ST. LAWRENCE COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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EXECUTIVE SUMMARY

Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the County's ability to manage emergency/disaster situations. It was prepared by County officials working as a team in a planning process recommended by the New York State Emergency Management Office. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the county and an assessment of the capabilities existing in the county to deal with potential hazards.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of **Risk Reduction** measures before a disaster or emergency occurs, timely and effective **Response** during an actual occurrence, and provision of both short and long term **Recovery** assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

This process is called **Comprehensive Emergency Management** to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan contains three sections to deal separately with each part of this ongoing process.

Management Responsibilities

County departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present County capability and existing organizational responsibilities. The St. Lawrence County Office of Emergency Services is designated to coordinate all emergency management activities of the County.

St. Lawrence County intends to use the National Incident Management System (NIMS) Incident Command System (ICS) to respond to emergencies. NIMS ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency. County responsibilities are closely related to the responsibility of the local levels of government within the County (cities, towns and villages) to manage all phases of an emergency. The County has the responsibility to assist the local governments in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster.

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

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

<u>Conclusion</u>

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

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Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

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

2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in St. Lawrence County.

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

4. This concept of Comprehensive Emergency Management includes three phases:

   a) Risk Reduction (Prevention and Mitigation)
   b) Response
   c) Recovery

5. Risk Reduction (Prevention and Mitigation):

   a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
   b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
   c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in St. Lawrence County.

6. Response:

   a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

> ➢ Detecting, monitoring, and assessment of the hazard
> ➢ Alerting and warning of endangered populations
> ➢ Protective actions for the public
> ➢ Allocating/distributing of equipment/resources

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

    c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.

    d) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

7. Recovery:

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

B. <u>Purpose and Objectives of the Plan</u>

1. This Plan sets forth the basic requirements for managing emergencies in St. Lawrence County.

2. The objectives of the Plan are:

    a) To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.

    b) To outline short, medium and long range measures to improve the County's capability to manage hazards.

    c) To provide that County and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.

    d) To provide for the efficient utilization of all available resources during an emergency.

    e) To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.

f)   Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigation programs.

C. Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

1. New York State Executive Law, Article 2-B

2. New York State Defense Emergency Act, as amended

3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.

2. Local governments and the emergency service organizations play an essential role as the first line of defense.

3. Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.

4. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.

5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the County government.

6. The Chair, St. Lawrence County Board of Legislators, may coordinate responses for requests for assistance for the local governments.

7. The Chair, St. Lawrence County Board of Legislators, has the authority to direct and coordinate County disaster operations.

8. The Chair, St. Lawrence County Board of Legislators, may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of St. Lawrence County.

9. The Chair, St. Lawrence County Board of Legislators has assigned to the St. Lawrence County Office of Emergency Services the responsibility to coordinate County emergency management activities.

10. St. Lawrence County will utilize the National Incident Management System (NIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response. St. Lawrence County recommends and encourages all local governments in St. Lawrence County to utilize NIMS ICS.

11. A request for assistance to the State will be submitted through the Region Office of the Department of Homeland Security (DHS) located in Syracuse, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.

12. State assistance is supplemental to local emergency efforts.

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

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

E. Plan Maintenance and Updating

1. The St. Lawrence County Office of Emergency Services is responsible for maintaining and updating this Plan.

2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Manager by February 1 of each year using the CEMP Quick Reference Guide Input Form.

3. The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

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Section II

RISK REDUCTION

A. Designation of County Hazard Mitigation Coordinator

1. The St. Lawrence County Director of Planning has been designated by the Chair, St. Lawrence County Board of Legislators, as the County Hazard Mitigation Coordinator.

2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in St. Lawrence County.

3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.

4. The Hazard Mitigation Coordinator will participate as a member of the County Emergency Planning Committee.

B. Identification and Analysis of Potential Hazards

1. The County Emergency Planning Committee will be comprised of:

    a) County Emergency Services Director
    b) County Emergency Services Deputy Director
    c) County Administrator
    d) County Health Department Director
    e) County Highway Superintendent
    f) County Hazard Mitigation Coordinator
    g) County Probation Director
    h) County Community Services Director
    i) County Sheriff/Undersheriff
    j) Social Services Commissioner

2. The County Emergency Planning Committee will:

    a) identify potential hazards in the County

    b) determine the probable impact each of those hazards could have on people and property

    c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas

3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program ***HAZNY***, provided by the State Emergency Management Office. In addition, a Vulnerability Assessment was completed involving County Departments, local facilities operated by the State, community agencies, media, and local industry.

5. This hazard analysis:

   a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards, establishes priorities for planning for those hazards receiving a high ranking of significance

   b) after completion in the Fall of 2001 was submitted to the Regional Office of the Department Of Homeland Security. It was updated on September 9, 2003.

   c) is to be reviewed and updated every three years

6. The complete Hazard Analysis results are located in the St. Lawrence County Office of Emergency Services

C. <u>Risk Reduction Policies, Programs and Reports</u>

   1. County agencies are authorized to:

      a) promote policies, programs and activities to reduce hazard risks in their area of responsibility

      b) Examples of the above are:

         ➢ encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county

         ➢ promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e,. g., building and fire codes, flood plain regulations

         ➢ encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant

         ➢ encourage and participate in municipal stream channel maintenance programs

> ➢ encourage state and local DOT's to address dangerous conditions on roads used by hazardous materials carriers.

2. The St. Lawrence County Planning Office is responsible for land use management of county owned land and the review of land use management actions throughout the county

3. In all of the above activities, the County Planning Office will take into account the significant hazards in St. Lawrence County.

4. The St. Lawrence County Emergency Planning Committee will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program as needed.

5. The St. Lawrence County Emergency Planning Committee will meet tri-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.

6. For each hazard reduction action identified, the following information is to included by the Planning Team:

   a) a description of the action
   b) a statement on the technical feasibility of the action
   c) the estimated cost of the action
   d) the expected benefits of the action and the estimated monetary value of each benefit
   e) an estimate of the level of community support for the action

7. This information will be consolidated into a Risk Reduction Report.

8. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.

9. The Risk Reduction report will be presented to the County Office of Emergency Services for review, revision, and approval or disapproval, bi-annually beginning December, 2003.

10. The Risk Reduction Report will be presented to the Chief Administrative Officer and the County Board of Legislators, via the Chair, St. Lawrence County Board of Legislators, for consideration and funding.

D. <u>Emergency Response Capability Assessment</u>

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

2. The Emergency Planning Committee will, on a tri-annual basis:
   a) assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:

> ➢ the likely time of onset of the hazard
> ➢ the impacted communities' preparedness levels
> ➢ the existence of effective warning systems
> ➢ the communities' means to respond to anticipated casualties and damage

   3. To assist the Planning Committee in its assessment, the County Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.

E. <u>Training of Emergency Personnel</u>

   1. The St. Lawrence County Director of Emergency Services, has the responsibility to:

     a) arrange and provide, with the assistance of the New York State Emergency Management Office, the conduct of training programs for County emergency response personnel

     b) encourage and support training for city, town and village emergency response personnel, including volunteers

     c) such training programs will:

> ➢ include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
>
> ➢ include National Incident Management System (NIMS) Incident Command System (ICS) training, focusing on individual roles
>
> ➢ conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including NIMS ICS for Executives training
>
> ➢ provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
>
> ➢ be provided in crisis situations, that requires additional specialized training and refresher training

     d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Attachment 2, St. Lawrence County Drill and Exercise Schedule- 2003.

e) consult with the county departments and agencies, in developing training courses and exercises

f) work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards

g) receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed

2. All county departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.

3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, RACES, CAP, should be trained by these services in accordance with established procedures and standards.

F. Education and Public Awareness

1. The Director of Cooperative Extension, in cooperation with the County Office of Emergency Services, is responsible for:

a) providing education on hazards to the young adult and adult public in the county
b) making the public aware of existing hazards in their communities
c) familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard.

2. This education will:

a) cover all significant hazards
b) be available free of charge
c) be provided by the existing school systems in the county through arrangements with the superintendent of schools.

3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by Department of Homeland Security and other State and Federal departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The County Highway Department will develop, with the necessary assistance of other County departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.

2. As a hazard's emergence is detected, this information is to be immediately provided to the County Office of Emergency Services and disseminated per protocol.

3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.

4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are raising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Service's "Skywarn" program.

5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

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Section III

RESPONSE

I. Response Organization and Assignment of Responsibilities

A. County Executive Responsibilities, Powers, and Succession

1. The Chair, St. Lawrence County Board of Legislators (County Executive) is ultimately responsible for County emergency response activities and:

    a) may assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,

    b) controls the use of all County owned resources and facilities for disaster response,

    c) may declare a local state of emergency in consultation with the County Director of Emergency Services (County Emergency Manager) and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 28),

    d) may request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources,

    e) may provide assistance to others at the request of other local governments both within and outside St. Lawrence County.

2. In the event of the unavailability of the County Executive, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:

    a) Chair, Board of Legislators
    b) Vice Chair, Board of Legislators
    c) Chair of Finance Committee
    d) Chair, Operations Committee
    e) Chair, Services Committee
    f) County Administrator
    g) Director Economic Development
    h) Director of Probation
    i) Director, Emergency Services
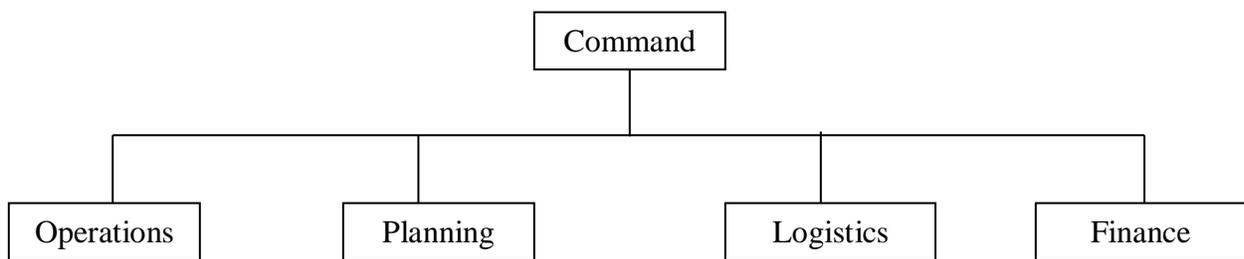   j) Deputy Director, Emergency Services

B. The Role of the Emergency Manager

1. The Emergency Manager coordinates County emergency response activities for the Chair, St. Lawrence County Board of Legislators (County Executive), and recommends to the County Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.

2. The Emergency Manager:

   a) activates the County's response organization and initiates County response activities

   b) notifies and briefs County departments, agencies and other organizations involved in an emergency response

   c) maintains and manages an Emergency Operations Center

   d) facilitates coordination between the County and:

      ➢ the Incident Commander
      ➢ towns, cities, and villages in the County
      ➢ local governments outside the County
      ➢ the State of New York
      ➢ private emergency support organizations.

C. The St. Lawrence County Emergency Response Organization

1. The National Incident Management System (NIMS) Incident Command System (ICS)

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

   b) NIMS ICS is organized by functions. There are five:

      ➢ Command
      ➢ Operations
      ➢ Planning
      ➢ Logistics
      ➢ Finance

c)   Under NIMS ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the <u>only</u> command post at the emergency scene.

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

e)   Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.

f)   An on-scene NIMS ICS with all five functions organized as sections is depicted as:

```
                          +-----------+
                          |  Command  |
                          +-----------+
                               |
        +----------------+-----+-------+----------------+
        |                |             |                |
  +-----------+   +-----------+  +-----------+   +-----------+
  | Operations|   |  Planning |  |  Logistics|   |  Finance  |
  +-----------+   +-----------+  +-----------+   +-----------+
```

g)   During an emergency, County response personnel must be cognizant of the Incident Command System in place and their role in it. Some County personnel may be responders to the scene and part of the on-scene NIMS ICS structure in a functional or staff role. Other County personnel may be assigned to the County Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene NIMS ICS will be coordinated by or through the County Emergency Manager.

h)   The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.

i) 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 at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal NIMS ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A County official could be designated as an Incident Manager and numerous County response personnel assigned to the Area NIMS ICS.

j) County response personnel operating at the EOC will be organized by NIMS ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.

```
                        ┌──────────────┐
                        │   Incident   │
                        │  Commander   │
                        └──────┬───────┘
        ┌──────────────┬───────┴───────┬──────────────┐
┌───────┴──────┐ ┌─────┴──────┐ ┌──────┴─────┐ ┌──────┴───────┐
│  Operations  │ │  Planning  │ │  Logistics │ │ Finance/Admin.│
│Section Chief │ │Section Chief│ │Section Chief│ │Section Chief │
└──────────────┘ └────────────┘ └────────────┘ └──────────────┘
```
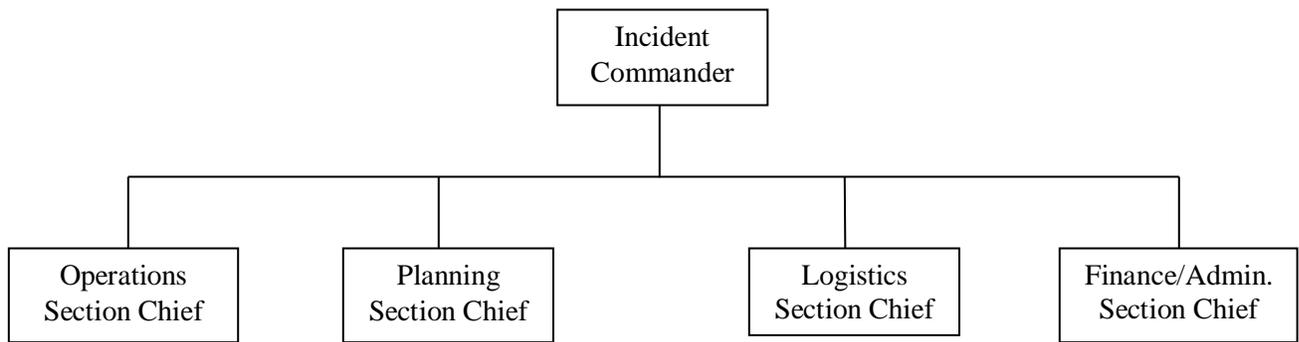
k) Whenever the NIMS ICS is established, County response forces should be assigned to specific NIMS ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for sample NIMS ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

2. Agency Responsibilities

a) The Office of the Chair, St. Lawrence County Board of Legislators, shall exercise ultimate responsibility and oversight for emergency response, and shall delegate NIMS ICS responsibilities as described in Table 1, or as special circumstance warrants.

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.

TABLE 1 – NIMS ICS Function and Response Activities by Agency

AGENCY	NIMS ICS FUNCTION	RESPONSE ACTIVITIES
Chair, St. Lawrence County Board of Legislators	Command (Agency Administrator) Public Information	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders; Emergency Public Information
Office of Emergency Services	Command, Liaison	Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.
Sheriff's Department	Operations	Communications, Warning, Law Enforcement.
Health Dept.	Safety	Medical Care and Treatment; Disease and Pest Control; Emergency Worker Protection
Highway Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
Office of Emergency Services	Operations	Fire Suppression and Control; EMS; Search and Rescue; HAZMAT Exposure Control; 911
Social Services	Operations	Human Needs Assessment
Office for the Aging	Operations	Human Needs Assessment
Planning & Development	Planning	Situation Assessment and Documentation Advance Planning
Mental Health Services	Operations	Crisis Counseling
Coroner	Operations	Identification and Disposition of Dead
American Red Cross	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
County Clerk	Logistics	Supply and Procurement; Information Systems
Personnel & Self Insurance	Logistics/ Planning	Human Resources
Budget Officer	Finance/Administration	Purchasing; Accounting; Record-keeping

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.

3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.

4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, a mobile unit or field trailer may be used.

5. The County EOC is located at the County Office of Emergency Services, Public Safety Complex.

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

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

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

9. Though organized by NIMS ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an NIMS ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.

10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.

11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.

12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated as changes occur, no less than annually.

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

14. Internal Security at the EOC during an emergency will be provided by the St. Lawrence County Sheriff's Department:
    a) all persons entering the EOC will be required to check in at the security desk

located at the main entrance

    b) all emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC

    c) temporary passes will be returned to the security desk when departing from the premises

15. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.

16. The NIMS ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.

17. The Emergency Manager maintains a Standard Operating Guide (SOG) for activating, staffing and managing the EOC. This SOG can be found as Attachment 2 to this section of the plan.

B. Notification and Activation

1. As described in detail in Attachment 2, upon initial notification of an emergency to the County 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate County official(s). This initial notification sets into motion the activation of County emergency response personnel.

2. Each emergency is to be classified into one of four County Response Levels according to the scope and magnitude of the incident.

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

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

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

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

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

    For Response Level 1, only the staff of the Office of Emergency Services are notified and activated as appropriate.
    For Response Level 2, level one staff is activated and augmented by select members

of the county response organization as determined by the Emergency Manager.

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

See Attachment 2 for further details.

C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Staff will, as appropriate, in coordination with the on-scene Incident Commander:

a) develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat;

b) analyze the best available data and information on the emergency;

c) explore alternative actions and consequences;

d) select and direct specific response actions.

D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Chair, St. Lawrence County Board of Legislators may proclaim a **state of emergency** pursuant to section 24 of the State Executive Law.

2. Such a proclamation authorizes the County Executive to deal with the emergency situation with the full executive and legislative powers of county government.

3. This power is realized **only** through the promulgation of **local emergency orders.** For example, emergency orders can be issued for actions such as:

> ➢ establishing curfews
> ➢ restrictions on travel
> ➢ evacuation of facilities and areas
> ➢ closing of places of amusement or assembly.

4. Appendix 28 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

5. Chief Executives of cities, towns and villages in St. Lawrence County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.

6. Whenever a State of Emergency is declared in St. Lawrence County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.

7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. <u>Public Warning and Emergency Information</u>

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.

2. Activation and implementation of public warning is an Operations section responsibility.

3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the County EOC:

    a) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager. See Attachment 3, St. Lawrence County Emergency Alert System.

    b) NOAA Weather Radio (NWR) - is the "Voice of the National Weather Service" providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Binghamton. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received by County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials. See Attachment 3.

    c) Stationary Fire Sirens: Located at fire stations throughout the County for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the County, and can be used in conjunction with EAS. When activated, the siren can sound a special warning to the public, indicating that residents should turn to local radio or TV for emergency instructions. This will allow County Municipalities using this type system to warn residents pursuant to local protocol and capabilities. See Attachment 3.

    d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the County are equipped with siren and public address

capabilities. These vehicles may be available, in part, during an emergency for "route alerting" of the public.

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

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

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

6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:

     a)   establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings

     b)   authenticate all sources of information being received and verify accuracy

     c)   provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press

     d)   coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene

     e)   check and control the spreading of rumors

     f)   arrange and approve interviews with the news media and press by emergency personnel involved in the response operation

     g)   Arrange any media tours of emergency sites.

7. The JIC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

F. Emergency Medical and Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition,

damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.

2. There may be established within the Operations section an Emergency Medical/Public Health Group to ensure that health and medical problems are being addressed.

G. Restoring Public Services

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

2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.

3. By written agreement, in the event of a major power outage, the Operations Section will request that Niagara Mohawk assign a representative to the St. Lawrence County EOC to facilitate communications and information flow between the utility and the Operations Section.

4. The Operations section may request assigning a representative from other utilities (telephone, water, cable) as appropriate with the consent of the utility.

5. During response operations relating to debris clearance and disposal, St. Lawrence County should act in cognizance of and in cooperation with the State Highway Emergency Task Force. See Attachment 4, NY State Highway Emergency Task Force Policy and Procedures.

H. Resource Management

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

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

3. All County-owned resources are under the control of the County Executive during an emergency and can be utilized as necessary.

4. Resources owned by other municipalities in and outside of St. Lawrence County can be utilized upon agreement between the requesting and offering government.

5. Resources owned privately cannot be commandeered or confiscated by government

during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

I.   Standard Operating Guides and Other Supporting Plans.

1. Each County agency assigned responsibility under this Response portion of the plan has been provided a Contingency Planning Survey Document for preparing its own Standard Operating Guides (SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and NIMS ICS training.

2. Each agency SOG is to updated at least annually and reviewed at a joint agency planning meeting held each spring. Copies of each SOG are retained by the County Emergency Manager. The following agency SOG's have been filed as drafts as of October 30, 2003:

   ➢ Office of Emergency Services
   ➢ Mass Fatalities Plan of Operation, Coroner's Office
   ➢ Office for the Aging
   ➢ County Clerk/Canton Motor Vehicle
   ➢ St. Lawrence County Sheriff Office/Criminal Division
   ➢ St. Lawrence County Treasurer
   ➢ St. Lawrence County Job Development/Center for Workforce Development
   ➢ Office of the Chief Administrative Officer
   ➢ St. Lawrence County Buildings & Grounds
   ➢ St. Lawrence County Probation
   ➢ Department of Social Services

3. The following is a list of functional and hazard specific annexes that support this plan, and are filed in the County Emergency Management Office:

   ➢ St. Lawrence County Hazardous Materials Response Plan (Sara Title III)

Attachment 1

ST. LAWRENCE COUNTY

NATIONAL INCIDENT
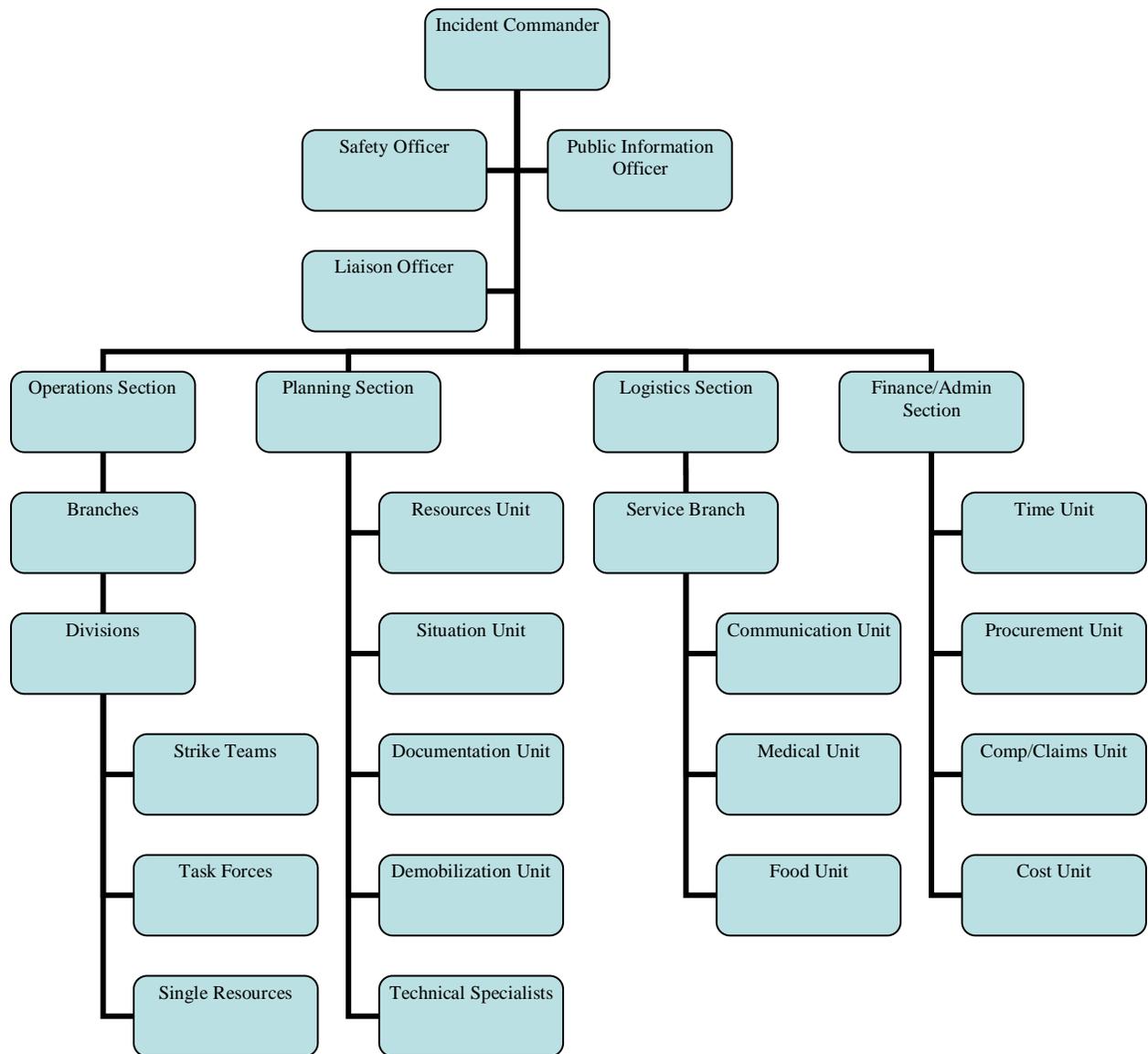
MANAGEMENT SYSTEM (NIMS)

INCIDENT COMMAND SYSTEM (ICS)

POSITION DESCRIPTIONS

NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM DIAGRAM

This diagram illustrates a model National Incident Management System (NIMS) Incident Command System (ICS) structure for an extremely large hazardous materials incident. The system will vary depending on the size, nature, and complexity of the response. For most hazmat incidents the NIMS ICS structure will be much less elaborate.

**NATIONAL INCIDENT MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM
ORGANIZATION CHART**

Incident Commander

Safety Officer

Public Information Officer

Liaison Officer

Operations Section	Planning Section	Logistics Section	Finance/Admin Section
Branches	Resources Unit	Service Branch	Time Unit
Divisions	Situation Unit	Communication Unit	Procurement Unit
Strike Teams	Documentation Unit	Medical Unit	Comp/Claims Unit
Task Forces	Demobilization Unit	Food Unit	Cost Unit
Single Resources	Technical Specialists		

INTRODUCTION

The NIMS ICS organizational guidance provided is not regulatory. Recognizing that a response will bring together numerous organizations with varying incident management structures, the Incident Commander or Unified Command for the specific incident will determine how to best set up and staff the incident-specific NIMS ICS organization for the most efficient and effective use of the resources involved.

The NIMS Incident Command System provides for maximum flexibility in varied situations, but specific training is recommended. These Position Descriptions are a job aid rather than a stand-alone document. By reading the position descriptions, and checklists, responders will be guided in their duties within the NIMS ICS process.

The NIMS ICS diagram outlines a generic response organization for pre-event planning. However, an actual organization will be event-specific. Not all positions need to be filled. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

INCIDENT COMMANDER

On most incidents, a single Incident Commander carries out the Command activity. The Incident Commander is selected through pre-designation, qualifications, or experience. The Incident Commander may have a deputy, who may be from the same entity or from an assisting entity. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

a. Review common responsibilities.
b. Assess the situation and/or obtain a briefing from the prior Incident Commander.
c. Determine incident objectives and strategies.
d. Establish the immediate priorities.
e. Establish an Incident Command Post.
f. Establish an appropriate organization.
g. Approve and authorize implementation of an Incident Action Plan.
h. Ensure that adequate safety measures are in place.
i. Coordinate activity of all Command and General Staff.
j. Coordinate with key stakeholders and officials through the Liaison Officer.
k. Approve requests for additional resources or for the release of resources.
l. Keep agency or authorizing entity (Responsible Party) informed about incident status.
m. Approve, if appropriate, the use of trainees, volunteers, or auxiliary personnel.
n. Authorize release of information through the Information Officer.
o. Ensure incident funding is available.
p. Notify natural resource trustees(s) and coordinate with NRDA Representative(s).
q. Coordinate incident investigation responsibilities.
r. Seek appropriate legal counsel.
s. Order the demobilization of incident resources, when appropriate.

INFORMATION OFFICER

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a.   Review Common Responsibilities.
b.   Determine from the Incident Commander if there are any limits on information release.
c.   Develop material for use in news briefings.
d.   Obtain Incident Commander approval for news media releases.
e   Inform news media and conduct news briefings.
f.   Arrange for tours and other interviews or briefings that may be required.
g.   Obtain news media information that may be useful for incident planning.
h.   Maintain current information summaries and/or displays on the incident.
i.   Provide information on status of incident to assigned personnel.
j.   Establish and staff a Joint Information Center (JIC) as necessary.
k.   Maintain Unit/Activity Log (ICS 214).

SAFETY OFFICER

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required.
The Safety Officer maintains awareness of active and developing situations, ensures the Site Safety and Health Plan is prepared and implemented, and includes safety messages in each Incident Action Plan. Only one Safety Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a.   Review Common Responsibilities.
b.   During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
c.   Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work-plan.
d.   Review the Incident Action Plan for safety implications.
e.   Exercise emergency authority to prevent or stop unsafe acts.
f.   Investigate accidents that have occurred within incident areas.
g.   Ensure preparation and implementation of Site Safety and Health Plan (SSHP) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations.

The SSHP shall, at a minimum, address, include, or contain the following elements:
- Health and safety hazard analysis for each site task or operation.
- Comprehensive operations work-plan.
- Personnel training requirements.
- PPE selection criteria.
- Site-specific occupational medical monitoring requirements.
- Air monitoring plan: area/personal.
- Site control measures.
- Confined space entry procedures "only if needed".
- Pre-entry briefings (tailgate meetings): initial and as needed.
- Pre-operations health and safety conference for all incident participants.
- Quality assurance of SSHP effectiveness.

h   Assign assistants and manage the incident safety organization.
i.   Review and approve the Medical Plan (ICS 206).
j.   Maintain Unit/Activity Log (ICS 214).

LIAISON OFFICER

Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the point of contact for the assisting and cooperating Agency Representatives and stakeholder groups.
Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a.   Review Common Responsibilities.
b.   Provide a point of contact for assisting and cooperating Agency Representatives.
c.   Identify Agency Representatives from each agency, including communications link and location.
d.   Maintain a list of assisting and cooperating agency and stakeholder group contacts.
e.   Assist in establishing and coordinating interagency contacts.
f.   Keep agencies supporting incident aware of incident status.
g.   Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Command, as appropriate.
h.   Participate in planning meetings; provide current resource status information, including limitations and capabilities of assisting agency resources.
i.   Provide information and support to local government officials and stakeholder groups.
j.   Maintain Unit/Activity Log (ICS 214).

AGENCY REPRESENTATIVES

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

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

a. Review Common Responsibilities.
b. Ensure that all agency resources are properly checked-in at the incident.
c. Obtain briefing from the Liaison Officer or Incident Commander.
d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
e. Attend briefings and planning meetings, as required.
f. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
g. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
h. Ensure the well-being of agency personnel assigned to the incident.
i. Advise the Liaison Officer of any special agency needs or requirements.
j. Report to home agency or headquarters on a prearranged schedule.
k   Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
l. Ensure that all required agency forms, reports, and documents are complete prior to departure.
m. Meet with the Liaison Officer or Incident Commander for debriefing prior to departure.

OPERATIONS SECTION CHIEF

The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission.

The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety and Health Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plans as necessary; and reports such to the Incident Commander.

a. Review Common Responsibilities.
b. Develop operations portion of Incident Action Plan.
c. Brief and assign operations personnel in accordance with Incident Action Plan.
d. Supervise execution of the Incident Action Plan for Operations.
e. Request resources needed to implement Operation's tactics as part of the Incident Action Plan development (ICS 215).
f. Ensure safe tactical operations.
g. Make, or approve, expedient changes to the Incident Action Plan during the operational period, as necessary.
h. Approve suggested list of resources to be released from assigned status (not released from the incident).
i. Assemble and disassemble teams/task forces assigned to operations section.

j.   Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.

k.   Maintain Unit/Activity Log (ICS 214).

PLANNING SECTION CHIEF

The Planning Section Chief, a member of the General Staff, is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

a.   Review Common Responsibilities.

b.   Activate Planning Section units.

c.   Assign available personnel already on site to NIMS ICS organizational positions, as appropriate.

d.   Collect and process information about the incident.

e.   Supervise Incident Action Plan preparation.

f.   Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.

g.   Participate in planning and other meetings, as required.

h.   Establish information requirements and reporting schedules for all NIMS ICS organizational elements for use in preparing the Incident Action Plan.

i.   Determine need for any specialized resources in support of the incident.

j.   Provide Resources Unit with the Planning Section's organizational structure, including names and locations of assigned personnel.

k.   Assign Technical Specialists, where needed.

l.   Assemble information on alternative strategies.

m.   Assemble and disassemble Strike Teams or Task Forces, as necessary.

n.   Provide periodic predictions on incident potential.

o.   Compile and display incident status summary information.

p.   Provide status reports to appropriate requesters.

q.   Advise General Staff of any significant changes in incident status.

r.   Incorporate the incident Traffic Plan (from Ground Support Unit), Vessel Routing Plan (from Vessel Support Unit) and other supporting plans in the Incident Action Plan.

s.   Instruct Planning Section Units in distribution and routing of incident information.

t.   Prepare resource release recommendations for submission to Incident Command.

u.   Maintain Section records.

v.   Maintain Unit/Activity Log (ICS 214).

PLANNING SECTION - TECHNICAL SPECIALISTS

Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the NIMS ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be used during a terrorism incident response.

a.   Review Common Responsibilities.
b.   Check in.
c.   Obtain briefing from supervisor.
d.   Obtain personal protective equipment as appropriate.
e.   Determine coordination procedures with other sections, units, and local agencies.
f.   Establish work area and acquire work materials.
g.   Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies as appropriate.
h.   Obtain appropriate transportation and communications.
i.   Keep supervisor informed.
j.   Maintain Unit/Activity Log.

EXAMPLES OF TECHNICAL SPECIALISTS:

Fire Behavior Specialist
Environmental Specialist
Hostage Negotiations Specialist
DMORT Family Notification Specialist
Training Specialist
Weather Forecasting Specialist

SCIENTIFIC SUPPORT COORDINATOR

The Scientific Support Coordinator (SSC) is a technical specialist and is defined in the National Contingency Plan as the principal advisor to the FOSC for scientific issues. The SSC is responsible for providing expertise on chemical hazards, field observations, trajectory analysis, and resources at risk, environmental tradeoffs of countermeasures and cleanup methods, and information management. The SSC is also charged with gaining consensus on scientific issues affecting the response, but ensuring that differing opinions within the scientific community are communicated to the Incident Command. The SSC is the point of contact for the Scientific Support Team from NOAA's Office of Response and Restoration (OR&R). Additionally, the SSC is responsible for providing data on weather, tides, and currents, and other applicable environmental conditions. The SSC can serve as the Environmental Unit Leader.

a.   Review Common Responsibilities.
b.   Attend planning meetings.
c.   Determine resource needs.
d.   Provide over flight maps and trajectory analysis to the Situation Unit.

e.   Provide weather, tidal, and current information.
f.   Obtain consensus on scientific issues affecting the response.
g.   Develop a prioritized list of the resources at risk.
h.   Provide information on chemical hazards.
i.   Evaluate environmental tradeoffs of countermeasures and cleanup methods, and response endpoints.
j.   Maintain Unit Activity Log (ICS 214).

LOGISTICS SECTION CHIEF

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident response. The Logistics Section Chief participates in developing and implementing the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

a.   Review Common Responsibilities.
b.   Plan organization of Logistics Section.
c.   Assign work locations and preliminary work tasks to Section personnel.
d.   Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
e.   Assemble and brief Branch Directors and Unit Leaders.
f.   Participate in Incident Action Plan preparation.
g.   Identify service and support requirements for planned and expected operations.
h.   Provide input to, and review, Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
i.   Coordinate and process requests for additional resources.
j.   Review Incident Action Plan and estimate Section needs for next operational period.
k.   Advise on current service and support capabilities.
l.   Prepare service and support elements of the Incident Action Plan.
m.   Estimate future service and support requirements.
n.   Provide input to Demobilization Plan as required by Planning Section.
o.   Recommend release of unit resources in conformance with Demobilization Plan.
p.   Ensure general welfare and safety of Logistics Section personnel.
q.   Maintain Unit/Activity Log (ICS 214).

FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

a.   Review Common Responsibilities.
b.   Attend briefing with responsible company/agency to gather information.
c.   Attend planning meetings to gather information on overall strategy.
d.   Determine resource needs.
e.   Develop an operating plan for Finance/Administration function on incident.

f. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
g. Inform members of the Unified Command and General Staff when Section is fully operational.
h. Meet with assisting and cooperating company/agency representatives, as required.
i. Provide input in all planning sessions on financial and cost analysis matters.
j. Maintain daily contact with company/ agency(s) administrative headquarters on finance matters.
k. Ensure that all personnel time records are transmitted to home company/agency according to policy.
l. Participate in all demobilization planning.
m. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
n. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.

Attachment 2

STANDARD OPERATING GUIDE

FOR THE

ST. LAWRENCE COUNTY

EMERGENCY OPERATIONS CENTER

(EOC)

A. INTRODUCTION

1. This Guide is a supplement to the St. Lawrence County Comprehensive Emergency Management Plan.

2. The St. Lawrence County Emergency Operations Center (EOC), located at the Public Safety Complex, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations.

3. The County Director of Emergency Services (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

B. READINESS

1. The Emergency Manager maintains (at the EOC):

   a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the EOC computer system).

   b) A current chart and/or checklist of response activities required during emergencies.

   c) Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.

d) Current copies of agencies' response plans/procedures.

e) A situation display board for recording and reporting during the progress of an emergency.

f) A "daily activities" log (both in hard copy and in the EOC computer system).

g) A current resource inventory (both in hard copy and in the EOC computer system).

h) EOC space is to be maintained in an emergency operation mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

C. ACTIVATION

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

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

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

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

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

2. Initial notification of an emergency is usually received at the St. Lawrence County 9-1-1 Communications Center where the information is recorded.

3. Upon initial notification of an emergency (or a potential emergency), the Communications Center duty officer will immediately, based upon all available information, assign a Response Level for the purposes of activating the appropriate county personnel as described below:

For Response Level 1, only the staff of the County Office of Emergency Services is notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select

members of the county response organization as determined by the Emergency Manager.

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

4. Initial notification of an emergency to a County office other than the County 911 Center requires the recipient to notify the Director, St. Lawrence County Office of Emergency Services,

5. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.

6. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

D. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.

2. For a Level 3 emergency, with full EOC staffing, staff will be organized into the five NIMS ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.

3. For Level 3 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation de-escalates.

4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (6:00a to 6:30p and 6:00p to 6:30a).

5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.

6. For lesser emergencies (Levels 1 and 2), where there is no need for a major County response, the formal use at the EOC of distinct NIMS ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the Chair, St. Lawrence County Board of Legislators, will normally be responsible for all NIMS ICS functions and may utilize distinct NIMS ICS functional components as needed.

E. SITUATION REPORTING

1. The NIMS ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:

   a) Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.

   b) After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible

   c) Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.

   d) Periodically request situation reports from each agency represented at the EOC.

   e) Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.

   f) In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:

   > date and time of emergency
   > type, response level, and location
   > specific area affected (including number of people)
   > number of injured (estimated)
   > number of dead (estimated)
   > extent of damage (estimated)
   > damage or loss of municipal response equipment
   > roads closed
   > states of emergency declared
   > emergency order issued
   > mutual aid called upon
   > major actions taken

   g) Provide the report to the Director of Emergency Services, who reports to the Chair, St. Lawrence County Board of Legislators and the SEMO Regional Office.

   h) Based upon the report, conduct regular briefings to the Command and Operations Section.

i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Sheriff, Chair, St. Lawrence County Board of Legislators and the SEMO Regional Office.

j) Maintain an event log to include all pertinent disaster-related information.

F. SECURITY

1. Internal security at the EOC will be provided by the County Sheriff's Department during a Level 2 and 3 emergencies; during a Level 1 emergency, any security requirements will be provided as deemed necessary.

2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the main entrance.

3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.

4. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Department personnel and dealt with appropriately.

5. Temporary passes will be returned to the security desk when departing from the premises.

Attachment 3

ST. LAWRENCE COUNTY

EMERGENCY ALERT SYSTEM (EAS)

PURPOSE

1. To meet Federal guidelines set down for a plan by each county to be established by January 1, 1997.

2. To have a plan to alert the citizens of the affected areas of St. Lawrence County of a natural or technical (including man-made) disaster.

3. To give advanced warning to potentially affected citizens on what steps should be taken to prevent injuries or deaths from occurring.

AUTHORITY

Title 47 U.S.C. 161, 154 (1) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part II, FCC Rules & Regulations, Emergency Alert System

OBJECTIVE

The objective of this plan is to document the steps to take for the proper notifications to the sending agency (National Weather Services or media resources) to notify the citizens of St. Lawrence County of an impending emergency whether it be natural or technical (man made) to prevent injury or death.

This document will utilize certain aspects of the St. Lawrence County Comprehensive Emergency Management Plan and the Hazardous Materials Response Annex in order to properly activate the EAS. This plan contains procedures for local officials and/or the National Weather Service to transmit emergency information to the public during a local emergency using the EAS.

This document is intended to supplement existing procedures in the EAS New York State Plan as promulgated by the State Emergency Communications Commission. Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast or cable licensee from exercising her/his independent discretion and responsibility in any given situation. Stations originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system exercising discretion during the broadcast of emergency instructions to the general public is provided by FCC rules.

WHO CAN ACTIVATE THE PLAN

1. President
2. Governor
3. Department of Homeland Security/ FEMA
4. Chair, St. Lawrence County Board of Legislators and/or the Emergency Management Office Director
5. National Weather Service
6. Media (radio, TV, cable) with authorization by one of the above.

AUTHENTICATION

1. The following authentication should be used in order to activate the EAS System:

2. A return phone call to the appropriate number shall be made to verify the activation for emergencies.

HAZARDS WHICH REQUIRE PLAN ACTIVATION

1. Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.

2. Natural disaster (notification from National Weather Service probable).

3. Any other major emergency where public would need to be notified.

COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE

1. Communications with the National Weather Service will be for the following reasons:

   a. A test of the Emergency Alert System

   b. An actual emergency where the system needs to be activated.

2. Communications will be by the following means:

   a. High band radio –FEMA/DHS Frequency

   b. Regular telephone

   c. NYSPIN (St. Lawrence County Emergency Management)

   d. NAWAS (St. Lawrence County Emergency Management)

   e. Cellular phone

f. Packet radio

g. High band radio - local government

h. If any of the above is not available, then a low band portable will be taken to the National Weather Service for use on either St. Lawrence County F-2 or state wide fire ground F-4 frequencies.

DEFINITIONS

1. <u>Emergency</u> - A situation posing an extraordinary threat to the safety of life and property. Examples are tornadoes, floods, earthquakes, icing conditions, heavy snows, widespread fires, discharge of toxic gases, widespread power failures, industrial explosions, civil disorders and radiological emergencies, etc.

2. <u>Designated Local Government Officials</u> - The person or persons designated by the state and local government as specified on the top of Page 29.

SAMPLE MESSAGES

1. Hazardous Materials

   St. Lawrence County Executive has announced that an emergency condition exists at (insert area) and orders the evacuation of all persons living or working in Response Zone 1. Response Zone 1 includes_____.

2. Weather

   The National Weather Service has issued a:

   __Tornado Warning   __Tornado Watch
   __Severe Thunderstorm Warning   __Severe Thunderstorm Watch
   __Flash Flood Warning   __Flash Flood Watch
   __Special Marine Warning   __Flood Watch
   __Lakeshore Warning   __High Wind Warning
   __Winter Storm Warning
   __Blizzard Warning
   __Flood Warning

   For the following counties in New York State
   __St. Lawrence   __Franklin
   __Lewis   __Jefferson
    (Note: May use portions of counties, as appropriate)

The (WARNING/WATCH) is in effect until (TIME AM/PM)

(BRIEF, short-fused information as to the location and movement of storms, communities to be affected and description of hazard.)

Stay tuned to local media or NOAA Weather Radio for more information and further updates on this WATCH/WARNING

Notes: This message should take no longer than 45 seconds to broadcast.
When completed, please initial this sheet and place on clipboard.
Initials:

LIST OF PARTICIPATING AGENCIES

WSLU – North Country Public Radio

Each station must be called and password given along with who is authorizing it.

Activation of EAS in Emergencies

WARNING OF ENDANGERED POPULATIONS

1. Emergency warnings may be received at the 911 Communication Center through the National Warning System (NAWAS) or on a NYSPIN on a 24-hour basis.

2. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the "voice" of emergency public information.

3. The primary EAS program control station serving St. Lawrence County is WSLU

4. Notification of the public residing within an area exposed to a disaster will be accomplished by public address systems of local police and fire vehicles or door-to-door notification in rural and urban areas.

5. Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly will be notified individually. Arrangement will be made for warning the hearing impaired as conditions warrant.

6. Emergency warnings may be received at the EOC of the Department of Emergency Services CD/ODP Division-St. Lawrence County Sheriff's Department-Communication Center and the NYS Police Information Network (NYSPIN), 24 hours.

SITUATION REPORTING

1. The Emergency Manager will prepare the initial disaster situation report to be submitted to the County Executive and the Department of Homeland Security. The report will contain the following information:

    a. Date and time of disaster
    b. Type of disaster
    c. General location of disaster
    d. Specific area affected including the number of people
    e. Number of injured (estimate)
    f. Number of dead (estimate)
    g. Damage or loss of municipal response equipment-assessment
    h. Roads closed
    i. Actions taken

2. The Emergency Manager or his designee will prepare follow-up reports.

3. Statewide emergency situation reports will be received through the National Warning System (NAWAS), the National Weather Service (NWS) and the NY State Police Information Networks (NYSPIN).

EMERGENCY PUBLIC INFORMATION

1. In consultation with the Emergency Manager or his designee, the County Executive will designate a County Public Information Officer (PIO) as the authoritative spokesperson for the county.

2. The County Public Information Officer (PIO) will:

    a. Establish a Public Information Center (PIC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings.

    b. Make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the major emergency or disaster.

    c. Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.

    d. Authenticate all sources of information being received and verify accuracy.

    e. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.

f. Coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved.

g. Clear all news releases with the County Executive.

h. Check and control the spreading of rumors.

i. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.

j. Arrange any media and public tours of emergency sites with law enforcement personnel.

k. Inform the public about places of contact for missing persons and continued emergency services with the Red Cross.

l. Develop and keep updated Emergency Public Information (EPI) materials such as pamphlets with instructions as to what action to take (including instructions to groups when primary language is not English) - Linguistic Department SUNY Albany.

m. Make EPI materials available for distribution to the public and use by the news media, including for the visually impaired.

n. Make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact.

o. Conduct annual information meetings with the news media to acquaint them with current emergency plans and procedures.

3. The Public Information Center (PIC) may be established at the EOC or at any location where information flow can be maintained without interfering with emergency operations.

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

IMMEDIATE PROTECTIVE ACTION

1. Protective action for emergency workers involved in containment, mitigation, assessment and recovery operations will be specific to the situation and the organization involved. The purpose of all protective actions will be to minimize the hazard to emergency response workers and the general public.

2. Depending on the type of disaster, the County Health Department, State Health Department, and/or other designated local or state agencies will combine their efforts for monitoring and exposure control.

3. The initial protective action recommendations will be made to the County EOC and to the incident commander. Reports and records will be communicated to and coordinated by the EOC.

4. The assessment of data will be done at the EOC as follows:

    a. All monitoring data received at the EOC will be plotted on overlays.

    b. Meteorological data received from the agencies and local NOAA stations will be recorded and correlated with monitoring data to construct downwind hazard predictions.

    c. These analyses will be compared to the more complex and definitive assessments received from state and federal sources.

5. The County Executive, on recommendation of County/State Health and/or other state technical assistance agencies, will order proper exposure control.

TECHNICAL ANNEX TO ST. LAWRENCE COUNTY'S EAS PLAN

EAS MESSAGE PRIORITIES

A national activation for a Presidential message with the event code EAN must take priority over any other message and preempt it if it is in progress.

EAS participants should transmit other EAS messages in the following order:
   a. Local Area Messages
   b. State Messages
   c. National Information Center (NIC) Messages

During a national emergency, the radio and television broadcast network program distribution facilities must be reserved exclusively for distribution for Presidential messages.

NIC messages received from national networks which are not broadcast at the time of original transmission must be recorded locally by LP sources for transmission at the earliest opportunity.

TRANSMISSION REQUIREMENTS

Transmissions may be either automatic or manual.

Transmissions must include:
   a. EAS header codes
   b. Attention signal
   c. Emergency message
   d. End of message (EQM)

VISUAL REQUIREMENTS

Effective July 1, 1997, television stations shall transmit a visual message containing the originator, event, location and the valid time period of an EAS message. If the message is a video crawl, it shall be displayed at the top of the television screen or where it will not interfere with other visual messages.

Television stations should ensure that pauses in video before EAS message transmissions do not cause television receivers to mute EAS audio messages.

TRANSMISSION REQUIREMENTS (CABLE)

Effective January 1, 1997, cable systems shall transmit EAS audio messages in the same order as broadcast stations. The attention signal may be produced from a storage device. Additionally, subject cable systems must:

♦ Provide a video interruption and an audio EAS message on all channels. The audio message must state which channel is carrying the visual EAS message.

- Subject cable systems shall transmit a visual EAS message on at least one channel. The message shall contain the originator, event, location and the valid time period of the EAS message. If the visual message is a video crawl, it shall be displayed at the top of the subscriber's television screen or where it will not interfere with other visual messages.

- Cable systems shall provide a method to alert hearing impaired or deaf subscribers to EAS messages. Methods may include: a box that displays EAS messages and activates other alerting mechanisms or lights; visual messages on all channels; etc.

- Cable systems may elect not to interrupt EAS messages from broadcast stations based on a written agreement between all concerned.

UNATTENDED REQUIREMENTS

Automatic interrupt of programming and transmission of EAS messages is required when facilities are unattended and must include a permanent record that contains a minimum of the following:
   a. Originator
   b. Event
   c. Location
   d. Valid time period of the message

The decoder performs the functions necessary to determine which EAS messages are automatically transmitted by the encoder.

RETRANSMISSION REQUIREMENTS

Participants are required to transmit all received EAS messages that have the following event codes:
   a. Emergency Action Notification (EAN)
   b. Emergency Action Termination (EAT)
   c. Required Monthly Test (RMT)

   and accompanying location codes for their state and state/county.

These EAS messages shall be retransmitted unchanged except for the LLLLLLLL-code which identifies the broadcast station or cable system retransmitting the message.

If an EAS source originates any EAS messages with the above event codes, it must include the location codes for the state and counties in its service area.

Retransmission must be within the following time frame:
   a. EAS messages with the EAN and EAT event codes must be transmitted immediately upon reception.
   b. Monthly EAS messages must be transmitted within 15 minutes of reception.

MONITORING REQUIREMENTS

Broadcast stations and subject cable systems must monitor two (2) EAS sources specified in the state EAS Plan and FCC Mapbook.

Broadcast station and cable system management will determine which header codes for state and local area emergency situations will automatically interrupt their programming.

TESTING REQUIREMENTS

Entries shall be made in the broadcast station or cable system records for all tests.

REQUIRED MONTHLY TESTS (RMT) CONSISTS OF THE TRANSMISSION OF:

    a. EAS header codes
    b. Attention signal
    c. Test script
    d. EOM code

Tests in odd numbered months: 8:30 a.m. to local sunset.

Tests in even numbered months: local sunset to 8:30 a.m.

Originate from local or state primary sources.

Must be re-transmitted within 15 minutes of receipt

Class D FM and LPTV need to transmit only the test script.

REQUIRED WEEKLY TESTS (RWT) CONSISTS OF THE TRANSMISSION OF:

    a. EAS header codes
    b. EOM codes

Originated by stations once a week at random days and times

Class D FM and LPTV not required to transmit, but must log receipt.

Not required during the week that a monthly test is conducted.

PERIODIC NATIONAL TESTS

National Primary (NP) sources shall participate in tests as appropriate. The FCC may request a report of these tests.

CLOSED CIRCUIT TESTS OF NATIONAL LEVEL EAS FACILITIES

Not more than once a month and not less than once every three months. Test times will be selected by the White House. The FCC will notify participants at least four (4) working days before the test.

CO-LOCATED OPTIONS

Broadcast stations or cable systems that are co-owned and co-located may provide the EAS transmitting requirements with one EAS encoder and the monitoring requirements with one EAS decoder.

REMOTE CONTROL OPTIONS

Either manual or automatic operation of EAS equipment may be used at broadcast stations or cable systems that use remote control

If manual operation is used, an EAS decoder must be located at the remote control location and directly monitor the signals of the two assigned EAS sources.

If direct monitoring of the assigned EAS sources is not possible at the remote location, automatic operation is required.

If automatic operation is used, the remote control location may be used to override the transmission of an EAS message.

Broadcast stations and cable systems may change back and forth between automatic and manual operation.

ADDITIONAL CARRIER OPTIONS

Broadcast stations may additionally transmit EAS messages through other communications means than the main audio channel.

For example:
☐ FM stations on sub-carriers including 57 kHz using the Radio Broadcast Data System (RBDS) standard produced by the National Radio Systems Committee (NRSC)
☐ Television stations may use subsidiary communications services

EQUIPMENT FAILURE PROCEDURE

Broadcast stations and subject cable systems must determine the cause of any failure to receive the required tests or activations. Appropriate entries must be made in the broadcast station log or cable system record indicating reasons why any tests were not received.

In the event of equipment failure, a broadcast station or subject cable system may operate without the equipment, pending its repair or replacement, for a period not in excess of 60 days without further FCC authority, with appropriate entries in the broadcast station log, or subject cable system records, showing the date and time the equipment was removed and restored to service.

For personnel training purposes, the required monthly test script must still be transmitted even through the equipment for generating the EAS message codes, attention signal and EOM code is not functioning.

NATIONAL OPERATION PROCEDURE

The EAN is issued by the White House to:
- Participating radio and television networks
- Cable networks and program suppliers
- Wire services
- Communications common carriers

It is then disseminated via:
- Radio and television broadcast networks to all affiliates with the use of internal alerting facilities.
- Cable networks and program suppliers to cable systems and subscribers
- Wire services to all subscribers (AM, FM, TV, LPTV and other stations)
- Off-air monitoring of EAS sources

UPON RECEIPT OF AN EAN MESSAGE

1. Monitor the radio and television networks, cable networks and program suppliers, and wire services for further instructions.

2. Verify the authenticity of the EAN message with the current Red Envelope Authenticator List (broadcast stations only).

3. Monitor the two EAS sources assigned in the State or Local Area Plan.

4. Discontinue normal programming and follow the transmission procedures in the EAS Operating Handbook.

   -Non-participating National (NN) sources make the sign-off announcement and remove their carriers from the air and monitor for the Emergency Action termination message.

   -NN sources using automatic interrupt must transmit the header codes, attention signal, sign-off announcement and EOM code.

5. Transmit a common emergency message until receipt of the Emergency Action Termination Message.

6.   TV broadcast stations shall display an appropriate EAS slide and then transmit all EAS announcements visually and aurally.

7.   Stations in the International Broadcast Service must cease broadcasting immediately upon receipt of an Emergency Action Notification and must maintain radio silence until an EAT is issued.

STATE OPERATION PROCEDURE

EAN dissemination arrangements at these levels originate from State and local governments in accordance with State and local area plans.

1.   The EAS may be activated at the state or local area levels by broadcast stations an cable systems at their discretion for day-to-day emergency situations posing a threat to life and property.

2.   EAS operations must be conducted as specified in State and local area plans.

3.   State Relay (SR) sources monitor the State Relay Network or follow the State EAS Plan for instructions from the State Primary (SP) source.

4.   Local Primary (LP) sources monitor the Local Area SR sources to follow the State EAS Plan for instructions.

5.   Participating National (PN) and Non-participating National (NN) sources monitor the Local Area LP sources for instructions.

6.   Broadcast stations and cable systems participating in the State or Local Area EAS must discontinue normal programming and follow the procedures in the State and Local Area Plans.

7.   Upon completion of the State and Local Area EAS transmission procedures, resume normal programming until receipt of the cue from the SR or LP sources in your Local Area. Then broadcast the common emergency message. Resume normal programming at the conclusion of the emergency message.

Attachment 4

**NY STATE HIGHWAY EMERGENCY TASK FORCE
POLICY AND PROCEDURES**

New York State Disaster Preparedness Commission

I. STATE DISASTER EMERGENCY DECLARATION

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

II. STATE HIGHWAY EMERGENCY TASK FORCE ASSISTANCE

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

III. STATE HIGHWAY EMERGENCY TASK FORCE POLICY

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

A. MISSION RESPONSIBILITIES

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

B. MISSION PRIORITIES

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

1. **First Priority**: the clearance of transportation corridors in order to enable the passage of emergency vehicles.

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

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

C.   MISSION REQUESTS

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

D.   MISSION ASSIGNMENTS

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

E.   COMPLETION DATE

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

IV. STATE DEBRIS CLEARANCE RESPONSIBILITIES

A. STATE COORDINATING OFFICER (SCO)

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

B. DEPARTMENT OF HOMELAND SECURITY (DHS)

DHS coordinates debris clearance missions under a National and State Disaster Emergency Declaration.

C. DEPARTMENT OF TRANSPORTATION (DOT)

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

D. DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Under 6 NYCRR Part 215, DEC requires a permit for the disposal of trees, branches, leaves and other brush by open burning. In addition, storage sites and transfer stations require a solid waste management permit under 6 NYCRR Part 360. These permits must be filed by each entity wishing to burn brush or landfill debris. However, NYS Environmental Conservation Law (ECL) Sec.á70-0111(d) provides for the issuance of general permits, valid for a specific period of time following natural disasters, when numbers of individuals undertake similar types of minor projects that are of a remedial nature. Further, ECL Sec.á70-0116 allows the DEC to give emergency authorization, not to exceed 30 days, for an action normally requiring a permit. Both emergency provisions require a finding of emergency or written statement of necessity by the DEC Commissioner in order to be implemented.

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

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

E.   OTHER STATE AGENCIES

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

V. FEDERAL DEBRIS CLEARANCE ASSISTANCE

A. Federal Disaster Assistance Law Provisions

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

1. The necessary elimination of immediate threats to life, public health and safety;

2. The elimination of immediate threats of significant damage to improved public or private property; and,

3. To ensure the economic recovery of the affected community to the benefit of the community-at-large.

ST. LAWRENCE COUNTY COMPREHENSIVE

EMERGENCY MANAGEMENT PLAN

Section IV

RECOVERY

A. Damage Assessment

1. All local governments (towns, villages, and cities) in St. Lawrence County must participate in damage assessment activities.

2. The Director of Emergency Services (County Emergency Manager) is responsible for:

   a) developing with local governments a damage assessment program;
   b) coordinating damage assessment activities in the County during and following an emergency;
   c) designating a Damage Assessment Officer for each emergency.

   The County Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.

3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the County Emergency Manager in damage assessment activities including:

   (a) Pre-emergency:

   ➤ identifying county agencies, personnel, and resources to assist and support damage assessment activities
   ➤ identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
   ➤ fostering agreements between local government and the private sector for technical support
   ➤ utilizing geographic information systems (GIS) in damage assessment
   ➤ participate in annual training

   (b) Emergency:

   ➤ obtaining and maintaining documents, maps, photos and video tapes of damage
   ➤ reviewing procedures and forms for reporting damage to higher levels of government
   ➤ determining if State assistance is required in the damage assessment process

(c) Post-emergency:

- ➢ advise county departments and local municipalities of assessment requirements
- ➢ selecting personnel to participate in damage assessment survey teams
- ➢ arranging for training of selected personnel in damage assessment survey techniques
- ➢ identifying and prioritizing areas to survey damage
- ➢ assigning survey teams to selected areas
- ➢ completing damage assessment survey reports and maintaining records of the reports

4. It is essential that, from the outset of emergency response actions, county response personnel keep detailed records of expenditures for:
   a) labor used
   b) use of owned equipment
   c) use of borrowed or rented equipment
   d) use of materials from existing stock
   e) contracted services for emergency response
   f) submitting damage assessment reports to the Department of Homeland Security

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

6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).

7. County and local Municipalities damage assessment information will be reported to the Damage Assessment Officer at the EOC.

8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.

9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.

10. The Director of Emergency Services, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on:
  - ➢ destroyed property
  - ➢ property sustaining major damage
  - ➢ property sustaining minor damage, for the following categories:

  a) damage to private property in dollar loss to the extent not covered by insurance:

  - ➢ homes
  - ➢ businesses
  - ➢ industries
  - ➢ utilities
  - ➢ hospitals, institutions and private schools

  b) damage to public property in dollar loss to the extent not covered by insurance:

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

  c) damage to agriculture in dollar loss to the extent not covered by insurance:

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

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

  e) community services provided beyond normal needs

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

  g) financing overtime and labor required for emergency operations

DHS' damage assessment guidance, with appropriate forms, is available from the St. Lawrence County Office of Emergency Services.

11. The Chair, St. Lawrence County Board of Legislators, through the Emergency Manager, will submit the Damage Assessment Report to the Department of Homeland Security, Region Office. It is required for establishing the eligibility for any State and/or federal assistance.

12. Unless otherwise designated by the County Executive, the County Clerk will serve as the County's authorized agent in disaster assistance applications to state and Federal government.

13. The County's authorized agent will:

   a) attend public assistance applicant briefing conducted by Federal and State Emergency officials;
   b) review DHS' Public Assistance Handbook of Policies and Guidelines for Applicants;
   c) obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes;
   d) prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance;

   e) assign local representative(s) who will accompany the Federal/State Survey Teams(s);
   f) follow up with governor's authorized representative and FEMA;
   g) submit Proof of Insurance, if required;
   h) prepare and submit project listing if small project grant;
   i) follow eligibility regarding categorical or flexibly funded grant;
   j) maintain accurate and adequate documentation for costs on each project;
   k) observe FEMA time limits for project completion;
   l) request final inspection of completed work or provide appropriate certificates;
   m) prepare and submit final claim for reimbursement;
   n) assist in the required state audit;
   o) consult with governor's authorized representative (GAR) for assistance;
   p) maintain summary of damage suffered and recovery actions taken.

B.   Planning for Recovery

1. Recovery includes community development and redevelopment.
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2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning & Development.

3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.

4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.

5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.

6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.

7. A recovery task force will:

   a) direct the recovery with the assistance of county departments and agencies coordinated by the Director of Emergency Management;
   b) prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a of the State Executive Law.

8. The recovery and redevelopment plan shall include:

   a) replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings;
   b) establishment of priorities for emergency repairs to facilities, buildings and infrastructures;
   c) economic recovery and community development;
   d) new or amended zoning ordinances, subdivision regulations, building and sanitary codes.

9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.

10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.

11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.

12. If the governor declares a state disaster emergency, then under Section 28-a, the local governments have the following responsibilities:

    a) Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.

    b) Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through DHS, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

    c) Proposed plans shall be presented at a public hearing upon five (5) days notice, published in a newspaper of general circulation in the area affected, and transmitted to the radio and television media for publications and broadcast.

    d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.

    e) A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.

C. Reconstruction

   1. Reconstruction consists of two phases:

      a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards;

      b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement officially adopted plans, policies, and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster.

   2. Long term reconstruction and recovery includes activities such as:

      a) scheduling planning for redevelopment;
      b) analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction;
      c) conducting of public meetings and hearings;
      d) providing temporary housing and facilities;
      e) public assistance;
      f) coordinating State/Federal recovery assistance;
      g) monitoring of reconstruction progress;
      h) preparation of periodic progress reports to be submitted to DHS.

   3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.

   4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

   1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

      a) what kind of emergency assistance is available to the public;
      b) who provides the assistance;
      c) who is eligible for assistance;
      d) what kinds of records are needed to document items which are damaged or destroyed by the disaster;
      e) what actions to take to apply for assistance;
      f) where to apply for assistance.

   2. The following types of assistance may be available:

      a) food stamps (regular and/or emergency);
      b) temporary housing (rental, mobile home, motel);
      c) unemployment assistance and job placement (regular and disaster unemployment);

d) Veteran's benefits;

e) Social Security benefits;

f) disaster and emergency loans (Small Business Administration, Farmers Home Administration);

g) tax refund;

h) individual and family grants;

i) legal assistance;

3. All the above information will be prepared jointly by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

SECTION V

ST. LAWRENCE COUNTY

TERRORISM INCIDENT ANNEX

An Annex to the
St. Lawrence County Comprehensive Emergency Management Plan
St. Lawrence County Office of Emergency Services
November 2003

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TERRORISM INCIDENT ANNEX

Table of Contents

Terrorism Incident Annex

Operational Considerations Checklist[1]

Assess Security – Response and Initial Approach

Indicators

☐ Is the response to a target hazard or target event?

☐ Has there been a threat?

☐ Are there multiple (non-trauma related) victims?

☐ Are responders victims?

☐ Are hazardous substances involved?

☐ Has there been an explosion?

☐ Has there been a secondary attack/explosion?

If There Is One Indicator:

☐ Respond with a heightened level of awareness.

If There Are Multiple Indicators:

☐ You may be on the scene of a terrorist incident.

☐ Initiate response operations with extreme caution.

☐ Be alert for actions against responders.

☐ Evaluate and implement personal protective measures.

☐ Consider the need for maximum respiratory protection.

☐ Make immediate contact with law enforcement for coordination.

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[1] *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Office of Justice Programs, Section II-1-1 ff.

☐ Response route considerations:

- Approach cautiously, from uphill/upwind if possible.
- Consider law enforcement escort.
- Avoid choke points (i.e., congested areas).
- Designate rally points (i.e., regrouping areas – different from staging area – for responders).

☐ Identify safe staging location(s) for incoming units.

Command Considerations

☐ Establish command.

☐ Isolate area/deny entry.

☐ Ensure scene security.

☐ Initiate on-scene size-up and hazard/risk assessment.

☐ Provide, identify, and designate safe staging location for incoming units.

☐ Ensure the use of personal protective measures and shielding.

☐ Assess emergency egress routes:

- Position apparatus to facilitate rapid evacuation.
- If you must use emergency egress, reassemble at designated rally point(s).

☐ Ensure personnel accountability.

☐ Designate incident safety officer.

☐ Assess command post security.

☐ Consider assignment of liaison and public information positions.

☐ Assess decontamination requirements (gross, mass, etc.).

☐ Consider the need for additional/specialized resources.

- Fire
- EMS
- HazMat
- Law enforcement/explosive ordnance disposal (bomb squad).
- Emergency Management
- Public Works
- Public Health
- Environmental
- Others.

☐ Consider as a potential crime scene.

- Consider everything at the site as potential evidence.
- Ensure coordination with law enforcement.

☐ Make appropriate notifications.

- Dispatch center (update situation report).
- Hospitals
- Utilities
- Law Enforcement
- State point of contact as appropriate.

☐ Prepare for transition to Unified Command.

☐ Ensure coordination of communications and identify needs.

On-Scene Size-Up

☐ Review dispatch information.

☐ Look for physical indicators and other outward warning signs (of biological, nuclear, incendiary, chemical and explosive events, including armed assault):

- Debris field.
- Mass casualty/fatality with minimal or no trauma.
- Responder casualties.
- Severe structural damage without obvious cause.
- Dead animals and vegetation.
- System(s) disruptions (utilities, transportation, etc.)
- Unusual odors, color of smoke, vapor clouds.

☐ Victims' signs and symptoms of hazardous substance exposure:

- Are there unconscious victims with minimal or no trauma?
- Are there victims exhibiting SLUDGEM signs/seizures?
- Is there blistering, reddening of skin, discoloration or skin irritation?
- Are victims having difficulty breathing?

☐ Identify apparent sign/symptom commonality.

☐ Interview victims and witnesses (if possible):

- Is everyone accounted for?
- What happened (information on delivery system)?
- When did it happen?
- Where did it happen?

- Who was involved?
- Did they smell, see, taste, hear, or feel anything (out of the ordinary)?

☐ Identify type of event(s):

- Biological.
- Nuclear/radiological.
- Incendiary.
- Chemical.
- Explosive.
- Armed assault.

☐ Weather report considerations:

- Downwind exposures.
- Monitor forecast.

☐ Determine life safety threats:

- Self
- Responders
- Victims
- Public

☐ Determine mechanism(s) of injury (TRACEM-P):

- Thermal
- Radiological
- Asphyxiant
- Chemical
- Etiological
- Mechanical
- Psychological

☐ Estimate number of victims:

- Ambulatory.
- Non-ambulatory

☐ Identify damages/affected surroundings:

- Structural exposures.
- Downwind exposures.
- Environmental exposures.
- Below-grade occupancies.
- Below-grade utilities.
- Aviation/air space hazards.

☐ Consider potential for secondary attack:

- Chemical dispersal devices.
- Secondary explosive devices.
- Booby traps.

☐ Determine available needed resources:

- Fire
- EMS
- HazMat
- Law enforcement/explosive ordnance disposal (bomb squad).
- Emergency Management
- Public works.
- Public Health
- Environmental
- Others

Incident Site Management, Safety, and Security

☐ Reassess initial isolation/standoff distances:

- Establish outer/inner perimeters.

☐ Initiate public protection actions:

- Remove endangered victims from high-hazard areas.
- Establish safe refuge area (contaminated vs. uncontaminated).
- Evacuate
- Protect in place.

☐ Identify appropriate PPE options prior to committing personnel.

☐ Dedicate emergency medical services needed for responders.

☐ Prepare for gross decontamination operations for responders.

☐ Coordinate with law enforcement to provide security and control perimeters.

☐ Designate an emergency evacuation signal.

Evidence Preservation

☐ Recognize potential evidence.

- Unexploded device(s).
- Portions of device(s).
- Clothing of victims.

- Containers.
- Dissemination device(s).

☐ Note location of potential evidence.

☐ Report findings to appropriate authority.

☐ Move potential evidence only for life safety/incident stabilization.

☐ Establish and maintain chain of custody for evidence preservation.

ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TERRORISM INCIDENT ANNEX

Introduction

Recent events worldwide and in this country have caused all levels of government to take a closer look at terrorism and how it can affect us. This Annex to the St. Lawrence County Comprehensive Emergency Management Plan is for use by County and local officials in addressing the terrorism threat.

A terrorist act is defined by the U.S. Department of Justice as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Purpose

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

- Preventing, Mitigating, and Responding to terrorist incidents affecting St. Lawrence County;

- Establishing a concept of operations for response to a terrorist incident that can be supplemented with specific procedures to meet the requirements associated with Weapons of Mass Destruction (WMD);

- Linking existing County and Municipal authorities to State and Federal authorities, and the respective plans and capabilities that would be implemented in response to a terrorist incident in accordance with the St. Lawrence County Comprehensive Emergency Management Plan.

Scope

A terrorist incident could begin with a **general threat** of potential terrorist activity, continue with a specific **credible threat**, leading to an actual terrorist **incident**. Or it could begin with any of the above. The response to a terrorist incident includes two major components, which may operate concurrently or consecutively:

o **Crisis Management** is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

o **Consequence Management** is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

Crisis Management, the purview of law enforcement, may operate at a general threat, to a credible threat, through the incident. Consequence Management, the purview of all response agencies, may operate before, during, and after an incident, and continue until demobilization of emergency operations.

Situation and Assumptions

A. SITUATION

St. Lawrence County's response to a terrorist incident will be determined by the material involved and by the authorities, plans and operations that are triggered. Weapons of Mass Destruction can include biological, nuclear radiological material, incendiary, chemical, and explosive (B-NICE).

B. ASSUMPTIONS

1. Terrorist incidents are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.

2. Terrorist incidents may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident.

3. Terrorist incidents may require a vast response effort from all levels of government (federal, state, local).

4. Terrorist incidents may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.

5. The incident may be at multiple locations.

6. The incident may be accompanied by fire, explosion, or other acts of sabotage.

7. There may be a device set off that brings emergency responders to the scene, then a second device is set off for the purpose of injuring the emergency responders.

8. The presence of a chemical or biological agent may not be recognized until some time after casualties occur.

9. There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.

10. The chemical or biological agent may quickly dissipate or may be long-acting and persistent.

11. Investigation of the cause of the incident and those responsible for it are important law enforcement activities.
12. Resources for combating terrorist attacks exist in local, state, and federal governments.

13. Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

Concept of Operations

A credible terrorist threat or actual incident will likely require the response by the State and Federal governments. However, St. Lawrence County and its local governments will still play a key role in Crisis Management and the full role, initially, in Consequence Management, with that role continuing throughout. With the response of multiple levels of government, the coordination between and among such agencies is a necessity. The Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. St. Lawrence County and New York State government will organize its response to a terrorist threat/incident according to the National Incident Management System (NIMS) Incident Command System (ICS).

Under Federal law, the FBI is the lead agency for crisis management of threats or acts of terrorism. Thus, the FBI may establish an operations center for a terrorist event in St. Lawrence County. Also, at the federal level the Federal Emergency Management Agency (FEMA) provides support to State and local consequence management activities. Any FBI, FEMA, Department of Homeland Security, or other Federal or State agency presence in St. Lawrence County for a terrorist event will be integrated into, and coordinated with, the St. Lawrence County NIMS ICS.

A terrorist incident may not be immediately detectable. It is as likely to be insidious, and not recognized for what it actually is – for a period of hours or days. This type of incident may present primarily a community health issue and will require a retrospective investigation and analysis.

Risk Assessment

St. Lawrence County with assistance from New York State Weapons of Mass Destruction Task Force has conducted an assessment of the terrorism threat throughout the County. As a result, several facilities/sites have been identified as potential terrorist targets. This list is confidential pursuant to section 87(2) of the State Freedom of Information Law and will not be published or released to the public. For each location, St. Lawrence County has met with the location's management and advised of basic security and detection measures that could assist in avoiding a terrorist incident.

Local Agency Capability Assessment

The attached Capabilities Assessment was completed on September 9, 2003. Following a review of County and local agencies procedures and resources and the conduct of two table-top exercises, the St. Lawrence County Emergency Planning Committee assessed its capability to respond to a terrorist incident and identified shortfalls in the County and local response. This Annex does not assume that any shortfall will be overcome and only includes capabilities that are current.

Response Capabilities Assessment (Updated September 9, 2003)

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
1	Incident Response Management	C/R	C/R	C/R	C/R				C/R – SLC Administrator C/R – St. Lawrence Gas Co. C/R – NYS DEC C/R –NYS Police C/R – NYS DOH (Canton) C – Kraft HazMat Spill Response Team
2	Determine Size of Exclusion Zone Around the Incident Site	C/R		C/R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police C – Kraft HazMat Spill Response Team
3	Incident Wide Coordination	C/R		C/R					C/R – SLC Administrator C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police C - SEMO
4	Order Incident Site Evacuation			R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C– NYS Police
5	Order Area Evacuation			R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C– NYS Police
6	Warning & Emergency Public Information Public Warning & Notification	C/R					C/R		C/R –North Country Public Radio C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DEC C/R– NYS Police
7	Emergency Public Information	C/R					C/R		C/R – SLC Administrator C/R –North Country Public Radio C/R – Red Cross C/R – St. Lawrence Gas Co. C/R – NYS DEC C/R– NYS Police C – NYS DOH (Canton)
8	Firefighting				C/R				C/R – NYS DEC
9	Rescue Victims		C/R		C/R				C/R – NYS DEC C– NYS Police
10	Search & Rescue Collapsed Structure Response								C/R – NYS DEC C– NYS Police
11	Dive Team	C/R							C– NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
12	Health & Medical Services Incident Medical Command Post						C/R		C/R – Red Cross C/R – NYS DOH (Canton)
13	Incident Site Emergency Medical Aid		C/R						
14	Incident Site Diagnosis/ Consultation	R							
15	Triage (mass)		C/R						
16	Transportation (Patient Movement)	C/R	C/R						
17	Patient/Victim Administrative Support								
18	General Medicines and Medical Supplies						C/R		
19	Agent Specific Antidote/Medicines						C/R		
20	Biological Treatment (Hospital)								
21	Burn Treatment (Hospital)								
22	Chemical Treatment (Hospital)								
23	Crush Injury Treatment (Hospital)								
24	Nuc/Rad Treatment (Hospital)								
25	Veterinary						C/R		
26	Victim Identification and Processing		C/R	R			C/R		C/R– NYS Police C/R – NYS DOH (Canton)
27	Remains Collection and Storage			R			C/R		C/R– NYS Police
28	Information and Planning Information Collection, Analysis, and Reporting	C/R		R			C/R (with other agencies)		C/R – SLC Administrator C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DEC C– NYS Police C/R – SEMO C/R – NYS DOH (Canton)
29	Dissemination of Weather Information	C/R		R				C	R – North Country Public Radio R – St. Lawrence Gas Co. C – NYS DEC C– NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
30	Geographic Information System (GIS)	R		R				C	C – NYS DEC
31	Hazardous Materials WMD agent ID and preliminary actions:					C/R			C/R – NYS DEC C – NYS DOH (Canton)
32	Chemical					C/R			C/R – NYS DEC C– NYS Police
33	Biological					C/R			C– NYS Police C/R – NYS DOH (Canton)
34	Nuclear/Radiological					C/R			C/R – NYS DEC C– NYS Police
35	High Explosive								R – St. Lawrence Gas Co. C– NYS Police
36	Other								R – St. Lawrence Gas Co. C– NYS Police
37	Determine Location of Contamination			R		C/R			C/R – NYS DEC C– NYS Police
38	Establish Hot, Warm, and Cold Zones			R	C/R	C/R			C/R – St. Lawrence Gas Co. C/R – NYS DEC C– NYS Police C – Kraft HazMat Spill Response Team
39	Decontamination – Mass					C/R			
40	Decontamination – Victim (Incident Site)				C/R	C/R			
41	Decontamination – Victim (Hospital)								
42	Decontamination – Responder				C/R	C/R			C– NYS Police
43	Security and Safety Event Site Access and Egress Control			C/R					R – St. Lawrence Gas Co. C/R – NYS DEC C/R– NYS Police C – Kraft HazMat Spill Response Team
44	Crime Scene Security and Investigation			C/R					C/R – NYS DEC C/R– NYS Police
45	Hazard Exposure Protection for Responders		C/R	R	C/R	C/R			R – St. Lawrence Gas Co. C/R – NYS DEC
46	Implement Area Evacuation			C/R	C/R				R – St. Lawrence Gas Co. C – NYS DEC C– NYS Police
47	Forensics			C/R					C/R– NYS Police
48	Traffic Control			C/R	C/R			C	C – NYS DEC C/R– NYS Police
49	Crowd Control			C/R	C/R				C/R –Red Cross C – NYS DEC C/R– NYS Police
50	Quarantine Management						C/R		C– NYS Police
51	Incident Site Security			C/R					R – St. Lawrence Gas Co. C – NYS DEC C/R– NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
52	Communications Incident Site Responder Group	C/R		R					R – St. Lawrence Gas Co. C – NYS DEC C– NYS Police C - SEMO
53	Primary and Backup to Comm. Systems	C/R		R				C	C – Red Cross C – NYS DEC C– NYS Police C - SEMO
54	Incident Wide Communications	C/R		R					R – St. Lawrence Gas Co. C – NYS DEC C - SEMO
55	Secure Comm. To Safeguard Against Cyber Attacks			R					R – St. Lawrence Gas Co.
56	Resource Support Resource Inventory	C/R							C/R – Red Cross C – NYS DEC C/R – SEMO C – NYS DOH (Canton)
57	Obtain, Deploy, and Re-Supply Specialized Resources	C/R				C/R			C – NYS DEC C/R – SEMO C – NYS DOH (Canton)
58	Resource Accountability	C/R				C/R			R – St. Lawrence Gas Co. C – NYS DEC
59	Transportation Shut down transportation centers (e.g. Airports, Mass Transit Systems, etc.)								C– NYS Police
60	Identify Transportation Needs	C/R							
61	Resume Transportation Services							C	
62	Coordinate Alternative/Additional Transport Needs	C/R							
63	Mass Care Immediate Post Incident Shelter, Food, Water, & Hygiene	C/R							C/R – Red Cross C/R – NYS DOH (Canton) C – Kraft HazMat Spill Response Team
64	Long Term Post Incident Shelter, Food, Clothing, Water, & Hygiene	C/R							C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DOH (Canton) C – Kraft HazMat Spill Response Team

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
65	First Aid, Medical Monitoring, etc.		C/R				R		C/R – Red Cross C – Kraft HazMat Spill Response Team
66	Infrastructure Restoration Shut Down Critical Public Services / Facilities								C/R – St. Lawrence Gas Co. C/R – NYS DOH (Canton)
67	Structural Damage Assessment							C	C/R – Red Cross
68	Emergency Demolition							C	C – NYS DEC
69	Debris Removal							C	C – NYS DEC
70	Restoration of Critical Public Services								C/R – St. Lawrence Gas Co.
71	Food Identify/Isolate Contaminated Food Sources								C/R – NYS DOH (Canton) C – Kraft HazMat Spill Response Team
72	Decontaminate/ Destroy Contaminated Food Supplies								C/R – NYS DOH (Canton)
73	Others (as determined by the State)*Mental Health Counseling/Support for Victims & Families;Crisis Debriefing								R – St. Lawrence Gas Co. * C/R – SLC Community Svcs. C/R– NYS Police
74	HazMat Spill Response								C – Kraft HazMat Spill Response Team

Situation Assessment Protocol

When a terrorist threat or incident occurs, it is critical to quickly identify and quantify any material that has or could be used by the terrorist to cause public harm.

1. A Technical Specialist Position(s) will be established and initially assigned to the Planning Section, but will be available for reassignment within the incident organization as deemed necessary by the Incident Commander. Local Technical Specialists may be required from:

- St. Lawrence County Departments of Health and Mental Health
- St. Lawrence County Sheriff's Department and local municipal agencies (when available) Criminal Investigation Unit(s)
- St. Lawrence County Office of Emergency Services
- St. Lawrence County Hazardous Materials Team
- Hospital Emergency Medicine Departments
- New York State Police / FBI

2. Such Technical Specialists will gather, analyze, and disseminate information related to the credibility of any WMD threat and/or evaluate the immediate and future threat to the public health and safety, the environment, and the infrastructure following an actual attack.

3. This analysis will include, when appropriate and available, reports from the New York State Counter-Terrorism Network (CTN), a review and assessment of hospital emergency room admission trends, Infection Control Program (ICP) reports, hospital laboratory reports, electronic mortality data, and school attendance records. Such an assessment can be part of an ongoing sentinel network to detect a terrorist incident when there are no other overt signs.

4. Technical Specialists will be supplemented, depending on the size, scope, duration, and specific legal requirement of the incident, with appropriate personnel from similar State and Federal agencies, including the State Division of Military & Naval Affairs' Civil Support Detachment (CSD). Requests for the CSD will be made to the Department of Homeland Security (DHS).

5. If the situation requires, and the number of Technical Specialists dictates, a Technical Specialist Unit may be formed in the Planning Section. The Technical Specialist Unit Leader will be assigned based on incident specifics, with a representative appointed from the department or agency whose area of expertise most closely parallels the nature of the incident. As the incident evolves, the position of Unit Leader may rotate among group members. Technical Specialists may also be assigned to the Situation Unit as Analysts and Field Observers.

6. Technical Specialists will advise Incident Command, through the designated chain of command, of appropriate technical protocols relative to specifically indicated or contraindicated actions necessary for mitigation of, and recovery from, a B-NICE incident.

7. Technical Specialists will assist in the preparation of contingency plans based on their continuing analysis of the event.

Incident Classification

Every terrorist threat or incident will be classified according to the St. Lawrence County's four emergency classification levels as described in the County Comprehensive Emergency Management Plan (CEMP), based upon the specific details of the event. In addition, the Federal Office of Homeland Security has established a five-level color-coded national Terrorism Threat Advisory System. The federal threat system's five levels are, from lowest to highest: (see CEMP, Appendix 2)

LOW THREAT	-	Green
GUARDED THREAT	-	Blue
ELEVATED THREAT	-	Yellow
HIGH THREAT	-	Orange
SEVERE THREAT	-	Red

Examples of the County incident classification in relation to the federal Threat System:

- Response Level 0. Could include both the federal LOW and GUARDED THREAT.

- Response Level 1. Could include the federal ELEVATED THREAT.

- Response Level 2. Could include the federal HIGH and SEVERE THREAT depending on the particulars of the threat in relation to St. Lawrence County.

- Response Level 3. Could include the federal HIGH and SEVERE THREAT.

NIMS ICS for a Terrorist Incident

The NIMS ICS structure outlined in the County CEMP (Section III – I – C) is especially applicable to a terrorist incident involving a multitude of agencies from all levels of government. Several aspects of NIMS ICS are particularly pertinent to a terrorist incident:

1. The Incident Commander will likely be, initially, a local official. However, as State and Federal assistance arrives and the scope of the response expands and grows more complex, the need to transition Incident Command to the next level of government or to a Unified Command may become apparent. This transition must be accepted by all and St. Lawrence County officials will support such a transition. The FBI has primary law enforcement responsibilities for any terrorist incident.

2. The Incident Command Post is established by the Incident Commander. When sizing up facilities and locations to be used as a Command Post for a terrorist incident, keep in mind the likelihood of a significantly expanded operation and the need of a suitably large facility. This is preferable to finding a new location during the response to accommodate an enlarged response organization.

3. With likely State and Federal involvement, there may be a tendency to establish separate operations and operational facilities. However, under NIMS ICS all agencies and government entities will take part in one NIMS ICS structure. Local and County representation may be requested at other State and Federal operational

facilities. In any event, it is imperative that only one facility be named, and operate as, the Incident Command Post at any one time.

4. Because a terrorist incident is a serious criminal act, all emergency personnel operating at the incident site should treat the site as a crime scene. Search and rescue, assessment and evaluation, and operational maneuvers on-site could destroy and contaminate evidence and disrupt the crime scene. Evidence is vital to the successful prosecution of perpetrators. Although Life Safety efforts are always paramount, emergency personnel must be cognizant of their actions and the ramifications that could result in evidence degradation.

Notification Procedures

Upon notification of a **Level 2** terrorist threat or incident at the County Communications Center, the dispatcher will initially notify the following:

- County Office of Emergency Services
- County Sheriff

Public Warning and Emergency Information

For a terrorist incident, all releases of information to the media will be reviewed by the ranking official, or designee, of the lead law enforcement agency at the scene, to ensure that the information will not impede any criminal investigation or prosecution. This is best achieved by the establishment of a joint news center. Reference County CEMP, Section III-II-E(6).

Decontamination Procedures

See: St. Lawrence County Preparedness and Response Plan, Section II – Readiness,
5 Patient Decontamination.

Exercising the Annex

This annex will be exercised through an annual tabletop exercise and bi-annual functional or full-scale exercises. Reference County CEMP, Section II-E. A Tabletop exercise was conducted on October 14, 2003.

References to Other Plans

This document is an Annex to the St. Lawrence County Comprehensive Emergency Management Plan (CEMP) and refers to sections of the CEMP for additional guidance.

In addition, other Annexes to the CEMP address issues and elements that could be pertinent to a response to a terrorist incident. These include:

- Hazardous Materials Emergency Response Annex including the Fire Service HazMat Plan (204-f)

- See Appendices 10A, 10B and 13.

Also, the New York State Terrorism Incident Annex and the Federal Terrorism Incident Annex are pertinent to the State and Federal response.

WMD Definitions

A.   Biological Agents

The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

B.   Chemical Agents

The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

C.   Civil Support Detachment (CSD)

A highly trained and specially equipped National Guard team designed to support civilian first responder agencies in the event of a WMD incident. Their role is to assess a suspected nuclear, biological, chemical, or radiological event in support of the civilian on-scene commander, advise local first responders on appropriate actions to be taken. This team can only be activated by the Governor or the Adjutant General.

D.   Consequence Management

Consequence management is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

E.   Counter-Terrorism Network (CTN)

The New York State Counter-Terrorism Network (CTN) provides critical intelligence in the war on terrorism to local law enforcement personnel statewide. The network establishes a secure, two-way system for conveying counter-terrorism related information throughout New York State. The CTN will be used to send electronic alerts to the recipients who will be provided with a stand-alone flat screen computer system.

Initially, it is deployed to the 16 law enforcement zones throughout the State. The second phase of the program will include the establishment of two-way communication between local law enforcement and the Office of Public Security, and eventually each of New York's 543 local police departments will have access to the CTN. Non-law enforcement agencies, like private corporations and critical infrastructure locations will also be connected through the network to ensure that all of the State's assets are alerted to potential threats.

F.   Credibility Assessment Team (CAT)

Credibility Assessment Teams are specially trained and equipped first responders who will be available to assist first responders at a suspected or actual WMD event in assessing the threat present. This team can be requested through the County Fire Coordinator by the On Scene Commander (OSC), and serve at discretion of the OSC. For a state agency response, the State Office of Fire Prevention and Control will appoint a liaison to coordinate with the local CAT if one is available, who will report to the LSA on scene.

G.   Credible Threat

        The FBI conducts an interagency threat assessment with state, and when appropriate, local law enforcement, that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

H.   Crisis Management

        Crisis management is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

I.   Domestic Emergency Support Team (DEST) (federal)

        PDD-39 defines the DEST as a rapidly deployable federal interagency support team established to ensure that the full range of necessary expertise and capabilities are available to the on-scene coordinator. The FBI is responsible for the DEST in domestic incidents.

J.   National Incident Management System (NIMS) Incident Command System (ICS)

        The National Incident Management System (NIMS) adopted by the State in 1996 under Executive Order #26, will be used by all state agencies in response to disasters and emergencies.

K.   Lead Agency

        The State department or agency assigned lead responsibility to manage and coordinate a specific function, either crisis management or consequence management. Lead agencies are designated on the basis of there having their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific function. State Agencies support the overall Lead State Agency during all phases of the terrorism response.

L.   Nuclear Weapons

        The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

M.   Senior DHS Official

        The Director of DHS, or his/her appointed representative to represent DHS in the Incident Command Post.

N.   Technical Operations

        As used in this annex, technical operations include actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordnance or WMD.

O.   Terrorist Incident

The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

P.   Weapon of Mass Destruction (WMD)

Title 18 of the United States Code, Section 23329(a), defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Appendix 1

Terrorism Incident
Checklists

Terrorism Incident Annex

Incident - Specific Actions Checklist[2]

Biological

General Information

☐ Biological agents may produce delayed reactions.

☐ Unlike exposure to chemical agents, exposure to biological agents does not require immediate removal of victims' clothing or gross decontamination in the street.

☐ Inhalation is the primary route of entry.

☐ SCBA and structural firefighting clothing provides adequate protection for first responders.

☐ DOT-ERG # 158 provides additional information.

Response Recommendations

☐ Position uphill and upwind and away from building exhaust systems.

☐ Isolate/secure the area. (DOT-ERG #158 recommends initial isolation distance of 80 feet.)

☐ Do not allow unprotected individuals to enter area.

☐ Be alert for small explosive devices designed to disseminate the agent.

☐ Gather information:

- Type and form of agent (liquid, powder, aerosol).
- Method of delivery.
- Location in structure.

Operational procedures are provided on the following pages for the following scenarios:

☐ Wet/dry agent from a point of source.

☐ Threat of agent placed in HVAC system or package (with *no* physical evidence).

☐ Confirmed agent placed into HVAC system (visible fogger, sprayer or aerosolizing device).

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[2] *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III - 1 - 1 ff.

Wet/Dry Agent from Point Source

☐ Personnel entering area must wear full PPE, including SCBA.

☐ Avoid contact with puddles, wet surfaces, etc.

☐ Isolate area of building.

☐ Keep all potentially exposed individuals in close proximity, but out of the high hazard area.

☐ Shut down HVAC system that services the area.

☐ If victims have visible agent on them:

- Wash exposed skin with soap and water.
- If highly contaminated (i.e., splashed) and the facility is equipped with showers, the victims may take a shower and change clothes as a precaution.
- HazMat team may be able to conduct a bioassay field test (limited number of agents).

☐ If possible, a sample of the material may be collected for testing:

- If test results are positive, decontaminate in shower facility with warm water/soap.
- Provide emergency covering/clothing and bag personal effects.
- Refer to medical community for treatment.

Threat of Dry Agent Placed into HVAC System or Package with No Physical Evidence

☐ Isolate the building:

- Keep all potentially exposed victims in the building.
- Shut down all HVAC systems for the building.

☐ Collect information regarding the threat, target or any previous activity to gauge the credibility of the threat.

☐ Initiate a search of the building.

☐ Personnel entering must wear full PPE, including SCBA.

☐ Avoid contact with puddles, wet surfaces, etc.

☐ Investigate all HVAC intakes, returns, etc., for evidence of agent or dispersal equipment.
☐ If any evidence of an agent is found in/near the HVAC system, remove occupants from the building and isolate them in a secure and comfortable location.

☐ If a suspicious package is found, handle as a point of source event.

☐ Contaminated victims should shower and change. No decontamination should take place

unprotected and in the open. Tents or other sites should be used.

☐ Exposed victims may shower and change at their discretion.

☐ Refer to medical community for treatment.

Confirmed Agent Placed into HVAC System (Visible Fogger, Sprayer or Aerosolizing Device)

☐ Personnel entering must wear full PPE and SCBA.

☐ Avoid contact with puddles, wet surfaces, etc.

☐ Remove occupants from building/area, and isolate in a secure and comfortable location.

☐ Shut down HVAC system(s).

☐ HazMat team may be able to conduct a bioassay field test (limited number of agents).

☐ If test results are positive, contaminated victims should shower and change. No decontamination should take place unprotected and in the open. Tents or other sites should be used.

☐ Gather all decontaminated victims in a specific holding area for medical evaluation.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Nuclear/Radiological

General Information

☐ Radiological agents may produce delayed reactions.

☐ Unlike exposure to chemical agents, exposure to radiological agents does not require immediate removal of victims' clothing or gross decontamination in the street.

☐ Inhalation is the primary route of entry for particulate radiation.

☐ In most cases, SCBA and structural firefighting clothing provides adequate protection for first responders.

☐ Alternately, gamma sources require minimizing exposure time and maintaining appropriate distance as the only protection.

☐ Exposed/contaminated victims may not exhibit obvious injuries.

☐ DOT-ERGs #163 & 164 provide additional information.

Response Recommendations

☐ Position upwind of any suspected event.

☐ Isolate/secure the area. DOT-ERG #163 recommends a minimum distance of 80 to 160 feet.

☐ Be alert for small explosive devices designed to disseminate radioactive agent(s).

☐ Use time, distance, and shielding as protective measures.

☐ Use full PPE including SCBA.

☐ Avoid contact with agent. Stay out of any visible smoke or fumes.

☐ Establish background levels outside of suspected area.

☐ Monitor radiation levels.
☐ Remove victims from high-hazard area to a safe holding area.

☐ Triage, treat, and decontaminate trauma victims as appropriate.

☐ Detain or isolate uninjured persons or equipment. Delay decontamination for such persons/equipment until instructed by radiation authorities.

☐ Use radiation detection devices, if possible, to determine if patients are contaminated with radiological material.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Incendiary

General Information

☐ Fire may present intense conditions:

- Rapid spread.
- High heat.
- Multiple fires.
- Chemical accelerant.

☐ Terrorists may sabotage fire protection devices.

☐ Be alert for booby traps.

☐ Be aware of the possibility of multiple devices.

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* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 3 – 1 ff.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Chemical

General Information

☐ Victims' signs and symptoms of hazardous substance exposure:

- Are there unconscious victims with minimal or no trauma?
- Are there victims exhibiting SLUDGEM signs/seizures? (SLUDGEM – Salivation, lacrimation, urination, defecation, gastric distress, emesis, miosis.)
- Is there blistering, reddening of skin, discoloration or skin irritation?
- Are the victims having difficulty breathing?

☐ Look for physical indicators and other outward warning signs:

- Medical mass casualty/fatality with minimal or no trauma.
- Responder casualties.
- Dead animals and vegetation.
- Unusual odors, color of smoke, vapor clouds.

☐ Dispersal method(s):

- Air handling system.
- Misting or aerosolizing device.
- Sprayer.
- Gas cylinder.
- Dirty bomb.

☐ DOT-ERGs provide additional information:

- Nerve agents (Guide #153)
- Blister agents (Guide #153)
- Blood agents (Guides #117, 119, 125)
- Choking agents (Guides #124, 125)
- Irritant agents (riot control) (Guides #153, 159)

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* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 4 – 1 ff.

Chemical Agent Reference Charts

Nerve Agents

Common Name (Military Symbol)	Tabun (GA)	Sarin (GB)	Soman (GD)	VX
Volatility/ Persistency	Semi-persistent			Persistent
Rate of Action	Rapid			Rapid
Route of Entry	Respiratory and skin			
Odor	Fruity		Camphor	Sulfur
Signs/Symptoms	Headache, runny nose, salivation, pinpointing of pupils, difficulty in breathing, tight chest, seizures/convulsions			
Self-Protection	Respiratory and skin			
First Aid	Remove from area, treat symptomatically Atropine and 2-Pam chloride			
Decontamination	Remove agent, flush with warm water/soap			
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours				

Blister Agents/Vesicants

Common Name (Military Symbol)	Mustard (H)	Lewisite (L)	Phosgene Oxime (CX)
Volatility/Persistency	Persistent		
Rate of Action	Delayed	Rapid	
Route of Entry	Skin, inhalation, eyes		
Odor	Garlic	Geraniums	Irritating
Signs/Symptoms	Red, burning skin, blisters, sore throat, dry cough. Pulmonary edema, memory loss, coma/seizures. Some symptoms may be delayed from 2 to 24 hours.		
Self-protection	Respiratory and skin		
First Aid	Decontaminate with copious amount of water, remove clothing, support airway, treat symptomatically.		
Decontamination	Remove from area. Flush with warm water/soap.		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Chemical Agent Reference Charts

Blood Agents

Common Name (Military Symbol)	Hydrogen Cyanide (AC)	Cyanogen Chloride (CK)	Arsine (SA)
Volatility/Persistency	Non-persistent		
Rate of Action	Rapid		
Route of Entry	Inhalation, skin and eyes		
Odor	Burnt almonds or peach kernels		Garlic
Signs/Symptoms	Cherry red skin/lips, rapid breathing, dizziness, nausea, vomiting, convulsions, dilated pupils, excessive salivation, gastrointestinal hemorrhage, pulmonary edema, respiratory arrest		
Self-protection	Respiratory and skin		
First Aid	Remove from area, assist ventilations, treat symptomatically, administer cyanide kit		
Decontamination	Remove from area, remove wet clothing, flush with soap and water, aerate		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Choking Agents

Common Name (Military Symbol)	Chlorine (CL)	Phosgene (CG)	Diphosgene (DP)
Volatility/Persistency	Non-persistent. Vapors may hang in low areas.		
Rate of Action	Rapid in high concentration, up to 3 hours in low concentrations		
Route of Entry	Respiratory and skin		
Odor	Bleach	Newly mown hay	Cut grass or green corn
Signs/Symptoms	Eye and airway irritation, dizziness, tightness in chest, pulmonary edema, painful cough, nausea, headache		
Self-Protection	Respiratory and skin		
First Aid	Remove from area, remove contaminated clothing, assist ventilations, rest		
Decontamination	Wash with copious amounts of water, aerate		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Chemical Agent Reference Charts

Riot Control/Irritant Agents

Common Name (Military Symbol)	Tear Gas (CS & CR)	Mace (CN)	Pepper Spray (OC)
Volatility/Persistency	Low-High >60 days on porous material	Low	Varies depending upon Surface
Rate of Action	20-60 seconds	Rapid	
Route of Entry	Respiration and skin		
Odor	Hair spray	Apple blossoms	Pepper or odor of propellant
Signs/Symptoms	Tearing eyes, nose and throat irritation, coughing, shortness of breath, vomiting		
Self-Protection	Respiration and skin		
First Aid	Remove from area, support respirations, treat symptomatically, remove contaminated clothing		
Decontamination	Brush off material, use decon wipes, water, remove contaminated clothing		

Non-persistent = minutes-hours
Semi-persistent = < 12 hours
Persistent = > 12 hours

Response Recommendations

☐ Approach from uphill and upwind.

☐ **Victims exposed to chemical agents require immediate removal of clothing, gross decontamination and definitive medical care.**

☐ Upon arrival, stage at a safe distance away from the site

☐ Secure and isolate the area/deny entry.

☐ Complete a hazard and risk assessment to determine if it is acceptable to commit responders to the site.

☐ Be aware of larger secondary chemical devices.

☐ Personnel in structural PPE/SCBA may enter the hot zone near the perimeter (outside of areas of high concentration) to perform life-saving functions.

☐ Move ambulatory patients away from the area of highest concentration or source.

☐ Confine all contaminated and exposed victims to a restricted/isolated area at the outer edge of the hot zone.

☐ Symptomatic patients should be segregated into one area and asymptomatic patients should be placed in another area.

☐ Law enforcement should establish an outer perimeter to completely secure the scene.

☐ If a particular agent is known or suspected, this information should be forwarded to EMS personnel and hospitals so sufficient quantities of antidotes can be obtained.

☐ Hospitals should be notified immediately that contaminated victims of the attack may arrive or self-present at the hospital.

☐ Begin emergency gross decontamination procedures starting with the most severe symptomatic patients. Use soap-and-water decon.

☐ If available, HazMat personnel in chemical PPE may be used for rescue, reconnaissance, and agent identification.

☐ Asymptomatic patients should be decontaminated in a private area (tent or shelter) and then forwarded to EMS for evaluation.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Explosives

General Information

☐ Explosive devices may be designed to disseminate chemical, biological, or radiological agents.

☐ Explosives may produce secondary hazards, such as unstable structures, damaged utilities, hanging debris, void spaces, and other physical hazards.

☐ Devices may contain anti-personnel features such as nails, shrapnel, fragmentation design, or other material.

> **WARNING: Always be alert for potential secondary devices**

☐ Outward warning signs:

- Oral or written threats.
- Container/vehicle that appears out of place.
- Devices attached to compressed gas cylinders, flammable liquid containers, bulk storage containers, pipelines, and other chemical containers (dirty bomb).
- Oversized packages with oily stains, chemical odors, excessive postage, protruding wires, excessive binding, no return address, etc.

☐ DOT-ERGs #112 and 114 provide additional information.

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* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 5 – 1 ff.

PATIENT CARE MAINSTAYS WORKSHEET

Appropriate Protective Measures For EMS Personnel	
During Decontamination	After Decontamination

Prevent Further Exposure Of Patients

Provide Supportive Care

Decontamination

Maintain Personal Protection (Assess for potential contagious diseases or secondary contamination)

Medical Intervention	
BLS Treatment	ALS Treatment

Patient Transport And Transfer Considerations

Terrorism Incident Annex

Agency - Related Actions Checklist[*]

Law Enforcement

If First on Scene:

☐ Isolate/secure the scene, establish control zones.

☐ Establish command.

☐ Stage incoming units.

If Command Has Been Established:

☐ Report to command post.

☐ Evaluate scene safety/security:

- Ongoing criminal activity.
- Consider victims to be possible terrorists.
- Secondary devices.
- Additional threats.

☐ Gather witness statements/observations and document.

☐ Initiate law enforcement notifications:

- Federal Bureau of Investigation (FBI).
- Bureau of Alcohol, Tobacco, and Firearms (ATF).
- Explosive Ordnance Disposal (EOD)/bomb squad.
- Private security forces.

☐ Request additional resources.

☐ Secure outer perimeter.

☐ Traffic control considerations:

- Staging areas.
- Entry/egress.

☐ Use appropriate self-protective measures.

- Time, distance, and shielding.

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[*] *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 3 - 1 ff.

- Minimize number of personnel exposed to danger.
- Proper PPE (if provided).

☐ Initiate public safety measures:

- Evacuate.
- Protect in place.

☐ Assist with control/isolation of patients.

☐ Coordinate activities with other response agencies.

☐ Evidence preservation:

- Diagram the area.
- Photograph the area.
- Prepare a narrative description.
- Maintain an evidence log.

☐ Participate in a Unified Command System with:

- Fire/rescue services.
- Emergency Medical Services.
- Hospitals/public health.
- Emergency management.
- Public works.

Terrorism Incident Annex

Agency - Related Actions Checklist[*]

HazMat

☐ Establish the HazMat group.

☐ Provide technical information/assistance to:

- Command.
- EMS providers.
- Hospitals.
- Law enforcement.

☐ Detect/monitor to identify the agent, determine concentrations and ensure proper control zones.

☐ Continually reassess control zones.

☐ Enter the hot zone (chemical PPE) to perform rescue, product confirmation, and reconnaissance.

☐ Product control/mitigation may be implemented in conjunction with expert technical guidance.

☐ Improve hazardous environments:

- Ventilation.
- Control HVAC.
- Control utilities.

☐ Implement a technical decontamination corridor for Hazardous Materials Response Team (HMRT) personnel.

☐ Coordinate and assist with mass decontamination.

☐ Provide specialized equipment as necessary, such as tents for operations, shelter, etc.

☐ Assist law enforcement personnel with evidence preservation/collection, decontamination, etc.

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[*] *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 4 - 1 ff.

Terrorism Incident Annex

Agency - Related Actions Checklist*

Assisting Agencies

☐ Federal Bureau of Investigation (FBI)

- WMD Coordinator
- HazMat Response Unit (HMRU)

☐ US Army Tech Escort Unit (TEU)

☐ Chemical and Biological Defense Command (CBDCOM)

☐ Public works

☐ Public health

☐ Centers for Disease Control and Prevention (CDC)

☐ Agency for Toxic Substance Disease Registry (ATSDR)

☐ Federal Emergency Management Agency (FEMA)

☐ Disaster Medical Assistance Team (DMAT)

☐ Disaster Mortuary Response Team (DMORT)

☐ Chemical/Biological Incident Response Force (CBIRF)

☐ Bureau of Alcohol, Tobacco, and Firearms (ATF)

☐ Department of Energy (DOE)

☐ Nuclear Emergency Search Team (NEST)

☐ Local emergency managers

☐ Assorted state agencies

This list is not all encompassing. Different types of incidents will generate different responses by assisting agencies. Supplement this list with local/state resources as needed.

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* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 5 - 1 ff.

Assisting Agencies

Local Law Enforcement: _____

FBI Area Office WMD Coordinator: _____

Local Emergency Management
Point of Contact: _____

Public Health/Medical Representative: _____

Public Works: _____

Utilities:

      Gas: _____

      Electric: _____

      Water: _____

      Sewer: _____

      Telephone Service Provider: _____

National Response Center: 1-800-424-8800 _____

Center for Disease Control: 1-800-311-3435 _____

Hospital Contacts: _____

_____

_____

_____

Terrorism Incident Annex

Emergency Response to Terrorism Job Aid[*]

Glossary of Terms

Asymptomatic	Exposed persons who are *not* exhibiting signs/symptoms of exposure.
B-NICE	Pertaining to biological, nuclear, incendiary, chemical, or explosives.
Casualty Collection Point (CCP)	Predefined location at which patients are collected, triaged, and provided with initial medical care.
Choke Point	Natural or man-made area that may present congestion hazard.
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.
CST	National Guard WMD Civil Support Team
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DOT-ERG	DOT Emergency Response Guide
Egress	Designated exit area
EOD	Explosive Ordnance Disposal
Gross Decontamination	Initial decontamination to remove large amounts of contaminants.
HMRT	Hazardous Materials Response Team
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.
HVAC	Heating, Ventilating, and Air Conditioning
ICS	Incident Command System
Inner Perimeter	Secured inner area of operations

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[*] *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section V - 1 - 1 ff.

Mass Decontamination	Decontamination process used on large number of contaminated victims.
MMRS	Metropolitan Medical Response System
NIMS	National Incident Management System
NMRT	National Medical Response Team
Outer Perimeter	Outermost area from hazard that is secure.
Patient Staging Area (PSA)	Area where patients may receive continued medical treatment.
Persistent Agent	An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, take extreme caution to avoid skin contact as well.
POC	Point of Contact
Point Source	Letter, package, or dispersal area of agent.
PPE	Personal Protective Equipment
Protect in Place	Method of protecting public by limiting exposure.
Rally Point	A predetermined location to which all persons evacuate in an emergency. In industry, facilities are evacuated and a rally point is usually predetermined. It is at this rally point that resources can regroup and a revised plan can be established.
Safe Refuge Area (SRA)	An area within the contamination reduction zone for assembling individuals who are witnesses to the incident. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.
SCBA	Self-Contained Breathing Apparatus
SLUDGEM	Acronym for salivation, lacrimation, urination, defecation, gastric distress, emesis, and miosis.
Symptomatic	Exhibiting signs/symptoms of exposure.
Time, Distance and Shielding (TDS)	Three types of protective measures commonly associated with hazardous materials training.
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.

Unified Command	In NIMS ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident to establish a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
VEE	Venezuelan equine encephalitis
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 protective equipment once contaminated people or equipment enter the zone.
Weapon 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.

Section VI

RED CROSS DISASTER PLANNING
INFORMATION FOR FAMILIES*

On-Line Version: http://www.redcross.org/services/disaster/beprepared/familyplan.html

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CONTENTS

FAMILY DISASTER PLANNING

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services--water, gas, electricity or telephones--were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Four Steps to Safety

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office before a disaster occurs--be prepared to take notes.

- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.

- Learn about your community's warning signals: what they sound like and what you should do when you hear them.

- Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations.

- Find out how to help elderly or disabled persons, if needed.

- Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

- Pick two places to meet:

    1. Right outside your home in case of a sudden emergency, like a fire.

    2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

- Discuss what to do in an evacuation. Plan how to take care of your pets.

Home Hazard Hunt

- In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard.

- Repair defective electrical wiring and leaky gas connections.

- Fasten shelves securely.

- Place large, heavy objects on lower shelves.

- Hang pictures and mirrors away from beds.

- Brace overhead light fixtures.

- Secure water heater. Strap to wall studs.

- Repair cracks in ceilings or foundations.

- Store weed killers, pesticides, and flammable products away from heat sources.

- Place oily polishing rags or waste in covered metal cans.

- Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

3. Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.

- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.

- Check if you have adequate insurance coverage.

- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.

- Install smoke detectors on each level of your home, especially near bedrooms.

- Conduct a home hazard hunt.

- Stock emergency supplies and assemble a Disaster Supplies Kit.

- Take a Red Cross first aid and CPR class.

- Determine the best escape routes from your home. Find two ways out of each room.

- Find the safe places in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your kids every six months or so.

- Conduct fire and emergency evacuations.

- Replace stored water and stored food every six months.

- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.

- Test your smoke detectors monthly and change the batteries at least once a year.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

If Disaster Strikes

Remain calm and patient. Put your plan into action.

Check for Injuries

Give first aid and get help for seriously injured people.

Listen to Your Battery-Powered Radio for News and Instructions

Check for Damage in Your Home...

- Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.

- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.

- Shut off any other damaged utilities. (You will need a professional to turn gas back on.)

- Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

Remember to...

- Confine or secure your pets.

- Call your family contact--do not use the telephone again unless it is a life-threatening emergency.

- Check on your neighbors, especially elderly or disabled persons.

- Make sure you have an adequate water supply in case service is cut off.

- Stay away from downed power lines.

DISASTER SUPPLIES KIT

There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items that you would most likely need during an evacuation in an easy-to carry container--suggested items are marked with an asterisk(*). Possible containers include a large, covered trash container, a camping backpack, or a duffle bag.

Water

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.

- Store one gallon of water per person per day.

- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Food

- Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits, and vegetables

- Canned juices

- Staples (salt, sugar, pepper, spices, etc.)

- High energy foods

- Vitamins

- Food for infants

- Comfort/stress foods

First Aid Kit
Assemble a first aid kit for your home and one for each car.

- (20) adhesive bandages, various sizes.

- (1) 5" x 9" sterile dressing.

- (1) conforming roller gauze bandage.

- (2) triangular bandages.

- (2) 3 x 3 sterile gauze pads.

- (2) 4 x 4 sterile gauze pads.

- (1) roll 3" cohesive bandage.

- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.

- (6) antiseptic wipes.

- (2) pair large medical grade non-latex gloves.

- Adhesive tape, 2" width.

- Anti-bacterial ointment.

- Cold pack.

- Scissors (small, personal).

- Tweezers.

- CPR breathing barrier, such as a face shield.

Non-Prescription Drugs

- Aspirin or non-aspirin pain reliever

- Anti-diarrhea medication

- Antacid (for stomach upset)

- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)

- Laxative

- Activated charcoal (use if advised by the Poison Control Center)

Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*

- Emergency preparedness manual*

- Battery-operated radio and extra batteries*

- Flashlight and extra batteries*

- Cash or traveler's checks, change*

- Non-electric can opener, utility knife*

- Fire extinguisher: small canister ABC type

- Tube tent

- Pliers

- Tape

- Compass

- Matches in a waterproof container

- Aluminum foil

- Plastic storage containers

- Signal flare

- Paper, pencil

- Needles, thread

- Medicine dropper

- Shut-off wrench, to turn off household gas and water

- Whistle

- Plastic sheeting

- Map of the area (for locating shelters)

Sanitation

- Toilet paper, towelettes*

- Soap, liquid detergent*

- Feminine supplies*

- Personal hygiene items*

- Plastic garbage bags, ties (for personal sanitation uses)

- Plastic bucket with tight lid

- Disinfectant

- Household chlorine bleach

Clothing and Bedding
*Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots*

- Rain gear*

- Blankets or sleeping bags*

- Hat and gloves

- Thermal underwear

- Sunglasses

Special Items

- Remember family members with special requirements, such as infants and elderly or disabled persons

For Baby*

- Formula

- Diapers

- Bottles

- Powdered milk

- Medications

For Adults*

- Heart and high blood pressure medication

- Insulin

- Prescription drugs

- Denture needs

- Contact lenses and supplies

- Extra eye glasses

Entertainment

- Games and books

Important Family Documents

- Keep these records in a waterproof, portable container:

  - Will, insurance policies, contracts deeds, stocks and bonds

  - Passports, social security cards, immunization records

  - Bank account numbers

  - Credit card account numbers and companies

- Inventory of valuable household goods, important telephone numbers

- Family records (birth, marriage, death certificates).

- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.

- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.

- Ask your physician or pharmacist about storing prescription medications.

General Disaster Preparedness Materials Children & Disasters

- "Disaster Preparedness Coloring Book" (ARC 2200, English, or ARC 2200S, Spanish) Children & Disasters ages 3-10.

- "Adventures of the Disaster Dudes" (ARC 5024) video and Presenter's Guide for use by an adult with children in grades 4-6.

FOOD SUPPLIES IN CASE OF DISASTER

How long can food supplies be stored?

To judge how long you can store food supplies, look for an "expiration date" or "best if used by" date on the product. If you can not find a date on the product, then the general recommendation is to store food products for six months and then replace them.

Some households find it helpful to pull food products for their regular meals from their disaster supplies kit and replace them immediately on an ongoing basis, so the food supplies are always fresh.

What kinds of food supplies are recommended to store in case of a disaster?

Try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Familiar foods can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition.

Store supplies of non-perishable foods and water in a handy place. You need to have these items packed and ready in case there is no time to gather food from the kitchen when disaster strikes. Sufficient supplies to last several days to a week are recommended.

Select foods that require no refrigeration, preparation or cooking, and little or no water. Foods that are compact and lightweight are easy to store and carry.

Try to eat salt-free crackers, whole grain cereals and canned food with high liquid content.

Recommended foods include:

- Ready-to-eat canned meats, fruits and vegetables. (Be sure to include a manual can opener)

- Canned juices, milk and soup (if powdered, store extra water).

- High energy foods, such as peanut butter, jelly, crackers, granola bars and trail mix.

- Comfort foods, such as hard candy, sweetened cereals, candy bars and cookies.

- Instant coffee, tea bags.

- Foods for infants, elderly persons or persons on special diets, if necessary.

- Compressed food bars. They store well, are lightweight, taste good and are nutritious.

- Trail mix. It is available as a prepackaged product or you can assemble it on your own.

- Dried foods. They can be nutritious and satisfying, but have some have a lot of salt content, which promotes thirst. Read the label.

- Freeze-dried foods. They are tasty and lightweight, but will need water for reconstitution.

- Instant Meals. Cups of noodles or cups of soup are a good addition, although they need water for reconstitution.

- Snack-sized canned goods. Good because they generally have pull-top lids or twist-open keys.

- Prepackaged beverages. Those in foil packets and foil-lined boxes are suitable because they are tightly sealed and will keep for a long time.

Food Options to Avoid:

- Commercially dehydrated foods. They can require a great deal of water for reconstitution and extra effort in preparation.

- Bottled foods. They are generally too heavy and bulky, and break easily.

- Meal-sized canned foods. They are usually bulky and heavy.

- Whole grains, beans, pasta. Preparation could be complicated under the circumstances of a disaster.

What is the basis for the Red Cross recommendation to store supplies to last several days to a week?

Red Cross recommendations to have food, water, and other emergency supplies on hand are not new, and are considered reasonable in case of any disaster. Our recommendations are to have supplies to last several days to a week. Most reasonable people would not consider such quantities of supplies as a "stockpile" or "hoarding."

Some families may choose to store supplies to last several weeks or more. Certainly, if they wish to do so, they may. It is always wise to have sufficient food and water supplies on hand in case access to such supplies may be disrupted by a disaster.

WATER STORAGE BEFORE DISASTER STRIKES

Use directions provided by your local or state public health agency. In the case where your local or state public health agency does not have information, follow the recommendations below.

What kinds of containers are recommended to store water in?

Make sure the water storage container you plan to use is of food grade quality, such as 2-liter soda bottles, with tight-fitting screw-cap lids. Milk containers are not recommended because they do not seal well.

Should water be treated before storing it?

If your local water is treated commercially by a water treatment utility, you do not have to treat the water before storing it. Treating commercially-treated water with bleach is superfluous and not necessary. Doing so does not increase storage life. It is important to change and replace stored water every six months or more frequently.

If your local water is not treated commercially by a water treatment facility, that is, if your water comes from a public well or other public, non-treated system, follow instructions about water storage provided by your public health agency or water provider. They may recommend treating it with a small amount of liquid household bleach. Still, it is important to change and replace stored water every six months or more frequently.

If your local water comes from a private well or other private source, consult with your local public health agency about recommendations regarding storage of water. Some water sources have contaminants (minerals or parasites) that can not be neutralized by treatment with liquid household chlorine bleach. Only your local public health agency should make recommendations about whether your local water can be safely stored, for how long, and how to treat it.

Can I use bottled water?

If you plan to use commercially prepared "spring" or "drinking" water, keep the water in its original sealed container. Change and replace the water at least once a year. Once opened, use it and do not store it further.

For more information, contact your local Red Cross chapter and ask for the brochure titled, "Food and Water in an Emergency" (A5055). For more information, please contact your local Red Cross chapter. Ask for a copy of the following brochures: "Your Family Disaster Plan" (A4466); "Your Family Disaster Supplies Kit" (A4463) and "Food and Water in an Emergency" (A5055).

YOUR EVACUATION PLAN

Local government officials, not the Red Cross, issue evacuation orders when disaster threatens. Listen to local radio and television reports when disaster threatens. If local officials ask you to leave, do so immediately!

<center>If you have only moments before leaving, grab these things and go!</center>

- Medical supplies: prescription medications and dentures.

- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water

- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member

- Car keys and keys to the place you may be going (friend's or relative's home)

<center>If local officials haven't advised an immediate evacuation:</center>

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have not asked you to leave.

Protect your home.

Bring things indoors. Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.

Leave trees and shrubs alone. If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

Look for potential hazards. Look for coconuts, unripened fruit, and other objects in trees around your property that could blow or break off and fly around in high winds. Cut them off and store them indoors until the storm is over.

Turn off electricity and water. Turn off electricity at the main fuse or breaker, and turn off water at the main valve.

Leave natural gas on. Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

Turn off propane gas service. Propane tanks often become dislodged in disasters.

If high winds are expected, cover the outside of all windows of your home. Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows.

If flooding is expected, consider using sand bags to keep water away from your home. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

Remember: Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

Cover the outside of windows with shutters or plywood. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

Protect your valuables.

Move objects that may get damaged by wind or water to safer areas of your home. Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

Make a visual or written record of all of your household possessions. Record model and serial numbers. This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.

Gather essential supplies and papers.

You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:

- Flashlight with plenty of extra batteries

- Battery-powered radio with extra batteries

- First aid kit

- Prescription medications in their original bottle, plus copies of the prescriptions

- Eyeglasses (with a copy of the prescription)

- Water (at least one gallon per person is recommended; more is better)

- Foods that do not require refrigeration or cooking

- Items that infants and elderly household members may require

- Medical equipment and devices, such as dentures, crutches, prostheses, etc.

- Change of clothes for each household member

- Sleeping bag or bedroll and pillow for each household member

- Checkbook, cash, and credit cards

- Map of the area

Important papers to take with you:

- Driver's license or personal identification

- Social Security card

- Proof of residence (deed or lease)

- Insurance policies

- Birth and marriage certificates

- Stocks, bonds, and other negotiable certificates

- Wills, deeds, and copies of recent tax returns

All Red Cross assistance is given free of charge. This is made possible by the generous contribution of people's time, money, and skills. One of the best ways to help the Red Cross assist people affected by disasters is to make a financial contribution to the American Red Cross Disaster Relief Fund. Call 1-800-HELP NOW or contact your local Red Cross chapter.

LOOKING FOR A HOME*?*

(Versión en Español: http://www.redcross.org/services/disaster/beprepared/familyplan.html**)**

Take the Opportunity to Make Your Home Safe for You and Your Family!

Think and Plan for Safety.

Check outside and around the house, manufactured (mobile) home or apartment.

- Is it away from a river/creek or other water source that may flood?

- What fire department and ambulance service is available and how do you contact them in an emergency?

- Is it near a fire hydrant?

- Are home entryways, parking areas and area streets well lit?

- Are the bushes and trees trimmed and away from roof, chimney, gutters and entryways?

- Are hallways and stairwells equipped with emergency lighting?

- Are play areas well-lit and free from hazards?

- If a pool is present, does it have a fence with a locked gate?

Check the inside of your house, manufactured (mobile) home or apartment.

- Are there smoke alarms installed on each level of the home and are they working?

- Are there fire extinguishers available and are they fully charged? (Your local fire department can tell you where to get them charged.)

- Are electrical outlets adequate and working? Do not overload outlets!

- Are the locks on windows and doors in working order?

- Are there at least two (2) ways to exit the residence?

- Are the chimney and gutters cleaned regularly?

Prepare your house, manufactured (mobile) home or apartment for:

FIRES
Check smoke alarms monthly and change the batteries at least once a year. If you must use a portable space heater, do NOT use near flammable objects such as curtains or furniture

FLOODS
Make sure the electric panel/fuse box is elevated above previous flood levels. Make sure the furnace, water heater, washer, dryer and other items in the basement are located off the floor and elevated above previous flood levels.

TORNADOS
Go to a tornado safe room, if you have one, or to a room at the lowest level of your home, preferably in the center of the home (such as a bathroom or a closet). If you live in a mobile home park, be prepared to leave your home and go to a sturdy, well built building.

HURRICANES
Have enough hurricane shutters or pre-cut plywood on hand to cover all windows and doors. Manufactured (mobile) homes, especially in areas where high winds occur, should be strapped or tied down to a foundation with cables or chains.

EARTHQUAKES
Bolt tall furniture like bookcases and china cabinets to wall studs. Strap water heaters to wall studs. Install strong latches on cupboards. Have everyone in your home practice how to DROP, COVER, AND HOLD ON.

Plan and think safety by preparing for tomorrow.

- Obtain hazard specific homeowners insurance to cover your contents and structure or renters insurance to cover your contents.

- Maintain a battery operated radio and a NOAA Weather Radio.

- Prepare a family disaster supplies kit and keep it current and handy.

- Develop a family evacuation plan and practice it once a year.

- Pay attention to all emergency warnings — follow directions and evacuate your residence when advised to do so.

FOOD AND WATER IN AN EMERGENCY

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more. You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

Water Supplies

How to Store Water:

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources:

If you need to find water outside your home, you can use these sources. Be sure to treat the water according to the instructions on page 3 before drinking it.

- Rainwater

- Streams, rivers and other moving bodies of water

- Ponds and lakes

- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

Hidden Water Sources in Your Home:

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

Three Ways to Treat Water:

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should treat all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to treat water. None is perfect. Often the best solution is a combination of methods.

Two easy treatment methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before treating, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

Boiling: Boiling is the safest method of treating water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

Disinfection: You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners.

Add 16 drops of bleach per gallon of water stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to treat water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

Distillation: Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

Food Supplies

When Food Supplies Are Low:

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term food storage plans.

Special Considerations:

As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don't forget nonperishable foods for your pets.

How to Cook If the Power Goes Out:

For emergency cooking you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Short-Term Food Supplies:

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

Storage Tips:

- Keep food in a dry, cool spot - a dark area if possible.

- Keep food covered at all times.

- Open food boxes or cans care-fully so that you can close them tightly after each use.

- Wrap cookies and crackers in plastic bags, and keep them in tight containers.

- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.

- Inspect all food for signs of spoilage before use.

- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

Nutrition Tips:

- During and right after a disaster, it will be vital that you maintain your strength. So remember:

- Eat at least one well-balanced meal each day.

- Drink enough liquid to enable your body to function properly (two quarts a day).

- Take in enough calories to enable you to do any necessary work.

- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

Shelf-life of Foods for Storage:

Here are some general guidelines for rotating common emergency foods.

Use within six months:

- Powdered milk (boxed)

- Dried fruit (in metal container)

- Dry, crisp crackers (in metal container)

- Potatoes

Use within one year:

- Canned condensed meat and vegetable soups

- Canned fruits, fruit juices and vegetables

- Ready-to-eat cereals and uncooked instant cereals (in metal containers)

- Peanut butter

- Jelly

- Hard candy and canned nuts

- Vitamin C

May be stored indefinitely (in proper containers and conditions)**:**

- Wheat

- Vegetable oils

- Dried corn

- Baking powder

- Soybeans

- Instant coffee, tea and cocoa

- Salt

- Noncarbonated soft drinks

- White rice

- Bouillon products

- Dry pasta

- Powdered milk (in nitrogen-packed cans)

Disaster Supplies:

It's 2:00 a.m. and a flash flood forces you to evacuate your home-fast. There's no time to gather food from the kitchen, fill bottles with water, grab a first-aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes.

Pack at least a three-day supply of food and water, and store it in a handy place. Choose foods that are easy to carry, nutritious and ready-to-eat. In addition, pack these emergency items:

- Medical supplies and first aid manual

- Hygiene supplies

- Portable radio, flashlights and extra batteries

- Shovel and other useful tools

- Household liquid bleach to treat drinking water § Money and matches in a waterproof container

- Fire extinguisher

- Blanket and extra clothing

- Infant and small children's needs (if appropriate)

- Manual can opener

If the Electricity Goes Off . . .

FIRST, use perishable food and foods from the refrigerator.

THEN, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

FINALLY, begin to use non-perishable foods and staples.

SHELTER-IN-PLACE IN AN EMERGENCY

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.

- If you are told there is danger of explosion, close the window shades, blinds, or curtains.

- Turn off all fans, heating and air conditioning systems.

- Close the fireplace damper.

- Get your family disaster supplies kit and make sure the radio is working.

- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.

- Bring your pets with you, and be sure to bring additional food and water supplies for them.

- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.

- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business.

- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.

- Close and lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion, close the window shades, blinds, or curtains.

- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Bring everyone into the room(s). Shut and lock the door(s).

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)

- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.

- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.

- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.

- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.

- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.

- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Bring everyone into the room. Shut and lock the door.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your schools' designated emergency contact to report that is in the room with you.

- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.

- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.

- Turn off the engine. Close windows and vents.

- If possible, seal the heating/air conditioning vents with duct tape.

- Listen to the radio regularly for updated advice and instructions.

- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.