

TOWN OF ROCHESTER



*COMPREHENSIVE
EMERGENCY
MANAGEMENT PLAN*

Date Adopted: December 10, 2007

TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

Introduction

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

The development of this plan included an analysis of potential hazards that could affect the Town (using the NYSEMO "HAZ-NY" program) and an assessment of the capabilities existing in the Town to deal with potential problems. (Annex 1)

Comprehensive Approach

Dealing with disasters is a complex and ongoing 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 term and long term recovery assistance after the occurrence of a disaster, lives can be saved the number of injuries reduced, 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 and disasters. The plan contains three sections to deal separately with each part of this ongoing process.

Management Responsibilities

The emergency management responsibilities of Town departments and agencies are outlined in this plan. Assignments are made within the framework of the present Town capabilities and existing organizational responsibilities. The Town's Emergency Management Director is designated to coordinate all emergency management activities of the Town.

The Town of Rochester intends to use the Incident Command System (ICS) (as designated in the National Incident Management System (NIMS) to respond to emergencies. ICS is a management tool for command, control, and coordination of resources and personnel in an emergency.

Town responsibilities are closely related to the responsibilities of the Ulster County government to manage all phases of an emergency. The Town may be called upon to assist other local governments in the county in the event that other towns/villages/cities have fully committed their available resources and are still unable to cope with a disaster or emergency. Ulster County has the responsibility to assist the Town of Rochester in the event the Town has fully committed its resources, and is still unable to cope with a disaster or emergency. Similarly, New York State is obligated to provide assistance to the county (through the NYSEMO) after county resources have been exhausted and the county is unable to cope with a disaster or emergency.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by the disaster or emergency is required to involve itself to the full extent of its capabilities before requesting outside assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes to the plan. Examples of this type of situation include, but are not limited to: emergencies resulting from hazardous chemical incidents; catastrophic dam failures; and prolonged power outages.

Conclusion

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

TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature, technology, or deliberate acts of humans, result in loss of life, property & income, disrupt the normal functions of government, communities and families, and cause injuries and human suffering.
2. The Town government must provide leadership and direction to prevent (when possible), mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town.
3. Under authority of Article 2-B, Section 23 of the New York State Executive Law, the Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to, and recover from emergencies and disasters. To meet this responsibility, the Town of Rochester has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - a. Risk Reduction (Prevention and Mitigation)
 - (i) **Prevention** refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters
 - (ii) **Mitigation** refers to all activities which reduce the effects of disasters when they do occur.
 - (iii) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the Town of Rochester.
 - b. Response
 - (i) Response operations may start before the emergency materializes, for example on receipt of advisories that floods, blizzards or ice storms could impact the Town. This increased readiness response phases may include such pre-impact operations as:
 - Detecting, monitoring, and assessment of the hazard
 - Alerting and warning of potentially endangered populations
 - Taking protective actions for the public
 - Allocating/distributing of equipment/resources
 - (ii) 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 seem to reduce the probability of secondary damage and speed recovery operations.

c. Recovery

(i) Recovery activities are those undertaken following a disaster to restore the community to its pre-recovery 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. Purpose and Objectives of the Plan

1. This Plan sets for the basic requirement for managing emergencies in the Town.
2. The objectives of the Plan are:
 - a. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them. (See Town of Rochester, Hazard-NY report, annex 1)
 - b. To outline short, medium, and long range measures to improve the Town's capability to manage hazards.
 - c. To provide that the Town government, in concert with the County government, will take appropriate actions to prevent or mitigate the 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 effective utilization and coordination of County, State, and Federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.

C. Legal Authority

1. This Plan in whole or in part, may rely upon the following laws (as amended and updated) for the power necessary for its development, adoption, and implementation:
 - a. New York State Executive Law, Article 2-B
 - b. New York State Defense Emergency Act
 - c. Robert T. Stafford Federal Disaster Relief & Emergency Assistance Act

D. Concept of Operations

1. By NYS Law, the primary responsibility for responding to emergencies rests with town government, and with the Town's Chief Executive.
2. Town government agencies and the emergency service organizations in the town play an essential role as the first line of defense and response.
3. Responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel, and other resources first.
4. The Town Supervisor has the executive authority for the direction and coordination of disaster operations.

5. The Emergency Management Director serves as the front line manager of the Town's emergency management activities.
6. The Town of Rochester will utilize the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The Town of Rochester recommends and encourages all emergency services organizations in the Town to utilize ICS.
7. When Town resources are inadequate, the Emergency Management Director may obtain assistance (under mutual aid agreements/plans) from other political subdivisions and from the County government.
8. A request for assistance from the County will be made by the Town's Emergency Management Director to the Ulster County Emergency Management Office.
9. The Ulster County Emergency Management Director has the authority to direct and coordinate the County disaster operations, and coordinate response to requests for disaster assistance from the local governments.
10. The Ulster County Emergency Management Office is responsible for coordinating all Ulster County emergency management activities.
11. The Ulster County Director of Emergency Management may coordinate requests for assistance from other political subdivisions with Ulster County, and (through SEMO) with other counties in the State.
12. When the disaster is beyond the management capabilities of Ulster County the Ulster County Director of Emergency Management may request NYS assistance through the State Emergency Management Office (SEMO).
13. State assistance is supplemental to local and county emergency efforts.
14. Direction/control of State risk reduction, response and recovery actions is exercised by the NYS Disaster Preparedness Commission (DPC) and coordinated by the State Emergency Management Office. The Ulster County Emergency Management office will assist the Town, and serve as liaison to the State.
15. Upon the occurrence of an emergency or disaster which is clearly beyond the management capability and emergency resources of State and local (Town and County) governments, The Governor may find that federal assistance is required and may request such assistance from the president of the US by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Town Board is responsible for maintaining and updating this plan and will adopt same at its annual organizational meeting.
2. All Town departments and agencies are responsible for annual review of their emergency response role and procedures, and shall provide input on any changes to the Plan to the Town's Emergency Management Director by March 1st of each year.
3. The Plan should be reviewed and updated biennially with revised pages distributed by October 1st of each year, and or after any incident requiring implementation of the plan.

TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section II

RISK REDUCTION

A. Town Hazard Mitigation Planning

1. The Town Board has been designated by the Town Supervisor as the central point of contact for hazard mitigation.
2. The Town Emergency Management Director is responsible for coordinating with the Ulster County Director of Emergency Management in reducing hazards potentially affecting the Town of Rochester.
3. All Town agencies will participate in risk reduction activities at the direction of the Town Board.

B. Identification and Analysis of Potential Hazards

1. The Town Emergency Management Director and Town Supervisor, with the assistance of such other persons as they deem appropriate, hereinafter known as the Emergency Management Planning Committee, and in coordination with the Ulster County Director of Emergency Management, has and will:
 - a) identify potential hazards in the Town, and outside the Town that could affect the Town;
 - b) determine the probable impact each of those hazards could have on people, property and infrastructure
 - c) where possible, delineate the geographic areas affected by potential hazards (e.g. flood inundation zones), plot them on maps, and designate them as hazard areas
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

To comply with Sections B (1) and (2) above, hazards that pose a potential threat to the Town have been identified and analyzed by the Town Emergency Management Planning Committee using the computer program *HAZNY*, provided by the NY State Emergency Management Office (SEMO).

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
- b) establishes priorities for planning for those hazards which have received a high ranking of significance
- c) was conducted by the Director of the Ulster County Office of Emergency Management, with guidance from New York State Emergency Management Office.
- d) has been submitted to the Ulster County Office of Emergency Management
- e) is attached to and made a part of this plan

The complete Hazard Analysis is located in Annex 1.

The Catastrophic Dam Failure analysis for the Merriman Dam on the Rondout Reservoir is located in a separate binder, entitled Annex 2.

C. Risk Reduction Policies, Programs and Reports

1. Town agencies will coordinate with Ulster County in promoting planning, programs and activities to reduce hazard risks in their areas of responsibility and to encourage hazard awareness education and post-disaster self sufficiency amongst Town of Rochester residents and businesses.

a) Examples of the above include:

- to encourage the review of the Rochester Master Plan, zoning ordinances, & building codes to take into account significant hazards in the Town
- promote compliance with and enforcement of existing laws, regulations and codes that are related to hazard risks, e.g. building and fire/life safety codes, flood plain regulations
- encourage Town (& County and State) Highway Department(s) to address dangerous conditions on roads used by hazardous materials carriers (e.g. Routes 44/55 and Route 209)

2. The Rochester Town Board is responsible for land use management of Town owned land, and the review (with the Planning Board and Zoning Board of Appeals) of land use management actions throughout the Town, including:

- authorizing Town land use management programs
- developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
- coordinating with Ulster County agencies in developing and adopting plans for community development in the Town

3. In all of the above activities, the Town Board will take into account the significant hazards identified in the Town of Rochester.

4. The Town of Rochester Emergency Management Planning Committee will participate in risk reduction workshops sponsored by The Ulster County office of Emergency Management or NYSEMO, if and when such are offered. The Committee will meet annually to identify specific hazard reduction actions that could be taken for those hazards determined by the HAZNY analysis to be the most significant.

5. A report of the proposed hazard reduction activities will be presented to the Town Supervisor and the UC Dir. of Emergency Management for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
2. The Emergency Management Planning Committee will, every two years:
 - a) assess the Town'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 hazards
 - the impacted populations' preparedness levels
 - the existence of effective warning systems
 - the Town's means to respond to anticipated casualties and damage
3. To assist the Emergency Management Planning Committee in its assessment, The Town Emergency Management Director, in coordination with the UC Office of Emergency Management (and with the assistance of the regional office of NYSEMO) will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.
4. The Emergency Management Planning Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Emergency Management Director and the Town Supervisor.

E. Training of Emergency Response Personnel

1. The Accord Fire Company District Chief and his/her officers, and the Captain of the Kerhonkson/Accord First Aid Squad and his/her officers, in coordination with the Rochester Emergency Management Director, and the Ulster County Office of Emergency Management, the Ulster County Bureau of Fire, and the UC Ambulance Association, have the responsibility to:
 - a) arrange and provide, with the assistance of the New York State Emergency Management Office, New York State DOH Bureau of EMS, and New York State Office of Fire Prevention and Control (OFPC), training programs for Town emergency response personnel, including all volunteers.
 - b) encourage and support training for emergencies in the Town, including (but not limited to) training that would:
 - include information on the characteristics of the hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures and available resources
 - include appropriate level Incident Command System (ICS) training, as mandated by the NIMS program
 - provide emergency personnel with the skills necessary to help reduce or eliminate hazards and increase their response capabilities
 - cover crisis management situations, which would require additional specialized training and perhaps refresher training

- c) conduct periodic exercises and drills to evaluate the Town's capabilities and preparedness that test major portions of the elements and responsibilities in the Town's Comprehensive Emergency Management Plan, and the readiness of warning and communication equipment.
2. Volunteers participating in emergency services response such as fire and rescue operations, ambulance services, first aid and other emergency medical services, emergency shelter operations, etc. should be trained by those agencies in accordance with established procedures and NYS recognized standards.

F. Public Education & Awareness

1. The Ulster County Emergency Management Office (or agencies to whom it delegates or with whom it shares such responsibilities) is responsible for:

- a) providing education on hazards and home/business preparedness to the public
- b) making the public aware of hazards in their communities
- c) familiarizing the public with the plans the County has developed to respond to any emergencies arising from such hazards

2. The Town of Rochester shall participate in the public education activities, including offering Town facilities, such as meeting rooms in the Town Hall, for public education forums. Such forums shall:

- a) Share information for the purpose of encouraging emergency preparedness & self-reliance amongst Town residents

G. Monitoring of Identified Hazard Areas

1. All Town agencies will attempt to be aware of known hazards in the Town, so that they might detect a hazardous situation in its earliest stages.
 - a) The Town will share with appropriate response agencies information it receives, for example, about the storage of hazardous materials in the Town.
2. As a hazard's emergence is detected, this information is to be immediately provided to the UC 911 Communications Center, and disseminated to Town officials and emergency response agencies per established county protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible for performing the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurement or observations of the hazard. Examples of such are: rising water levels in rivers and streams, toxic exposure levels for hazardous chemicals (liquids or gases), slope and ground movement, shore erosion, formation and breakup of ice jams, dam conditions, mass gatherings, and the NWS's "Skywarn" program.
5. All Town hazard monitoring activity will be coordinated with the Town's Emergency Management Director and the Ulster County Emergency Management Office.

TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section III

RESPONSE

1. Response Organization and Assignment of Responsibilities

A. Town Supervisor Responsibilities, Powers, and Succession

1. The Town Supervisor is ultimately responsible for Town emergency response activities and:
 - a) controls the use of all Town owned resources and facilities for disaster response,
 - b) may declare a local state of emergency in the Town, and may promulgate emergency orders and waive local laws, ordinances, and regulations,
 - c) request assistance from other towns, and Ulster County, when it appears that the incident will escalate beyond the capability of Town resources,
 - d) may provide assistance at the request of other local governments both within and outside Ulster County.
2. In the event of the immediate unavailability of the Town Supervisor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - a) The Deputy Town Supervisor will assume the duties and responsibilities until the Supervisor is available.
 - b) The Emergency Management Director or Town Clerk will assume the duties and responsibilities until the Town Supervisor or the Deputy Town Supervisor is available.
 - c) If none of the above officials are available, the responsibilities shall pass to the senior member of the Town Board.

B. The Role of the Emergency Management Director

1. The Emergency Management Director:
 - a) maintains and manages the Town Emergency Operations Center
 - b) facilitates coordination between the Town and:
 - The Incident Commander
 - Town response agencies
 - Local governments outside the Town
 - Ulster County
 - Private emergency support organizations

C. The Town Emergency Response Organization

1. The Incident Command System (ICS)

a) The Town of Rochester adopts the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by Ulster County, and the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident.

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

- Command
- Operations
- Planning
- Logistics
- Finance

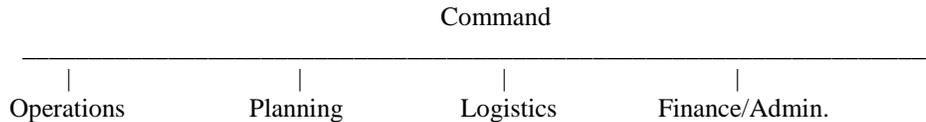
c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command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

d) In minor incidents, the five ICS functions may all be managed directly by the IC.

e) Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.

f) 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.

g) An on scene ICS with all five functions organized as sections as depicted as:



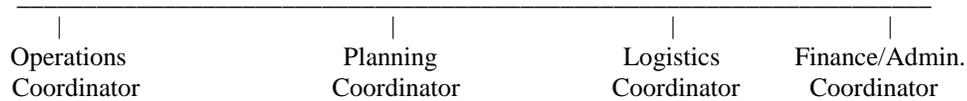
h) During an emergency, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Town Emergency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

i) 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.

j) 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, and may be instituted or supported by County government.

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

Emergency Operations Center Manager



1) Whenever the ICS is established, Town response forces should be assigned to specific ICS functions wherever they are needed including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for probable ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager

2. Agency Responsibilities

a) The Town Supervisor shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants. The Town Supervisor has designated the Emergency Management Director as the EOC Manager.

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. 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.
2. The Town EOC will be used to support Incident Command Post activities and to coordinate Town resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted. The Town EOC is located at the Accord Fire District Company #1 HQ
 - a) If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Accord Fire District Co. #2 HQ (Samsonville). A **possible** back-up EOC location is the Hudson Valley Resort.
 - b) The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location. Communications is a key component for the successful functioning of the EOC. If conditions warrant, the EOC director may request the UCSO Mobile Command Post and/or the activation of the RACES amateur radio system.
 - c) Depending on the incident size and complexity, the EOC manager may designate a County Liaison. This position will facilitate the coordination between County response agencies and the Town response organization.
 - d) Town agencies and other organizations represented at the EOC will be organized according to ICS function and the Town's Emergency Plan Chain of Command (see appendix # 2) under the direction of the EOC Manager.
3. The Emergency Management Director is responsible for managing the EOC or auxiliary EOC during emergencies.

4. 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 1/2 hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Town Supervisor or the Emergency Management Director.

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

6. If required, staging areas for emergency equipment and personnel will be established. For any area on private land, the Town shall negotiate an agreement for the emergency use of that land, prior to the need for such use. Staging areas shall include:

- a) Accord Fire District Company #1 rear parking lot
- b) Hudson Valley Resort parking areas
- c) Rondout Valley School District Parking Lots
- d) Town Municipal lot(s)
- e) Skate Time parking lot

B. Notification and Activation

1. An initial notification of an emergency situation may originate from the public, police, fire, or Town agencies, or from Ulster County, and will usually be received at the Ulster County Emergency Communications Center.
2. Upon receiving initial notification of an emergency impacting the Town, the agency that received the notification will contact the Town Supervisor or Deputy Supervisor, and/or the Town Emergency Management Director. If required an emergency will be declared and an appropriate response level determined.
3. This initial notification sets into motion the activation of the Town's emergency response personnel. The Ulster County Emergency Communications Center (911 Center) will be contacted to make the appropriate dispatches for fire, EMS, or police agencies.
4. First responders may or may not require additional response personnel, or may request minimal assistance from other response personnel, such as mutual aid between fire districts.
5. When the incident is beyond the capabilities of the initial responding agency(s), the Incident Commander will notify the Ulster County 911 Center, and update the response level.
6. Each emergency is to be classified into one of four Town Response Levels according to the nature 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 the Town, or involving a small population.
 - d) Response Level 3: Full emergency situation with major threat to life, health, or property involving large population, County and possibly State involvement.

7. Upon notification of an emergency response level, the incident commander, via the Ulster County 911 Center, will request that the Town Supervisor or Deputy Supervisor be notified.
8. Town Emergency response personnel will be activated according to the Response Level classification:
 - a) For Response Level I, only the Emergency Management Director and the Town Supervisor or Deputy Supervisor.
 - b) For Response Level 2, the Emergency Management Director is activated, and augmented by select members of the Town response organization as determined by the Emergency Management Director and the Town Supervisor or Deputy Supervisor
 - c) For Response Level 3 classification, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of Town response personnel to other locations including the emergency scene will be made through the EOC.

C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Section 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.

TABLE 1 – ICS Function and Response Activities by Agency

AGENCY	ICS FUNCTION	RESPONSE ACTIVITIES
Office of Town Supervisor	Command	Ultimate situation responsibility; Declaration of State of Emergency Promulgation of Emergency Orders Approve All Public Communications
Town Board	Liaison	Liaison & Coordination with Governments & Organizations
Emergency Management Director	Operations	Activation & Coordination of the EOC; Public Warning
NYSP, UC Sheriff	Operations	Law Enforcement, Communications Warning
KAFAS, ALS Provider	Operations	Medical Care & Treatment, Crisis Counseling
Accord Fire Companies	Operations/Safety	Fire Suppression: Search & Rescue; Hazmat Exposure Control; Emergency Worker Protection
Town Highway Dept.	Operations/Planning	Debris Removal & Disposal; Damage Assessment; Public Services Restoration
Town Building Inspector/ Code Enforcement Officer	Operations	Structural Damage Assessment
Assessor's Office	Planning	Property Damage Assessment; Loss Value Documentation
Human Needs Coordinator	Operations	Food, Clothing, Shelter, Health Counseling
American Red Cross/ Salvation Army/Family	Operations	Temporary Shelter & Housing Emergency Feeding and Clothing
Town Clerk	Logistics	Information Systems, Human Resources Recruitment
Bookkeeper	Logistics	Supply & Procurement Systems
Bookkeeper	Finance/Admin.	Purchasing, Accounting, Record-keeping

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 Town Supervisor or Deputy Supervisor may proclaim a state of emergency pursuant to section 24 of the State Executive Law.
2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town 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 & areas
 - closing of places of amusement or assembly
4. Table 2 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. 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. Public Warning and Emergency Information

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 Ulster County Office of Emergency Management and the Ulster County Emergency Communications Center.
 - a) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, & cable TV, to issue emergency warnings. EAS can be activated by select County officials.
 - 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 Albany. 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.

- c) Stationary Fire Sirens - There is one type of stationary warning siren in use in the Town of Rochester - fire sirens - Located at fire stations throughout the Town for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated from the County 911 Center. This will allow the Town to warn residents pursuant to local protocol and capabilities.
 - d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the Town are equipped with siren and public address capabilities. These vehicles may be available 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, police, fire police, 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.
 - f).The town may also investigate the installation of a multi-line phone system with a recorded message which can be recorded by designated officials and which will then provide emergency instructions to all callers. A public education campaign should be undertaken to alert the residents of the Town to the availability of this emergency information system.
4. Town and 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 may be established. This should be done in coordination with on-scene Incident Command, the EOC Manager, and, if involved, officials from Ulster County
7. In some cases, depending upon the magnitude of the incident, the Town may rely upon Ulster County to establish and maintain a Joint News Center. Regardless, the Public Information Officer should:
- a) establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefing
 - b) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - c. coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - d) check and control the spreading of rumors
 - e) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - f) arrange any media tours of emergency sites

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 appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed. NOTE: The Emergency Management Director will ask physicians designated by the Town to co-ordinate this function.

G. Meeting Human Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of Town and County government and with the assistance of volunteer agencies and the private sector. This includes the needs of emergency responders and their families.
2. There may be established within the Operations section a Human Needs Group to perform the tasks associated with (1) above. NOTE: The Emergency Management Director will ask the person designated by the supervisor to coordinate this function.

H. 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, and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure function, assigned appropriately, to perform the tasks associated with (1) above.
3. During response operations relating to debris clearance and disposal, the Town of Rochester should act in cognizance of and in cooperation with the Ulster County Highway Dept. and the UC Dir. of Emergency Management

I. 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 Town should be used first in responding to the emergency.
3. All Town-owned resources are under the control of the Town Supervisor during a declared emergency and can be utilized as necessary.
4. Resources owned by other municipalities can be utilized upon agreement between the requesting and offering government, and should be coordinated through the Ulster County Emergency Management Office.
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.

- K. The following document supports this portion of the plan and is appended to it:

Table 2

INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

A. Instructions for declaring a local State of Emergency

1. The Town Supervisor, or a person acting for the Town Supervisor pursuant to this plan, can declare a local State of Emergency for all of, or anywhere in, the Town. The County Executive can declare a State of Emergency for anywhere in Ulster County, including the Town of Rochester. All City and Village Mayors in the County can declare States of Emergency within their respective jurisdictions.
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it must be followed with a written format within a reasonable amount of time.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the Town Clerk's Office, with copies to the Ulster County Clerk, and the New York Secretary Of State (via the UCEMO).
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Town Supervisor, or person acting for, may rescind a local State of Emergency.
11. Though a rescision may be verbal or written, if the declaration was written, the rescision should also be written.
12. The rescision should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescision should be kept on file in the Town Clerk's Office with copies to the Ulster County Clerk, and the NY Secretary of State (via the UCEMO).

B. Sample Declaration of a Local State of Emergency

“A State of Emergency is hereby declared in _____ effective at
(area within the town; or the entire town)
_____ on _____ .
(time) (date)

This State of Emergency has been declared due to _____
(description of situation that led to the declaration being issued)

This situation threatens public safety.

This State of Emergency will remain in effect until 1) a certain date; or 2) rescinded by a subsequent order.

As the Chief Executive of the Town of Rochester I, _____
(name of Town Supervisor or acting Chief Executive of the Town)

exercise the authority given me under section 24 of the New York State Executive Law, to preserve the
public safety and hereby render all required and available assistance vital to the security, well-being, and
health of the citizens of the Town of Rochester. I hereby direct all departments and agencies of the Town
of Rochester to take whatever steps necessary to protect life and property, public infrastructure and provide
such emergency assistance deemed necessary.

Signature

Name

Title

Date

C. Questions and Answers on declaring a State of Emergency

Why should I declare a local state of emergency?

It increases your powers as the Chief Executive Officer. These new powers can include:

- issuing emergency orders;
- implementing public protective measures;
- suspending local laws; and
- requesting supplemental assistance.

Can a declaration give legal protection?

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

Will the declaration help raise public awareness?

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

Can a State of Emergency be declared at any time?

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

When should I declare a local State of Emergency?

You should consider declaring a local State of Emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:

- Evacuation of people for a large or heavily populated area street, road, housing development, multi-resident buildings.
- Sheltering people in designated areas or buildings.
- Sheltering people in designated areas or buildings .
- Large-scale closing of roads due to conditions considered to be dangerous to lives and property.

You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:

- Riots or civil unrest.
- Hostage situations.
- Terrorist situations
- Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

Can I issue the declaration verbally?

Yes. The Chief Executive may issue a declaration verbally if time is a crucial matter. However, you must follow the verbal declaration with a written declaration.

Must the declaration be filed?

Yes. It should be kept on file at the Office of the Town Clerk. (with copies as noted above).

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

No. The State of Emergency does not have to be extended, but Local Emergency Orders do, and since one cannot issue Local Emergency Orders without a State of Emergency being in effect, one should extend the State of Emergency.

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

No. But since .for Local Emergency Orders to be in effect, there must be a State of Emergency in effect, it is best to include a time of duration in the original Declaration of the State of Emergency. If the emergency continues beyond that time, a succeeding declaration may be issued with a time limit (or a statement that the State of Emergency is continuing until it is formally rescinded). When the proclamation is no longer needed, it should be formally rescinded.

Can I issue Local Emergency Orders without a State of Emergency?

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

Will a declaration help in getting assistance from the state?

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

Must I rescind a declaration of State of Emergency?

No. However, a written rescinding statement should be made when the emergency no longer exists. The Chief Executive can rescind the declaration of emergency at any time.

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

Maybe—If a time limit was indicated in the declaration of State of Emergency it will end automatically at that the time and date indicated. If no time limit was specified, the State of Emergency does NOT end automatically.

When should I rescind a State of Emergency?

You should rescind it when the conditions that warranted the declaration no longer exist.

Must the rescission be issued in writing?

It is recommended, in the same manner as a declaration of State of Emergency is recommended, to be issued in written form.

Must the rescission be filed?

Yes. It is recommended that it be filed in the Office of the Town Clerk.

D. Instructions for issuing local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor and or a person acting for the Supervisor pursuant to this plan. The County Executive can issue emergency orders for anywhere in Ulster County, including the Town of Rochester, following the declaration of a local State of Emergency by the County Executive. All City and Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.
9. Local Emergency Orders must be re-filed if they are extended.

Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas

I, _____ Supervisor of the Town of Rochester, in accordance with a declaration of a

State of Emergency issued at _____ (time) on _____ (date), 200__, and pursuant to Section 24 of the

New York State Executive Law hereby order the evacuation of all persons from the following zones (locales):

Zone 1: _____ Zone 2: _____

This evacuation is necessary to protect the public from _____.

This order is effective immediately and shall apply until removed by order of the Town's Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ (day) of _____ (month), 200__ at _____ (time) in the Town of Rochester, New York.

Signed: _____ Name: _____

Title _____

Witness: _____ Name: _____

Title _____

F. Questions and Answers on issuing Local Emergency Orders

Can anyone issue a Local Emergency Order?

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

What can a local Emergency Order include?

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

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

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

Is it in effect indefinitely?

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

Can an order be modified once it's issued?

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

Can a Local Emergency Order be extended beyond five days?

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

Must the media be informed?

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

Can a citizen who disobeys an emergency order be arrested?

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

TOWN OF ROCHESTER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section IV

RECOVERY

A. Damage Assessment

1. The Town will participate in and cooperate with Ulster County Office of Emergency Management, New York State (SEMO), and the Federal agencies (DHS/FEMA) in damage assessment activities.
2. The Town Emergency Management Director shall coordinate with the County, State and Federal agencies in:
 - a) developing a Town damage assessment program
 - b) coordinating damage assessment activities in the Town during and following an emergency
 - c) designating a Town official (perhaps the Code Enforcement Officer) to coordinate with the damage assessment officer from the County
 - d) maintaining detailed records of emergency expenditures on standard documentation forms (which are available from the UC Office of Emergency Management)
3. All Town department and agencies in the Town will cooperate fully with the County OEM, and participate in damage assessment activities, including:
 - a) Pre-emergency
 - identifying Town 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 Town government and the private section for technical support
 - b) Emergency
 - obtaining and maintaining documents, maps, photos, and videos of damage
 - reviewing procedures and forms for reporting damage to higher levels of government
 - c) Post-emergency
 - selecting personnel to participate in damage assessment survey teams
 - obtaining from the County damage assessment officer maps showing disaster damage locations documented with photos and/or videos
 - preparing and submitting Request for Public Assistance in applying for Federal Disaster assistance (if such designation has been made)
 - assigning local representatives who will accompany the State/Federal Survey Team(s)
 - following-up with the County's authorized representative and SEMO
 - submitting proof of insurance, if required
 - preparing and submitting project listing, if small project grant is sought
 - follow eligibility regarding categorical or flexibly funded grants
 - maintaining accurate and adequate documentation for all costs on each project
 - observing FEMA time limits for project completion
 - requesting final inspection of completed work, and/or providing appropriate certificates
 - preparing and submitting final claim for reimbursement

- assisting with the mandatory state audit
- consulting with the Governor’s authorized representative for assistance, as needed
- maintaining a detailed and accurate summary of damage suffered and recovery actions taken

B. Planning for Recovery

1. Recovery includes community development and redevelopment
2. Community development is based on a comprehensive community development plan (part of the Town’s Comprehensive Plan) prepared under the direction of the Town Board.
3. Following a public hearing process, the Comprehensive Plan is officially adopted by the Town Board as the policy for the Town.
4. The Town must have public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, private road and driveway regulations, and building codes. As a result, by applying these laws/regulations successfully after a disaster, the Town will have pre-disaster prevention and mitigation capability (with a view towards future disasters/emergencies).
5. A central focal point on analytical and coordination planning skills, which could obtain the necessary political leadership and support when needed, is required to coordinate the programs and agencies necessary to bring about a high quality of recovery and community redevelopment.
6. A recovery taskforce will be developed by the Town Board with assistance from the Comprehensive Emergency Planning Committee, and will:
 - a) direct the recovery with the assistance of the Town department and agencies coordinated by the Town’s Dir. Of Emergency Management
 - b) prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to Section 28-a of the NYS Executive Law. That recovery and redevelopment plan shall include:
 - i. replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings
 - ii. establishment of priorities for emergency repairs to facilities, buildings, and infrastructures
 - iii. economic recovery and community development
 - iv. new and/or amended zoning ordinances, subdivision regulations, highway, building and sanitary codes
 - v. sections which account for and incorporate, to the extent practical, relevant existing plans and policies
7. Prevention and mitigation measures should be incorporated into all recovery planning, where possible.
8. 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 NYS Executive Law.
 - a.) if the Governor declares a State disaster emergency, then under Section 28-a, the Town shall have the following responsibilities:

i. if the town is included in the declared disaster area, it shall prepare a local recovery and redevelopment plan, unless the Town Board shall determine that such a plan is unnecessary and/or impractical.

ii. within 15 days after the declaration of a state disaster, if the Town is included in the declared disaster area, it shall report to the NYS Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

iii. 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 publication and broadcast.

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

v. the plan shall be adopted by the Town within 10 days after receiving the comments of the NYS DPC.

vi. The adopted plan:

- Shall be the official Town policy for recovery and redevelopment, and may be amended at anytime in the same manner as originally prepared, revised and adopted.

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 the official adopted plans, policies and programs for redevelopment including risk reduction projects to avoid or reduce the hazards which contributed to the disaster.

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

- scheduling planning for redevelopment
- analyzing existing State and federal programs to determine how they may be modified or applied to reconstruction
- conducting public meetings and formal hearings
- providing temporary housing and facilities
- providing public assistance
- coordinating State/Federal recovery assistance
- Monitoring of reconstruction progress
- Preparation of periodic progress reports to be submitted to the UC Emergency Management Office and to SEMO

- Identifying and prioritizing areas to survey for damage
- Completing project worksheets and maintaining files of those worksheets
 - i. It is essential that, from the outset of emergency response actions, Town response personnel keep detailed records of all expenditures for:
 - labor used
 - use of owned equipment
 - use of borrowed or rented equipment
 - use of materials from existing stock
 - contracted services for emergency response, recovery, reconstruction

D. Damage Assessment

- a) damage assessment will be conducted by County and Town government employees such as: public works engineers, building inspectors, code enforcement officers and assessors. They will be assisted by members of non-profit relief 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.
- b) there will be two types of damage assessment: Infrastructure (damage to public property and the Town infrastructure, e.g. sewage, water supply, roads, bridges, sanitation); and Individual Assistance (IA) teams (to assess the impact on individuals & families, agriculture, and the private sector).
- c) Town damage assessment information will be reported to the Town's Dir. of Emergency Management and to the Damage Assessment Officer at the UC Office of Emergency Management.
- d) all damage assessment activities in the disaster area will be coordinated with the onsite incident commander (when appropriate) and the Town EOC.
- e. the Town official designated to coordinate damage assessment activities with the UC Damage Assessment Officer will provide the following information to complete the Damage Assessment Report:
 - destroyed property
 - property sustaining major damage
 - property sustaining minor damage.

That Town official will also provide information on the damage to private property in dollar loss to the extent not covered by insurance for:

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

That Town official will also provide information on the damage to public property in dollar loss to the extent not covered by insurance for:

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

That Town official will also provide information on the damage to agriculture in dollar loss to the extent not covered by insurance for:

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

The cost, in dollar value, will be calculated for the following:

- individual assistance in the areas of mass care, housing and individual family grants;
- community services provided beyond normal needs;
- debris clearance and protective measures taken such as pumping, sand-bagging, construction of warning signs & barricades, emergency levees, etc.;
- financing overtime and labor required for emergency operations

The final report will be submitted to the UC Emergency Management Office, and is required for establishing the eligibility for any State and/or Federal assistance. (**NOTE:** Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, which can be obtained from the UC OEM.)

E. Reconstruction Operations

- a) reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact
- b) reconstruction operations in and around designated historical sites must conform to existing State and Federal (FEMA) regulations.

1. Role of the Town Clerk or designee

- a) unless otherwise designated by the UC government, the County Clerk will serve as the county's authorized agent in disaster assistance applications to the respective State and Federal government agencies.
- b) the Town Clerk will serve as the Town's authorized agent, and will work with the County Clerk's office to:
 - 1. attend any public assistance applicant briefing conducted by Federal and/or State Emergency management officials
 - 2. review SEMO's SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants

F. Public Information on Recovery Assistance

1. Public Information Officers (PIO's) are responsible for making arrangements with the broadcast and print media in adequately reporting to the public on:

- what kind of emergency assistance is available to the public
- who provides the assistance
- who is eligible for assistance
- what kinds of records are needed to document items which are damaged or destroyed by the disaster
- what actions to take to apply for assistance
- where to apply for assistance

2. The following types of assistance **may** be available:

- food stamps (regular or emergency)
- temporary housing (rental, mobile home, motel/hotel)
- unemployment assistance and job placement (regular and disaster unemployment)
- veterans benefits
- Social Security benefits
- disaster and emergency loans (Small Business Administration and Farmers Home Administration)
- tax refunds
- individual and family grants
- legal assistance

3. All the above information will be prepared jointly by the Federal, State, County and Town PIO's as appropriate and furnished to the broadcast & print media for timely reporting to the public.

Annex I

HAZARD ANALYSIS RESULTS FOR THE TOWN OF ROCHESTER

Using HAZNY as provided by the State Emergency Management Office

June 2, 2006

Dear Ms. Duke,

Thank you for the opportunity to present the hazard analysis program “HAZNY” to the Town of Rochester Emergency Management team last evening. I think the HAZNY exercise was very productive, produced a good exchange between the various officials, and will serve as a sound basis for your risk reduction plan. As I reviewed the results of the analysis, I have found that the 2004 version of HAZNY produces a very nice report. The report is quite detailed, and I have included it below in its entirety.

HAZNY and the Town of Rochester

HAZNY is an automated interactive spreadsheet that asks specific questions on potential hazards in a community and records and evaluates the responses to these questions. HAZNY also includes historical and expert data on selected hazards. HAZNY is designed specifically for groups, rather than individual use. Rochester assembled a group of local officials to consider and discuss the questions and issues raised by the HAZNY program. Representatives from the Ulster County Emergency Management Office facilitated the meeting and recorded the results.

The Results

The Group analyzed hazards potentially affecting the Town of Rochester. HAZNY rated each hazard based on the Group’s assessment and assigned a numerical value.

These values are categorized as follows:

- 321 to 400 HIGH HAZARD**
- 241 to 320 MODERATELY HIGH HAZARD**
- 161 to 240 MODERATELY LOW HAZARD**
- 44 to 160 LOW HAZARD**

The Group rated the 28 hazards as follows:

Hazard	Rating
FIRE	299
DAM FAILURE	292
FLOOD	288
UTILITY FAILURE	284
SEVERE STORM	260
STRUCTURAL COLLAPSE	252
TORNADO	237
FOREST FIRE	230
EXTREME TEMPS	224
TERRORISM	214
EARTHQUAKE	208
ICE STORM	204
HAZMAT (FIXED SITE)	202
TRANS ACCIDENT	194

HURRICANE	193
BLIGHT	188
SNOWSTORM	188
AIR CONTAMINATION	182
EPIDEMIC	179
HAZMAT (IN TRANSIT)	170
DROUGHT	159
FUEL SHORTAGE	152
EXPLOSION	145
CIVIL UNREST	136
AIRCRAFT DISASTER	128
LANDSLIDE	114

Hazard(s) rated as moderately high: FIRE, DAM FAILURE, FLOOD, UTILITY FAILURE, SEVERE STORM, STRUCTURAL COLLAPSE

FIRE: 299, Moderately High Hazard

- Potential Impact:** Single Location
Cascade Effects: Highly Likely
Frequency: A Frequent Event
Onset: No Warning
Hazard Duration: One Day
Recovery Time: One to Two Days
Impact:
- Serious Injury or Death is Likely, but not in Large Numbers
 - Severe Damage to Private Property
 - Severe Structural Damage to Public Facilities

DAM FAILURE: 292, Moderately High Hazard

- Potential Impact:** Throughout a Large Region
Cascade Effects: Highly Likely
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: More Than One Week
Recovery Time: More Than Two Weeks
Impact:
- Serious Injury or Death to Extremely Large Numbers
 - Severe Damage to Private Property
 - Severe Structural Damage to Public Facilities

FLOOD: 288, Moderately High Hazard

- Potential Impact:** Throughout a Large Region
Cascade Effects: Highly Likely
Frequency: A Regular Event
Onset: One Day Warning
Hazard Duration: Two to Three Days
Recovery Time: More Than Two Weeks
Impact:
- Serious Injury or Death is Likely, but not in Large Numbers
 - Severe Damage to Private Property

- Severe Structural Damage to Public Facilities

UTILITY FAILURE: 284, Moderately High Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Frequent Event

Onset: No Warning

Hazard Duration: Two to Three Days

Recovery Time: Less Than One Day

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

SEVERE STORM: 260, Moderately High Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Highly Likely

Frequency: A Frequent Event

Onset: Several Hours Warning

Hazard Duration: Less Than One Day

Recovery Time: One to Two Days

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

STRUCTURAL COLLAPSE: 252, Moderately High Hazard

Potential Impact: Single Location

Cascade Effects: Some Potential

Frequency: An Infrequent Event

Onset: No Warning

Hazard Duration: Less Than One Day

Recovery Time: More Than Two Weeks

Impact:

- Serious Injury or Death to Large Numbers
- Severe Damage to Private Property
- Severe Structural Damage to Public Facilities

Hazard(s) rated as moderately low: TORNADO, FOREST FIRE, EXTREME TEMPS, TERRORISM, EARTHQUAKE, ICE STORM, HAZMAT (FIXED SITE), TRANS ACCIDENT, HURRICANE, BLIGHT, SNOWSTORM, AIR CONTAMINATION, EPIDEMIC, HAZMAT (IN TRANSIT)

TORNADO: 237, Moderately Low Hazard

Potential Impact: Throughout a Small Region
Cascade Effects: Some Potential
Frequency: An Infrequent Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: Three Days to One Week
Impact:

- Serious Injury or Death is Likely, but not in Large Numbers
- Severe Damage to Private Property
- Severe Structural Damage to Public Facilities

FOREST FIRE: 230, Moderately Low Hazard

Potential Impact: Throughout a Small Region
Cascade Effects: Some Potential
Frequency: A Regular Event
Onset: No Warning
Hazard Duration: Four days to One Week
Recovery Time: One to Two Days
Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

EXTREME TEMPS: 224, Moderately Low Hazard

Potential Impact: Throughout a Large Region
Cascade Effects: Some Potential
Frequency: A Frequent Event
Onset: Several Days Warning
Hazard Duration: Four days to One Week
Recovery Time: Less Than One Day
Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

TERRORISM: 214, Moderately Low Hazard

Potential Impact: Single Location
Cascade Effects: Highly Likely
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: One Day
Recovery Time: Three Days to One Week
Impact:

- Serious Injury or Death to Large Numbers
- Severe Damage to Private Property
- Severe Structural Damage to Public Facilities

EARTHQUAKE: 208, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Small Region
<u>Cascade Effects:</u>	Highly Likely
<u>Frequency:</u>	A Rare Event
<u>Onset:</u>	No Warning
<u>Hazard Duration:</u>	Less Than One Day
<u>Recovery Time:</u>	Three Days to One Week
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Severe Damage to Private Property• Severe Structural Damage to Public Facilities

ICE STORM: 204, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Highly Likely
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	One Day Warning
<u>Hazard Duration:</u>	Two to Three Days
<u>Recovery Time:</u>	Three Days to One Week
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Moderate Damage to Private Property• Moderate Structural Damage to Public Facilities

HAZMAT (FIXED SITE): 202, Moderately Low Hazard

<u>Potential Impact:</u>	Single Location
<u>Cascade Effects:</u>	Highly Likely
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	No Warning
<u>Hazard Duration:</u>	One Day
<u>Recovery Time:</u>	One to Two Days
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Severe Damage to Private Property• Little or No Structural Damage to Public Facilities

TRANS ACCIDENT: 194, Moderately Low Hazard

<u>Potential Impact:</u>	Single Location
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	No Warning
<u>Hazard Duration:</u>	Less Than One Day
<u>Recovery Time:</u>	Less Than One Day
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Little or No Damage to Private Property• Little or No Structural Damage to Public Facilities

HURRICANE: 193, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	One Day
<u>Recovery Time:</u>	Three Days to One Week
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Severe Damage to Private Property• Severe Structural Damage to Public Facilities

BLIGHT: 188, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	More Than One Week
<u>Recovery Time:</u>	Less Than One Day
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Moderate Damage to Private Property• Little or No Structural Damage to Public Facilities

SNOWSTORM: 188, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	Several Days Warning
<u>Hazard Duration:</u>	Two to Three Days
<u>Recovery Time:</u>	One to Two Days
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Little or No Damage to Private Property• Little or No Structural Damage to Public Facilities

AIR CONTAMINATION: 182, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	Several Days Warning
<u>Hazard Duration:</u>	Two to Three Days
<u>Recovery Time:</u>	Less Than One Day
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Little or No Damage to Private Property• Little or No Structural Damage to Public Facilities

EPIDEMIC: 179, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Highly Likely
<u>Frequency:</u>	A Rare Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	More Than One Week
<u>Recovery Time:</u>	More Than Two Weeks
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death to Extremely Large Numbers• Little or No Damage to Private Property• Little or No Structural Damage to Public Facilities

HAZMAT (IN TRANSIT): 170, Moderately Low Hazard

<u>Potential Impact:</u>	Single Location
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	No Warning
<u>Hazard Duration:</u>	One Day
<u>Recovery Time:</u>	One to Two Days
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death is Likely, but not in Large Numbers• Little or No Damage to Private Property• Little or No Structural Damage to Public Facilities

Hazard(s) rated as low: DROUGHT, FUEL SHORTAGE, EXPLOSION, CIVIL UNREST, AIRCRAFT DISASTER, LANDSLIDE

DROUGHT: 159, Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Highly Likely
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	More Than One Week
<u>Recovery Time:</u>	Less Than One Day
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Moderate Damage to Private Property• Little or No Structural Damage to Public Facilities

FUEL SHORTAGE: 152, Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	An Infrequent Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	More Than One Week
<u>Recovery Time:</u>	Less Than One Day
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Moderate Damage to Private Property

- Little or No Structural Damage to Public Facilities

EXPLOSION: 145, Low Hazard

Potential Impact: Single Location
Cascade Effects: Some Potential
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: One to Two Days

- Impact:**
- Serious Injury or Death is Likely, but not in Large Numbers
 - Moderate Damage to Private Property
 - Moderate Structural Damage to Public Facilities

CIVIL UNREST: 136, Low Hazard

Potential Impact: Single Location
Cascade Effects: Some Potential
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: One to Two Days

- Impact:**
- Serious Injury or Death is Likely, but not in Large Numbers
 - Moderate Damage to Private Property
 - Little or No Structural Damage to Public Facilities

AIRCRAFT DISASTER: 128, Low Hazard

Potential Impact: Single Location
Cascade Effects: Some Potential
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: One Day
Recovery Time: Less Than One Day

- Impact:**
- Serious Injury or Death is Likely, but not in Large Numbers
 - Little or No Damage to Private Property
 - Little or No Structural Damage to Public Facilities

LANDSLIDE: 114, Low Hazard

Potential Impact: Single Location
Cascade Effects: Some Potential
Frequency: A Rare Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: Less Than One Day

- Impact:**
- Serious Injury or Death Unlikely
 - Little or No Damage to Private Property

- Little or No Structural Damage to Public Facilities
- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

Biggest Hazards

HAZARDS THAT OCCUR WITH NO WARNING*

FIRE
DAM FAILURE
UTILITY FAILURE
STRUCTURAL COLLAPSE
TORNADO
FOREST FIRE
TERRORISM
EARTHQUAKE
HAZMAT (FIXED SITE)
TRANS ACCIDENT
HAZMAT (IN TRANSIT)
EXPLOSION
CIVIL UNREST
AIRCRAFT DISASTER
LANDSLIDE

*No warning was selected from the Onset Tab.

HAZARDS THAT OCCUR MOST OFTEN*

FIRE
UTILITY FAILURE
SEVERE STORM
EXTREME TEMPS
SEVERE STORMS

*A frequent event was selected on frequency Tab.

HAZARDS THAT PRESENT THE GREATEST THREAT TO LIFE*

DAM FAILURE
STRUCTURAL COLLAPSE
TERRORISM
EPIDEMIC

*Serious injury and death in extremely large numbers was selected from the Impact Tab.

Appendices i Chain of Command – to be completed

CHAIN OF COMMAND

TOWN SUPERVISOR

Deputy Supervisor

Town Board-----
Attorney for the Town-----

-----Town Clerk

Emergency Management Director

FEDERAL STATE ULSTER COUNTY
(DHS-FEMA) (SEMO) (UC Director of Emergency Management)-----

OPERATIONS

<u>Fire/EMS</u>	<u>Police</u>	<u>Highway</u>	<u>Human Needs</u>
Accord	NYSP		Housing
Fire District	USCO		Food
Chief			Medical
			Clothing
KAFAS			Counseling
&			
ALS			
Provider			
Captain			

PLANNING

<u>DAMAGE ASSESSMENT</u>
CEO
Highway Super
Assessor's Office

LOGISTICS

Transportation		
Information Systems		
Human Resources Recruitment		

ADMINISTRATION/FINANCE

Supply				
Procurement				Accounting
Record Keeping				