

# WARREN COUNTY

## *COMPREHENSIVE EMERGENCY MANAGEMENT PLAN*



*Warren County, New York*

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**Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845**

**2022**

### Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

Revision Page

<b>Date</b>	<b>Update</b>	<b>Name</b>
3/18/16	Dates, names, general typos, mitigation section, added Regional JIC, updated HAZNY and exercise calendars, added PODS & Home Care to org chart; App C summary; App D update; App E added HM, HMP & SWCD	A. Hirsch & CEMP review committee
3/17/17	Dates, names, plans, typos; added Pw/AFN Group under Human Needs Branch	A. Hirsch & CEMP review committee
3/16/18	Dates, names, App B added RACES & App D updated & added App F	A. Hirsch & CEMP review committee
3/15/19	Dates, names, typos, updated App D&F	A. Drexel & CEMP review committee
3/20/20	Dates, names, updated App C, D & F	A. Drexel & CEMP review committee
3/19/21	Dates, names, titles, typos, web links updated App D & E	A. Mason & CEMP review committee
2/10/22	Dates, names, titles, formatting, grammar updated, ICS Org Chart changed, appendix cover pages updated, removed appendix F	A. Rivers & pending CEMP review committee

**WARREN COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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*The following Annexes are not included in this binder, but are located at the OES.*

- Dam Safety Annex
- Mass Care Annex
- Logistics Annex
- Public Health Emergency Response and Preparedness Plan
- Strategic National Stockpile Annex  
Attachment 1 – CHEMPACK Annex
- Pandemic Flu Annex
- Quarantine and Isolation Annex
- Mass Fatality Annex
- Bioterrorism Annex
- Mental Health Disaster Response Plan
- Hazardous Materials Response Annex
- Tri-County Animal Response Team (CART) Annex
- Violent Event Annex
- Hazardous Weather Annex
- Warren County Municipal Center & Human Services Building EAPs
- Resource List
- Warren County Continuity of Operations Plan (COOP)
- Social Media Networking Plan

## **EXECUTIVE SUMMARY**

### Introduction

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

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

### Comprehensive Approach

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

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

### Management Responsibilities

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

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

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

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

### Conclusion

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

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section I

### GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

#### A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Warren County.
3. Under authority of Section 23 of the New York State Executive Law Article 2B, 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, Warren County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes four phases:
  - a) Mitigation
  - b) Prevention
  - c) Response
  - d) Recovery
5. Mitigation
  - a) Mitigation refers to all activities which reduce the effects of disasters when they do occur. Section II of this Plan, describes activities to prevent or minimize the impact of hazards in Warren County. Warren County has developed a FEMA-Approved Mitigation Plan, which is updated every five years.
6. Prevention
  - a) Prevention refers to those short- or long-term activities which eliminate or reduce the number of occurrences of disasters.
7. Response
  - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

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

- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
- d) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

## 8. 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 mitigation actions to prevent or lessen a recurrence of the emergency.

## B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in Warren County:
2. The objectives of the Plan are:
  - a) To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - b) To outline short, medium and long-range measures to improve the County's capability to manage hazards.
  - c) To show that County and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
  - d) To provide for the efficient utilization of all available resources during an emergency.

- e) To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- f) Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

### C. Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the authority 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. Warren County Local Law No. 1 of 1962
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

### D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.
2. Local governments and emergency response organizations play an essential role as the first line of defense.
3. When responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.
4. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the County government.
6. The Chairperson of the Warren County Board of Supervisors may coordinate responses for requests for assistance for the local governments.
7. The Chairperson of the Warren County Board of Supervisors has the authority to direct and coordinate County disaster operations.
8. The Chairperson of the Warren County Board of Supervisors may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Warren County.

9. The Chairperson of the Warren County Board of Supervisors has assigned to the Office of Emergency Services the responsibility to coordinate county emergency management activities.
10. Warren County will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Warren County recommends and encourages all local governments in Warren County to utilize ICS.
11. A request for assistance to the State will be submitted through the Region III Capital District New York State Office of Emergency Management located in Albany, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. A State-level, multi-agency response may include risk reduction, response and recovery activities coordinated by NYSOEM, which serves as the administrative agency of the New York State Disaster Preparedness Commission (DPC).
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Warren County Office of Emergency Services is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and should 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 May 1 of each year.

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section II

### Mitigation

#### A. Designation of County Hazard Mitigation Coordinator

1. The District Manager of the Warren County Soil Water Conservation District has been designated by the Chairperson of the Warren County Board of Supervisors, as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing the effects of hazards in Warren County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will be the lead member of the Warren County Hazard Mitigation Planning Team.

#### B. Identification and Analysis of Potential Hazards

1. The Warren County Office of Emergency Services will gather a team together to:
  - a) Identify potential hazards in the County.
  - b) Determine the probable impact each of those hazards could have on people and property.
  - c) Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
3. To comply with the items above, hazards that pose a potential threat have been identified and analyzed using the program *HAZNY*, provided by the State Office of Emergency Management. This assessment was completed by involving representatives from County departments, State departments, and representatives from various private businesses and non-profit organizations.
4. This hazard analysis:
  - a) Provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards.
  - b) Establishes priorities for planning for those hazards receiving a high ranking of significance.

- c) Was conducted in accordance with guidance from the New York State Office of Emergency Management.
  - d) Upon completion in March 2015 was submitted to the Region III Office of Emergency Management. On February 20, 2020 Warren County had a County Emergency Preparedness Assessment (CEPA) review. This assessment covers the hazard analysis and capabilities.
  - e) Is to be reviewed and updated regularly to capture changes in infrastructure, population change, new capabilities or new hazards or risks that have come to light.
5. The rating and ranking results of the hazard analysis are found in Attachment 1.
  6. The complete Hazard Analysis results identifying the location of hazard areas are located in the Warren County Office of Emergency Services and published on the OES website.

C. Risk Reduction Policies, Programs and Reports

1. County agencies are authorized to promote policies, programs and activities to reduce hazard risks in their area of responsibility. Examples of the above are:
  - a) Encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county.
  - b) Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations.
  - c) Encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant.
  - d) Encourage and participate in municipal stream channel maintenance programs.
  - e) Encourage state DOT and local highway departments to address dangerous conditions on roads used by hazardous materials carriers.
2. The Warren County Planning Department is an appointed Agency established by the Board of Supervisors that is responsible for the review of certain classes of local land use and zoning actions as defined by Articles 239 L and M of NYS General Municipal Law. The following plans and zoning actions are referred to the County Planning Department by local municipalities for review and recommendation, where required.
  - a) Adoption or amendment of a comprehensive plan pursuant to Section 272-a of the town law, Section 7-722 of the village law or Section 28-a of the general city law.
  - b) Adoption or amendment of a zoning ordinance or local law.
  - c) Issuance of special use permits.
  - d) Approval of site plans.
  - e) Granting of use or area variances.
  - f) Other authorization, which a referring body may issue under the provisions of any zoning ordinance or local law.

3. The review of projects referred to the Warren County Planning Department, with assistance provided by the staff planners from the Warren County Department of Planning and Community Development, takes into account the potential impact from significant hazards in Warren County communities.
4. It is the intention of Hazard Mitigation Planning Committee representatives to incorporate mitigation planning as an integral component of daily government operations. Planning Committee representatives will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. A sample adoption resolution includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the HM Planning Committee anticipates that:
  - a) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
  - b) The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.
5. During the annual plan evaluation process, the Planning Committee representatives will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual Hazard Mitigation Plan (HMP) Progress Report.
6. The Planning Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the plan, and documenting annual progress. Each year, beginning one year after plan development, County and local Planning Committee representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes of the Hazard Mitigation plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.
7. To standardize and facilitate collection of progress data and information on specific mitigation actions, Warren County Soil and Water Conservation District (WC SWCD) shall develop a progress matrix that will continue to be updated and distributed to the HM Planning Committee members prior to the scheduled annual Planning Committee meeting. This information shall be provided to the planning area HMP Coordinator prior to the annual Planning Committee meeting to be held approximately one year from the date of local adoption of this update, and successively thereafter. At least two weeks before the annual plan review meeting, the Warren County HMP Coordinator will advise HM Planning Committee members of the meeting date, agenda and expectations of the members.
8. The information that Planning Committee representatives shall be expected to document, as needed and appropriate include:
  - a. Any grant applications filed on behalf of any of the participating jurisdictions,
  - b. Hazard events and losses occurring in their jurisdiction,

- c. Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
  - d. Obstacles or impediments to implementation of actions,
  - e. Additional mitigation actions believed to be appropriate and feasible and,
  - f. Public and stakeholder input.
9. The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. The status of the HMP will be discussed and documented at an annual plan review meeting of the Hazard Mitigation Planning Committee.
10. The Warren County HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:
  - a. Goals and objectives address current and expected conditions.
  - b. The nature or magnitude of the risks has changed.
  - c. Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
  - d. Actions were cost effective.
  - e. Schedules and budgets are feasible.
  - f. Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
  - g. Outcomes have occurred as expected.
  - h. Changes in County, City, Town or Village resources impacted plan implementation (e.g., funding, personnel, and equipment).
  - i. New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
11. Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance-based indicators, including:
  - a. New agencies/departments
  - b. Project completion
  - c. Under/over spending
  - d. Achievement of the goals and objectives
  - e. Resource allocation
  - f. Timeframes
  - g. Budgets
  - h. Lead/support agency commitment
  - i. Resources
  - j. Feasibility
12. Finally, the Planning Committee will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs”

subsection later in this Section). Other programs and policies can include those that address:

- a. Economic Development
  - b. Environmental Preservation
  - c. Historic Preservation
  - d. Redevelopment
  - e. Health and/or Safety
  - f. Recreation
  - g. Land Use/Zoning
  - h. Public Education and Outreach
  - i. Transportation
13. The HM Planning Committee may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process. Further, the Planning Committee may refer to any process and plan review deliverables developed by the County or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the County.
14. The HM Planning Committee Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual HM Planning Committee meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the HM Planning Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.
15. This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual HM Planning Committee meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to NYS DHSES.

#### 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 in the County is a critical part of Risk Reduction.
2. The Office of Emergency Services will, every three to five years, or more often as deemed necessary:
  - a) Assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to the:
    - Likely time of onset of the hazard
    - Impacted communities' preparedness levels
    - Existence of effective warning systems

- Communities' means to respond to anticipated casualties and damage
3. To assist in its assessment, the Office of Emergency Services will conduct exercises based upon specific hazards and hazard areas identified by the assessment.
  4. An After-Action Report with Improvement Plans will be developed after exercises are conducted to document shortfalls and lay out a plan to correct them.

E. Training of Emergency Personnel

1. The Warren County NIMS Point of Contact, in coordination with the Warren County Office of Emergency Services, has the responsibility to:
  - a) Arrange and provide, with the assistance of the New York State Department of Homeland Security and Emergency Services and Department of Health, training programs for county emergency response personnel, as designated by the County Office of Emergency Services Director.
  - b) Encourage and support training for city, town and village emergency response personnel, including volunteers.
  - c) Such training programs will:
    - Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
    - Include Incident Command System (ICS) training, focusing on individual roles.
    - Conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including 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 Comprehensive Emergency 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 emergency medical services, American Red Cross, RACES, should be trained by these services in accordance with established procedures and standards.

F. Education and Public Awareness

1. The Cooperative Extension Educator and Warren County Health Services Health Educator, in cooperation with the County Office of Emergency Services, is responsible for:
  - a) Providing education on hazards to the young adult and general population in the county
  - b) Making the public aware of existing hazards in their communities
  - c) Familiarizing the public with the kinds of protective measures the county has developed to respond to any emergency arising from the hazard
2. This education will:
  - a) Cover all significant hazards
  - b) Be available free of charge
  - c) Be provided by the existing school systems in the county through arrangements with the superintendent of schools
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.
4. The following is a list of avenues used to educate the public:
  - Handouts
  - Presentations
  - Website
  - Social media

➤ Staff

5. Warren County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This Plan update will be posted on-line.
6. Local Planning Committee representatives and the Warren County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of the Executive Summary of this document.
7. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.
8. The Planning Committee representatives shall be responsible to assure that:
  - a) Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
  - b) Copies of the latest approved plan (or draft in the case that the five-year update effort is underway) are available for review at the town hall and public library, along with instructions to facilitate public input and comment on the Plan.
  - c) Appropriate links to the Warren County Hazard Mitigation Plan website are included on municipal websites.
  - d) Public notices are made as appropriate to inform the public of the availability of the plan, particularly during Plan update cycles.

G. Monitoring of Identified Hazard Areas

1. The County Highway Department will develop, with the necessary assistance of other local highway departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Office of Emergency Services or the Warren County 911 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 raising water levels, slope and ground movement, the formation and breakup of ice jams, shore erosion and dam conditions.
5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, religious organizations, utility companies, and volunteer agencies and individuals, as appropriate.

Attachment 1

**Hazard Analysis Results for Warren County**  
using HAZNY as provided by the State Office of Emergency Management

March 6, 2015

<b>Hazard</b>	<b>Rating</b>
<b>FLOOD</b>	330
<b>DAM FAILURE</b>	303
<b>TRANS ACCIDENT</b>	253
<b>HAZMAT (FIXED SITE)</b>	248
<b>HAZMAT (IN TRANSIT)</b>	242
<b>ICE JAM</b>	238
<b>SEVERE STORM</b>	237
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321 to 400 HIGH HAZARD  
241 to 320 MODERATELY HIGH HAZARD  
161 to 240 MODERATELY LOW HAZARD  
44 to 160 LOW HAZARD

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section III

### RESPONSE

#### I. Response Organization and Assignment of Responsibilities

##### A. Warren County Board of Supervisors, Chairperson Responsibilities, Powers, and Succession

1. The Chairperson of the Warren County Board of Supervisors (County Executive) is ultimately responsible for County emergency response activities and:
  - a) May assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations.
  - b) Controls the use of all County owned resources and facilities for disaster response.
  - c) May declare a local state of emergency in consultation with the Office of Emergency Services and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix C).
  - d) May request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources.
  - e) May provide assistance to others at the request of other local governments both within and outside Warren County.
2. In the event of the unavailability of the Chair, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:
  - a) The Vice Chairperson will assume the responsibilities of the Chairperson of the Board until the Chairperson of the Board is available.
  - b) The County Administrator will assume the responsibilities of the Chairperson of the Board or the Vice Chairperson until either is available.
  - c) The Budget Officer will assume the responsibilities of the Chairperson of the Board, County Administrator or the Vice Chairperson until one is available.

##### B. The Role of the Emergency Manager

1. The Emergency Manager coordinates County emergency response activities for the

Chairperson of the Warren County Board of Supervisors, and recommends to the Chairperson of the Board of Supervisors to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.

2. The Emergency Manager:

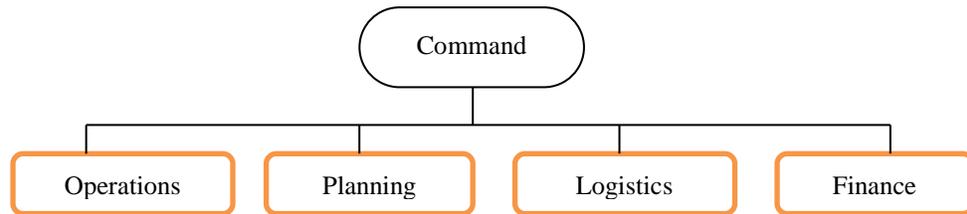
- a) Activates the County's response organization and initiates County response activities.
- b) Notifies and briefs County departments, agencies and other organizations involved in an emergency response.
- c) Maintains and manages an Emergency Operations Center.
- d) Facilitates coordination between the County and:
  - The Incident Commander
  - Towns, cities, and villages in the County
  - Local governments outside the County
  - The State of New York
  - Private emergency support organizations.

C. Warren County Emergency Response Organizations

1. The Incident Command System (ICS)

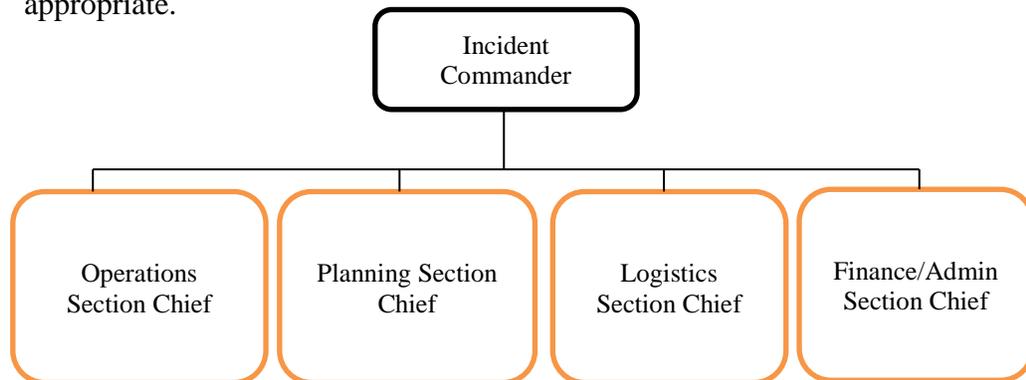
- a) Warren County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. See Appendix 1, *Incident Command System Position Descriptions*.
- b) ICS is organized by functions. There are five:
  - Command
  - Operations
  - Planning
  - Logistics
  - Finance

- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- f) An on-scene ICS with all five functions organized as sections is depicted as:



- g) During an emergency, County response personnel must be cognizant of the Incident Command System 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 by the Chairperson of the Board of Supervisors, 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.
- h) The Incident Commander is selected due to being the most qualified responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.
- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report.

- j) 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.



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

## 2. Agency Responsibilities

- a) The Office of the Warren County Board of Supervisors, shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

## **II. Managing Emergency Response**

### **A. Incident Command Post and Emergency Operations Center**

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

TABLE 1 - ICS Function and Response Activities by Agency

Agency	ICS Function	Response Activities
<b>Chairperson – Warren County Board of Supervisors</b>	Command	<ul style="list-style-type: none"> <li>-Ultimate situation responsibility;</li> <li>-Declaration of State of Emergency (Agency Administrator);</li> <li>-Promulgation of Emergency Orders</li> </ul>
<b>Director of Public Relations (PR)</b>	Public Information	<ul style="list-style-type: none"> <li>-Emergency Public Information</li> </ul>
<b>County Attorney</b>	Command – Legal	<ul style="list-style-type: none"> <li>-Legal Support</li> </ul>
<b>Office of Emergency Services</b>	Command – Liaison	<ul style="list-style-type: none"> <li>-Activation and coordination of the EOC (EOC Manager)</li> <li>-EOC Liaison and coordination with governments and organizations</li> </ul>
<b>Fire</b>	Operations	<ul style="list-style-type: none"> <li>-Fire Suppression and Control</li> <li>-Search and Rescue</li> <li>-HazMat</li> <li>-Exposure Control</li> </ul>
<b>EMS</b>	Operations	<ul style="list-style-type: none"> <li>-Coordinate the treatment and transport of the sick and injured</li> </ul>
<b>Sheriffs’ Office</b>	Operations/Logistics	<ul style="list-style-type: none"> <li>-Communications</li> <li>-Warning</li> <li>-Law Enforcement</li> <li>-Security</li> <li>-Traffic Control</li> <li>-Food</li> </ul>
<b>Public Health</b>	Safety/Operations	<ul style="list-style-type: none"> <li>-Disease Surveillance</li> <li>-Incident Assessment</li> <li>-Epidemiologic Investigation</li> <li>-Public Alert &amp; Education</li> <li>-POD Mass Vaccination</li> </ul>
<b>Glens Falls Hospital</b>	Operations	<ul style="list-style-type: none"> <li>-Medical Care</li> <li>-Disease Surveillance</li> </ul>
<b>Public Works Dept</b>	Operations/Logistics	<ul style="list-style-type: none"> <li>-Debris Removal and Disposal</li> <li>-Damage Assessment</li> <li>-Traffic Control</li> <li>-Facilities</li> <li>-Ground Support</li> </ul>
<b>Self-Insurance</b>	Finance Admin	<ul style="list-style-type: none"> <li>-Comp/Claims</li> </ul>
<b>Social Services</b>	Operations	<ul style="list-style-type: none"> <li>Human Needs Assessment</li> </ul>

<b>Office for the Aging</b>	Operations	Human Needs Assessment
<b>Planning &amp; Development</b>	Planning	-Situation Assessment and Documentation Advance Planning
<b>Mental Health Services</b>	Operations	Crisis Counseling
<b>Coroner</b>	Operations	-Identification and Disposition of Dead
<b>American Red Cross</b>	Operations	-Temporary housing, shelter, food, clothing
<b>Purchasing</b>	Logistics	-Supply and procurement; information systems
<b>Human Resources</b>	Logistics	Human Resources
<b>Treasurer/Auditor</b>	Finance/Admin	Purchasing, accounting, recordkeeping

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, a mobile unit or field trailer may be used.
5. The County EOC is located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845. A back-up EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George, NY 12845.
6. If a disaster situation renders both EOCs inoperable, an auxiliary EOC may be established at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. 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.

10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.
12. Work areas will be assigned to each agency represented at the EOC.
13. Security, if necessary, at the EOC during an emergency will be provided by the Warren County Sheriff's Office:
  - a) All persons entering the EOC will be required to check in at the security desk located at the main entrance.
  - b) All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
  - c) Temporary passes will be returned to the security desk when departing from the premises.
14. 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.
15. The ICS Planning function is responsible for emergency situation reporting at the EOC and can use established procedures and daily forms.
16. The Emergency Manager maintains a Standard Operation Guide for activating, staffing and managing the EOC. The SOG can be found as Appendix B to this section of the plan.

#### B. Notification and Activation

Upon initial notification of an emergency to the Warren County 911 Communications Center (WCCC), the WCCC will immediately alert the appropriate County official(s) and emergency services agencies as defined and outlined in the Warren County Sheriff's Office Operations Manual.

1. This initial notification sets into motion the activation of County emergency response personnel.
2. The Director of the Office of Emergency Services will activate appropriate resources as deemed necessary.

#### C. Assessment and Evaluation

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

- a) Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat.
- b) Analyze the best available data and information on the emergency.
- c) Explore alternative actions and consequences.
- d) Select and direct specific response actions.

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

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Chief Executive Official, Warren County Board of Supervisors' Chairperson, may proclaim a state of emergency pursuant to section 24 of the State Executive Law Article 2-B.
2. Such a proclamation authorizes the Chief Executive to deal with the emergency situation with the full executive and legislative powers of county government.
3. This power is realized **only** through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
  - Establishing curfews
  - Restrictions on travel
  - Evacuation of facilities and areas
  - Closing of places of amusement or assembly
4. Appendix C describes the requirements for proclaiming a state of emergency and promulgating emergency orders.
5. Chief executives of cities, towns and villages in Warren County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.
6. Whenever a state of emergency is declared in Warren County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. Public Warning and Emergency Information

1. In order to implement public protective actions, there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.

3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a) and (b) below require strict coordination with the County EOC:
  - a) Mass notification systems can be utilized. These systems rely on the public telephone networks and servers. This form of notification is quick and does not endanger the first responders. This can be initiated through the Warren County Sheriff's Office or Office of Emergency Services.
  - b) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager via the National Weather Service.
  - c) NOAA Weather Radio (NWR) is the "Voice of the National Weather Service" providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.
  - d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for "route alerting" of the public.
  - e) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, firefighters, and highway personnel, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
4. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception. They should also be encouraged to sign up for NY-Alert messages.

5. Special arrangements have been made for providing warning information to people with hearing impairment, through the mass notification system.
6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
  - a) Establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings.
  - b) Authenticate all sources of information being received and verify accuracy.
  - c) Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
  - d) Coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene.
  - e) Check and control the spreading of rumors.
  - f) Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
  - g) Arrange any media tours of emergency sites.
7. The JIC may be established near the EOC or at any location where information flow can be maintained, without interfering with emergency operations. The JIC will be located in the Board Room of the Municipal Center or outside if weather permitting.
  - a) A regional JIC may be formed for larger incidents encompassing multiple counties or agencies.

#### F. Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section a Public Health Group to ensure that health and medical problems are being addressed. This group will be led by the Warren County Health Services.

#### G. Emergency Medical Services

There may be established within the Operations section an Emergency Medical Services Group.

1. The group will be led by the County EMS Coordinator.
2. The function of this group is to assist with the coordination of care and transportation of the sick and injured, while preserving the overall integrity of the County EMS System.
3. Mutual Aid Guidelines will be found in the County EMS Mutual Aid Plan.
4. At times this group may include representatives from the New York State Bureau of Emergency Medical Services, or designated regional Medical Control Physicians.
5. At times pending the size and duration of an incident, it is possible that EMS Coordinators from other counties may assist with the operations of this group through the use of the mutual aid.

#### H. Human Services

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
3. Human services response is coordinated through the Warren County Human Services departments, comprised of various County departments, in conjunction with local agencies, volunteer groups and the private sector, whose purpose is to assist in the coordination of the delivery of human services in Warren County, and to advise the EOC Manager on human needs issues.
4. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the Warren County Social Services Commissioner on human needs issues.
5. If needed, a People with Access and Functional Needs Group may be established under the Human Needs Branch. Southern Adirondack Independent Living (SAIL) may assist with this. Clients of those under Home Care will fall within this Group.

#### I. Restoring Public Services

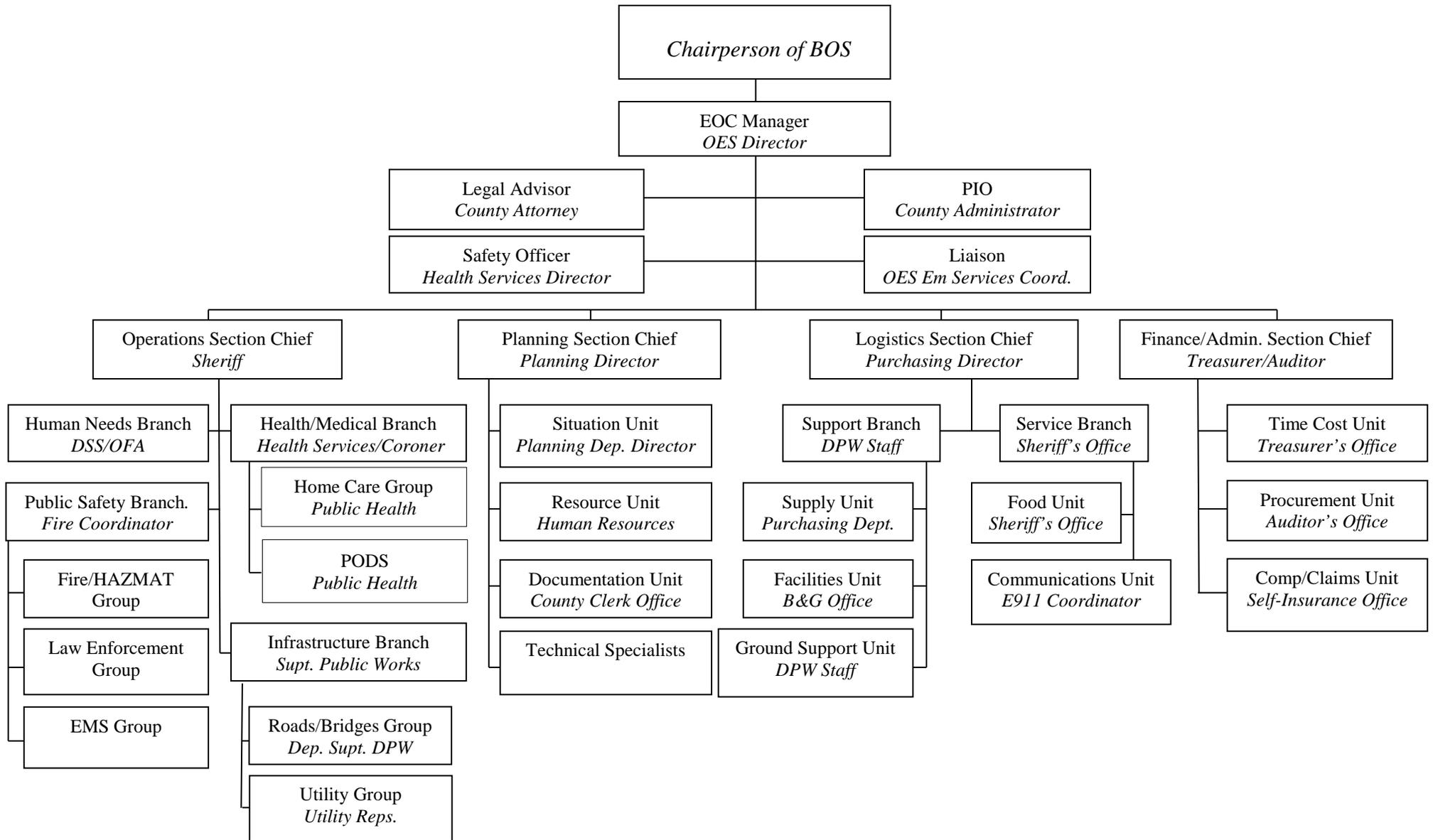
1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of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

2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.
3. In the event of a major power outage, the Operations Section will request that National Grid assign a representative to the Warren County EOC to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations section may request assigning a representative from other utilities (telephone, water, cable) as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, Warren County should act in cognizance of and in cooperation with the State.
6. For large or long-term incidents, a Business Resource Center may be opened in the EOC to assist businesses that were negatively impacted.

J. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the Chairperson of the Board of Supervisors during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of Warren County can be utilized upon agreement between the requesting and offering government.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

# WARREN COUNTY INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section IV

### RECOVERY

#### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Warren County must participate in damage assessment activities.
2. The Warren County Office of Emergency Services is responsible for:
  - a) Developing with local governments a damage assessment program.
  - b) Coordinating damage assessment activities in the County during and following an emergency.
  - c) Designating a Damage Assessment Officer for each emergency.
  - d) The Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms via FEMA.
3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the Emergency Manager in damage assessment activities including:
  - (a) Pre-emergency:
    - Identifying county agencies, personnel, and resources to assist and support damage assessment activities.
    - Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance.
    - Fostering agreements between local government and the private sector for technical support.
    - Utilizing geographic information systems (GIS) in damage assessment
    - Participate in training.
  - (b) Emergency:
    - Obtaining and maintaining documents, maps, photos and video tapes of damage.
    - Obtaining and 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, local 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) Submission of damage assessment reports to the NY State Office of Emergency Management via the Warren County Office of Emergency Services.
5. Damage assessment will be conducted by county and local government employees, such as Public Works engineers, highway workers, building inspectors and assessors. 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: Public Infrastructure (PI) (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 Damage Assessment Officer at the EOC.
8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
10. The Emergency Manager, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on:
- Destroyed property

- Property sustaining major damage
  - Property sustaining minor damage, for the following categories:
    - a) Damage to private property in dollar loss to the extent not covered by insurance:
      - Homes
      - Businesses
      - Industries
      - Hospitals, institutions and private schools
    - b) Damage to public property in dollar loss to the extent not covered by insurance:
      - Road systems
      - Bridges
      - Water control facilities such as dikes, levees, channels
      - Public buildings, equipment, and vehicles
      - Publicly-owned utilities
      - Parks and recreational facilities
    - c) Damage to agriculture in dollar loss to the extent not covered by insurance:
      - Farm buildings
      - Machinery and equipment
      - Crop losses
      - Livestock
    - d) Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
    - e) Community services provided beyond normal needs
    - f) Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
    - g) Financing overtime and labor required for emergency operations
11. The Chairperson of the Warren County Board of Supervisors, through the Office of Emergency Services, will submit the Damage Assessment Report to the State Office of Emergency Management via Region 3 Capital District Office. It is required for establishing the eligibility for any state and/or federal assistance.
12. Unless otherwise designated by the County Executive, the Office of Emergency Services will serve as the County's authorized agent in disaster assistance applications to State and Federal government.

13. The County's authorized agent will:

- a) Attend public assistance applicant briefings conducted by Federal and State Emergency officials.
- b) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
- c) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
- d) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- e) Follow up with governor's authorized representative and FEMA
- f) Submit Proof of Insurance, if required.
- g) Prepare and submit project listing if small project grant.
- h) Follow eligibility regarding categorical or flexibly funded grant.
- i) Maintain accurate and adequate documentation for costs on each project.
- j) Observe FEMA time limits for project completion.
- k) Request final inspection of completed work or provide appropriate certificates.
- l) Prepare and submit final claim for reimbursement.
- m) Assist in the required state audit.
- n) Consult with Governor's Authorized Representative (GAR) for assistance.
- o) 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 Warren County Department of Planning & Economic Community Development.
3. Comprehensive community development plans are officially adopted by local governments as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills, which could obtain the necessary political leadership and backing when needed, is required to coordinate the

programs and agencies necessary to bring about a high-quality level of recovery and community redevelopment.

6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
  - a) Direct the recovery with the assistance of county departments and agencies coordinated by the Office of Emergency Services.
  - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary.
8. The recovery and redevelopment plan shall include;
  - a) Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
  - b) Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
  - c) Economic recovery and community development.
  - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-A the local governments have the following responsibilities:
  - a) Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
  - b) Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through DHSES, 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 any time 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 the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster.

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

- a) Scheduling planning for redevelopment
- b) Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
- c) Conducting of public meetings and hearings
- d) Providing temporary housing and facilities
- e) Public assistance
- f) Coordinating State/Federal recovery assistance
- g) Monitoring of reconstruction progress
- h) Preparation of periodic progress reports to be submitted to NYS OEM

3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a) What kind of emergency assistance is available to the public?
  - b) Who provides the assistance?
  - c) Who is eligible for assistance?
  - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster?
  - e) What actions are needed to apply for assistance?
  - f) Where to apply for assistance?
2. The following types of assistance may be available:
  - a) Supplemental Nutrition Assistance Program (SNAP) (regular and/or emergency)
  - b) Temporary housing (rental, mobile home, motel)
  - c) Unemployment assistance and job placement (regular and disaster unemployment)
  - d) Veteran's benefits
  - e) Social Security benefits
  - f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
  - g) Tax refund
  - h) Individual and family grants
  - i) Legal assistance
3. All the above information will be prepared jointly by the Federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

## Appendix A

# WARREN COUNTY

### *National Incident Management Systems (NIMS) Incident Command Systems Position Descriptions*

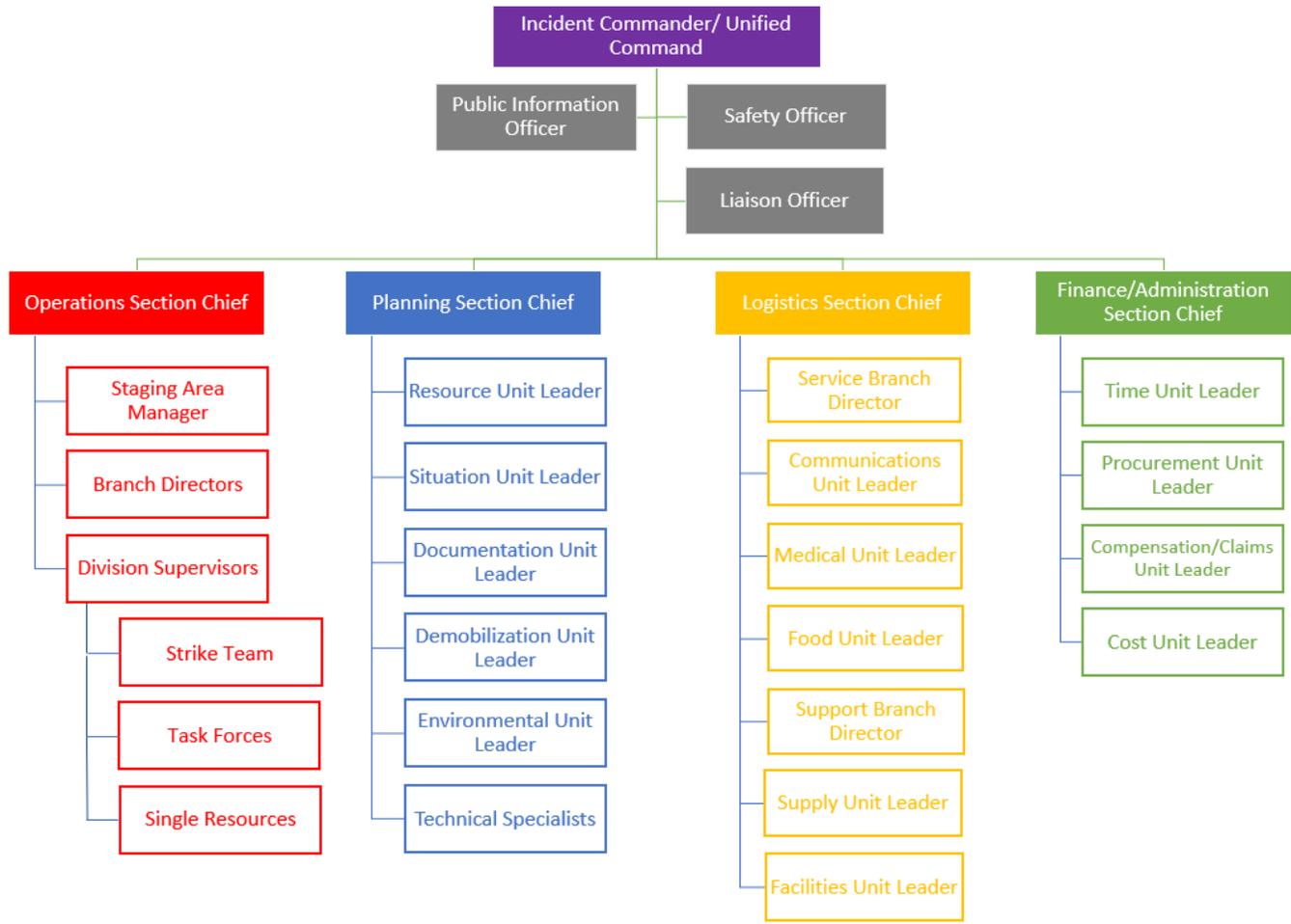


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**INCIDENT COMMAND SYSTEM DIAGRAM**

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

Incident Command System Organization Chart



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# AGENCY REPRESENTATIVES

## POSITION DESCRIPTION:

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:

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Director.
- 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 Director 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

(Position filled by County Emergency Managers or Designee)

## POSITION DESCRIPTION:

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:

- Assess the situation and / or obtain a briefing from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine the appropriate personnel for the EOC and staffing level for the EOC. Continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure that an EOC check-in procedure is established and ready for operation.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- Determine which Management Section positions are required and ensure they are filled as soon as possible.
- 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, NYS OEM, 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.

**ATTACHMENTS:**

1. Warren County ICS Incident Organization Chart
2. Copy of Notification Procedure
3. Checklist for Emergency Preparedness
4. SOP for Transfer of Command

## **FINANCE / ADMINISTRATION SECTION COORDINATOR**

**POSITION DESCRIPTION:**

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:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- 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 Director 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.

**OPERATIONAL DUTIES:**

- 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.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in EOC Director'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 Director 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.

**DEMOBILIZATION:**

- 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 Director.
- 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.

**ATTACHMENTS:**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

# LOGISTICS SECTION COORDINATOR

## **POSITION DESCRIPTION:**

The Logistics Section Coordinator is responsible for providing all support needs to the incident (except air). Support needs includes 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:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- 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 Director 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.

## **ATTACHMENTS:**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

# OPERATIONS SECTION COORDINATOR

## POSITION DESCRIPTION:

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 Director, 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 Director.

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 Director on all matters pertaining to section activities.

## RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- 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 Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

## **OPERATIONAL DUTIES:**

- 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.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 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
- Time sheets
- Brief EOC Director 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).

## **DEMOBILIZATION:**

- 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 Director.
- 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

## POSITION DESCRIPTION:

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 Incident Commander). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

## RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- 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 Director's objectives.
- Provide input to the EOC Director 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

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Appendix B

# WARREN COUNTY

*Emergency Operations Center (EOC)  
Standard Operating Guide*



## **A. INTRODUCTION**

1. This Guide is an appendix to the Warren County Comprehensive Emergency Management Plan.
2. The Warren County Emergency Operations Center (EOC), located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations. The backup EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George.
3. The Director of the Office of Emergency Services (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.
4. The EOC is structured to support field operations, gather intelligence, relay information, and acquire resources for operations. It is staffed with County and State employees, volunteers and others from the private sector. The specific staffing will be determined by the EOC Manger based on the incident.

## **B. READINESS**

1. The Emergency Manager maintains (at the EOC):
  - a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and electronic).
  - b) The current "Cheat Sheets" corresponding to response activities required during emergencies.
  - c) Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.
  - d) Current copies of agencies' response plans/procedures.
  - e) A situation display board for recording and reporting during the progress of an emergency.
  - f) A "daily activities" log (both in hard copy and electronic).
  - g) A current resource inventory (both in hard copy and electronic).

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

### **C. ACTIVATION**

1. Initial notification of an emergency is usually received at the Warren County 911 Communications Center where the information is recorded.
2. Initial notification of an emergency to a County office other than the County 911 Center requires the recipient to notify the Warren County 911 Communication Center at 911 or (518) 743-2500 option 1.
3. During normal working hours (M-F, 0800 to 1600), the staff of the Office of Emergency Services may be immediately accessible for EOC operations.
5. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
  - Full Activation of the EOC with all positions filled. An IMAT may be used to supplement local staffing.
  - Partial Activation of the EOC with some of the positions filled. Depending on the type and severity of the incident the EOC Manager will determine which positions need to be filled.
  - Limited Activation of the EOC to include regular OES staff and possibly a few additional positions, depending on the need.

### **D. STAFFING**

1. The levels of staffing will vary according to the actual demands of the situation.
2. For an emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. 24-hour continuous-day EOC operations may be necessary for a catastrophic situation.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (0800 to 2030 and 2000 to 0830).
5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.
6. For smaller emergencies where there is no need for a major County response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the Chairman, Warren County Board of Supervisors, will

normally be responsible for all ICS functions and may utilize distinct ICS functional components as needed.

## **E. SITUATION REPORTING**

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:
  - a) Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
  - b) After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
  - c) Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - d) Periodically request situation reports from each agency represented at the EOC.
  - e) Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - f) In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - date and time of emergency
    - type, response level, and location
    - specific area affected (including number of people)
    - number of injured (estimated)
    - number of dead (estimated)
    - extent of damage (estimated)
    - damage or loss of municipal response equipment
    - roads closed
    - states of emergency declared
    - emergency order issued
    - mutual aid called upon
    - major actions taken
  - g) Provide the report to the EOC Manager, who reports, as needed, to the Chairman of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.

- h) Based upon the report, conduct regular briefings to the Command and Operations Section.
- i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Operations Section Chief, Chairman of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.
- j) Maintain an event log to include all pertinent disaster-related information.

## **F. SECURITY**

1. Security at the EOC will be provided by the Warren County Sheriff's Office, as deemed necessary.
2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the designated entrance.
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Office personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.
6. When there will be multiple operating periods, colored stickers will be used on permanent passes to denote which operational period the emergency personnel is assigned to.

## **G. RACES ACTIVATION**

1. The RACES Radio Officer and Deputy Radio Officer receive notifications of all EOC activations.
2. RACES are welcome in the EOC at any level of activation, even if not specifically requested.
3. The RACES Radio Officer or Deputy Radio Officer will contact the rest of the RACES team to activate them and/or give them assignments based upon directives of the EOC Manager.
4. If there is a catastrophic incident (active shooter, devastating weather related storm) the RACES Radio Officer and/or Deputy Radio Officer are authorized to self-activate to the Warren County EOC (or back-up EOC).

5. The RACES Radio Officer and/or Deputy Radio Officer may pre-activate team members for an impending storm or other event, as deemed necessary by the EOC Manager.

## Appendix C

# WARREN COUNTY

## *DISASTER DECLARATION KIT*

(New York State Executive Law Article 2-B)

**DECLARING A LOCAL STATE OF EMERGENCY**



**WARREN COUNTY  
OFFICE OF EMERGENCY SERVICES**

**I. Purpose**

Warren County officials recognize that our municipalities are not immune from threats such as severe winter storms, tornadoes, prolonged power outages, hazardous material accidents, other emergencies and disasters. The primary responsibility of the municipality is to protect the health and safety of the people within its borders.

The time to prepare for emergencies is before they occur, not when faced with an impending disaster. Warren County recognizes the importance of creating and maintaining a Comprehensive Emergency Management Plan that is in concert with the emergency plans of local, state, and federal governments. This plan will follow intent of Article 2-B of the New York State Executive Law.

As a companion to the Warren County Comprehensive Emergency Management Plan, this Article 2-B Disaster Declaration Kit has been developed to assist those officials, or their designees, as they respond to and consider the impact of, a disaster on the municipality.

This Kit specifically explains the Chief Executive Officer's (CEO) responsibilities under Article 2-B, Section 24, and lists the specific tasks that the chief executive and/or his/her designee must perform during an emergency.

The Warren County Office of Emergency Services prepared this Kit for the guidance of the county CEO and other county officials. Use of this Kit (or parts thereof) by other municipal governments is encouraged.

## **II. Local State of Declaration**

Article 2-B of the New York State Executive Law is the law that gives chief executives of New York State municipalities the authority to declare a local state of emergency. It also gives those officials other extraordinary powers during the course of a disaster.

In the event of a disaster, the local chief executive official (i.e. The Chairperson of the Board of Warren County) or his/her designee is authorized under Article 2-B to declare a local state of emergency. After declaring a local state of emergency the chief executive officer may issue local emergency orders to protect life and property in order to bring the emergency situation under control.

The chief executive official (CEO) or his/her designee is the only individual authorized to make this broad declaration of a local state of emergency. In making the declaration, the CEO is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary assistance for effective response and/or recovery. The declaration also heightens public awareness of the hazards associated with the disaster. It can help to emphasize the protective measures that citizens should take.

A declaration is not required for the municipality to receive state and federal aid. However, such a declaration highlights the need for assistance and is recommended when the municipality expects to request help from other levels of government.

The declaration of a local state of emergency substantially increases the powers of the county executive or chief executive officer. It also gives greater legal protection and immunities for the chief executive and local emergency officials for the decisions they make and the actions they take to respond to the disaster.

It is best to include a time of duration in the original declaration of a local state of emergency. When the proclamation is no longer needed, it should be formally rescinded.

Copies of the declaration of the local state of emergency and local emergency orders may be provided to the media, but it is best to develop press releases detailing the declarations and actions taken by emergency planning officials. News releases should be delivered to local media outlets via hand-delivery, fax, mail or e-mail. Telephone notifications may be made to alert the media that a hard copy of a news release is being delivered or transmitted or is imminent. Consider sending news releases to media in neighboring municipalities, as well.

### **III. Local Emergency Orders**

The local emergency order shall be published as soon as practicable in a newspaper of general circulation in the area affected by the order, and transmitted to the radio and television media for broadcast.

Local emergency order(s) may be issued, amended, modified or rescinded ONLY by the CEO after the local state of emergency declaration.

Local emergency orders must be written. They need to include time, date, reason, area and duration.

A local emergency order shall be effective from the time and in the manner prescribed in the order. Local emergency order(s) shall cease to be in effect five (5) days after issued or upon declaration by the chief executive that the local state of emergency no longer exists, whichever occurs sooner. The CEO may extend orders for additional periods not to exceed five (5) days during the local state of emergency.

Local emergency order(s) must be executed and filed within as soon as practicable in the Office of the Clerk of the Board, the Office of the (County, City, Town or Village) Clerk, NYS Office of Emergency Management and NY Secretary of the State. Warren County Office of Emergency Services shall handle distribution to all of the above (see Filing below).

Any person who knowingly violates a local emergency order issued pursuant to Section 24 of Article 2-B will be guilty of a Class B Misdemeanor.

The rescission of the local state of emergency should include the time and date of the original declaration, the reason for the local state of emergency, and the time and date the local state of emergency is rescinded. The local media needs to be informed of the rescission as soon as possible.

### **IV. FILING**

All declarations of local state of emergency with emergency orders and rescinding documents shall be filed in the following manner within Warren County:

1. The original declaration/emergency order/rescind shall be delivered to Warren County Office of Emergency Services as soon as responsibly possible. This original document will be filed in the Office of the Warren County Clerk.
2. Copies will be produced by the Warren County Office of Emergency Services for their records, one for New York State Office of Emergency Management and one for the Secretary of the State if the state of emergency includes emergency orders. A 4<sup>th</sup> copy will be sent to the Clerk of the incorporated jurisdiction that signed the document(s) (i.e., Warren County Office of the Clerk of Board, town/city/village clerk). To expedite this process an electronic copy may be sent to [oes@warrencountyny.gov](mailto:oes@warrencountyny.gov)

If local emergency orders are extended, they must be filed again.

## **V. Media**

News releases must include the following information:

1. A contact name (CEO or designated spokesperson) and telephone number.
2. The date the news release is issued.
3. The time the news release is issued.
4. The name of the municipality where the emergency exists.
5. The name of the Chief Executive issuing the declaration or order.
6. The nature of the emergency.
7. The anticipated duration of the emergency.
8. The time the declaration of local state of emergency or local emergency order was issued.
9. The anticipated duration of the local state of emergency or local emergency orders.
10. A description of how people can get more information (e.g., "Stay tuned to this station for further information.").
11. Any other information the public should know.

A spokesperson should be designated. This person will act as a liaison between responding officials and the media.

The spokesperson, alone or with a designated staff, will gather information from the officials, confirm it and resolve conflicts in the information, and then disseminate it to the media.

The spokesperson will also relay requests for information from the media to the officials.

The spokesperson will be the municipality's voice to the media during the emergency. When the media requests interviews of certain officials such as the chief executive, the spokesperson will arrange the interviews whenever possible.

The designation of a spokesperson will streamline public information efforts and minimize the chance of conflicting reports to the media by responding individuals or agencies.

**VI. Sample Formats**  
**Declaration of a Local State of Emergency**

A local state of emergency is hereby declared in \_\_\_\_\_  
(Municipality)

for a period of time beginning at \_\_\_\_\_ hours on \_\_\_\_\_  
(Time) (Date)

The local state of emergency has been declared due to \_\_\_\_\_  
\_\_\_\_\_  
(Description of Emergency)

These conditions threaten the public safety of the citizens of \_\_\_\_\_  
\_\_\_\_\_. As \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Title)

I, \_\_\_\_\_, have exercised the  
authority \_\_\_\_\_, have exercised the  
(Name)  
given to me under New York State Executive Law Article 2-B, to preserve the public  
safety and hereby render all required and available assistance vital to the security,  
well-being and health of the citizens of this municipality.

I hereby direct all departments and agencies of \_\_\_\_\_  
(Municipality)  
to take whatever steps necessary to protect life and property, public infra-  
structure, and provide such emergency assistance deemed necessary.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Local Emergency Order**  
**Controlling Presence of Persons on Public Street and Places**

I, \_\_\_\_\_, \_\_\_\_\_,  
of (Name) (Title)  
\_\_\_\_\_, in accordance with a declaration  
of  
(Municipality)

a local state of emergency issued on \_\_\_\_\_,  
20\_\_\_\_, and pursuant to Section 24 of Article 2-B, New York State Executive Law,  
hereby declare a local emergency order that the following areas within this  
municipality are restricted and all pedestrian and vehicular movement, standing  
and parking, is prohibited; except for the provisions of designated essential  
services such as fire, police and hospital services including transportation of  
patients thereto, utility emergency repair, emergency calls by physicians and other  
persons working under the direct authority of law enforcement personnel:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Said restrictions shall apply until removed by order of the chief executive of this  
municipality.

Signed this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
(Date) (Month)

at \_\_\_\_\_ o'clock, in \_\_\_\_\_, New York  
(Time) (Municipality)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

**Local Emergency Order**  
**Establishing Curfew**

I, \_\_\_\_\_, \_\_\_\_\_  
of (Name) (Title)

\_\_\_\_\_, New York, in accordance with a  
declaration (Municipality)  
of a local state of emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_. (Month)

and pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby declare

that a curfew is established and imposed. The curfew will commence at \_\_\_\_\_  
o'clock

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, until removed by the chief executive  
of this municipality. (Month) (Time)

During the period of this local emergency order such curfew, all pedestrian and vehicular  
traffic, except essential emergency vehicles and personnel, shall be prohibited from the  
use of public streets within this municipality between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Time) (Time)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock (Date) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Local Emergency Order**  
**Prohibiting Sale and Distribution**  
**of Alcoholic Beverages**

I, \_\_\_\_\_, \_\_\_\_\_,  
of \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

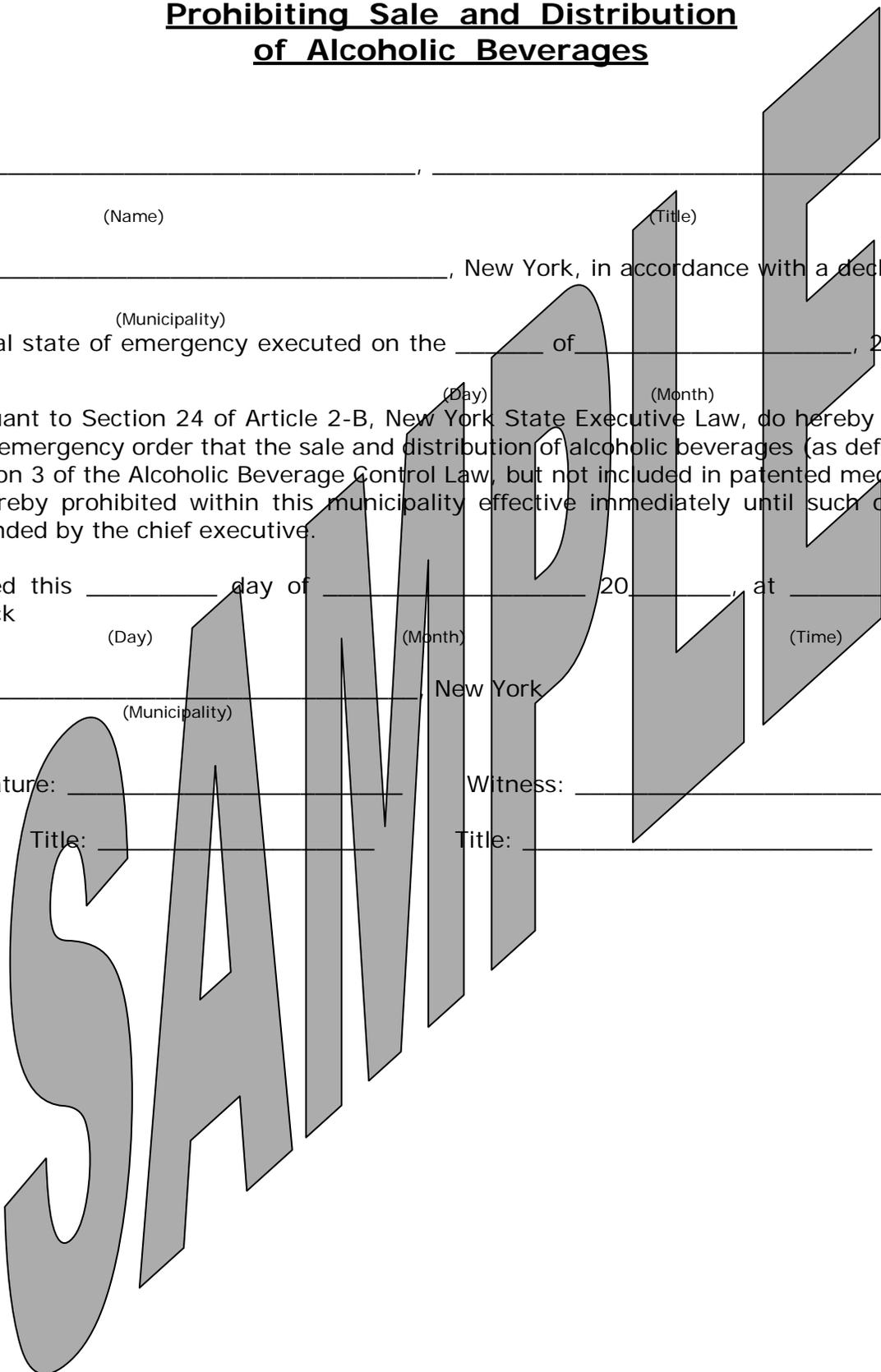
\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)  
a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

pursuant to Section 24 of Article 2-B, New York State Executive Law, do hereby issue a  
local emergency order that the sale and distribution of alcoholic beverages (as defined by  
Section 3 of the Alcoholic Beverage Control Law, but not included in patented medicines)  
is hereby prohibited within this municipality effective immediately until such order is  
rescinded by the chief executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_



**Local Emergency Order**

**Closing Places of Amusement and Assembly**

I, \_\_\_\_\_, \_\_\_\_\_,  
of \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)

a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

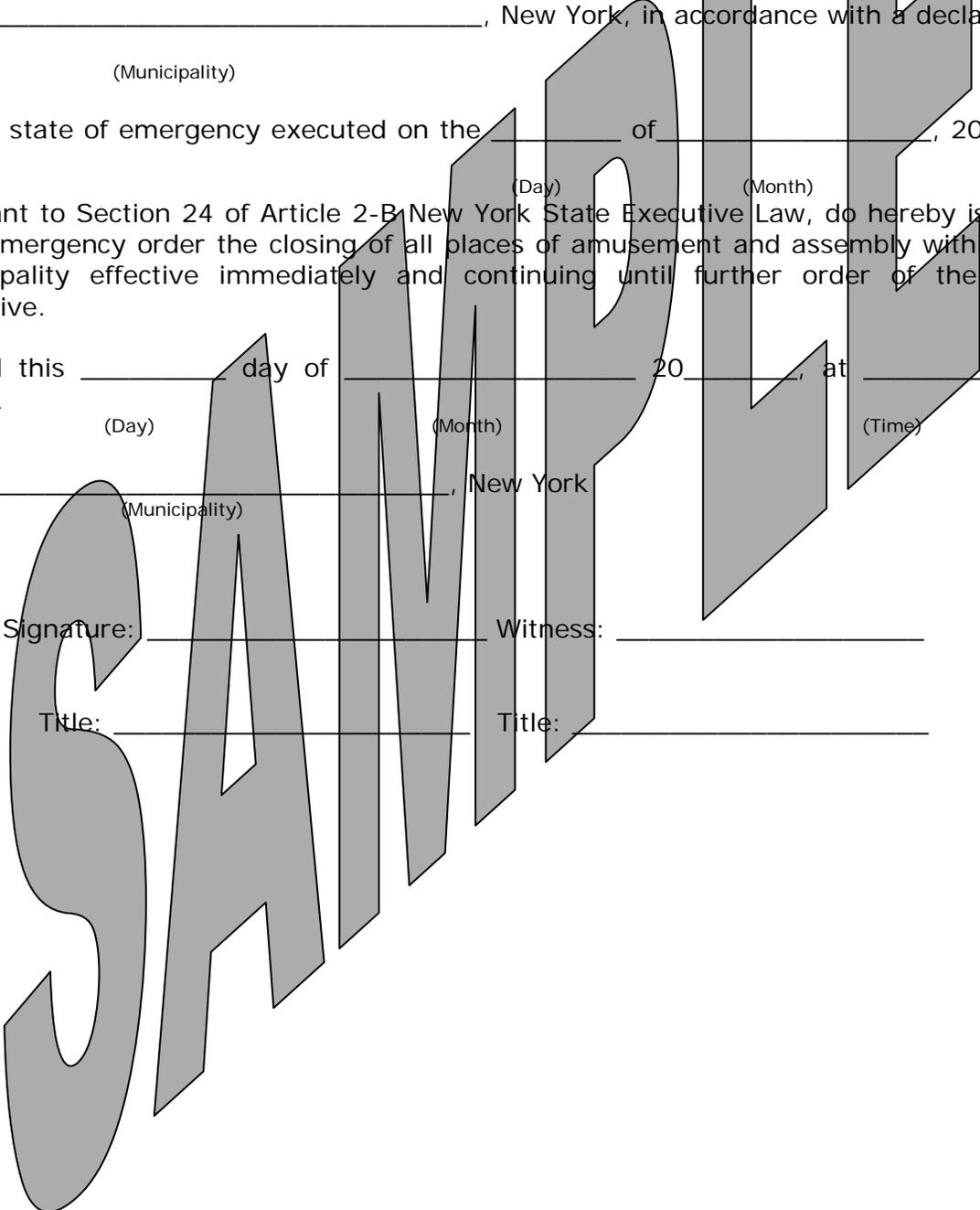
pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a  
local emergency order the closing of all places of amusement and assembly within this  
municipality effective immediately and continuing until further order of the chief  
executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_,  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_



**Local Emergency Order**  
**Regulating the Purchase, Storage, Etc.**  
**of Flammable Materials**

I, \_\_\_\_\_,  
of \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)

a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a  
local emergency order the prohibition of the sale or other transfer, with or without  
consideration, gasoline or any other flammable or combustible liquid or of any explosive,  
or the possession in a public place of any portable container containing gasoline or any  
other flammable or combustible liquid except that delivery into a tank properly affixed to  
an operable motor driven vehicle and necessary for the propulsion thereof shall not be  
prohibited there under.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Rescission of a Local State of Emergency**

Whereas, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,  
o'clock (Day) (Month) (Time)

I, \_\_\_\_\_, \_\_\_\_\_, having determined  
(Name) (Title)

that there was an imminent threat to life and property associated with

\_\_\_\_\_  
(Description of Danger)

declared a local state of emergency in \_\_\_\_\_,  
(Municipality)

pursuant to Section 24 of the New York State Executive Law Article 2-B, and: Whereas,  
It appears that the existence of that local emergency has ceased to exist and protection  
is no longer essential;

Now, therefore, I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

pursuant to Section 24 of the New York State Executive Law Article 2-B, do hereby rescind  
the existing local state of emergency effective \_\_\_\_\_ o'clock on the \_\_\_\_\_ day of  
(Time) (Day)

\_\_\_\_\_, 20\_\_\_\_  
(Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Local Emergency Order Rescission

Whereas, A local state of emergency was declared on the \_\_\_\_\_,  
of \_\_\_\_\_, (Day)  
(Month)

20\_\_\_\_ at \_\_\_\_\_ o'clock pursuant to Section 24 of New York State Executive Law  
Article \_\_\_\_\_  
(Time)

2-B due to \_\_\_\_\_,  
and \_\_\_\_\_  
(Description of Emergency)

Whereas, at \_\_\_\_\_ on \_\_\_\_\_, a local emergency order was  
declared pursuant to Section 24; and Whereas, due to hazards associated with the  
declared emergency, said order was issued specifically  
to \_\_\_\_\_  
(Order Coverage)

and to protect life and property within \_\_\_\_\_,  
(Municipality)

covered by said local state of emergency and local emergency order; Now, therefore, I,

\_\_\_\_\_, \_\_\_\_\_, hereby rescind the said  
(Name) (Title)

local emergency order effective \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .  
(Day) (Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Press Release for Local State of Emergency**

News Release

Contact: \_\_\_\_\_ For Release: Immediate  
(Name of Spokesperson)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Municipality) (Name of Chief Executive)

\_\_\_\_\_  
(Title of CEO) of the (Municipality)

\_\_\_\_\_  
(Time)

A local state of emergency was declared in response to

\_\_\_\_\_  
(Description of Emergency)

Officials will continue to monitor the situation and advise the general public should any actions be necessary.

Please do not call government offices. The public will be kept informed the broadcast and print media of the cancellation or continuation of the local state of emergency.

\_\_\_\_\_  
(Name) asks for the cooperation of the public in this time of emergency.

###

**News Release for Local Emergency Order**

Contact: \_\_\_\_\_ Fore Release: Immediate  
(Name of Spokesperson)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Municipality) (Name of Chief Executive Officer)

\_\_\_\_\_  
(Title of CEO) of the \_\_\_\_\_  
(Municipality)

Having declared a local state of emergency because of \_\_\_\_\_  
(Description of Emergency)

has issued the following local emergency order due to hazards that place lives and property at risk:

The local emergency order (restricts, closes, prohibits)

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

The local emergency order will remain in effect until such emergency conditions have abated.

Please do not call government offices. The public will be kept informed through the broadcast and print media of the cancellation or continuation of this local state of emergency.

\_\_\_\_\_  
(Name) ask for the cooperation of the public in this time of emergency.

###

## **VII. Definitions**

### **Article 2-B:**

The section of New York State Executive Law that establishes the New York State Disaster Preparedness Commission, gives authority to local governments for preparing their own Comprehensive Emergency Management Plans, and empowers local chief executives to act during and emergency.

### **Chief Executive Official (CEO):**

The chief elected official of a municipality - the mayor of a city, village; the supervisor of a town; the county executive or the chairman of the governing body of a county and/or his/her designee.

### **Continuity of Government:**

Under Section 27 of Article 2-B, a city, town, county or village shall by local law provide for its continuity by designating a line of succession for elective and appointive officers.

### **Local Emergency Order:**

An order issued by the chief executive official of a municipality that specifically limits or curtails actions or freedoms of the population or uses of facilities within a jurisdiction, in order to protect the health and safety of the public. It is also known as an executive order.

### **Rescission:**

A formal discontinuation of the declaration or order of a local state of emergency or local emergency order.

### **Section 24:**

The section of Article 2-B of the New York State Executive Law that grants the chief executive of a municipality or his/her designee the power to declare a local state of emergency within his/her jurisdiction and to issue local emergency orders.

### **State of Emergency:**

A declaration by the chief executive official or his/her designee of a city, county, town or village in which the jurisdiction is faced with an emergency or disaster that endangers the population and/or property of that jurisdiction and requires extraordinary resources to adequately respond.

## VII. NYS Executive Law Article 2B Summary

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§ 20 – Policy and Definitions

§ 21 – State Disaster Preparedness Commission explained

3.f.(1) *DPC may create a temporary organization in the disaster are to provide integration & coordination. Said organization may manage the local disaster upon request from the municipality. If the DPC finds the local municipality unable to manage the disaster they shall direct said organization to manage the disaster using local resources. The state shall not be liable for the expenses incurred in using third party, non-state resources requested by said organization.*

3.i.(3) *DPC submits to the governor an annual report including the status of local plans for disaster preparedness and response; naming those who failed or refused to develop a plan & program.*

§ 22 – State Disaster Preparedness Plans

§ 23 – **Local Comprehensive Emergency Management Plans**

1. *Each county, city, town & village is authorized to prepare a comprehensive emergency management plan.*

*If a plan is prepared it shall meet this section of the law. This includes items that need to be included in the plan; entities that need to be included in the plan preparation; submittal of plans.*

§ 23-a – County Registry of Disabled Persons

*It is recommended that each county chief executive maintain a registry of disabled persons. It shall identify those in need; plan for resource allocation; be updated annually; make available to state or federal agencies; semi-annually advertise in a newspaper; keep database confidential; all community-based services providers shall assist with the collection of registration of people.*

§ 23-b – Nursing Home & Assisted Living Facility Plans

*Each such facility shall be assisted in the establishment of a disaster preparedness plan. Plans shall include maintaining food, water, medicine in reserve; access to a generator; evacuation plan with alternative site; disaster staffing plans. Such plans shall be made available to county emergency management office.*

§ 23-c – Consistency Among Local Disaster Preparedness Plans

*No part of any local disaster preparedness plan shall conflict with any part of another local preparedness plan.*

§ 24 – **Local State of Emergency; Local Emergency Orders by Chief Executive**

*Upon a finding by the chief executive that the public safety is imperiled, a local state of emergency may be proclaimed in any part or all of the territorial limits of such local government not to exceed 30 days or until rescinded. CE may issue additional SOE. During a SOE the CE may issue local emergency orders to protect life and property or to bring the emergency situation under control.*

1.g. *Suspension of an local law, ordinance or regulation pursuant to the local SOE shall be subject to additional standards and limitations.*

2. *A local emergency order shall be effective as prescribed in the order and shall be disseminated to the media as soon as possible. It shall cease to be in effect 5 days after promulgation or upon termination.*

3. *Proclamations of SOE or local emergency orders shall be executed in quadruplicate to be filled within 72-hours to office of the clerk of the governing body, office of the county clerk, office of the secretary of the state and state office of emergency management. In Warren County, this is handled by the Office of Emergency Services; hence all local SOE and emergency orders go through this office.*

6. *The CE of the county may request the governor to remove any or all of sentenced inmates from institutions maintained by such county, during a local SOE.*

7. *The CE may request the governor to provide assistance under this chapter if the disaster is beyond the capacity of local government to meet adequately.*

§ 25 – **Use of Local Government Resources in a Disaster**

1. The CE is authorized to use any and all facilities, equipment, supplies, personnel and other resources of the political subdivision in such manner as may be necessary.

2. A CE may request and accept assistance by the county CE as provided in section 26

3. A CE may request and accept assistance from any other political subdivision on such terms and conditions as may be mutually agreed to.

§ 26 – Coordination of Local Disaster Preparedness Forces & Local Civil Defense Forces in Disasters

The county CE may coordinate responses for requests for assistance made within the county, utilizing existing organizations, lines of authority and comprehensive emergency management plans..

§ 27 – **Continuity of Local Governments**

Every county, city, town and village shall have the power by local law or resolution, for the its continuity in the event of a disaster with emergency conditions thereby causing any such officers unable to discharge their duties or are absent.

§ 28 – State Declaration of Disaster Emergency

The governor may issue a SOE. The Governor shall have the authority to direct that other actions by taken by CE pursuant to their authority under Section 24.

§ 28-a – Post Disaster Recovery Planning

Whenever a state disaster emergency has been declared and county, city, town or village include in such disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.

§ 29 – Direction of State Agency Assistance in a Disaster Emergency

§ 29-a – Suspension of Other Laws

The governor may by executive order temporarily suspend specific provisions of any statute, local law, ordinance or order, rules or regulations or parts thereof, of any agency during a state disaster emergency.

§ 29-b – Use of Disaster Emergency Response Personnel in Disasters

2.a. The County CE may direct the emergency management director of a county to assist in the protection and preservation of human life and property by calling upon disaster emergency response personnel employed by or supporting the county as specified in the CEMP to perform the duties assigned to them.

3. there is a sub-section regarding city emergency management directors.

§ 29-c – Radiological Preparedness

§ 29-d – Reports (radiological)

§ 29-e – New York State Emergency Assistance Program

2. The governor may issue a declaration of significant economic distress if the municipality suffered a substantial loss of assessed value; substantial damage to municipal infrastructure, clean-up operations is significant, significant economic loss to businesses; significant increase in unemployment claims and SBA loan eligible.

§ 29-g – Emergency Management Assistance Compact (interstate)

The EMAC provides mutual assistance between the states that have entered into this compact. The requesting state shall compensate the assisting state.

§ 29-h – **Intrastate Mutual Aid Program**

5. All fire related resources shall be administered pursuant to Section 209-e of GML.

6. The local emergency management director shall have the authority to request and accept assistance and deploy the local resources of their jurisdiction under the IMAF for the purposes of mitigation, responding or recovery from disasters or training, drills and exercises. Requests shall be in writing as soon as possible. Within 3 days the written request and an inventory of resources deployed will be sent to DHSES.

8. Notwithstanding the provisions of Section 25, any requesting local government shall be liable and responsible for any loss or damage to equipment or supplies. The requesting local government shall

*reimburse the assisting local government for salaries or other compensation and traveling and maintenance expenses incurred for its employees deployed.*

*10. Each local government is responsible for procuring and maintaining insurance or other coverage as it deems appropriate. Employees assisting a local government shall have the same immunities and privileges as they would in their home jurisdiction. This is applicable for injury and death benefits also.*

\*\*\* This Summary is current as of 4/20/12\*\*\*

## Appendix D

# WARREN COUNTY

## *Demographics and Information*



## Warren County Facts

Predicting impacts to the area is important for dealing with all four phases of the incident. A good starting point is the demographics of the area. The following information is a general overview of Warren County.

PEOPLE	
Population, Census, April 1, 2020	65,737
Population, Census, April 1, 2010	65,707
AGE AND SEX	
Persons under 5 years, percent	4.4%
Persons under 18 years, percent	18.1%
Persons 65 years and over, percent	22.9%
Female persons, percent	50.9%
RACE AND HISPANIC ORIGINS	
White alone, percent	95.5%
Black or African American alone, percent	1.5%
American Indian and Alaska Native alone, percent	0.3%
Asian alone, percent	1.0%
Native Hawaiian and Other Pacific Islander alone, percent	<u>Z</u>
Two or More Races, percent	1.8%
Hispanic or Latino, percent	2.8%
White alone, not Hispanic or Latino, percent	93.3%
POPULATION CHARACTERISTICS	
Veterans, 2015-2019	4,927
Foreign born persons, percent, 2015-2019	3.4%
HOUSING	
Housing units, July 1, 2019, (V2019)	40,285
Owner-occupied housing unit rate, 2015-2019	70.7%
Median value of owner-occupied housing units, 2015-2019	\$196,500
Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,460
Median selected monthly owner costs -without a mortgage, 2015-2019	\$539
Median gross rent, 2015-2019	\$929
Building permits, 2020	213
FAMILIES & LIVING ARRANGEMENTS	
Households, 2015-2019	28,015
Persons per household, 2015-2019	2.26
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	87.9%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	5.1%
COMPUTER AND INTERNET USE	
Households with a computer, percent, 2015-2019	89.2%
Households with a broadband Internet subscription, percent, 2015-2019	83.1%

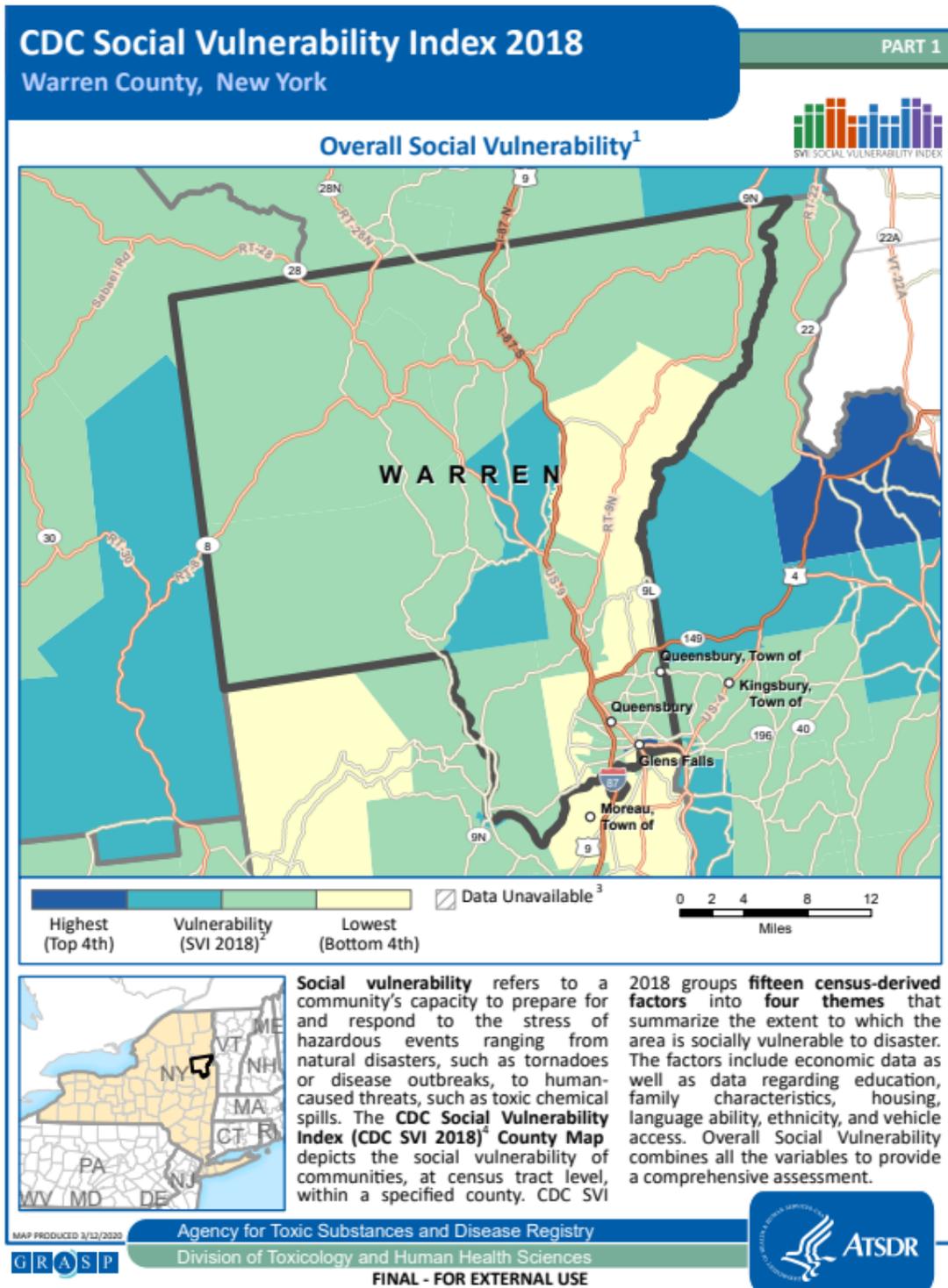
<b>EDUCATION</b>	
High school graduate or higher, percent of persons age 25 years+, 2015-2019	91.9%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	31.3%
<b>HEALTH</b>	
With a disability, under age 65 years, percent, 2015-2019	10.9%
Persons without health insurance, under age 65 years, percent	4.3%
<b>ECONOMY</b>	
In civilian labor force, total, percent of population age 16 years+, 2015-2019	61.5%
In civilian labor force, female, percent of population age 16 years+, 2015-2019	58.1%
Total accommodation and food services sales, 2012 (\$1,000)	306,076
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	568,975
Total manufacturers' shipments, 2012 (\$1,000)	928,859
Total retail sales, 2012 (\$1,000)	1,549,138
Total retail sales per capita, 2012	\$23,637
<b>TRANSPORTATION</b>	
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	22.9
<b>INCOME &amp; POVERTY</b>	
Median household income (in 2019 dollars), 2015-2019	\$61,024
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$35,271
Persons in poverty, percent	8.9%
<b>BUSINESS</b>	
Total employer establishments, 2019	2,240
Total employment, 2019	31,608
Total annual payroll, 2019 (\$1,000)	1,352,148
Total employment, percent change, 2018-2019	1.2%
Total nonemployer establishments, 2018	4,924
All firms, 2012	6,283
Men-owned firms, 2012	3,727
Women-owned firms, 2012	1,902
Minority-owned firms, 2012	201
Nonminority-owned firms, 2012	5,729
Veteran-owned firms, 2012	679
Nonveteran-owned firms, 2012	5,155
<b>GEOGRAPHY</b>	
Population per square mile, 2010	75.8
Land area in square miles, 2010	866.95
FIPS Code	36113

Source: US Census Bureau State & County QuickFacts

<https://www.census.gov/quickfacts/fact/table/warrencountynewyork#>

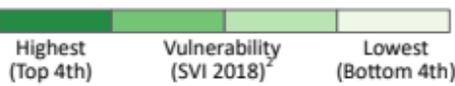
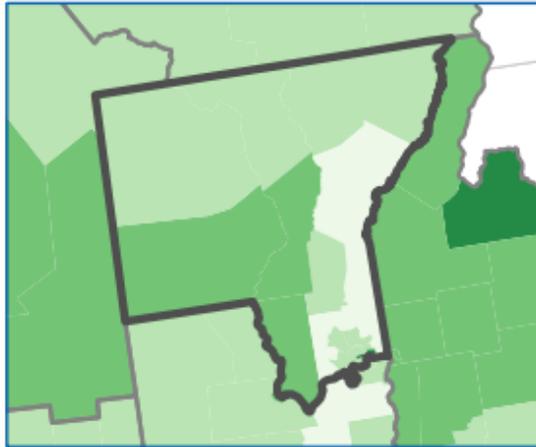
March 1, 2022

# Warren County Social Vulnerability Index

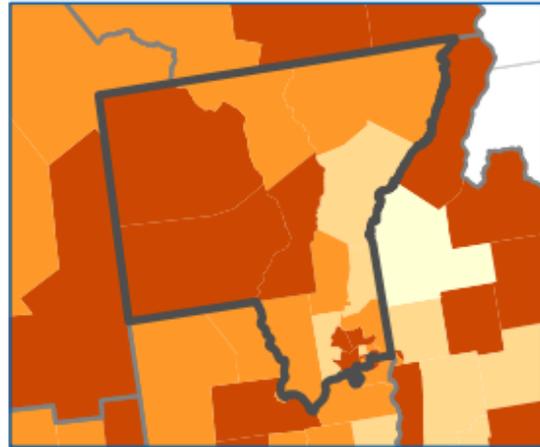


CDC SVI Themes

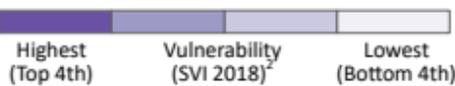
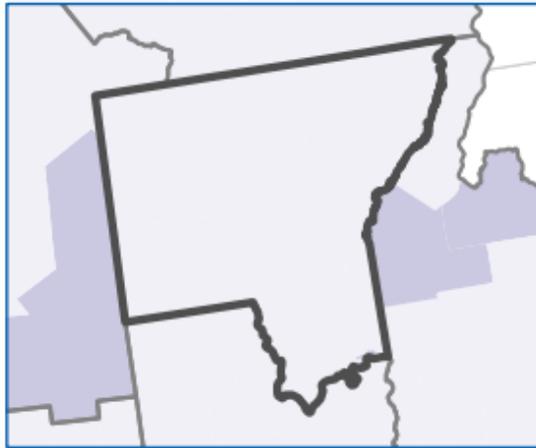
Socioeconomic Status<sup>5</sup>



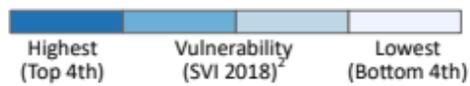
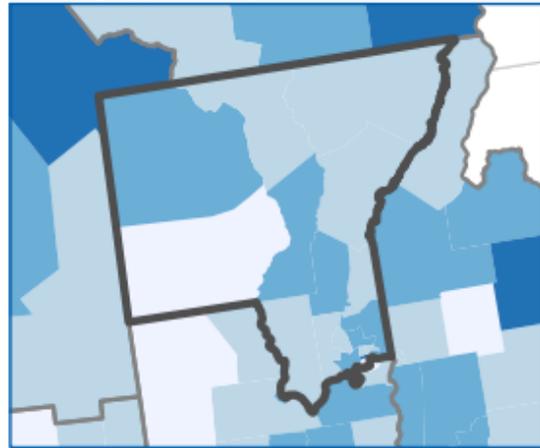
Household Composition/Disability<sup>6</sup>



Race/Ethnicity/Language<sup>7</sup>



Housing Type/Transportation<sup>8</sup>



**Data Sources:** <sup>1</sup>CDC/ATSDR/GRASP, U.S. Census Bureau, Esri® StreetMap™ Premium.  
**Notes:** <sup>1</sup>Overall Social Vulnerability: All 15 variables. <sup>2</sup>Census tracts with 0 population. <sup>3</sup>The CDC SVI combines percentile rankings of US Census American Community Survey (ACS) 2014-2018 variables, for the state, at the census tract level. <sup>4</sup>Socioeconomic Status: Poverty, Unemployed, Per Capita Income, No High School Diploma. <sup>5</sup>Household Composition/Disability: Aged 65 and Over, Aged 17 and Younger, Single-parent Household, Aged 5 and over with a Disability. <sup>6</sup>Race/Ethnicity/Language: Minority, English Language Ability. <sup>7</sup>Housing Type/Transportation: Multi-unit, Mobile Homes, Crowding, No Vehicle, Group Quarters.  
**Projection:** New York NAD 1983 UTM Zone 18N, CM shifted to -76.  
**References:** Flanagan, B.E., et al., A Social Vulnerability Index for Disaster Management. *Journal of Homeland Security and Emergency Management*, 2011. 8(1).  
 CDC SVI web page: <http://svi.cdc.gov>.

FINAL - FOR EXTERNAL USE

## Appendix E

# WARREN COUNTY

## *LIST OF ACRONYMS*



## Acronym List

B&G	Buildings and Grounds
CART	County Animal Response Team
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Official
DHSES	Department of Homeland Security and Emergency Services
DOH	Department of Health
DOT	Department of Transportation
DPC	Disaster Preparedness Commission
DPW	Department of Public Works
DSS	Department of Social Services
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EMS	Emergency Medical Services
EOC	Emergency Operating Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GFH	Glens Falls Hospital
GIS	Geographic Information Systems
HAZMAT	Hazardous Materials
HAZNY	Hazard Analysis
HM	Hazard Mitigation
HMP	Hazard Mitigation Plan

IA	Individual Assistance
IC	Incident Commander
ICS	Incident Command System
IED	Incendiary Explosive Device
JIC	Joint Information Center
NIMS	National Incident Management System
NWR	National Weather Radio
NYSOEM	New York Office of Emergency Management
OES	Office of Emergency Services
OFA	Office for the Aging
PI	Public Infrastructure
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SAME	Specific Area Message Encoding
SWCD	Soil & Water Conservation District
SOG	Standard Operation Guide
WCCC	Warren County Communications Center
WCPH	Warren County Public Health