that emergency will be in charge of the medical treatment aspect but will be able to work with his counterparts of other agencies involved, i.e. fire chiefs, law enforcement, county coordinators, and coordinate with the Incident Commander.

(1) Section 3000, New York State Public Health Law, Article 30, Emergency Medical Services.

### **MANPOWER AND EQUIPMENT**

The first hour of a disaster situation is an extremely difficult time for dispatching available equipment. Establishing new mutual aid agencies at this time is unreasonable.

After the initial evaluation by the EMS Command, the Emergency Medical Services Deputy Coordinator should be informed of the situation and will then assume the responsibilities designated to the Emergency Medical Services Coordinator.

The EMS Command Officer will confer with the EMSDC about all activities pertaining to the disaster and will request whatever equipment is needed through the ICS. The EMSDC will confer with the Incident Command Officer.

Medical personnel should take steps to see that they operate safely and have the necessary safety equipment and identification. Each ambulance service should also have "disaster Kit" assembled

and ready for special call to any emergency. This package would generally be housed at the ambulance building and transported in the second ambulance requested or by some other pre-determined means. Every ambulance, despite its origin, when responding to a medical disaster after the second ambulance has been dispatched, should have a disaster kit on board.

#### OVERALL EMS RESPONSE SEQUENCE

- a. Initial dispatch
- b. Early hospital notification
- c. Confirm incident
- d. Activate EMS multiple-ambulance-response plan, and hospital
- e. Notification by dispatch if applicable
- f. Establish EMS command.
- g. Hospital initial detailed report by EMS command officer
- h. Triage
- i. Staging
- j. Vehicle holding and traffic flow
- k. Transportation
- l. Secure area

#### SCENE ASSESSMENT

Upon arrival at the scene, the Fire Chief, Officer in Charge or Senior EMT will make the initial assessment and will take appropriate action. Action will include:

- a. Contact the 911 to activate county mass casualty incident plan to level of number required.
- b. Give dispatcher exact location and number of victims, including a brief description of any hazards.
- c. Assign duties to available personnel.
- d. Contact area hospitals by radio. Give description and number of injured. The EMT will probably start out as EMS Command Officer and Triage Officer with the driver as Communication and Patient Treatment Officer, and additional personnel as treatment personnel. As additional manpower and equipment arrive, authority will change as per that agency's standard operating procedures (SOP's)



## **FACILITIES AND COORDINATOR**

### **Section 302(c) Facilities and their Facility Emergency Coordinator**

<b><u>Facility</u></b>	<b><u>Facility Emergency</u></b>	<b><u>Telephone</u></b>
Evans Chemetics 228 E. Main St. Waterloo, NY 13165	Dick Spiegel	315-539-9221 ext. 122(b)
Goulds Pumps Inc. 240 Fall St. Seneca Falls, NY 13148	Rob Molloy	315-568-2811(b) 315-568-7436 (b)
Interlaken, Village of Sewer & Water Treatment	Ray Langlois	607-532-8882
Laird Farms 996 Birdsey Road Waterloo, NY	Jim Laird	315-539-9464
Lott Farms 2973 Route 414 Seneca Falls, NY	Rodman Lott	315-568-0156
SEDA 5786 Rt 96 Romulus, NY 14541	Steve Absolom	607-869-1313(b)
Seneca County Sewer Dist. Box 177 Willard, NY 14588	Dan Duddleston	607-869-5704(b)
Seneca Falls Waste Water Off Seneca St. Seneca Falls, NY 13148	Jeffrey Warrick	315-568-2316(b)
Seneca Falls Water Treatment Parker Road Seneca Falls, NY 13148	Jeffrey Warrick	315-568-2316(b)
Waterloo Waste Water E. River Rd. Waterloo, NY 13165	Robert Lotz	315-539-8232(b)

Waterloo Water Treatment  
E. Lake Rd./Kime Rd.  
MacDougall, NY 14501

James Bromka

315-585-9811(b)

Willard DTC  
PO Box 303  
Willard, NY 14588

607-869-5500 x 3900(b)  
800-836-2337(em)

Scepter  
11 Lamb Rd.  
Seneca Falls, N.Y.

Chad Tucker

315-568-4225

## **FACILITIES & FIRE DEPARTMENTS RESPONSE**

### **Facility**

### **Fire Department**

Evans Chemetics  
228 E. Main St.  
Waterloo, NY

Waterloo Fire Dept.

Goulds Pumps  
240 Fall St.  
Seneca Falls, NY

Seneca Falls Fire Dept.

Laird Farms  
Birdsey Road  
Waterloo, NY

Junius Fire Dept.

Lott Farms  
State Route 414  
Seneca Falls, NY

Seneca Falls Fire Dept.

Scepter  
11 Lamb Rd  
Seneca Falls, NY

Seneca Falls Fire Dept.

Seneca Army Depot  
Romulus, NY

Romulus / Ovid

Seneca Co. Sewer District  
Willard, NY

Ovid Fire Dept.

Seneca Falls Water Treatment  
Parker Rd. (Canoga)  
Seneca Falls, NY

Canoga Fire Dept.

Seneca Falls Wastewater  
Seneca St.  
Seneca Falls, NY

Seneca Falls Fire Dept.

Waterloo Water Treatment Plant  
Kime Beach Road  
Waterloo, NY

Border City Fire Dept.

Waterloo Wastewater

Waterloo Fire Dept.

River Road  
Waterloo, NY

Willard Correctional Facility.  
Willard, NY

Ovid Fire Dept.

## CAPABILITY ASSESSMENT

### VULNERABILITY ZONES

Evans Chemetics	Acrylonitrile	0.2 miles
	Epichlorohydrin	0.1 miles
(Acrylonitrile based on a 280 gal., 1 minute release, Epichlorohydrin 150 gallon, 2 minute release wind speed @ 6.8 mph, 70 degrees, 50 % humidity. Evans RMP data)		
Seneca County Sewer Dist. #1	Chlorine	2.2 miles
Seneca Falls Sewer Plant	Chlorine	2.2 miles
Seneca Falls Water Plant	Chlorine	2.2 miles
Waterloo Water Plant	Chlorine	2.2 miles
Waterloo Sewer Plant	Chlorine	2.2 miles
Willard DTC	Chlorine	2.2 miles
SEAD	Chlorine	2.2 miles
(Chlorine: CAMEO Screening program: 150# cylinder @ 100% concentration, 10 minute duration, wind speed @ 3.35 mph, stability class A in open terrain)		
Scepter	Ammonia	0.1 miles
( CAMEO Screening program: 1000# @ 100% concentration, 10 minute duration, wind speed @ 3.35mph, stability class F in urban terrain)		

## HAZARDOUS SUBSTANCES

The following hazardous substances are substances that may be found in Seneca County. These substances may come in over-the-road, used for agriculture, or found in industrial facilities, identified under SARA Title III and 1910.120.

<u>Chemical</u>	<u>CAS Number</u>
1. Acrylonitrile	107-13-1
2. Ammonia	7664-41-7
3. Ammonium Hydroxide	1336-21-6
4. Chlorine	7782-50-5
5. Epichlorohydrin	106-89-8
6. Hydrogen Peroxide	7722-84-1
7. Sulfur Dioxide	7446-09-5
8. Sulfuric Acid	7664-93-9

## **TRAINING**

### **TRAINING OF EMERGENCY PERSONNEL**

The employer has the responsibility, under the OSHA 1910.120 regulations, to provide and arrange training for employees and volunteers who shall respond to a hazardous materials incident. Training shall be based on the duties and functions to be performed by each responder of an emergency response organization. All responders will also have NIMS training as per their AHJ (Authority Having Jurisdiction).

Recognizing that training is essential to meet specific needs of emergency responders, the County of Seneca endorses the following training programs and has made these programs a part of the County Hazardous Materials Plan.

Law Enforcement will train to the awareness level.

The Seneca County Public Works Department will train to the awareness level and Seneca County has accepted the Hazardous Materials & WMD Awareness course for highway maintenance employees.

The Seneca County Fire Service will train to the operations level and beyond. All training for fire personnel will be from the New York State Fire Prevention and Control Training Courses.

## **EXERCISES**

### **Purpose**

To establish a comprehensive exercise program that will effectively implement and evaluate the Seneca County Hazardous Materials Annex.

### **Situation**

Section 303 (c) (9) of Title III and 1910.120 places a requirement on local jurisdictions to establish methods and schedules for exercising the emergency plan. In establishing training programs and schedules, Seneca County recognizes the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in an emergency situation. An effective exercise program will also strengthen response management, coordination and operations, plus reveal shortcomings and weaknesses that can be acted upon prior to an emergency. Corrective actions can then be taken to improve and refine public safety capabilities.

## **Types of Exercises**

Exercises are generally classified in three major categories: tabletop, functional, and full-scale. Local jurisdictions may also consider preliminary exercise, called orientations, to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides development of an exercise program.

### **A. ORIENTATION**

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. An orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and it helps to clarify any complex or sensitive plan elements. While the orientation does not normally involve any direct simulation or role playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

### **B. TABLETOP EXERCISE**

A tabletop is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role playing to generate discussion of the plan, its procedures, policies and resources. Tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and in demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. It allows participants to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A tabletop usually lasts 2-4 hours and requires a trained facilitator.

### **C. FUNCTIONAL EXERCISE**

A functional exercise is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than the tabletop, it focuses on interaction of decision making and agency coordination in a typical emergency management environment such as command location. All field operations are simulated activity although messages and information are normally exchanged using actual communications, including radios and telephones. It permits decision makers, command officers, coordination and a realistic forum with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions; such as direction and control, assessment, and evacuation.



#### **D. FULL-SCALE EXERCISE**

The full-scale exercise evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the functional exercise, but it is different from the functional in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency which requires on-scene direction and operations, and also includes coordination and policy making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

## REFERENCE GUIDES

### COUNTY RESPONSE NUMBERS

<b>DIRECTOR, EMERGENCY SERVICES</b>	315-539-1756
Charles McCann	
Melissa Taylor, Deputy Director	315-539-1757
<b>SHERIFF'S DEPARTMENT</b>	315-220-3200
Jack Stenburg	
<b>AMERICAN RED CROSS</b>	315-568-9436
Lynn Tyler	
<b>OFFICE FOR THE AGING</b>	315-539-1766
Angela Reardon	
<b>COMMISSIONER, HUMAN SERVICES</b>	315-539-1832
Charles Schillaci	
<b>DIRECTOR, MENTAL HEALTH</b>	315-539-1958
Scott LaVigne	
<b>DIRECTOR, PUBLIC HEALTH</b>	315-539-9294
Vickie Swinehart	
<b>COUNTY ENVIRONMENTAL</b>	315-539-1951
Sara Ryan	
<b>POLICE DEPARTMENTS</b>	
Seneca Falls	315-568-5555
Waterloo	315-539-2022
<b>HOSPITALS</b>	
Geneva General	315-787-4000
Clifton Springs	315-462-9561
Cayuga Medical Center	607-274-4011

## ELECTED OFFICIALS 2010

<b>Town of Covert</b>	TOWN & COUNTY SUPERVISOR	Michael Reynolds	3522 WEST AVE. INTERLAKEN, NY 14847 (607)532-9567
	DEP. SUPERVISOR	Steve Selover	
<b>Town of Fayette</b>	TOWN & COUNTY SUPERVISOR	Cindy Garlick – Lorenzetti	4144 HIGH BANKS GENEVA, NY 14456 (315) 585-9198
	DEP. SUPERVISOR	Jeff Trout	
<b>TOWN OF JUNIUS</b>	TOWN & COUNTY SUPERVISOR	Ron Serven	1191 DUBLIN RD. WATERLOO, N.Y. 13165 (315) 539-3996
	DEP. SUPERVISOR	David Fisk Jr..	
<b>TOWN OF LODI</b>	TOWN & COUNTY SUPERVISOR	Lee Davidson	9270 TOWNSENDVILLE RD. LODI, NY 14860 (607) 532-4891
	DEP. SUPERVISOR	Robert Ike	
<b>TOWN OF OVID</b>	TOWN & COUNTY SUPERVISOR	Walt Prouty	3790 COUNTY ROAD 139 OVID, NY 14521 (607) 869-5900
	DEP. SUPERVISOR	Joe Borst	
<b>TOWN OF ROMULUS</b>	TOWN & COUNTY SUPERVISOR	DAVID KAISER	7073 OVID DEPOT RD OVID, NY 14521 607-869-9326
	DEP. SUPERVISOR	RALPH WALBORN JR.	
<b>TOWN OF SENECA FALLS</b>	TOWN & COUNTY SUPERVISOR	Peter W. Same	11 JOHN STREET SENECA FALLS, NY 13148 (315) 568-8013 (O) (315) 568-9537 (H)
	DEP. SUPERVISOR		
<b>TOWN OF TYRE</b>	TOWN & COUNTY SUPERVISOR	Patricia Amidon	822 ROUTE 414 WATERLOO, NY 13165 (315) 539-8087
	DEP. SUPERVISOR	Thomas Thomson	
<b>TOWN OF VARICK</b>	TOWN & COUNTY SUPERVISOR	Robert Hayssen	4460 RT 89. SENECA FALLS, NY 13148 (315) 549-7121
	DEP. SUPERVISOR	Dick Peterson	
<b>Town of Waterloo</b>	TOWN & COUNTY SUPERVISOR	JAMES H. MOONEY	116 STARK STREET WATERLOO, NY 13165 (315) 539-2179
	DEP. SUPERVISOR	SCOTT RIDLEY	

<b>VILLAGE OF INTERLAKEN</b>	MAYOR	WILLIAM LARSEN	3648 ORCHARD STREET INTERLAKEN, NY 14847 (607) 532-9388
<b>VILLAGE OF LODI</b>	MAYOR	TERRY POTTS	P.O. Box 57 LODI, NY 14860 (607) 582-6424
<b>VILLAGE OF OVID</b>	MAYOR	DAVID TERRY SR.	PO Box 303 OVID, NY 14251 (607) 869-3305
<b>VILLAGE OF SENECA FALLS</b>	MAYOR	DIANA SMITH	43 E. BAYARD ST. SENECA FALLS, NY 13148 (315) 568-9054
<b>VILLAGE OF WATERLOO</b>	MAYOR	TED YOUNG	320W. WRIGHT AVE WATERLOO, NY 13165 (315) 539-9614

## **NEWSPAPERS, RADIO & TELEVISION**

### **NEWSPAPERS**

Reveille / Between The Lakes	Ovid	607-869-5344 607-869-9208 Fax
Finger Lakes Times	Geneva	315-789-3333 315-789-4077 Fax
Post Standard	Auburn	315-253-7316 315-252-1617 Fax
Democrat & Chronicle	Geneva	315-789-0407 585-926-0342 Fax

### **RADIO STATIONS**

The Radio Group	781-7000
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### **TELEVISION STATIONS**

WSTM-TV	Channel 3	Syracuse	315-477-9400 315-474-5122 Fax
WTVH-TV	Channel 5	Syracuse	315-425-5555 315-425-012 9Fax
WIXT-TV	Channel 9	Syracuse	315-446-4780 315-446-9283 Fax
WHEC-TV	Channel 10	Rochester	585-546-5670 585-546 5688 Fax
WOKR-TV	Channel 13	Rochester	585-334-8700 585-334-8719 Fax
WROC-TV	Channel 8	Rochester	585-288-8400 585-288-1505 Fax
R News	Channel 14	Rochester	585-756-1673 Fax

### **Federal Agency Phone Numbers**

Agency	Hours of Op	Phone	Fax	Email
National Weather Service	24 hour	607 - 729-		

		1597		
Agency for Toxic Substance Disease Registry	24 hour	800 232-4636		
Federal Emergency Management Agency	24 hour	202 646-2400		
National Response Center – US Coast Guard	24 hour	(800) 424-8802		Just report spills at this #
	24 hour	(202) 267-2675		
Buffalo Office – Coast Guard	NOT 24 hour	(716)		
Rochester Office – Coast Guard	24 hour	843-9527 (585)		
Sodus Point Office – Coast Guard		342-4149 (315)		
Oswego Office – Coast Guard		483-9816 (315) 343-1551		
Federal Terrorism Hotline (Help Line)	8am – 6pm	800 368-6498		
CBRN Information Resource Center Hotline	24 hour	800 831-4408		
Radiological Hotline	24 hour	202 586-8100	(202) 586-8485	doehqeoc@oem.doe.gov
RCRA / Superfund	10-3 M-F Eastern	800 424-9346		
CHEMTREC (Chemical Spill Hotline)	24 hour	800 424-9300		
Chlorep	24 hour	800 424-9300		
CHEM NET	24 hour	800 424-9300		
NACA Pesticide Safety Team	24 hour	800 424-9300		
Chem-Tel Net (similar to CHEMTREC)	24 hour	800 255-3924		
National Pesticides Information Center	9:30-7:30 No holidays	800 858-7378		

### STATE RESPONSE NUMBERS

#### OIL & HAZARDOUS MATERIAL SPILL (HOTLINE)

800-457-7362

#### CHEMTREC

24 HOUR

800-424-9300

#### CHEMNET

24 HOUR

800-424-9300

CHLOREP	24 HOUR	800-424-9300
NACA Pesticide Safety team	24 HOUR	800-424-9300
 <b>NYS DEPARTMENT OF HEALTH</b>		
24 Hr. Emergency Number - Night		518-465-9720
 <b>NYS DEPT. OF AG &amp; MARKETS</b>		
		518-457-3087
 <b>NY STATE POLICE</b>		
Sgt. Jim McCormick- Troop "E"		315-398-3200 ext. 4165
 <b>NYS DEPT. OF ENVIRONMENTAL CONSERVATION - REGION B</b>		
SPILL RESPONSE NOTIFICATION		
Avon (Monday thru Friday from 8:00 AM - 5:00 PM)		716-226-2466 1-800-457-7362
 <b>NYS THRUWAY CONTACTS</b>		
Syracuse Division		315-437-2741
 <b>REGIONAL OFFICE OF EMERGENCY MANAGEMENT</b>		
Region 4		315-448-4536
Chuck Wright, Regional Director		315-423-0419 Fax

## **CHECKLISTS**

### **INCIDENT COMMAND**

- ☐ Identify the product

- ☐ Using the latest DOT Guidebook look up the Material's 3 digit Guide Number
- ☐ Follow the instructions in the Guide Book
- ☐ Classify the Hazmat Incident as to Type in accordance with NIMS.
  - Type 5 – small incident, few resources needed.
  - Type 4 – several resources needed, only one operational period.
  - Type 3 – significant number of resources, multiple operational periods, multi-jurisdictional.
  - Type 2 – out of area resources (regional or national),
- ☐ Make notification to 911 Center.
- ☐ Establish an on-scene command post, at a safe distance and upwind from the disaster or accident scene, from which field operations will be directed and controlled, and staff in accordance with NIMS positions as needed to handle the operation.
- ☐ Contact owners of buildings, which may be used as a command post.
- ☐ Coordinate all field operations through support agency representatives, and command the on-scene response force.
- ☐ Delineate the area encompassed by the disaster, and establish this as the disaster area.
- ☐ Control the disaster area.
- ☐ Perform ongoing Assessment and Evaluations.
- ☐ Perform ongoing Incident Assessment and Containment.
- ☐ Make arrangements to obtain radio, telephone and emergency power for the command post.
- ☐ Select an area suitable for use as a staging area to receive resources and supplies for the field operations.
- ☐ Be responsible to establish and control the emergency routes to and from the scene, establish the location of blocked roadways, control traffic on routes within the disaster area and provide security and crowd control.
- ☐ Establish communications with the county EOC or designated off-scene command post.
- ☐ Make a recommendation to EMO Director (or chairman in their absence) if evacuation is necessary and to what extent the disaster area should be evacuated.
- ☐ Direct the evacuation operations within the disaster area.
- ☐ Keep county EOC updated with on-scene situation reports according to a regular reporting schedule.
- ☐ Provide for Debriefing of all resources prior to release.



## **HAZARDOUS MATERIALS SAFETY OFFICER**

- ☐ Inform each emergency worker of all hazards present.
- ☐ Ensure that emergency workers are properly protected and given instructions on how to use appropriate protective equipment that meets OSHA standards.
- ☐ Record, initiate and maintain records on exposure to emergency workers.
- ☐ If an emergency worker is exposed, decision must be made to isolate, decontaminate, or transport for treatment.
- ☐ Establish exclusive zones for emergency workers.
- ☐ Provide for on-scene medical supervision and treatment capability.
- ☐ Determine the need for additional exposure control resources.

## **EMS OPERATIONS**

- ☐ Contact the 911 Dispatch Center to activate county mass casualty incident plan to level of number required.
- ☐ Give dispatcher exact location and number of victims, including a brief description of any hazards.
- ☐ Assign duties to available personnel.
- ☐ Contact area hospitals by radio.
- ☐ Give description and number of injured.
- ☐ The EMT will probably start out as EMS Command or Triage with the driver as Communication and Patient Treatment Officer
- ☐ Request additional personnel from Incident Command as needed.
- ☐ Assign additional manpower and equipment arrive, authority will change as per that agency's standard operating procedures/guidelines (SOP/G's)
- ☐ Establish an EMS Frequency as needed.

## **EMERGENCY SERVICES**

- ☐ Determines the need for activation of the Emergency Operations Center or special staff
- ☐ Notifies and briefs the local and county chief executive
- ☐ If necessary, request assistance from other counties and the State when the situation escalates beyond the capability of Seneca County.
- ☐ Request State Assessment & Evaluation
- ☐ Briefs the Public Information Officer, and activates the PIO if necessary
- ☐ Evaluate the need to declare a local state of emergency under NYS Executive Law, Article 2B
- ☐ Notifies the State Emergency Management Office at the 24-hr State Warning Point at: 518-457-2200
- ☐ Evaluate the need to declare higher or lower Response Level
- ☐ Evaluate the existing designation of the Incident Commander.
- ☐ Make a recommendation to the Chief Executive who will decide to retain the existing Incident Commander or designate a new Incident Commander based on the scope and technical complexity of the emergency.

## **PUBLIC INFORMATION OFFICER**

- ☐ Establish a Public Information Center from where to respond to all inquiries from the general public and news media and coordinate all official announcements, statements and briefing.
- ☐ Make arrangements with EAS to broadcast the location of the information center and designate a telephone number for the public to use to obtain information during the emergency.
- ☐ Be in charge of the information center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
- ☐ 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 official announcements concerning public safety to the public with the key departments and agencies involved.
- ☐ Clear all news releases with the Chief Executive.
- ☐ 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 and public tours of emergency sites.
- ☐ Inform the public about places of contact for missing persons and continued emergency services.

#### **CHIEF EXECUTIVE OFFICER**

- ☐ Will take command of the emergency response organization as soon as he has been alerted by the County Warning Point or the Emergency Manager of the scope and magnitude of the emergency as described in the initial situation report which indicates

the necessity of his personal management and direction of the response and recovery operations.

- ☐ If necessary, will control the use of county owned resources and facilities for disaster response.
- ☐ If necessary, provide assistance at the request of other local governments.
- ☐ If necessary, promulgate local emergency orders.
- ☐ If necessary, Waive local laws, ordinances, and regulations.
- ☐ Make arrangements with support from the County Clerk for safeguarding essential county records for continuing government's functions
- ☐ Evaluate the need to declare a local state of emergency under NYS Executive Law, Article 2B
- ☐ Decide to retain the existing Incident Commander or designate a new Incident Commander based on the scope and technical complexity of the emergency.
- ☐ Make protective action decisions and execute the decision through emergency orders, if appropriate.

## **EXECUTIVE LAW - ARTICLE 2 B**

A short version of this article is provided for consolidation. A Chief Elected Official of a County shall be advised by the County Attorney before enactment of this law or may ask for assistance through the County Office of Emergency Management.

Local government and emergency service organizations continue their essential role as the first line of defense in times of disaster.

1. When public safety is in peril, such Chief Elected Official may proclaim a local State of Emergency within any part or all of the territorial limits of such local government. The Chief Elected Official may promulgate local emergency orders to protect life and property. Such orders may provide:
  - A) The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
  - B) The designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
  - C) The regulation and closing of places of amusement and assembly;
  - D) The suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
  - E) The prohibition and control of the presence of persons on public streets and places;
  - F) The suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to Federal and State constitutional, statutory and regulatory limitations, which, may prevent, hinder or delay necessary action in coping with a disaster or recovery therefrom whenever (1) a request has been made pursuant to subdivision seven of this section, or (2) whenever section twenty-eight of this article. Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits
    - i. No suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the State of Emergency.
    - ii. No suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort.
    - iii. Any such suspension shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions

of the suspension.

- iv. The order may provide for such suspension only under particular circumstances, and may provide for the alternation or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions;
  - v. Any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended, and may include other terms and conditions;
  - vi. When practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.
- 2. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in a newspaper of general circulation in the area affected by such order and transmitted to the radio and television media for publication and broadcast. Such orders may be amended modified and rescinded by the Chief Elected Official during the pendency or existence of the state of emergency. Such orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Elected Official the state of emergency no longer exists, whichever occurs sooner. The Chief Elected Official nevertheless, may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency.
- 3. The local emergency orders of a Chief Elected Official of a county shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practical in the Office of the Clerk of the governing board of the county, the Office of County Clerk and the Office of the Secretary of State. The local emergency orders of a Chief Elected Official of a city, town, or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practical in the Office of the Clerk of such municipal corporation, the Office of the County Clerk and the Office of the Secretary of State.
- 4. Nothing in this section shall be deemed to limit the power of any local government to confer upon its Chief Elected Official any additional duties or responsibilities deemed appropriate.
- 5. Any person who knowingly violates any local emergency order of a Chief Elected Official promulgated pursuant to this section is guilty of a class B misdemeanor.
- 6. Whenever a local state of emergency is declared by the Chief Elected Official of a local government pursuant to this section, the Chief Elected Official of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the Mayor of such city, may request the Governor to remove all or any number of sentenced

inmates from institutions maintained by such county in accordance with section ninety-three of the correction law.

### **LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS**

AAR	Association of American Railroads
AIChE	American Institute of Chemical Engineers
ASCS	Agricultural Stabilization and Conservation Service
ASME	American Society of Mechanical Engineers
ASSE	American Society of Safety Engineers
ATSDR	Agency for Toxic Substances and Disease Registry



BOE	Bureau of Explosives
CAER	Community Awareness and Emergency Response (CMA)
CDC	Centers for Disease Control (HHS)
CEM	Utah Division of Comprehensive Emergency Management
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Elected Official
CEPP	Chemical Emergency Preparedness Program
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)
CFR	Code of Federal Regulations
CHEMNET	A mutual aid network of chemical shippers and contractors.
CHEMTREC	Chemical Transportation Emergency Center
CHLOREP	A mutual aid group comprised of shippers and carriers of chlorine.
CHRIS/HACS	Chemical Hazards Response Information System/Hazard Assessment Computer System
CMA	Chemical Manufacturers Association
CPG 1-3	Federal Assistance Handbook: Emergency Management, Direction and Control Programs
CPG 1-8	Guide for Development of State and Local Emergency Operations Plans
CPG 1-8a	Guide for the Review of State and Local Emergency Operations Plans
CWA	Clean Water Act
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DOC	U.S. Department of Commerce
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOI	U.S. Department of the Interior
DOJ	U.S. Department of Justice
DOL	U.S. Department of Labor
DOS	U.S. Department of State
DOT	U.S. Department of Transportation
EENET	Emergency Education Network (FEMA)
EMA	Emergency Management Agency
EMI	Emergency Management Institute
ERG	Emergency Response Guide
EOC	Emergency Operating Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
ERD	Emergency Response Division (EPA)
FEMA	Federal Emergency Management Agency
FEMA REP 5	Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents
FWPCA	Federal Water Pollution Control Act

HAZMAT	Hazardous Materials
HAZOP	Hazard and Operability Study
HHS	U.S. Department of Health and Human Services
HMRT	Hazardous Materials Response Team
ICS	Incident Command System
IEMS	Integrated Emergency Management System
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NACA	National Agricultural Chemicals Association
NCP	National Contingency Plan
NCRIC	National Chemical Response and Information Center
NETC	National Emergency Training Center
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	U.S. Nuclear Regulatory Commission; National Response Center
NRT	U.S. Nuclear Regulatory Commission; National Response Center
NUREG 0654	Criteria for Preparation and Evaluation of Radio FEMA-REP-1 logical Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration (DOL)
PPE	Personal Protective Equipment
PSTN	Pesticide Safety Team Network
RCRA	Resource Conservation and Recovery Act
RQs	Reportable Quantities
RRT	Regional Response Team
RSPA	Research and Special Programs Administration (DOT)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99- 499)
SCBA	Self-Contained Breathing Apparatus
SERC	State Emergency Response Commission
SPCC	Spill Prevention Control and Countermeasures
UPRC	Union Pacific Resource Corporation
TSD	Treatment, Storage, and Disposal Facilities.
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
USNRC	U.S. Nuclear Regulatory Commission
WMD	Weapon of Mass Destruction

## **GLOSSARY OF TERMS**

### **Accident Site**

The location of an unexpected occurrence, failure, or loss, either at a facility or along a transportation route, resulting in a release of hazardous materials; an incident site.

### **Acute**

SEVERE BUT OF SHORT DURATION    Acute health effects are those that occur immediately after exposure to hazardous chemicals.

**Acutely Toxic Chemicals**

Chemicals that can cause severe short- and long-term health effects after a single, brief exposure (short duration). These chemicals (when ingested, inhaled, or absorbed through the skin) can cause damage to living tissue, impairment of the central nervous system, severe illness, or, in extreme cases, death.

**Agency** - Any department, division, commission, government corporation, independent establishment, or other agency of State or local government

**Airborne Release**

Release of a chemical into the air.

**Ambient**

Surrounding. Ambient temperatures are temperatures of the surrounding area (e.g., air or water).

**Asymptomatic**

Exposed persons who are *not* exhibiting signs/symptoms of exposure.

**B-NICE**

Pertaining to biological, nuclear, incendiary, chemical, or explosives.

**By-Product**

Material, other than the principal product, that is produced or generated as a consequence of an industrial process.

**Casualty Collection Point (CCP)**

Predefined location at which patients are collected, triaged, and provided with initial medical care.

**Chemical Process**

A particular method of manufacturing or making a chemical, usually involving a number of steps or operations.

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

**Chief Executive:**

- Chairman, Board of Supervisors
- The Mayor of the city or village

- The Supervisor of a town

#### Chronic

Of long duration or having frequent recurrence. Chronic health effects are those that become apparent or continue for some time after exposure to hazardous chemicals.

#### Cold (Support) Zone

Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.

#### Combustible Product

Material produced or generated during the burning or oxidation of a material.

#### Command Post

Facility located at a safe distance upwind from an accident site where the on-scene coordinator, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

#### Community Awareness and Emergency Response (CAER) Program

Program developed by the Chemical Manufacturers Association (CMA), to assist chemical plant managers in taking the initiative in cooperating with local communities to develop integrated (community/industry) plans for responding to releases of hazardous materials.

#### Contingency Plan

A document to identify and catalog the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

#### Critical Facilities

Facilities essential to emergency response, such as fire stations, police stations, hospitals, and communication centers.

#### Decomposition Product

Material produced or generated as a result of the physical or chemical degradation of a parent material.

#### Deputy Emergency Medical Services Coordinator

A person or persons appointed by the County Director of Emergency Services, who is to aid and assist the EMS command officers in performing their duties. May also act as liaison between agencies, keep records, coordinate multi-agency activities and evaluate operations at each situation.

Dike

A barrier such as a low wall or embankment designed to prevent a spill from spreading or flooding.

Disposal

The removal of waste material to a site or facility that is specifically designed and permitted to receive such wastes.

Emergency

A situation created by an accidental release or spill of hazardous chemicals, which poses a threat to the safety of workers, residents, the environment, or property.

EMS Command Officer

That person responsible for EMS operations at an emergency situation.

Emergency Operations Center (EOC)

The site from where local state and federal agencies coordinate off-scene support to on-scene responders.

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

Evacuation

Removal of residents and other persons from an area of danger.

Exercise

A simulated accident or release set up to test emergency response methods and for use as a training tool.

Extremely Hazardous Substances (EHSs)

A list of chemicals identified by EPA on the basis of toxicity, and listed under Title III of SARA.

Facility

Defined for Section 302 of Title III of SARA as all buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with, such person). For purposes of emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Facility Emergency Coordinator

Facility representative for each facility with an extremely hazardous substance (EHS) in a quantity exceeding its threshold planning quantity (TPQ), who participates in the emergency planning process.

**Fenceline**

Outermost perimeter of facility property.

**Gross Decontamination**

Initial decontamination to remove large amounts of decontaminants.

**Hazard**

Any situation that has the potential for causing damage to life, property and/or the environment.

**Hazardous Chemical**

Any chemical which is a physical hazard or a health hazard as defined under OSHA 29 CFR 1910.1201.

**Hazardous Material (Haz-Mat)**

Any element, compound, mixture, solution or substance which, when spilled or released into the air or into or on any land or waters of the state, may present a substantial danger to the public health, safety, welfare or the environment.

**Hazardous Substances (Superfund)**

Substances designated as hazardous under CERLA (also known as Superfund); CERLA incorporates substances listed under the Clean Water Act, the Clean Air Act, RCRA, and TSCA Section 7.

**Hazards Analysis**

The procedure for identifying potential sources of a hazardous materials release, determining the vulnerability of an area to a hazardous materials release, and comparing hazards to determine risks to a community.

**Hazards Identification**

Provides information on which facilities have extremely hazardous substances (EHSs), what those chemicals are, and how much there is at each facility. Also provides information on how the chemicals are stored and whether they are used at high temperatures. Mandatory facility reporting under Title III will provide most of the information needed for a hazard identification.

**Hot (Exclusion) Zone**

Area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from B-NICE agents to personnel outside the zone. Entry into the hot zone requires appropriately trained personnel and use of proper personal protective equipment.

**Immediately Dangerous to Life and Health (IDLH)**

The maximum level to which a healthy worker can be exposed for 30 minutes and escape without suffering irreversible health effects or escape-impairing symptoms.

**Incident**

Any event that results in a spill or release of hazardous materials. Action by emergency service personnel will be required to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Command System (ICS)**

The combination of facilities, equipment, personnel, procedures, and communications operating with a common command structure.

**Incident Commander (IC)**

That person who has the overall responsibility to coordinated response from all agencies responding to an incident.

**Inner Perimeter**

Secured inner area of operations.

**Lethal**

Causing or capable of causing death.

**Lethal Concentration Low (LCLO)**

The lowest concentration of a chemical at which some test animals died following inhalation exposure.

**Lethal Dose Low (LDLO)**

The lowest dose of chemical at which some test animals died following exposure.

**Level of Concern**

The concentration of an extremely hazardous substance (EHS) in the air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.

**Local Emergency Planning Committee (LEPC)**

A committee appointed by the State emergency response commission (SERC), as required by Title III of SARA, to formulate a comprehensive emergency plan for its district.

**Local Government**

Government of a county, city incorporated village and town

**Mass Casualty Incident**



A localized incident involving a number of casualties where the emergency medical resources are available and adequate within a regional/local mutual aid system to provide patient treatment and transport without excessive delay.

#### Mass Decontamination

Decontamination process used on large number of contaminated victims.

#### Material Safety Data Sheet (MSDS)

A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. Section 311 of Title III of SARA requires facilities to submit MSDSs under certain conditions.

#### Median Lethal Concentration (LC50)

Concentration level at which 50 percent of the test animals died when exposed by inhalation for a specified time period.

#### Median Lethal Dose (LD50)

Dose at which 50 percent of test animals died following exposure. Dose is usually given in milligrams per kilogram of body weight of the test animals.

#### National Response Center

A communications center for activities related to response actions; it is located at Coast Guard Headquarters in Washington, D.C. The National Response Center receives and relays notices or discharges of releases to the appropriate On-Scene Coordinator, disseminates On-Scene Coordinator and Regional Response Team (RRT) reports to the National Response Team (NRT) when appropriate and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802, or 202-426-2675) can be reached 24 hours a day for reporting actual or potential pollution incidents.

#### NAWAS - The National Warning System.

A system of dedicated telephone lines originating at Colorado Springs, Colorado, through various Federal and State Warning Points and terminating at county and city warning points, weather service installation, and other critical locations.

#### On Scene Coordinator (OSC)

The individual on-scene responsible for coordinating the resources at each respective level of government. OSC's may include

- Local On-Scene Coordinator (LOSC)
- State On-Scene Coordinator (SOSC)
- Federal On-Scene Coordinator (FOSC)

#### Outer Perimeter

Outermost area from hazard that is secure.

Plume

Effluent cloud resulting from a continuous source release.

Point Source

Letter, package, or dispersal area or agent.

Protect in Place

Method of protecting public by limiting exposure.

Public Information Officer (PIO)

A person designated by the Incident Commander who provides information to the public and media.

Radius of the Vulnerable Zone

The maximum distance from the point of release of a hazardous substance at which the airborne concentration could reach the level of concern (LOC) under specified weather conditions.

Reportable Quantity (RQ)

The quantity of a hazardous substance that triggers reporting under CERCLA; if a substance is released in a quantity that exceeds its RQ, the release must be reported to the National Response Center (NRC), as well as to the State Emergency Response Commission (SERC) and the community emergency coordinator for areas likely to be affected by the release.

Response

The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

Responsible Party

The person or firm who, by law, is strictly liable for clean up of any spill or release.

Risk

A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself; this measure includes the severity of anticipated consequences to people.

Risk Analysis

Assessment of the probable damage that may be caused to the community by a hazardous substance release.

RRT

Regional Response Team, team consisting of SEMO Regional Director for the affected area, a National Guard liaison office, a field representative of the American Red Cross and representatives from appropriate state agencies, to:

1. Assist local government emergency officials to analyze and assess the impact of an emergency or disaster.
2. Provide technical assistance to local government officials as necessary.
3. Advise the governor, through his emergency management office, as to a proper course of action for state government.

SERC - State Emergency Response Commission Voluntary/Private Agency - Any nonprofit, non-governmental chartered or otherwise duly recognized tax exempt local, state, or national organization or group which has provided or may provide services to the state, local governments, or individuals in an emergency or disaster

#### SLUDGEM

Acronym for salivation, lacrimation, urination, defecation, gastric distress, emesis and miosis.

#### Special Populations

Groups of people that may be more susceptible than the general population (due to preexisting health conditions (e.g., asthmatics) or age (e.g., infants and the elderly)) to the toxic effects of an accidental release.

#### Spill Prevention Control and Countermeasures (SPCC) Plan

Plan covering the release of hazardous substances as defined under authority of the Clean Water Act

#### Stability Classes, Atmospheric

Pasquill stability classes (ranging from "A" to "F") are meteorological categories of atmospheric conditions. Pasquill stability Class A represents unstable conditions under which there are strong sunlight, clear skies, and high levels of turbulence in the atmosphere, conditions that promote rapid mixing and dispersal of airborne contaminants. At the other extreme, Class F represents light, steady winds, fairly clear nighttime skies, and low levels of turbulence. Airborne contaminants mix and disperse far more slowly with air under these conditions, and may travel further downwind at hazardous concentrations than in other cases. Stability Class D, midway between A and F, is used for neutral conditions, applicable to heavy overcast, daytime or nighttime.

#### State Emergency Response Commission (SERC)

Commission appointed by each State governor according to the requirements of Title III of SARA; duties of the commission include designating emergency planning districts, appointing local emergency planning committees (LEPCs), supervising and coordinating the activities of planning committees, reviewing emergency plans, receiving chemical release notifications, and establishing procedures for receiving and processing requests from the public for information.

#### Storage

Methods of keeping raw materials, finished goods, or products while awaiting use, shipment or consumption.

#### Symptomatic

Exhibiting signs/symptoms of exposure.

#### Threshold Planning Quantity (TPQ)

A quantity designated for each chemical on the list of extremely hazardous substances (EHSs) that triggers notification by facilities of the State Emergency Response Commission (SERC) that such facilities are subject to emergency planning under Title III of SARA.

#### Time, Distance and Shielding (TDS)

Three types of protective measures commonly associated with hazardous materials training.

#### Triage Officer

That person who has been medically trained in the procedures and techniques of evaluating an emergency situation and the patients involved. That person will be identified by a green vest imprinted with the words "Triage Officer".

#### Toxic Chemical Release Form

Information form required to be submitted by facilities that manufacture, process, or use (in quantities above a specified amount) chemicals listed in Section 313 of Title III of SARA.

#### Toxic Cloud

Airborne mass of gases, vapors, fumes, or aerosols of toxic materials.

#### Toxicity

The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness, or death when ingested, inhaled, or absorbed by the skin.

#### Toxicology

The study of the adverse effects of chemical agents on biological systems.

#### TRACEM

The acronym used to identify the six types of harm one may encounter at a terrorist incident: thermal, radioactive, asphyxiation, chemical, etiological, and mechanical. Note: Some sources use the acronym TEAM CPR, which stands for thermal, etiological, asphyxiation, mechanical, chemical, psychological, and

radioactive.

#### Transfer

Loading and unloading of chemicals between transport vehicles and storage vessels, and sending chemicals via pipes between storage vessels and process reactors.

#### Transport Mode

Method of transportation: highway; rail (trains); water (ships/barges); pipelines; air (planes).

#### Unified Command

The method by which local, state and federal agencies will work with the Incident Commander to:

1. Determine their roles and responsibilities for a given incident.
2. Determine their overall objectives for management of an incident.
3. Select a strategy to achieve agreed-upon objectives.
4. Deploy resources to achieve agreed-upon objectives.

#### Vapor Dispersion

The movement of vapor clouds or plumes in air due to wind, gravity spreading, and mixing.

#### Vulnerability Analysis

Assessment of elements in the community that are subject to damage should a hazardous materials release occur; includes gathering information on the extent of the vulnerable zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged and the environment that might be affected.

#### Vulnerable Zone

An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern (LOC).

#### Warm Zone

A buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat, but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial decontamination activities occur. This zone requires the use of proper personal protective equipment once contaminated people or equipment enter the zone.

#### Weapons of Mass Destruction (WMD)

- 1) Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or device similar to the above.
- 2) Poison gas.
- 3) Any weapon involving a disease organism.
- 4) Any weapon designed to release radiation at a level dangerous to human life.

