

Ulster County Comprehensive Emergency Management Plan



Adopted by the Ulster County Legislature
June 17, 2014

Ulster County Comprehensive Emergency Management Plan

Executive Summary

Ulster County is a geographically diverse and historically unique area, home to over 183,000 citizens in the span of vast and varied acreage, equal in size to the entire State of Rhode Island. Emergency management planning and strategies are vital to the protection of human life, environmental assets and economic resources. First drafted in 1988, the Ulster County Comprehensive Emergency Management Plan (CEMP) serves as a guiding document for risk reduction, emergency response and recovery from emergency situations. In 2003 Ulster County, with the financial support of New York State, completed a major revision to the CEMP. Three years later, much more modest reviews took place. A new hazard analysis was conducted and a new set of risk reduction recommendations was produced. In 2013 the County began an extensive revision of the document.

The Planning Team was comprised of representatives from a multitude of local, state and federal agencies. Utilizing the recommended 10-step planning process from the New York State Emergency Management Office (SEMO), now the New York State Office of Emergency Management (NYS OEM), the Team has identified and prioritized emergency management risks in the County, developed risk reduction recommendations, revised logistical and operational considerations of the response section and adopted several recovery measures. The resultant Plan is a functioning document to guide emergency management personnel and County residents in prevention, mitigation and response to emergencies.

While nearly every type of emergency situation is capable of presenting itself within Ulster County, careful analysis by the Planning Team has identified Haz-Mat in transit, followed by fire, utility failure and flooding as having the highest level of risk.

In order to reduce the potential impact of potential natural or manmade disasters and accidents, the Planning Team has developed several recommendations. Implementation of the following recommendations is dependent upon strong and decisive leadership from our County elected officials.

- **REDUCE HAZ-MAT IN TRANSIT OCCURRENCES**

In order to truly reduce the County's number one identified hazard, haz-mat in transit, a concerted effort on the part of local, state and federal agencies is required. Hazardous materials shipped via common carrier on the roadways, over the rail, and on the Hudson River all have the potential to create disastrous conditions for both the human population and the environment. Commercial vehicle enforcement activities should be sustained on the County's highways. To make area rails safer local jurisdictions should enforce gate violations at grade level crossings; the County should support federal

legislation that would require older rail tanker cars to be replaced with newer, safer models; the County should engage the State to perform more robust rail safety inspections and negotiate an agreement for access to a Network Operations Workstation to provide tracking information on haz-mat shipments. Absent voluntary cooperation on these issues, regulatory control over the railroads should be sought. The United States Coast Guard should be encouraged to increase their inspections of commercial ships and barges on the Hudson River and spill response plans put in place for those communities that use the River for water supply.

Additionally, the County should reaffirm its commitment to the contractual agreement with the City of Kingston for haz-mat team services provided by the City Fire Department. The County should continue to support grant opportunities that enhance the haz-mat team's capabilities and resources.

- **ENHANCE RECRUITMENT AND RETENTION CAMPAIGN FOR VOLUNTEERS**

The current recruitment and retention program must be built upon to fortify staffing levels among the volunteer fire and emergency medical service communities. Similar programs at the federal and state levels should be leveraged to aid in the local campaign. A balance must be struck between the efforts expended to attract new volunteers and that seeking to keep veteran first responders. Best practices should be used to bolster the existing program.

- **UPGRADE COMMUNICATIONS SYSTEMS**

Emergency service providers need to migrate from the various independent and antiquated radio systems used today to a modern digital system. A new system would provide increased coverage, enhanced reliability, increased functionality and interoperability between the disciplines.

- **SUPPORT EFFORTS THAT WILL REDUCE UTILITY FAILURES**

While it is recognized that the term "utility" correctly incorporates the natural gas distribution network, water and sewer systems, telephone and cable, the utility most susceptible to failure is the overhead electric grid. The importance, and vulnerability, of the infrastructure carrying electric service added weight to the ranking of multiple hazards in the analysis. Consideration should be given to requiring underground service feeds in new subdivisions. To protect the existing electric distribution system, the tree trimming programs of both Central Hudson Electric and Gas and the New York State Electric and Gas companies should be a priority maintenance effort that is supported in every community. Aging transmission structures should be replaced as well, and incentives provided to encourage the development of distributed local power sources and redundant energy sources in not only public buildings but private homes. Public works projects should be encouraged to install backup emergency power (generators) in retrofit projects and new construction.

- **REDUCE FLOOD EXPOSURE**

The County must update its Multi-Jurisdictional Hazard Mitigation plan and encourage 100% participation by the municipalities of the County. Mitigation opportunities should focus on flooding and flood prone areas. The number one goal should be to protect vulnerable populations by reducing their exposure to flooding. This may be accomplished through acquisitions, elevations or relocation programs, and where proven effective, decreasing flood elevations by stream management techniques and resolving man made hydraulic constrictions. In addition to these reactionary activities, there must be local land use controls and infrastructure investment policies that discourages inappropriate land use and development in flood prone areas. Use of LIDAR, coupled with new hydraulic modeling, and other technologies, should be encouraged to develop more accurate flood plain delineation leading to greater accuracy in predicting expected flood levels, associated damages and prioritization in the use of funding.

Encourage continued cooperation with the New York City Department of Environmental Protection. Support the use of the release channel to reduce water levels in the Ashokan Reservoir and explore ways to actively manage the Rondout Reservoir in the same manner. Support adaptive management of the reservoir, including the Operational Support Tool (OST) which allows water supply managers to make operating decisions based upon the most current data and long-range weather forecasts to predict future reservoir levels.

The County should also maximize hazard mitigation funding to create a more resilient transportation and public works infrastructure. While engaging in these major public works projects, it is critical to utilize a science based approach to stream management. Factors such as climate change must be considered in siting and potentially relocating critical infrastructure such as water and sewer facilities.

Table of Contents

	Page #
Executive Summary	2
Table of Contents	5
Section I. General Considerations and Planning Guidelines	7
a. Policy Regarding Comprehensive Emergency Management	
b. Purpose and Objectives of Plan	
c. Legal Authority	
d. Concept of Operations	
e. Plan Maintenance and Updating	
Section II. Risk Reduction	12
a. Designation of a County Hazard Mitigation Coordinator	
b. Identification and Analysis of Potential Hazards	
c. Risk Reduction Policies, Programs and Reports	
d. Emergency Response Capability Assessment	
e. Training of Emergency Personnel	
f. Education and Public Awareness	
g. Monitoring of Identified Risk Areas	
Attachment 1- <i>Hazard Analysis Results</i>	18
Attachment 2- <i>Maps</i>	19
Attachment 3- <i>Recommendations</i>	20
Section III. Response	22
A. Response Organization and Assignment of Responsibilities	
1. Legislative Chairman Responsibilities, Powers and Succession	
2. The Role of the Emergency Manager	
3. County Emergency Response Organization	
B. Managing Emergency Response	
1. Incident Command Post and Emergency Operations Center	
Table 1 - <i>ICS Function and Response Activities by Agency</i>	27
2. Notification and Activation	
3. Assessment and Evaluation	

4. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders
 5. Public Warning and Emergency Information
 6. Emergency Medical and Public Health
 7. Meeting Human Needs
 8. Restoring Public Services
 9. Resource Management
 10. Local use of disaster emergency response personnel
- C. National Response Framework

Section IV. Recovery	40
A. Damage Assessment	
B. Planning for Recovery	
C. Reconstruction	
D. Public Information on Recovery Assistance	
Appendix 1- Definitions of Common Terms and Acronyms Used in the Emergency Management Process	49
Appendix 2- Standard Operating Guide for the Ulster County Emergency Operations Center (EOC)	58
Appendix 3- Instructions for Declaring a State of Emergency and Issuing Emergency Orders	71
Appendix 4- New York State Highway Emergency Task Force	86
 Acknowledgments	 90
Annexes	
CHEMPACK	
Emergency Evacuation / Detour Route	
Fire Service Hazardous Materials Response Plan	
Mass Sheltering	
Special Needs of People with Disabilities	
Strategic National Stockpile (formerly the National Pharmaceutical Stockpile)	
Terrorism Incident	

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. Ulster County government must provide the leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from such emergencies anywhere in the County.
3. Under the authority of Section 23 of Article 2-B of the New York State Executive Law, 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, Ulster 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 Ulster County, such as:
 - Identification of Potential Disaster Locations
 - Conduct Hazard Analysis and Establish Priorities for Planning
 - Emergency Management Capability Assessment
 - Multi-Year Development Plan
 - Identification, Location and Assessment of Critical Resources
 - Comprehensive Emergency Management Planning
 - Development of Policies and Programs to Prevent and Mitigate Disasters

- Land Use Management
- Monitoring of Identified Risk Areas
- Training of Emergency Personnel
- Providing Education and Improving Public Awareness

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 Ulster County emergency operations as appropriate.
- d) If a municipality is unable to adequately respond, Ulster 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. Purpose and Objectives of Plan

1. This Plan sets forth the basic requirements for managing emergencies in Ulster 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 Ulster County's capability to manage hazards.
- c) To provide that Ulster County and its 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 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. New York State General Municipal Law
4. Ulster County Legislature, Resolution # 288 of November 2003.
5. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
6. Disaster Relief Act of 1974, Public Law 93-288
7. Federal Civil Defense Act of 1950
8. Presidential Executive Order 11490

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 Elected Official.

- Local governments and the emergency service organizations play an essential role as the first line of defense. The following are the municipalities of Ulster County and their corresponding population:

	➤ City	
	Kingston	23,893
Town	Denning	551
	Esopus	9,041
	Gardiner	5,713
	Hardenburgh	238
	Hurley	6,314
	Kingston	889
	Lloyd	10,863
	Marbletown	5,607
	Marlborough	8,808
	New Paltz	14,003
	Olive	4,419
	Plattekill	10,499
	Rochester	7,313
	Rosendale	6,075
	Saugerties	19,482
	Shandaken	3,085
	Shawangunk	14,332
	Ulster	12,327
	Wawarsing	13,157
	Woodstock	5,884
Village	Ellenville	4,135*
	New Paltz	6,818*
	Saugerties	3,971*

*Included in Town figures

- All emergencies start and end locally. As such, responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.
- The local Chief Elected Official and the Ulster County Executive have the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
- When local resources are inadequate, the Chief Elected Official of a town, village or city may obtain assistance from other political subdivisions and the County government.

6. The County Executive may coordinate responses for requests for assistance for the local governments.
7. The County Executive has the authority to direct and coordinate County disaster operations.
8. The County Executive may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Ulster County.
9. The County Executive has assigned the Emergency Management Office the responsibility to coordinate Ulster County emergency management activities.
10. Ulster County will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Ulster County recommends and encourages all local governments in Ulster County to utilize ICS.
11. A request for assistance to the State will be submitted through the NYS Office of Emergency Management, Catskill Mountain Region, located in Poughkeepsie, New York and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency management 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 NYS Office of Emergency Management.
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.
15. Upon a federal declaration, a wide variety of federal assistance is available from federal agencies, including assistance under the Disaster Relief Act of 1974 (PL93-288), programs of the Corps of Engineers, Small Business Administration, and the Department of Agriculture, among others.

16. In the fire service, law enforcement community and emergency medical services, many municipalities have mutual aid agreements to provide such assistance as necessary and/or when asked to do so.

E. Plan Maintenance and Updating

1. The Ulster County Emergency Management Office is responsible for maintaining and updating this Plan.
2. All County Departments and Agencies are responsible for annual review of their emergency response roles and procedures, and provide any changes to the Emergency Manager by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

SECTION II: Risk Reduction

A. Designation of County Hazard Mitigation Coordinator

1. The Storm Water Management Specialist in the Ulster County Department of Public Works has been designated by the County Executive as the County Hazard Mitigation Coordinator
2. The County Hazard Mitigation Coordinator is primarily responsible for coordinating County efforts in reducing environmental or naturally occurring hazards in Ulster County.
3. All County agencies will participate in risk reduction activities with the cooperation and coordination of the Ulster County Emergency Management Director; the County Hazard Mitigation Coordinator will be consulted as appropriate with relation to hazards involving environmental or naturally occurring risks.
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 Ulster County Emergency Planning Committee will be comprised of:
 - a) American Red Cross

- b) Central Hudson Gas & Electric
- c) Health Alliance of the Hudson Valley
- d) Kingston Fire Department
- e) NYC Department of Environmental Protection
- f) NYS Bridge Authority
- g) NYS Office of Emergency Management
- h) NYS Police
- i) NYS Thruway Authority
- j) SUNY New Paltz
- k) SUNY Ulster
- l) UC BOCES
- m) UC Department of the Environment
- n) UC Department of Health
- o) UC Department of Public Works
- p) UC Emergency Management
- q) UC EMS Council
- r) UC Executive's Office
- s) UC Fire Coordinator
- t) UC Legislature
- u) UC Planning Department
- v) UC Police Chief's Association
- w) UC Sheriff's Office
- x) UC Soil & Water District US Coast Guard
- y) UC Town Supervisor's Association
- z) US Coast Guard

2. The Ulster County Emergency Planning Committee will:

- a) identify potential hazards in Ulster County
- b) determine the probable impact each of those hazards could have on people and
- c) Delineate the geographic areas affected by potential hazards, plot them on maps as appropriate, 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 NYS Office of Emergency Management. Hazards are evaluated based on scope, frequency, onset, impact and duration.

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
- b) establishes planning priorities for hazards receiving a high ranking of significance
- c) after completion in January 2014 was submitted to the Regional Office of the NYS Office of Emergency Management
- d) is to be reviewed and updated every three years

6. The rating and ranking results of the hazard analysis are found in Attachment 1 of this section.

7. The complete Hazard Analysis results, including digital maps identifying the location of hazard areas, are located in Attachment 1 of this section.

C. Risk Reduction Policies, Programs and Reports

1. Ulster County agencies are authorized to:
 - a) Promote policies, programs and activities to reduce hazard risks in their area of responsibility. Examples are included as Attachment 3 of this section.
2. The Ulster County Planning Department serves in an advisory capacity for land use management of county owned land and the review of land use management actions throughout the county, including:
 - Authorizing County land use management programs
 - Advising and assisting local governments in the county in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
 - Assisting and advising the Local Planning Boards in the review process of local zoning and subdivision actions
 - Participation in the SEQRA review of proposed projects in the County
3. In all of the above activities, the County Planning Department will take into account the significant hazards in Ulster County.
4. The Ulster County Emergency Management Department will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program.

5. The Ulster County Emergency Planning Committee will meet 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 priority hazards identified, the risk reduction suggestions will be outlined with regards to needed actions, feasibility, and resulting outcomes. Such analysis is ongoing, and made available to various state, county and federal agencies as appropriate.

7. Risk Reduction action items will be presented to the County Executive in a timely fashion for review, consideration, and funding.

D. Emergency Response Capability Assessment

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

2. The Emergency Management Planning Committee will, on an annual basis assess the county's current capability for dealing with those significant hazards that have been identified and analyzed. Such actions are focused in scope, and limited to priority rankings.

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.

4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the County Emergency Manager, County Executive, local governments and the NYS Office of Emergency Management.

E. Training of Emergency Personnel

1. The Ulster County Emergency Management Director, in coordination with the multiple emergency services agencies within the County, has the responsibility to:

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

- b) encourage and support training for city, town and village emergency personnel
- 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 Incident Command System (ICS) training, focusing on individual roles
 - conduct meetings as needed, but not less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including 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 Management Plan, and regular drills to test readiness of warning and communication equipment.
- 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 medical services, Red Cross, Radio Amateur Civil Emergency Services (RACES), and Civil Air Patrol (CAP) should be trained by these services in accordance with established procedures and standards.

F. Education and Public Awareness

1. Educational outreach is conducted by multiple emergency service agencies, and encompasses formal and informal educational opportunities in order to:

- a) provide education on hazards to the young adult and adult public in the county
- b) make the public aware of existing hazards in their communities
- c) familiarize 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 with the existing school systems in the county through arrangements with the superintendent of schools

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

G. Monitoring of Identified Risk Areas

1. The Emergency Management 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. If the scope of a situation is beyond the capabilities of the monitoring agency, as a hazard's emergence is detected the information is

to be immediately provided to the County Emergency Management Office and the Ulster County 9-1-1 Communications Center, as appropriate 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 rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Services Sky warn 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, where appropriate.

ATTACHMENT 1

HAZARD ANALYSIS RESULTS FOR ULSTER COUNTY

On January 8, 2014 members of the designated Planning Team met to evaluate the emergency hazards facing Ulster County. Each hazard was rated based on scope, impact, frequency, onset and duration. Such analysis was conducted utilizing the New York State Office of Emergency Management's HAZNY Program. Team members were integrally involved in the process, evaluating each scenario based on area of expertise, past experience and agency role. Copies of the rating and ranking sheets for each hazard are available through the Ulster County Emergency Management Department.

High Hazard

Haz-Mat in transit	352
Fire	336
Utility Failure	329
Flood	324

Moderately High Hazard

Transportation Infrastructure Failure	318
Severe Storms	310
Ice Storms	304
Transportation Accidents	299
Haz-Mat (Fixed Site)	286
Wild Fire	286

Hurricane	274
Water Supply Contamination	272
Explosion	269
Aircraft Accident	265
Extreme Temperatures	262
Structural Collapse	256
Oil Spill	250
Landslide	246

Moderately Low Hazard

Drought	234
Ice Jam	232
Epidemic	231
Dam Failure	224
Terrorism	223
Tornado	222
Air Contamination	219
Maritime Accident	219
Earthquake	212
Climate Change	196
Fuel Shortage	196
Radiological (In Transit)	186
Civil Unrest	165

Low Hazard

Mine Collapse	128
Blight	126
Radiological (Fixed Site)	126
Infestation	117
Avalanche	107
Tsunami	107
Food Shortage	44

ATTACHMENT 2 – Maps

School Districts and Colleges

Ellenville Central School District
 Highland Central & West Park Union Free School Districts
 Kingston City School District
 Marlborough Central School District
 New Paltz Central School District / SUNY New Paltz
 Onteora Central School District

Rondout Valley Central School District/Ulster County Community College
Saugerties Central School District
Ulster County School Districts & Colleges
Walkkill Central School District

Emergency Services

Firehouses, Police, Ambulance Companies & Hospital Locations

Flood Hazards

Town of Gardiner – Walkkill River, North
Town of Gardiner – Walkkill River, South
Towns of Kingston, Woodstock – Esopus Creek
Towns of New Paltz, Rosendale – Walkkill River, North
Town of New Paltz – Walkkill River, South
Town of Shandaken – Esopus Creek, North
Town of Shandaken – Esopus Creek, South
Towns of Ulster, Kingston, City of Kingston – Rondout Esopus Creeks, North
Towns of Ulster, Marbletown, Rosendale – Rondout Creek, South

Fire Hazards

Land Use Land Cover, Potential Fire Hazard Areas

Miscellaneous

Population Density – Urbanized Areas (2010 Census)
Transportation – Major Routes, Bridges & CSX
United States Geological Survey, Stream Gauge Locations

ATTACHMENT 3

Risk Reduction Recommendations

- **REDUCE HAZ-MAT IN TRANSIT OCCURRENCES**

In order to truly reduce the County's number one identified hazard, haz-mat in transit, a concerted effort on the part of local, state and federal agencies is required. Hazardous materials shipped via common carrier on the roadways, over the rail, and on the Hudson River all have the potential to create disastrous conditions for both the human population and the environment. Commercial vehicle enforcement activities should be sustained on the County's highways. To make area rails safer local jurisdictions should enforce gate violations at grade level crossings; the County should support federal

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The County should also maximize hazard mitigation funding to create a more resilient transportation and public works infrastructure. While engaging in these major public works projects, it is critical to utilize a science based approach to stream management. Factors such as climate change must be considered in siting and potentially relocating critical infrastructure such as water and sewer facilities.

SECTION III: Response

A. Response Organization and Assignment of Responsibilities

1. County Executive Responsibilities, Powers and Succession

The Ulster County Executive is the Chief Elected Official of Ulster County 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 Emergency Manager and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances and regulations
- 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 local governments both within and outside Ulster County
- f) will make arrangements with support from the County Clerk for safeguarding essential county records for continuing government functions
- g) The line of command and succession is determined by the County Charter.

2. The Role of the Emergency Manager

- a) The Emergency Manager coordinates County emergency response activities for the County Executive and recommends to the Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency
- b) The Emergency Manager:
 - i. activates the County's response organization and initiates County response activities
 - ii. notifies and briefs County departments, agencies and other organizations involved in emergency response
 - iii. maintains and manages an Emergency Operations Center
 - iv. recommends to the Executive to declare a local state of emergency based on the severity of the situation

and the necessity to use additional executive power as prescribed in Article 2-B of the State Executive Law to respond effectively to the emergency

- v. 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

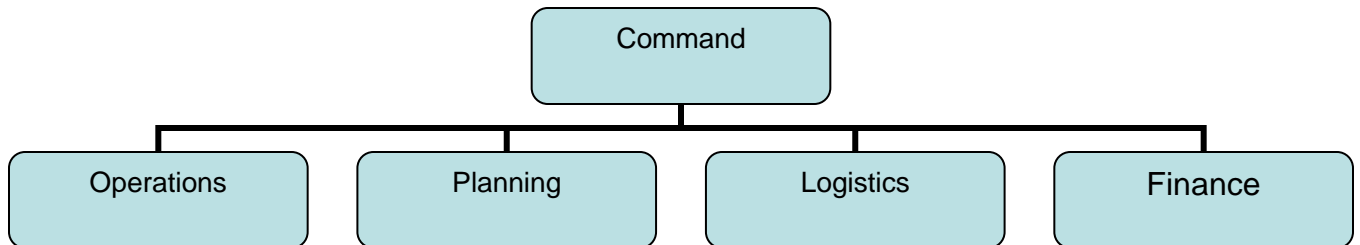
3. County Emergency Response Organization

a) The Incident Command System (ICS)

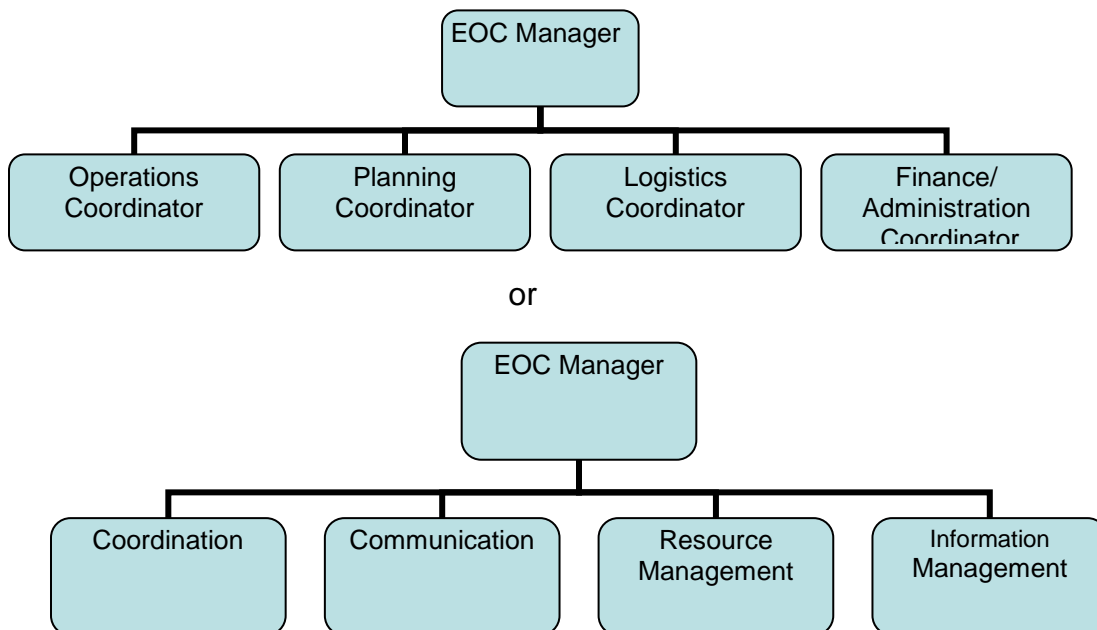
- i. Ulster County endorses the use of the Incident Command System as developed by the National Incident Management System (NIMS) and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident.
- ii. ICS is organized by functions. There are five:
 - Command
 - Operations
 - Planning
 - Logistics
 - Finance
- iii. 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.
- iv. In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- iv. 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.

- v. An on-scene ICS with all five functions organized as sections is depicted as:



- vi. 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 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 ICS will be coordinated by or through the County Emergency Manager.
- vii. Incident Commander is usually selected due to his or her position as the highest ranking 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.
- viii. 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. County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



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

b) Agency Responsibilities

- **The Office of the County Executive shall exercise ultimate responsibility and oversight for emergency response at the County level, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.**

B. Managing Emergency Response

1. Incident Command Post and Emergency Operations Center

- a) 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 scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post

- b) The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance.
- c) 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.
- d) If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, the Ulster County Mobile Incident Command Post may be utilized.
- e) If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at a location to be determined
- f) The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
- g) County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.

Table 1 - ICS Function and Response Activities by Agency

AGENCY	ICS FUNCTION	RESPONSE ACTIVITIES
County Executive	Command (Agency Administrator)	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders
Emergency Management	Command, Liaison (EOC Manager)	Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations
Law Enforcement <ul style="list-style-type: none"> ➤ UC Sheriff's Office ➤ Local Law Enforcement ➤ NYS Police ➤ NYC DEP ➤ FBI 	Operations	Communications, Warning, Law Enforcement
UC Area Transit	Operations	Transportation

<p>Fire Service</p> <ul style="list-style-type: none"> ➤ Local Volunteer Departments ➤ UC Fire Coordinator ➤ Kingston Fire Department ➤ Haz-Mat response teams 	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
Health Department	Operations	Environmental health assessment; Radiological response; Communicable disease investigations; Bioterrorism response
UC Department of Public Works	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
Medical Examiner	Operations	Identification and disposition of dead
NYS DEC	Operations	Spill response, environmental compliance, clean-up
<p>Human Services</p> <ul style="list-style-type: none"> ➤ American Red Cross ➤ Salvation Army ➤ Office for the Aging ➤ Social Services Department ➤ Mental Health Department 	Operations	Human Needs Assessment; Temporary Housing and Shelter; Emergency Feeding and Clothing; Crisis Counseling
Radio Amateur Civil Emergency Services (RACES); Civil Air Patrol (CAP); Sky Warn	Operations	Auxiliary Services; backup communications
<p>Health Care</p> <ul style="list-style-type: none"> ➤ Emergency Medical Services ➤ Ellenville Hospital ➤ Health Alliance of the Hudson Valley 	Operations	Emergency Medical Services; transport; patient care

Planning Department	Planning	Situation Assessment and Documentation Advance Planning
Purchasing Director	Logistics	Purchasing; Accounting/ Record-keeping
County Executive's Office	Logistics	Emergency Public Information
UC Department of Public Works	Logistics	Information on County properties, assets and resources for mobilization
County Clerk	Logistics	Supply and Procurement; Information Systems
UC Information Services	Logistics	GIS systems, technology, mapping
UC Personnel Department	Logistics	Human resources
UC Department of Finance	Finance	Budgeting and accounting
UC Attorney	Liaison	Legal advice and authority
UC Safety Office	Liaison	Safety procedures

- h) Though organized by 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 ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
- i) The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
- j) 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.

- k) 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, at least annually.
- l) Work areas will be assigned to each agency represented at the EOC.
- m) Internal Security at the EOC during an emergency will be provided by the Ulster County Sheriff's Office.
 - i. All persons entering the EOC will be required to check in at the security desk located at the main entrance.
 - ii. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
 - iii. Temporary passes will be returned to the security desk when departing from the premises.
- n) 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.
- o) The ICS planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
- p) The Emergency Manager maintains a Standard Operating Guide for activating, staffing and managing the EOC. This SOG can be found as Appendix 2 to this section of the plan.

2. Notification and Activation

- a) Upon initial notification of an emergency to the County 9-1-1 Emergency Communications Center (ECC), the ECC will immediately alert the appropriate County official(s). This initial notification sets into motion the activation of County emergency response personnel.
- b) Each emergency is to be classified into one of four County Response Levels according to the scope and magnitude of this incident.
 - i. Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
 - ii. Response Level 1: Controlled emergency situation without serious threat to life, health or property, but confined to limited area, usually within one municipality or involving small population.

iii. 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.

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

c) Emergency response personnel will be activated according to the Response Level classification:

For Response Level 1, only the staff of the Emergency Management Office 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.

3. Assessment and Evaluation (Emergency Support Function 5)

a) 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:

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

ii. analyze the best available data and information on the emergency;

iii. explore alternative actions and consequences;

iv. select and direct specific response actions.

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

- a) In response to an emergency, or its likelihood, upon a finding that public safety is imperiled; the County Executive may proclaim a state of emergency pursuant to section 24 of the State Executive Law.
- b) Such a proclamation authorizes the County Executive to deal with the emergency situation with the full executive and legislative powers of county government.
- c) 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
- d) Appendix 3 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
- e) Chief Elected Officials of cities, towns and villages in Ulster County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction. When an individual municipality declares a State of Emergency, the Ulster County Emergency Management Office should be notified.
- f) The Ulster County Sheriff's Office, is authorized to declare a State of Emergency and to request and/or garner necessary resources. This authority is detailed in General Municipal Law, Section 209 f. (See attached).
- g) Whenever a State of Emergency is declared in Ulster County or emergency orders are issued, such action will be coordinated, beforehand, with the affected municipality.
- h) Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

5. Public Warning and Emergency Information (Emergency Support Function 15)

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

- c) Activation and implementation of public warning is a shared and coordinated responsibility.
- d) 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 (i), (ii), and (iii) below require strict coordination with the County EOC:
 - i. 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 state or select County officials including the Emergency Manager.
 - ii. 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.
 - iii. 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. This capability exists County-wide but should not be relied upon for public warning.
 - iv. 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 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.
 - v. Emergency notification system (NY Alert) – this is a telephone-based reverse 911 system that can simultaneously call wireline and wireless numbers; send text messages and e-mails; even send fax messages that are either built as a pre-identified group, or that are compiled from a map product. If a particular geographic area needs to be notified, that area can be isolated on a GIS based map and the residents within that

area identified. A message can then be recorded and delivered to those neighborhoods or pre-identified groups.

- e) 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 NWR.
- f) The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
 - i. establish and manage a media reception area from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
 - ii. authenticate all sources of information being received and verify accuracy
 - iii. provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - iv. coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - v. check and control the spreading of rumors
 - vi. arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - vii. arrange any media tours of emergency sites.
- f) The media reception area may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

6. Emergency Medical and Public Health (Emergency Support Function 8)

- a) 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.

- b) There may be established within the Operations section an Emergency Medical/ Public Health Group to ensure that health and medical problems are being addressed. This Group will be led by the County Health Department.

7. Meeting Human Needs (Emergency Support Functions 6 & 14)

- a) 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 County and local government and with the assistance of volunteer agencies and the private sector.
- b) There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
- c) Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the County Executive, the American Red Cross, the UC Mental Health Department, the Department of Social Services, and the Office for the Aging, and the Health Department on human needs issues.

8. Restoring Public Services (Emergency Support Functions 1 & 3)

- b) 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.
- c) There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (a) above.
- d) The Operations section may assign a representative to utility operations centers as appropriate with the consent of the utility.
- e) During response operations relating to debris clearance and disposal, Ulster County should act in cognizance of and in cooperation with the State Highway Emergency Task Force (see Appendix 4).

9. Resource Management (Emergency Support Function 7)

- a) The Planning function, in conjunction with Operations and Logistics, is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
- b) Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
- c) All County-owned resources are under the control of the County Executive during an emergency and can be utilized as necessary.
- d) Resources owned by other municipalities in and outside of Ulster County can be utilized upon agreement between the requesting and offering governments.
- e) 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.

10. Local use of disaster emergency response personnel.

- a) Upon the threat or occurrence of a disaster, and during and immediately following the same, and except as otherwise provided in paragraph d of this subdivision, the County Executive may direct the emergency management director to assist in the protection and preservation of human life or property by calling upon disaster emergency response personnel employed by or supporting the County, to perform the emergency response duties assigned to them.
- b) The disaster emergency response personnel of the county shall be regarded as a reserve disaster force to be activated, in whole or in part, by the county emergency management director upon the direction of the County Executive when, in his or her discretion, is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance are insufficient adequately to cope with the disaster. Such disaster emergency response personnel may consist of members of the Radio Amateur Emergency Services (RACES), the Medical Reserve Corps (MRC), and any other civil defense volunteer group recognized by the County.
- c) Except as provided in paragraph d of this subdivision, the County Executive may exercise the power conferred upon him in paragraph a

of this subdivision, or may deactivate the disaster emergency response personnel of the county in whole or in part, on his own motion or upon the request of the chief executive officer of a village, town or city located within the County.

- d) Where the local office of public safety or emergency management in a city is independent of the county office of public safety or emergency management and is not consolidated therewith, the County Executive may direct the emergency management director of the county to render assistance within such city only when the chief executive officer of such city has certified to him that the disaster emergency response personnel of the city have been activated and that all resources available locally are insufficient to adequately cope with the disaster.
- e) When performing disaster assistance pursuant to this section, county disaster emergency response personnel shall operate under the direction and command of the county emergency management director and his or her duly authorized deputies, and shall possess the same powers, duties, rights, privileges and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the civil or political subdivision in which they are enrolled, employed or assigned emergency response responsibilities. When participating in a civil defense drill, civil defense forces are provided with immunity from liability (Defense Emergency Act – NYS Unconsolidated Laws § 9193).
- f) The chief executive officer of a city shall be responsible for the conduct of disaster operations within the city, including the operations directed by the county emergency management director when rendering disaster assistance within a city.
- g) Outside of a city, the sheriff shall supervise the operations of the emergency management director when rendering peace officer duties incident to disaster assistance. The sheriff may delegate such supervisory power to an elected or appointed town or village official in the area affected.
- h) Neither the chief executive officer of a city, nor the County Executive, nor any elected or appointed town or village official to whom the County Executive has delegated supervisory power as aforesaid shall be held responsible for acts or omissions of disaster emergency response personnel when performing disaster assistance.

C. National Response Framework

** It is important to note that the current trend in emergency management planning is moving toward aligning local plans with FEMA's National Response Framework (NRF). As a transitional tool, many of the functions listed above have been linked to their Emergency Support Function title within the NRF. Below is a brief description of the National Response Framework and the fifteen Emergency Support Functions.*

For now, the Ulster County Comprehensive Emergency Management Plan will continue to follow the NYS Office of Emergency Management model. Future editions of both the state plan and this CEMP may be modified to resemble FEMA's model. All those involved in emergency planning should familiarize themselves with the National Response Framework, as this nomenclature may be used if federal assets are deployed in Ulster County.

National Response Framework

The National Response Framework (NRF) is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation. This Framework describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas.

National Response Framework Emergency Support Functions (ESF):

- ESF #1: Transportation – Transportation provides support by assisting local, state, tribal, territorial, insular area, and Federal governmental entities, voluntary organizations, nongovernmental organizations, and the private sector in the management of transportation systems and infrastructure during domestic threats or in response to actual or potential incidents.
- ESF #2: Communications - Communications supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications from cyber attacks during incidents.

- ESF #3: Public Works and Engineering — Public Works and Engineering coordinates and organizes the resources of the Federal Government to facilitate the delivery of multiple core capabilities.
- ESF #4: Firefighting – Firefighting provides Federal support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all hazard incident requiring a coordinated national response for assistance.
- ESF #5: Information and Planning — Information and Planning collects, analyzes, processes, and disseminates information about a potential or actual incident and conducts planning activities to facilitate the overall activities in providing assistance to the whole community.
- ESF #6: Mass Care, Emergency Assistance, Temporary Housing and Human Emergency Support Function – Mass Care, Emergency Assistance, Temporary Housing, and Human Services coordinates and provides life-sustaining resources, essential services, and statutory programs when the needs of disaster survivors exceed local, state, tribal, territorial, and insular area government capabilities.
Services (PDF)
- ESF #7: Logistics – Logistics integrates whole community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. It also facilitates comprehensive logistics planning, technical assistance, training, education, exercise, incident response, and sustainment that leverage the capability and resources of Federal logistics partners, public and private stakeholders, and nongovernmental organizations (NGOs) in support of both responders and disaster survivors.
- ESF #8: Public Health and Medical Services – Public Health and Medical Services provides the mechanism for Federal assistance to supplement local, state, tribal, territorial, and insular area resources in response to a disaster, emergency, or incident that may lead to a public health, medical, behavioral, or human service emergency, including those that have international implications.
- ESF #9: Search and Rescue – Search and Rescue (SAR) deploys Federal SAR resources to provide lifesaving assistance to local, state, tribal, territorial, and insular area authorities, including local SAR Coordinators and Mission Coordinators, when there is an actual or anticipated request for Federal SAR assistance.

- ESF #10: Oil and Hazardous Materials – Oil and Hazardous Materials Response provides Federal support in response to an actual or potential discharge and/or release of oil or hazardous materials when activated.

- ESF #11: Agriculture and Natural Resources – Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation’s agricultural and natural and cultural resources during national emergencies. ESF #11 works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation’s supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties.

- ESF #12: Energy – Energy facilitates the reestablishment of damaged energy systems and components when activated by the Secretary of Homeland Security for incidents requiring a coordinated Federal response.

- ESF #13: Public Safety and Security – Federal public safety and security assistance is provided to local, state, tribal, territorial, insular area, and Federal law enforcement organizations overwhelmed by the results of an actual or anticipated natural/manmade disaster or an act of terrorism.

- ESF #14: Long-Term Community Recovery – Long-Term Community Recovery was superseded by the National Disaster Recovery Framework (NDRF). For guidance on long-term community recovery, please refer to the NDRF.

- ESF #15: External Affairs – External Affairs provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children, those with disabilities and others with access and functional needs, and individuals with limited English proficiency.

SECTION IV: RECOVERY

A. Damage Assessment

1. All local governments (towns, villages and city) in Ulster County have the responsibility to participate in damage assessment activities.

2. The Ulster County Emergency Management Director 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) Calling upon the participation of County Departments and Agencies in the damage assessment program.
 - d) The County Emergency Manager will advise the Chief Elected Officials of affected municipalities 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
 - In the event of large scale emergencies, damage assessment actions will utilize geographic information systems (GIS)
 - 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 State Office of Emergency Management
 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 municipality's damage assessment information will be reported to the County Emergency Manager 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 County Emergency Manager at the EOC.
 8. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
 9. The Emergency Management Director 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, private 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
 - public schools
 - publicly-owned utilities
 - parks and recreational facilities

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

- d) community services provided beyond normal needs

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

- f) financing overtime and labor required for emergency operations

- g) Cornell Cooperative Extension will assist in damage assessment of damage to agriculture in dollar loss to the extent not covered by insurance:
 - farm buildings
 - machinery and equipment
 - crop losses
 - livestock

The State Office of Emergency Management's damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.

10. The Emergency Manager will submit the Damage Assessment Report to the NYS Office of Emergency Management, Catskill Mountain

Region. It is required for establishing the eligibility for any State and/or federal assistance.

Forms for collecting this information are contained in State Office of Emergency Management's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

11. Unless otherwise designated by the County Executive, the County Emergency Manager will serve as the County's authorized agent in disaster assistance applications to state and Federal government.
12. The County's authorized agent will:
 - a) Attend public assistance briefing conducted by Federal and State representatives
 - b) Review the NYS Office of Emergency Management's *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 Team(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
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 Planning Board.

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
 - b) prepare a local recovery and redevelopment plan, unless deemed unnecessary.
8. The recovery and implementation plan should include:
 - a) replacement, reconstruction, removal, relocation of damaged/destroyed property
 - b) establishment of priorities for emergency repairs to facilities, buildings and infrastructure
 - c) economic recovery and community development
 - d) new or amended zoning ordinances, subdivision regulations, building and sanitary codes
9. 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 local recovery and redevelopment plans, unless the legislative body of the municipality determines 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 the New York State Office of Emergency Management 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
- f) The adopted plan:
 - May be amended at anytime in the same manner as originally prepared, revised and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

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 and policies, including risk reduction projects, to avoid 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 relevant
 - 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 the New York State Office of Emergency Management.
 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 (PIO) 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 the assistance
 - d) what kinds of records are need 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 of the above information will be prepared jointly by the Federal, State and County PIOs as appropriate and furnished to the media for reporting to the public.

Appendix 1

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

Agency

Any department, division, commission, authority, government, corporation, independent establishment, or other agency of the State or local government. See also “Federal Agency.”

American National Red Cross

ANRC or ARC; A service organization that provides disaster relief, armed forces communications, referral services, and educational opportunities in first aid, CPR, aquatic skills and disaster preparedness.

Area Command

An organization established to oversee the management of multiple incidents that are each being handled by an incident command system organization; or to oversee the management of a very large incident that has multiple incident management teams assigned to it. Area command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Agricultural Stabilization and Conservation Service

ASCS, managed by the USDA

Block Grants

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

Capability Assessment

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

Categorical Grants

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

Comprehensive Emergency Management

Comprehensive Emergency Management, a concept that refers to the management of emergency programs by coordinating and integrating wide-ranging functions of numerous agency’s for all types of emergencies, for all phases of operation (prevention/mitigation, response, and recovery), for all levels

of government. The concept assumes the establishment of working partnerships between government at all three levels and the private sector.

CHEMTREC

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

Civil Air Patrol

CAP; as part of the United States Air Force Auxiliary, the Civil Air Patrol performs three main functions: aerospace education, cadet programs and emergency services. The CAP conducts 95% of all inland search and rescue missions in the United States, provides damage assessment and route surveys for the Air Force, provides disaster relief services in support of disaster organizations and maintains an extensive communications network.

Command Post

The location at which the primary incident command functions are executed.

Communications

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

Communications Center

A facility or office dedicated to providing radio, telephone and data communications in support of a single incident or as an on-going support organization.

Cooperative Extension Services

CES; Provided by Cornell Cooperative Extension, through the USDA

Corps of Engineers

COE, U.S. Army

County Assistance

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

County's Authorized Agent

The person named by the County Executive to execute on behalf of the County all necessary documents for disaster assistance from the state and federal government, following the gubernatorial and Presidential declarations. In Ulster County, this agent is the Emergency Management Director.

Damage Assessment

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

Damage Assessment Report

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

Damage Survey Report

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

Disaster Assistance Center

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

Disaster Relief Act of 1974

Public Law 93-288 (PL 93-288). The law enacted by Congress to enable the President to establish a program of disaster preparedness, utilizing the services of all appropriate Federal Agencies, for the preservation/ mitigation, response and recovery from emergencies and major disasters, including technical assistance, use of Federal Resources, and financial assistance.

Emergency

Air or water contamination; blight; civil disturbance or terrorism; drought; earthquake or volcano activity; energy emergency; epidemic; explosion; fire; flood or high water; forest fire; hazardous material accident; hurricane; tornado or wind storm; ice jam; ice store; infestation; landslide or mudslide; oil spill; radiological accident or incident; snowstorm or blizzard; transportation accident, or other catastrophe in any part of the County which requires County emergency assistance to supplement local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of disaster. Also used in the

disaster relief Act of 1974 with similar meaning when Federal emergency assistance is required to supplement State efforts.

Emergency Operations Center

EOC; A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response. This facility is equipped with the necessary communications from which essential emergency functions can be directed, controlled and coordinated on a 24 hour basis.

Emergency Shelter

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

Federal Agency

Any department, independent establishment, government cooperation, or other agency of the executive branch of the Federal government, including the US Postal Service, but not including the American Red Cross.

Federal Assistance

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

Federal Emergency Management Agency

FEMA; A former independent agency that became part of the new Department of Homeland Security in March 2003; is tasked with responding to, planning for, recovering from and mitigating against disasters.

Geographic Information Systems

GIS; The process of taking tabular data and graphically representing such data as a layer on a map. GIS provides information, and the ability to analyze this information, in the form of digital maps.

Governor's Authorized Representative

GAR; The person named by the Governor in the Federal-State agreement under PL93-288 to execute on behalf of the state all necessary documents for disaster assistance following the declaration by the president of an emergency or major disaster, including certification of applications for public assistance.

Hazard Analysis

Process of systematic investigation of potential disasters in terms of frequency, magnitude, location, and probability of occurrence, in order to forecast their possible effects on the people, systems, facilities, recourses of the County.

Haz-Mat

Hazardous materials that, in case of accident or inappropriate handling, may result in emergency management situations.

Incident Command System

A standardized, on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of a single or multiple incidents without being hindered by jurisdictional boundaries.

Incident Commander

Individual responsible for the management of all incident operations at the incident site.

Incident Management Team

A team of individuals with special training and skill sets in operations, planning, logistics, and finance/administration that are available to help local officials manage large scale emergencies. There are five levels of teams (Type 5 thorough Type 1; with a Type 1 team being the most robust). The team can be used to augment local ICS operations, or, upon request, assume all Command and General staff responsibilities.

Incident Manager

Person responsible for managing Area Command. In the case of several large emergency events, each having an Incident Commander, these Incident Commanders would report to the Incident Manager.

Joint News Center / Joint Information Center / Public Information Center

Also known as a Media Reception Area; A single location where all members of the media are briefed on events surrounding an emergency incident, or potential incident. The media receive periodic updates from the public information officer or agency representatives.

Local Government

Government of a county, city, incorporated village or town

Local Emergency Orders

Following a disaster emergency declaration, and during the continuance of such local state of emergency, the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control.

Major Disaster

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

Man-Made Disaster

Any disaster that results from human action, or lack thereof, including, but not limited to fire, epidemic, air or water contamination, explosion, or radiological accident.

Military Assistance to Safety and Traffic

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

Multi-Year Development Plan

MYDP; The Multi-Year Development Plan is a planning and management tool that allows emergency managers to program the elimination of capability shortfalls identified by the Capability Assessment and project the fiscal requirements to accomplish this.

National Incident Management System (NIMS)

NIMS is a consistent nationwide approach for all levels of government to work effectively and efficiently together to prepare for prevent, respond to, and recover from domestic incidents.

National Response Framework

The National Response Framework (NRF) is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation. This Framework describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas.

National Warning System

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

Natural Disaster

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

New York State Disaster Preparedness Commission

DPC; comprised of commissioners, directors or chairmen of 23 state agencies or offices and one volunteer organization, the American Red Cross. Among its responsibilities are the preparation of state disaster plans; directing state disaster operations and coordinating those with local government operations; and coordinating federal, state and private recovery efforts.

New York State Office of Emergency Management

SOEM coordinates emergency management services for the State by providing leadership, planning, education and resources to protect lives, property and environment.

NOAA Weather Radio

NWR; a nationwide network of radio stations broadcasting continuous weather information direct from a nearby National Weather Service office. NWR broadcasts National Weather Service watches, warnings, forecasts and other hazard information 24 hours per day.

Public Information Officer

PIO; Person designated as the official source of public information during emergency or disaster operations

PL 93-288

Public Law 93-288, the Disaster Relief Act of 1974; federal legislation

Primary

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

Private Business/ Industry

Any organization in the private sector which operates for profit

Public Facility

Any public owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any street, road, or highway, and any other public building, structure, or system including those used for educational or recreational purposes, or any park. "Publicly owned" does not include stock-holder organizations.

Radio Amateur Civil Emergency Service

RACES; A public service organization of licensed amateur radio operators, dedicated to providing communications services during time of extraordinary need. During periods of RACES activation, certified, unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each activation will be different, the common thread is communications.

Resources

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

Skywarn

National network of volunteer weather spotters who report to and are trained by the National Weather Service. These spotters report many forms of significant or severe weather such as severe thunderstorms, tornadoes, hail, heavy snow or flooding.

Standard Operating Procedure

SOP; A procedure of an agency or organization prescribing in detail how that agency or organization will carry out its duties and responsibilities.

State Coordinating Officer

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

State Disaster Emergency

The period beginning with a declaration by the Governor that a disaster exists and ending six months later unless extended by the Governor him/herself.

State Environmental Quality Review Act

SEQRA; aimed at avoiding or limiting possible negative impact on the environment from proposed actions such as subdividing land, adopting land use plans, building a housing development or a roadway, or filling wetlands. When

any state or local agency makes a decision about a proposed action, the agency must give equal consideration to environmental protection, human and community resources, and economic factors.

Support

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

Technical Assistance

Provisions of guidance through advice and consultation, workshops and conferences, studies and analyses, reports and instructional materials, and other services.

US Geological Survey

USGS; A bureau of the Department of Interior, provides reliable scientific information to describe and understand the Earth, minimize loss of life and property from natural disasters; manage water, biological, energy and mineral resources; and enhance and protect our quality of life.

Utility

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

Voluntary Private Agency

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

Warning

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

Appendix 2

ULSTER COUNTY EMERGENCY OPERATIONS CENTER

Standard Operating Guidelines

Concept of operation – The Ulster County Emergency Operations Center (EOC) will be used to support Incident Command Post activities and to coordinate County resources and assistance. This is accomplished by management of knowledge, interagency coordination and executive decision making.

Activation of the EOC

The nature and scope of the emergency will dictate what agencies are requested to send representatives to the EOC. Agencies will be notified by the Emergency Management Office (or representative) if that agency's participation is required. Efforts will be made to activate only those agencies absolutely necessary for EOC Operations.

Each agency will routinely identify its personnel assigned to the EOC. This personnel roster is to be provided to the Emergency Management Office and updated as changes occur, no less than annually. (See EOC Attachments 1 & 2).

Any agency participating in EOC operations should be prepared to staff the EOC on a 24 hour a day basis. In the event of 24 hour per day operations, two 12 1/2 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 EOC Manger.

Before you arrive

Be prepared! If you are requested to respond to an incident or the EOC, you will benefit by having a travel kit assembled. This kit will have all of the forms and material that you need to do your job and represent your agency best. Additionally, when you're requested, know what your assignment is and what is expected of you. Ensure that you know where you are going and who you will be reporting to.

It is important that you have a clear understanding of what your responsibilities are and what procedures must be followed. If called upon to represent your agency you should know what level your decision making capacity and authority is relative to agency resources. It is likely that you will need to communicate back

to your agency, directly to your supervisor or to your Department Operations Center. Make sure that you know how to make that contact and what procedures must be followed.

Make sure that your family members know where you are and how to contact you should the need arise.

Upon arrival

Check in – There will be a Sheriff's Deputy providing security at the entrance to the EOC. You should be prepared to present a picture ID to this officer. Once inside the EOC you will be issued a temporary EOC identification. This is a numbered badge that should be displayed at all times.

EOC Operations

It must be understood and emphasized that except in cases of disasters that encompass a large geographic area and several municipalities or are countywide in scope, incident command responsibility and authority remains with the local Incident Commander. The EOC is used to support on-scene needs. Mission requests funneled to the EOC by the on-scene Incident Commander are then assigned by the EOC Manager to the appropriate section.

The Ulster County Emergency Operations Center will utilize an Incident Command System based on the NIMS model. The basic organizational structure and components of the ICS are: command, operations, planning, logistics and finance/administration. A second model that may be used consists of coordination, communications, resource management and information management sections. Positions will be filled and sections divided into branches and units as needed. The EOC Manager will organize personnel and make assignments to the various ICS functions. Personnel from county departments and agencies assigned to the EOC will remain under the control of their own departments, but will function under the technical supervision of the EOC Manager.

Though organized by 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 ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.

Command staff will assess and evaluate information provided by the EOC section coordinators. Then, in coordination with the on-scene Incident Commander, strategies involving alternate actions and consequences will be developed that address the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat.

On a regular basis, briefings will be conducted by the EOC Manager for EOC staff to ensure that all ICS functions and specific agency representatives are aware of the status of the overall operation. This will provide an opportunity for discussion and to correct any problems that are identified. From these briefings, a situation report will be prepared and updated.

The Public Information Officer will consult with command staff in the EOC and issue press releases on a regular basis. The command staff will not release any information without conferring with the on-scene Incident Commander.

EOC Facility

The Emergency Operations Center is located in a suite of offices at the Ulster County Law Enforcement Center, 380, Boulevard, Kingston, NY. Access to this secure facility should be made through the rotunda on the south side of the building.

There are three rooms – one for call takers, a main operations room, and an executive office. The call taker room is for the explicit purpose of receiving incoming calls to the EOC. Here, staff will triage and direct calls to the appropriate party in the EOC. The main operations room is where agency representatives work from when assigned to the EOC. Individual workstations have telephone and computer capabilities. The room is equipped with advanced technology to facilitate situational awareness and to facilitate efficient processing of emergency requests /incident management. The executive office serves as a private office for the County Executive and his core team. There are audio and video conferencing capabilities that can be accessed in the latter two rooms.

EOC staff will be assigned to workstations as conditions dictate. Based on the event, there may be different departments assigned to EOC activities, and they may be grouped into different functional groups to support the mission. Therefore, there are no specifically assigned desks or phone numbers. With respect to computers, although laptops with generic programs are available at each workstation, EOC staff is encouraged to bring their own laptops with agency appropriate programs.

Termination of EOC Activities

As the incident winds down, the emergency functions of the EOC may be scaled back and eventually terminated in a controlled and orderly manner. Non-emergency EOC operations may be sustained for an extended period while damage assessment and recovery efforts are undertaken.

Temporary EOC identification badges must be returned to the security desk upon leaving the EOC (after either being relieved by another agency representative or de-escalation).

All expended items should be replaced as quickly as possible and the facility readied for the next activation.

ICS Position Descriptions for EOC Personnel

AGENCY REPRESENTATIVES

In many multi jurisdictional incidents, 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 EOC Director in the absence of a Liaison Officer.

Responsibilities of the Agency Representative include:

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Manager.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Clarify any issues regarding your authority and assignment and what other in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC Manager and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.

- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave a forwarding phone number if necessary.

EOC MANAGER

The EOC Manager's responsibility is the overall management of the County EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. 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.

Responsibilities of the EOC Manager include:

- Assess the situation and / or obtain a briefing from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period. Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with County Executive's Office, NYSOEM, and FEMA.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

FINANCE / ADMINISTRATION SECTION COORDINATOR

The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Director on financial issues that may have an impact on incident operations.

Responsibilities of the Finance / Administration Section Coordinator include:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.

- Maintain daily contact with agency(s) administrative headquarters on Finance / Administration matters.
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Participate in EOC Manager's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.
- Provide financial input to demobilization planning.
- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Manager
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Be prepared to provide input to the After Action Report.

LOGISTICS SECTION COORDINATOR

The Logistics Section Coordinator is responsible for providing all support needs to the incident (except air). Supported needs may include facilities, services, personnel, equipment and supplies. The Logistics Section Coordinator participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

Responsibilities of the Logistics Section Coordinator include:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Manager in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

OPERATIONS SECTION COORDINATOR

The Operations Section Coordinator is responsible for the management of all tactical operations for the incident. The Operations Section Coordinator helps formulate and interprets strategy established by the EOC Manager, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Coordinator also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the EOC Manager.

The Operations Section Coordinator ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section Coordinator establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Coordinator exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Coordinator reports to the EOC Manager on all matters pertaining to section activities.

Responsibilities of the Operations Section Coordinator include:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.

- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader.
- Obtain briefing on on-site and external communications capabilities and restrictions.
- Establish operating procedure with Communications Unit for use of telephone and radio systems.
- Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff who are not yet on site.
- Establish contact and determine status of collateral EOCs. Determine status of any requests for missions / assistance.
- Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section. Develop plan for carrying out all responsibilities.
- Make a list of key issues currently facing your Section. Clearly establish with assembles personnel action items to be accomplished within the current operational period.
- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Manager of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that the information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in strategy and planning meetings.

- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and maintenance of time sheets)
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).
- Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Manager
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Manage tactical operations.
- Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
- Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- Assists in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

PLANNING SECTION COORDINATOR

The Planning Section Coordinator is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Coordinator conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the EOC Manager). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

Responsibilities of the Planning Section Coordinator include:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Collect from all available sources information about the incident.
- Supervise preparation of the Incident Action Plan.
- Modify the Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Manager's objectives.
- Provide input to the EOC Manager and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.

- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Insure that information concerning special environmental needs is included in the Incident Action Plan.
- Assemble information on alternative strategies based on projections.
- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- Advise General Staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Develop the incident traffic plan.
- Develop the incident medical plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff.

PUBLIC INFORMATION OFFICER

The County Executive will designate a County Public Information Officer (PIO) as the authoritative spokesperson for the county.

Responsibilities of the Public Information Officer include:

- 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.
- Notify the media of the location of PIC and designate a telephone number for the public to use to obtain information during the major emergency or disaster.
- Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
- Authenticate all sources of information being received and verify accuracy.
- Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
- Coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved.
- Clear all news releases with the County Executive.
- Check and control the spreading of rumors.
- Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.

- Arrange any media and public tours of emergency sites with law enforcement personnel.
- Inform the public about places of contact for missing persons and continued emergency services with the Red Cross.
- 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)
- Make EPI materials available for distribution to the public and the use by the news media, including for the visually impaired.
- Make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact.
- Conduct annually information meetings with the news media to acquaint them with current emergency plans and procedures.
- 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.
- The PIC may be located at a "one-stop" center where citizens and news media can obtain information and assistance.

Appendix 3

A. DECLARATION OF A STATE OF EMERGENCY (Executive Law 2-B, Section 24)

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

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

- a. the establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic;
- b. the declaration of specific zones where the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- c. the regulation and closing of places of amusement and assembly;
- d. the suspension or limitation of the sale, dispensing, use, or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquid;
- e. the prohibition and control of persons on public streets and places;
- f. the suspension of parts or all of local laws, ordinances, or regulations (within the limitations of Federal and State constitutional, statutory, and regulatory laws) which may prevent, hinder or delay necessary action in coping with a disaster or recovery whenever:
 - i. A request has been made pursuant to subdivision 7 of this section, or
 - ii. Whenever the Governor has declared a state disaster emergency pursuant to section 28 of this article. Suspension of any local law, ordinance, or regulation pursuant to this paragraph shall be subject to the following standards and limits:
 - no suspension shall be made for a period in excess of five days. Upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for an

additional period not to exceed five days each while the state of emergency is in effect.

- No suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort.
- Any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension.
- The order may provide for such suspension only under particular circumstances, and may provide for the alteration of modification of the requirements of such local law; ordinance or regulation suspended, and may include other terms and conditions.
- Any such suspension order shall provide for minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary.
- When practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.

2. A local emergency order shall be effective from the time and in the manner prescribed in the order, and shall be published as soon as practicable in a newspaper in general circulation in the area affected by such order, and transmitted by radio and television media for broadcast. Such order may also be amended, modified, and rescinded by the chief executive during the state of emergency. Such order shall cease to be in effect five days after promulgation or upon declaration by the County manager that the state of emergency no longer exists, whichever occurs first. The chief executive may extend such order for additional periods not to exceed five days each while the local state of Emergency is in effect.

3. The local emergency orders of the Chief Executive shall be executed in triplicate and shall be filed within seventy-two hours, or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk and the office of the secretary of state. The local emergency orders of a chief executive of a city, town or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk and the office of the secretary of state.

4. Nothing in this section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate.
5. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a class B misdemeanor.
6. Whenever a local state of emergency has been declared pursuant to this section, the chief executive may request the Governor to provide assistance under this chapter, provided the chief executive determines the disaster is beyond the capacity of the county to adequately meet, and state assistance is necessary to supplement local efforts to save lives, protect property, ensure public health and safety, or to avert or lessen the threat of a disaster.
7. The County legislature may terminate, by concurrent resolution, such emergency orders at any time.

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

1. Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other recourses of his political subdivision in such a manner as may be necessary or appropriate to cope with the disaster or emergency.
2. A chief executive may request and accept assistance from any other political subdivision and may receive and utilize any real or personal property, or the service of any personnel, on such terms and conditions as may be mutually agreed to by the chief executive of the requesting and assisting political subdivision.
3. Upon the receipt of a request for assistance made pursuant to subdivision 2 or 3 of this section, the chief executive of any political subdivision may give, lend, or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interest of such political subdivision, any services, equipment, facilities, supplies or other recourse of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall only be for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.

4. Upon the threat of occurrence of a disaster, a chief executive may request and accept assistance (County, State, and Federal) which is coordinated and directed by the County chief executive.
5. A political subdivision shall not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform, a discretionary function or duty on the part of any officer or employee in carrying out the revisions of this section.
6. The chief executive, when requesting assistance pursuant to this section, may request assistance from the civil defense and disaster preparedness forces of any other political subdivision, but only if the civil defense and disaster preparedness forces of the type being requested have already been activated within the political subdivision requesting assistance.
7. Any power or authority conferred upon any political subdivision by this section shall be in addition to, and not in substitution or as a limitation of any powers or authority otherwise vested in such subdivision or any of its officers.

C. COORDINATION OF DISASTER PREPAREDNESS & LOCAL CIVIL DEFENSE FORCES

(Executive Law 2-B, Section 26)

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

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

I. Instructions for declaring a local State of Emergency

1. Only the County Executive, or a person acting for the County Executive pursuant to section I.A.(2) of this plan, can declare a local State of Emergency for all of, or anywhere in, Ulster County. Each Town Supervisor and City and Village Mayor can declare

States of Emergency within their jurisdiction.

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 is best to follow it with a written format.
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 County Clerk's Office.
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 County Executive, or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office.

II. Sample Declaration of a local State of Emergency

A State of Emergency is hereby declared in _____ (area within County, or the entire County) at _____ (time) on _____ (date).

The State of Emergency has been declared due to _____ (description of the situation).

This situation threatens the public safety. This State of Emergency will remain in effect until rescinded by a subsequent order. As the County Executive of Ulster County, I, _____ (name of County Executive), 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 this County.

I hereby direct all departments and agencies of Ulster County to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

(signature)

(name)

(title)

(date)

III. Questions and Answers on declaring a State of Emergency

14. *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.

15. *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.

16. *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.

17. *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.

18. *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.
- Large-scale closing of roads due to conditions considered to be dangerous to lives and property.

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

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

19. *Can I issue the declaration verbally?*

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

20. *Must the declaration be filed?*

No. However, it's a good idea to do so. It should be kept on file at the Office of the County Clerk.

21. *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.

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

No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing.

When the proclamation is no longer needed, it should be formally rescinded.

23. *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.

24. *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.

25. *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.

26. *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.

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

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

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

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

29. *Must the rescission be filed?*

No. However, it is recommended that it be filed in the Office of the Municipal Clerk.

IV Instructions for issuing local Emergency Orders

30. 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).
31. Local Emergency Orders can be issued at the County level only by the County Executive or a person acting for the County Executive pursuant to section I.A.(2) of this plan. Each Town Supervisor and City and Village Mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same executive.
32. Local Emergency Orders must be written.
33. Local Emergency Orders should include the time and date they take affect, the reason for the declaration, the area involved, and the duration.
34. 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.
35. The County Executive may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
36. 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.
37. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Clerk of the County Legislature, Office of the County Clerk, and the Office of the Secretary of State.
38. Local Emergency Orders must be re-filed if they are extended.

V Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the County Executive of Ulster County, in
accordance with a declaration of a State of Emergency issued on
_____, 20____, and pursuant to Section 24 of the State Executive Law,

hereby order the evacuation of all persons from the following zones:

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
Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 20____.

at _____ o'clock, in _____, New York

Signed: _____

Title: _____

Witness: _____

Title: _____

VI Questions and Answers on issuing Local Emergency Orders

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

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

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

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

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

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

4. *Is it in effect indefinitely?*

No. A Local Emergency Order 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.

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

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

6. *Can a Local Emergency Order 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.

7. *Must the media be informed?*

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

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

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

D. CONTINUITY OF LOCAL GOVERNMENTS

(Executive Law 2-B, Section 27)

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

E. OUTSIDE SERVICE BY LOCAL POLICE FORCES; MOBILIZATION BY GOVERNOR; POWERS OF SHERIFFS

(New York State, General Municipal Law, Section 209-f)

1. Whenever the public interest requires it, the governor may, in his discretion, authorize and direct the superintendent of state police, the sheriff of a county, the commissioner of the Nassau county police department and the head of the police department or force of any county, city, town or village of the state, to detail, assign, and make available for duty and use in any county, town, city or village of the state requesting their aid, assistance and use, under the direction and command of such officer as the governor may designate, all or any part of the deputies, forces, equipment and supplies under the command and control of such superintendent, sheriff, commissioner or head, as the case may be. While engaged in duty and rendering service in such county, town, city or village, the deputies, officers, and members of such police forces shall have the same powers, duties, rights, privileges, and immunities as if they were performing their

duties in the civil or political subdivision in or by which they are normally employed.

2.

- a) Notwithstanding any inconsistent provision of law, general, special or local, the sheriff of any county may, when the public interest requires it, declare a state of special emergency in any part or parts of his county where the public peace is threatened or where life or property may be endangered, after first advising the governor, by telegram addressed to the governor at the executive offices in the city of Albany, New York, that he is about to do so.

- c) During the continuance of any such emergency so declared and until it has been terminated by the sheriff who declared it or by the governor, the sheriff who declared such emergency: (1) May, after having received a request for aid from the chief executive officer of a city, town or village located within his county, request the chief executive officer of any other city, town or village located within his county, and the administrative head of any parkway police force and any state park police force which operates within his county, and the head of a county police department in his county, to detail, assign and make available for duty and use in the city, town or village requesting the aid, a part of the forces, equipment and supplies of the police department or police force of the municipality, parkway and state park police force, and county police department whose aid is requested, and the chief executive officer of such city, town, or village and the administrative head of such parkway and state park police force, and the head of a county police department, is hereby authorized and empowered to grant any request so made, and (2) shall have the power to request any or any number of sheriffs in the state to aid him by detailing, assigning and making available to him, for duty and use in his county, such number of their deputy sheriffs as may be available, together with equipment and supplies, and to deputized as emergency special deputy sheriffs of his county any or all personnel so supplied by the sheriff of any other county, and the sheriff of any county to whom such a request is made is hereby authorized and empowered to grant any request so made.

- c) All or any part of the personnel, equipment and supplies furnished by the sheriff of another county in response to a request therefore, as aforesaid, may be detailed, assigned and made available for duty and use, by the requesting sheriff, (1) in a city, town or village which has requested aid, as aforesaid, provided there is a need therefore to supplement the aid already provided by another municipality or by a parkway and/or state park police force, or a county police department, or any combination thereof, or if there is need therefore because no such aid was provided, or pending the arrival of such other aide, and

(2) in any part of the county of the requesting sheriff which is outside a city or incorporated village and which, in the opinion of the requesting sheriff, is in need thereof to maintain the public peace or to prevent life or property becoming endangered.

- d) While engaged in duty and rendering service in any city, town, village or elsewhere, as aforesaid, the officers and members of any such police department or police force, and any responding sheriff and his deputies, so assigned and made available for duty and use shall have the same powers, duties, rights, benefits, privileges and immunities as if they were performing their duties in the civil or political subdivision in or by which they are normally employed, and all thereof, for the purpose of the workmen's compensation law, shall be deemed to be engaged in the course of their employment from the time they report for such duty until they return to the civil or political subdivision in or by which they are normally employed.
- e) The chief executive officer of a municipality who requested aid, as aforesaid, with the consent of the chief of police of his police department or police force if any such there be, may deactivate any or all of the manpower furnished, upon his request for aid, by another municipality, parkway and/or state park police force, and/or a county police department. Manpower so furnished as aid to a municipality not having a police department or force may be deactivated by the chief executive officer thereof with the consent of the sheriff of the county in which it is located.
- f) A municipality may, by local law, delegate to the chief of police of its police department or police force the power hereby granted to its chief executive officer to request aid.
- g) If the chief executive officer of any such city, town or village is absent or disabled, the chief of police thereof may make such request for aid, grant a request therefore, and deactivate manpower furnished in response to request therefore. If any such municipality does not have a chief of police a person empowered by the local legislative body may so act, except with respect to deactivating manpower furnished upon request.
- h) As used in this section: (a) the term "chief executive officer" shall mean: (1) in the case of a city the mayor, except in a city having a city manager where it shall mean such city manager, and (2) in the case of a town the supervisor or presiding supervisor, and (3) in the case of a village the mayor, except in a village having a president or manager where it shall mean such president or manager; (b) the term "municipality" shall mean a city, town or village.

Appendix 4

NY STATE HIGHWAY EMERGENCY TASK FORCE POLICY AND PROCEDURES

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 State Office of Emergency Management, which will evaluate and prioritize requests. When requested by SOEM, 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 SOEM 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, SOEM, 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. STATE OFFICE OF EMERGENCY MANAGEMENT (SOEM)

SOEM coordinates debris clearance missions under a 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. 270-0111(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. 270-0116 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 judgement, 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 SOEM 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.

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2003 edition

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Art Snyder, Ulster County Emergency Management Director, oversaw the process, which was facilitated by Shingebiss Associates, Inc of New Paltz, NY. Nikki Koenig Nielson was the principal author. Technical support and guidance was provided by Christopher Holmes and Shannon Green of NYS SEMO.

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Survey responses were received from Donald Wilen, Supervisor, Town of New Paltz; Jerry A. Fairburn, Supervisor, Town of Hardenburgh; Thomas Coupart, Supervisor, Town of Marlborough; Dennis Weiss, Supervisor, Town of Kingston; John Valk, Jr., Supervisor, Town of Shawangunk; Robert Shepard, Supervisor, Town of Lloyd; Ray Rice, Supervisor, Town of Esopus; Robert A. Yerick, Mayor, Village of Saugerties; Gary Bellows, Supervisor, Town of Hurley; Richard Craft, Supervisor, Town of Wawarsing; and Louis F. Cardinale, Chief, Lamontville Fire District.

Committee membership included participation from: Don Pecora, UC Sheriff's Office; Dennis Young, UC Sheriff's Office; George Wood, UC Sheriff's Office; Dan Matthews, FBI; Louis Barbaria, NYS Police; Kevin Cunningham, NYS Police; Robert Nuzzo, NYS Police; Ed Welch, NYC DEP; Joseph Scaffidi, NYC DEP; Paul Bennett, NYC DEP; Eugene Sass, NYC DEP; John Duffy, NYC DEP; Justin Kight, NYC DEP; Gregory Hulbert, UC Police Chief's Association; Richard Barnhart, SUNY Police; Charles Mutz, UC Fire Coordinator; Rick Salzmann, KFD; Chris Rae, KFD; Jeffrey Stoutenberg, UCCC; Barry Mickle, NYS Bridge Authority; Ray Engel, NYS Thruway Authority; Michael O'Rourke, UC BOCES; Brian Colandrea, UC BOCES; Dean Palen, UC Health Department; Bill McCarthy, UC Red Cross; Rich Lanzerone, The Kingston Hospital; Ritch Parrish, The Kingston Hospital; Sherrie Ashdown, Benedictine Hospital; Herb Hekler, UC Planning Department; Fred Wadnola, UC Town Supervisor's Association; Joel Brine, Town of Ulster; and John Naccarato, UC Legislature.

Map development and website availability were provided by UC Information Services. Draft Plan feedback was provided by UC Sheriff's Office, UC Buildings and Grounds and the NYS Police. Additionally, presentations were made to the UC Legislature, UC Police Chiefs Association, UC Ambulance Association, UC Fire Chiefs Association and UC Firemen's Association, with commentary received and incorporated into the plan.

We would like to acknowledge and thank any additional parties who contributed through comments, emails or other correspondence.

2006 revision

The Ulster County Comprehensive Emergency Management Plan was revised in 2006 to reflect the National Incident Management System; changes in EOC staff responsibilities and organizational structure; new technology, equipment and facilities that are now available; and to remove references to specific personnel. Most importantly, a new Hazard Analysis New York (HAZNY) was conducted and a new set of risk reduction recommendations was developed. The risk reduction recommendations form the basis for the executive summary.

Authorization for the project was provided by David B. Donaldson, Chairman of the Ulster County Legislature. Project oversight was provided by Arthur R. Snyder, Director of Ulster County Emergency Communications / Emergency Management.

Members of the CEMP participating in the project were William McCarthy of the American Red Cross, Chief Richard Salzman of the Kingston Fire Department, Richard Parrish of the Kingston Hospital, Paul Bennett of the New York City Department of Environmental Protection, Wayne Ferguson of the New York State Bridge Authority, Lt. Lisa Galbraith and Sgt. Michael Comerford of the New York State Police, Seth Hendrich of the New York State Thruway Authority, Chief Ray Bryant of SUNY New Paltz, Claire Burlingham and Michael Shore of SUNY Ulster, Chief Charles Mutz the Ulster County Fire Coordinator, Dean Palen and Eleanor Troy of the Ulster County Health Department, Dennis Doyle the Ulster County Planner, Chief Raymond Zappone President of the Ulster County Police Chiefs Association, and Lt. Dennis Young of the Ulster County Sheriff's Office.

Graphic Information System mapping was provided by Richard Umble of Ulster County Information Services.

We would like to thank and acknowledge anyone else not specifically mentioned above who provided input during the review process.

2014 revision

The Ulster County Comprehensive Emergency Management Plan was revised in 2014 to reflect the change in government structure to reflect the elected County Executive; to recognize that a permanent EOC has been placed in service and an expanded list of responsibilities for those serving in the EOC; to introduce the concept of Emergency Support Functions into the CEMP and provide a transitional step in that direction; include language from the New York State Comprehensive Emergency Management Plan that addresses liability protection for volunteers; and incorporate a new Hazard Analysis New York (HAZNY) which led to a new set of risk reduction recommendations. The risk reduction recommendations form the basis for the executive summary.

Authorization for the project was provided by County Executive Michael P. Hein. Project oversight was provided by Arthur R. Snyder, Director of Ulster County Emergency Communications / Emergency Management.

Members of the CEMP participating in the project were Eric Benjamin of the UC Sheriff's Office; Aaron Bennett of the UC Department of the Environment; Paul Bennett of the NYC Department of Environmental Protection; Mark Brown, City of Kingston Fire Department; Gary Capella of UC Soil & Water Conservation District; Kathie Cayton of the American Red Cross; Carl Chipman of the UC Town Supervisor's Association; William Cotting of Central Hudson Gas & Electric; Dennis Doyle of the UC Planning Department; David Dugatkin of SUNY New Paltz; Dean Fabiano of the UC Legislature; Wayne Ferguson of the NYS Bridge Authority; Seth Hendrick of the NYS Thruway Authority; Mark Komdat of SUNY Ulster; Bruce LaForce of the NYS Thruway Authority; Eugene Lucchese of the NYS Office of Emergency Management; Brendan Masterson of the UC Department of Public Works; Richard Muellerleile of the UC EMS Council; Shelley Mertens of the UC Department of Health; Charles Mutz of the UC Fire Coordinator's Office; Robert Nuzzo of the NY State Police; Michael O'Rourke of UC BOCES; Richard Parete of the UC Legislature; Richard Parrish of Health Alliance of the Hudson Valley; Steven Peterson of the UC Emergency Management Office; Charles Polacco of the UC Sheriff's Office; Jeffrey Radliff of the NY State Police; Richard Sauer of the NY State Police; Christopher Sheppard of the US Coast Guard; Joseph Sinagra of the UC Police Chiefs' Association; Carol Smith of the UC Department of Health; Robert Sudlow of the UC Executive's Office; Gary Tuthill of the NYS Office of Emergency Management; Paul VanBlarcum of the UC Sheriff's Office and Tammy Wilson of UC Emergency Management.

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