



OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

2025

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

THIS DISASTER MANUAL 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

Date	Update	Name
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	A. Rivers & CEMP review committee
3/22/23	Reformatted, names, titles, dates, ICS Org chart changed, cover pages changed, demographics updated, added Section I, part E "limitations", grammatical errors, Added CEPA and HVA tables.	A. Rivers & CEMP review committee
7/8/24	Annual Review & Update	A. Rivers & CEMP review committee
9/2025	Annual Review & Update	A. Rivers & CEMP review committee

Warren County Emergency Response Quick Reference

Agency	Name	Title	Telephone
Office of Emergency Services			518-761-6240
	Ann Marie Mason	Director	518-824-6652
	Ashley Rivers	Deputy Director	518-761-6490
	Ralph Bartlett	Fire Coordinator	518-761-6537
	Pat Mellon	EMS Coordinator	518-761-7682
	James Schrammel	HAZMAT Coordinator	518-761-6497
Warren County Sheriff			518-743-2500
	James LaFarr	Sheriff	518-743-2518
	Terry Comeau	Undersheriff	518-743-2515
Warren County Board of Supervisors			
	Kevin Geraghty	Chairperson of the Board	518-761-6536
	John Taflan	County Administrator	518-761-6539
	Amanda Allen	Clerk of the Board	518-761-6535
	Tammie DeLorenzo	Asst. to the County Admin	518-761-7655
Warren County Health Services			
	Ginelle Jones	Director	518-761-6580
	Pat Belden	Asst. Director	518-761-6571
	Dan Durkee	Emergency Preparedness Coord	518-761-6584
Warren County Dept. of Public Works			518-623-4141
	Kevin Hajos	Superintendent	518-824-8842
Warren County Soil & Water			
	Jim Lieberum	District Manager	518-623-3119
Warren County Coroners			
	Paul Bachman, M.D.	Coroner	518-623-2844
	Tim Murphy	Coroner	518-793-3793
	Connie Goedert	Coroner	518-796-1010
	Lynn Keil	Coroner	518-494-2963
Warren County Social Services			
	Christina Mastrianni	Commissioner	518-761-6362
Office of the Aging			
	Deanna Park	Director	518-824-8820
Warren/Washington County Community Services			
	Rob York	Director	518-792-7143
Warren County Code Enforcement			
	Charles Wallace	Director	518-761-6542
NYS Office of Emergency Management			518-292-2200
	Jon Samiof	Region III Capital District Director	
	State Watch Center	Albany	518-292-2200
Glens Falls Hospital			518-926-1000
	Laura Stebbins	Director of Emergency Prep.	518-926-3122
American Red Cross			
	Mathew Nedin	Disaster Program Manager	518-414-4652
	Adirondack Chapter	Glens Falls	519-792-6545
New York State Police			518-583-7000
National Weather Service			518-435-9574

News Media Reference

Radio Stations

Radio Station	Location	Phone	Fax/Email
WGY	Albany	452-4848	452-4859
WBZA	Glens Falls	793-7733	793-0838
WMJR	Glens Falls	792-2151	None
WWSC / WCKM / WCQL	Glens Falls	761-9890	761-9893
WROW	Latham	786-6715	786-6659
WGNA / WQBK / WBZZ / WTMN	Latham	782-1474	881-1516
WENU / WSTL	Queensbury	793-7733	793-0838
WIPS	Ticonderoga	585-2868	585-2869
Traffax		783-2683	

Television

Television Station	Location	Phone	Fax/Email
WRGB TV 6	Schenectady	346-6666	news@wrgb.com
WNCE-TV 8	Glens Falls	798-8000	798-0735
Capital YNN News 9	Albany	641-6397	albanynews@twcnews.co
WTEN TV 10	Albany	436-0771	news@news10.com
WNYT TV 13	Albany	1-800-999-9698	newstips@wnyt.com
WMHT-TV 17	Schenectady	880-3400	880-3409
WXXA Fox 23	Albany	862-0995	news@news10.com

Newspapers

Television Station	Location	Phone	Fax/Email
The Post Star	Glens Falls	792-3131 x 3250	761-1255
The Chronicle			
The Saratogian	Saratoga Springs	584-2101	587-7750
The Times of Ti	Ticonderoga	585-9173	585-9175




















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Annexes to the Warren County CEMP

(The following Annexes are not included in this binder, they are located at the OS Office)

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

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 and/or disaster situations more effectively. 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.

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:
 - i. Detecting, monitoring, and assessment of the hazard
 - ii. Alerting and warning of endangered populations
 - iii. Protective actions for the public
 - iv. 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, as amended
2. New York State Defense Emergency Act, as amended
3. Disaster Relief Act of 1974, Public Law 93-288
4. Federal Civil Defense Act of 1950
5. Presidential Executive Order 11490
6. Correction Law, Sec 93
7. Warren County Local Law No. 1 of 1962
8. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operation

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. Limitations

1. There are no identified limitations to this plan. This plan places no guarantee to a flawless response system. Assets are vulnerable to complications from natural, technological and terrorism means which may limit response. It is the objective of Warren County to make every reasonable effort within its capabilities to respond to emergencies based on the situation, information available, and capability of resources.

F. 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.

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 developed by Kaiser Permanente and included key stakeholders' input. 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. The last County Emergency Preparedness Assessment (CEPA) was performed on February 20, 2020. An updated CEPA for 2024 will be completed in the near future and forwarded. Until an updated CEPA is performed, Warren County will perform its own Hazard Vulnerability Assessment. Warren County has completed a 2024 Hazard Mitigation Plan, the update has been approved by NYS DHSES and FEMA.
 - 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 is located in the Warren County Office of Emergency Services and can be found in the Hazard Mitigation Plan that is 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. These may include, but are not limited to:
 - 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. New York State Department of Transportation (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 (HM) 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 in the FEMA 386-4 guidance document, to assist in the evaluation process (Worksheet #2 and #4). 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 HMP 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 HMP 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 HMP 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 New York State Department of Homeland Security and Emergency Services (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:
 - i. Likely time of onset of the hazard
 - ii. Impacted communities' preparedness levels
 - iii. Existence of effective warning systems
 - iv. 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:
 - i. 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.
 - ii. Include Incident Command System (ICS) training, focusing on individual roles.
 - iii. 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.
 - iv. 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.
 - v. 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; see Appendix F – Multiyear Training & Exercise Plan.
 - 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 (NYS OEM) 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:
 - a. Handouts
 - b. Presentations
 - c. Website
 - d. Social media
 - e. 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.

H. Hazard Analysis for Warren County

Every three years a County Emergency Preparedness Assessment (CEPA) is performed with county and state stakeholders involved. The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

Warren County 2025 County Emergency Preparedness Assessment

Hazard	Likelihood	Consequence	Relative Hazard Score
Flooding	Very High	High	20
Severe Winter Snowstorms	Very High	Medium	15
Cyber Attack	Medium	High	12
Extreme Temperatures - Heat	High	Medium	12
Pandemic	High	Medium	12
Active Shooter	Medium	High	12
Major Transportation Accident	High	Medium	12
Severe Wind/Tornado	High	Medium	12
Food Contamination	High	Medium	12
Improvised Explosive Device (IED)/Vehicle Borne IED (VBIED)	Low	Very High	10
Biological Agent Release	Low	Very High	10
Hurricanes/Tropical Storm (Wind and Surge)	Medium	Medium	9
HazMat Release - In Transit	Medium	Medium	9
Ice Storms (at least a 1/2 inch or more)	Medium	Medium	9
Radiological Dispersal Devices (RDD)	Low	High	8
Sustained Power Outage (three days or more)	Low	High	8
Extreme Temperatures - Cold	High	Low	8
Landslides	Low	Medium	6
Critical Infrastructure Failure	Low	Medium	6
HazMat Release	Low	Medium	6
Wildfire	Low	Medium	6
Major Fires (non-Wildfire)	Low	Medium	6
Vehicle Ramming Attack	Low	Medium	6
Animal Disease/Foreign Animal Disease	Low	Medium	6
Drought	Low	Medium	6
Improvised Nuclear Device (IND)	Very Low	Very High	5
Radiological Release (Fixed-Site)	Very Low	Very High	5
Earthquakes	Very Low	Medium	3

CEPA, 2025

The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

Warren County 2023 Hazard Vulnerability Assessment

Hazard	Probability	Consequence	Preparedness	Relative Risk Score
Act of Terrorism	High	High	Moderate	47%
Active Shooter	High	High	Moderate	43%
Communication Failure	High	Low	Low	43%
Bomb Threat	High	Moderate	Moderate	40%
Mass Casualty Incident – Trauma	High	Moderate	Moderate	40%
Epidemic	High	Moderate	High	33%
IT Systems Outage	High	Moderate	High	30%
Civil Unrest/Protesting	High	Moderate	High	27%
Flood, External	High	Moderate	High	27%
Mass Casualty Incident - Medical	High	Moderate	High	27%
Workplace Violence/Threat	High	Moderate	High	27%
Drought	Moderate	Moderate	Moderate	24%
Power Outage	High	Moderate	High	23%
Extreme Temperatures	High	Low	High	20%
Infectious Disease Outbreak	High	Low	High	20%
Seasonal Influenza	High	Low	High	20%
Viral Respiratory Disease Pandemic	Moderate	High	High	20%
Chemical Spill	Moderate	Moderate	High	20%
Chemical Exposure	Moderate	Moderate	High	20%
Mass Casualty Incident – Hazmat	Moderate	Moderate	High	20%
Utility Failure	Moderate	Low	High	16%
Tornado	Moderate	Low	High	16%
Hostage Situation	Moderate	Low	High	16%
Fire, External	Low	Moderate	High	14%
Sewage Failure	Low	Moderate	Moderate	13%
Evacuation	Low	Moderate	Moderate	13%
Explosion	Low	Moderate	Moderate	12%
Water Contamination	Low	Low	Moderate	11%
Radiation Exposure	Low	Moderate	High	11%
Earthquake	Low	Low	Moderate	11%
Dam Failure	Low	Moderate	High	10%
Generator Failure	Low	Moderate	High	9%
Hurricane	Low	Moderate	High	9%
Landslide	Low	Low	High	7%

HVA, 2023

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

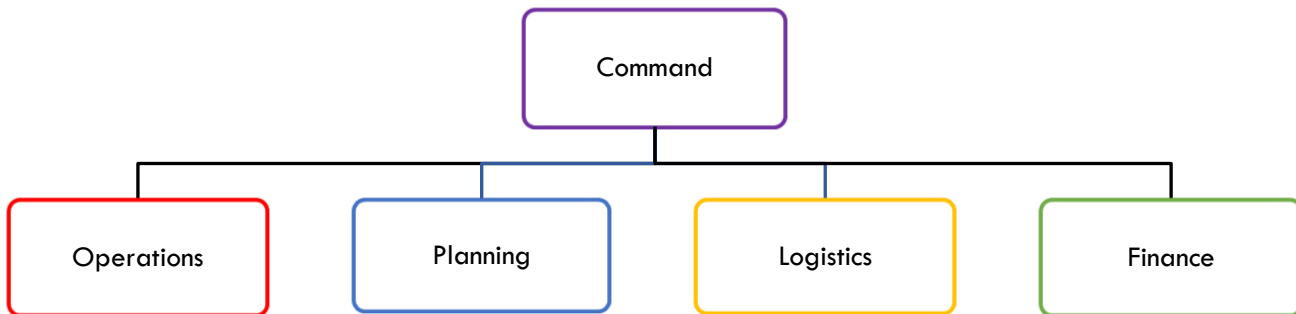
1. The Emergency Manager coordinates County emergency response activities for the Chairperson of the Warren County Board of Supervisors. Based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency, the Emergency Manager may recommend to the Chairperson of the Board of Supervisors to declare a local State of Emergency. ~~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:
 - i. The Incident Commander
 - ii. Towns, cities, and villages in the County
 - iii. Local governments outside the County
 - iv. The State of New York
 - v. Private emergency support organizations.

C. Warren County Emergency Response Organizations

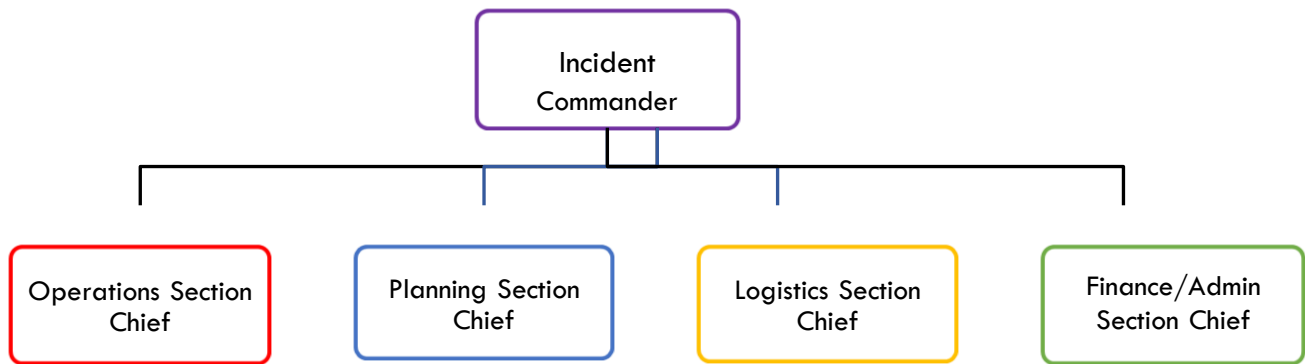
1. The Incident Command System (ICS)
 - a. Warren County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New

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:
 - i. Command
 - ii. Operations
 - iii. Planning
 - iv. Logistics
 - v. 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 Functions and Response Activities by Agency

AGENCY	ICS FUNCTIONS	RESPONSE ACTIVITIES
Chairperson – Warren County Board of Supervisors	Command	<ul style="list-style-type: none"> • Ultimate situation responsibility; • Declaration of State of Emergency (Agency Administrator); • Promulgation of Emergency Orders
Director of Public Relations (PR)	Public Information	<ul style="list-style-type: none"> • Emergency Public Information
County Attorney	Command – Legal	<ul style="list-style-type: none"> • Legal support
Office of Emergency Services	Command – Liaison	<ul style="list-style-type: none"> • Activation and coordination of the EOC (EOC Manager) • EOC Liaison and coordination with governments and organizations
Fire	Operations	<ul style="list-style-type: none"> • Fire suppression and control • Search and rescue • Haz-Mat & Exposure Control
EMS	Operations	<ul style="list-style-type: none"> • Coordinate the treatment and transport of the sick and injured
Sheriffs’ Office	Operations/Logistics	<ul style="list-style-type: none"> • Communications • Warning • Law Enforcement • Security • Traffic Control • Food
Public Health	Safety/Operations	<ul style="list-style-type: none"> • Disease Surveillance • Incident Assessment • Epidemiologic Investigation • Public Alert & Education • POD Mass Vaccination • Non-pharmaceutical interventions
Glens Falls Hospital	Operations	<ul style="list-style-type: none"> • Medical Care • Disease Surveillance
Public Works Dept.	Operations/Logistics	<ul style="list-style-type: none"> • Debris removal and disposal • Damage assessment • Traffic control • Facilities • Ground support
Self-Insurance	Finance/Admin	<ul style="list-style-type: none"> • Comp/Claims
Social Services	Operations	<ul style="list-style-type: none"> • Human Needs Assessment
Office for the Aging	Operations	<ul style="list-style-type: none"> • Human Needs Assessment
Planning & Development	Planning	<ul style="list-style-type: none"> • Situation Assessment and Documentation • Advance Planning
Mental Health Services	Operations	<ul style="list-style-type: none"> • Crisis Counseling
Coroner	Operations	<ul style="list-style-type: none"> • Identification and disposition of dead
American Red Cross	Operations	<ul style="list-style-type: none"> • Temporary housing, shelter, food, clothing
Purchasing	Logistics	<ul style="list-style-type: none"> • Supply and procurement; information systems
Human Resources	Logistics	<ul style="list-style-type: none"> • Human Resources
Treasurer/Auditor	Finance/Admin	<ul style="list-style-type: none"> • 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

1. 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.
2. This initial notification sets into motion the activation of County emergency response personnel.
3. The Director of the Office of Emergency Services, or their designee, 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:
 - a. Establishing curfews
 - b. Restrictions on travel
 - c. Evacuation of facilities and areas
 - d. 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. However, providing updates and other relevant emergency information to the public as it develops is a function of the Public Information Officer.
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 Warren County Office of Emergency Services:
 - a. Mass notification systems such as NY-Alert and "Ready Warren County NY" 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, fire and EMS 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.
 - f. General Public can be notified of emergency situations through the media channels to include Facebook. Facebook account name: @WarrenCountyNYOES
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.
 8. A plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities, is being considered for the future and would be found in the Evacuation Annex.

F. Public Health

1. A high impact disaster can cause injury and death to large numbers of people and potentially overwhelm existing medical infrastructure and/ or require specialized medical response not available in traditional medical settings. 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. Refer to the Mass Fatality Annex, Mass Care Annex and the Public Health Emergency Response and Preparedness Plan.
2. Plans for the utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, individuals with disabilities and other groups which may be especially affected can be found in the Mass Care Annex.
3. 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 or his/her designee.
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. Fire

There may be established within the Operations section a Fire Group.

1. This group will be led by the Warren County Fire Coordinator or his/her designee.
2. The function of this group is to assist with the coordination of fire department response while preserving the overall integrity of the County Fire System.
3. At times this group may include representatives from a variety of local, state and federal resources.
4. Refer to the Hazmat Annex and County Mutual Aid Plan as needed.

I. Law Enforcement

There may be established within the Operations section a Law Enforcement Group.

1. This group will be led by the Warren County Sheriff or his/her designee.
2. The function of this group is to assist with public safety and security. This includes controlling ingress and egress to and from the disaster area.
3. At times this group may include representatives from the New York State Police as well as representatives of Village, Town, City and/or Federal law enforcement entities.

J. Animal Services

1. Utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options can be found in the County Animal Response Team Annex (subject to revision).

K. 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.

L. Real Property

1. The Real Property Office may assist in the response by conducting damage assessment. During the recovery phase they may assist by making special efforts to preserve vital records.

M. Planning

1. This office has tools that may assist with response and recovery, of which include, but are not limited to, map production, GIS Data, and infrastructure databases.

N. Treasurer's Office

1. The Treasurer's Office may assist the County Executive in the administration of disaster related budgets, provide financial record keeping and establish a system for removal and safety of public records.
2. Under disaster declarations they may track funding and maintain records for proper accountability of all emergency expenditures for the duration of the incident.

O. Coroners

1. The County Coroners will be responsible for establishing an emergency morgue facilities, care for the deceased, including identification, mortuary services and notification of the next of kin with assistance from Law Enforcement and Glens Falls Hospital.

P. County Attorney and Legal Staff

1. The County Attorney's Office may provide legal advice to the County Executive and Emergency Operations Center Staff in the development and execution of emergency plans and procedures to

ensure proper documentation and that all actions are appropriated under the law and governance as specified.

Q. American Red Cross

1. The American Red Cross shall assist the county in providing food, shelter and first aid to disaster victims and emergency workers, and will work to coordinate with the other social agencies to provide individualized assistance to families and any emergency supplies that may need to be distributed.
2. They will also coordinate with school districts to provide facilities for Mass Care operations. Any other supporting functions of the entity may be requested as needed or as available to supply.

R. Area Hospitals

1. Area hospitals shall provide emergency medical services and health care services to disaster victims and emergency workers.
2. If possible, provide statistical data to the Emergency Operations Center.

S. R.A.C.E.S

1. RACES is an Amateur Radio Service that will be valuable in the event many mainstream communication means is unavailable. They shall be able to relay emergency communications through radio frequencies.
2. These operations typically involve messages between critical locations such as hospitals, emergency services, emergency shelters, and any other locations where communication is needed.
3. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact duties of activation for each incident will be different, the common thread is communications and the relaying of information between emergency entities.

T. Restoring Public Services

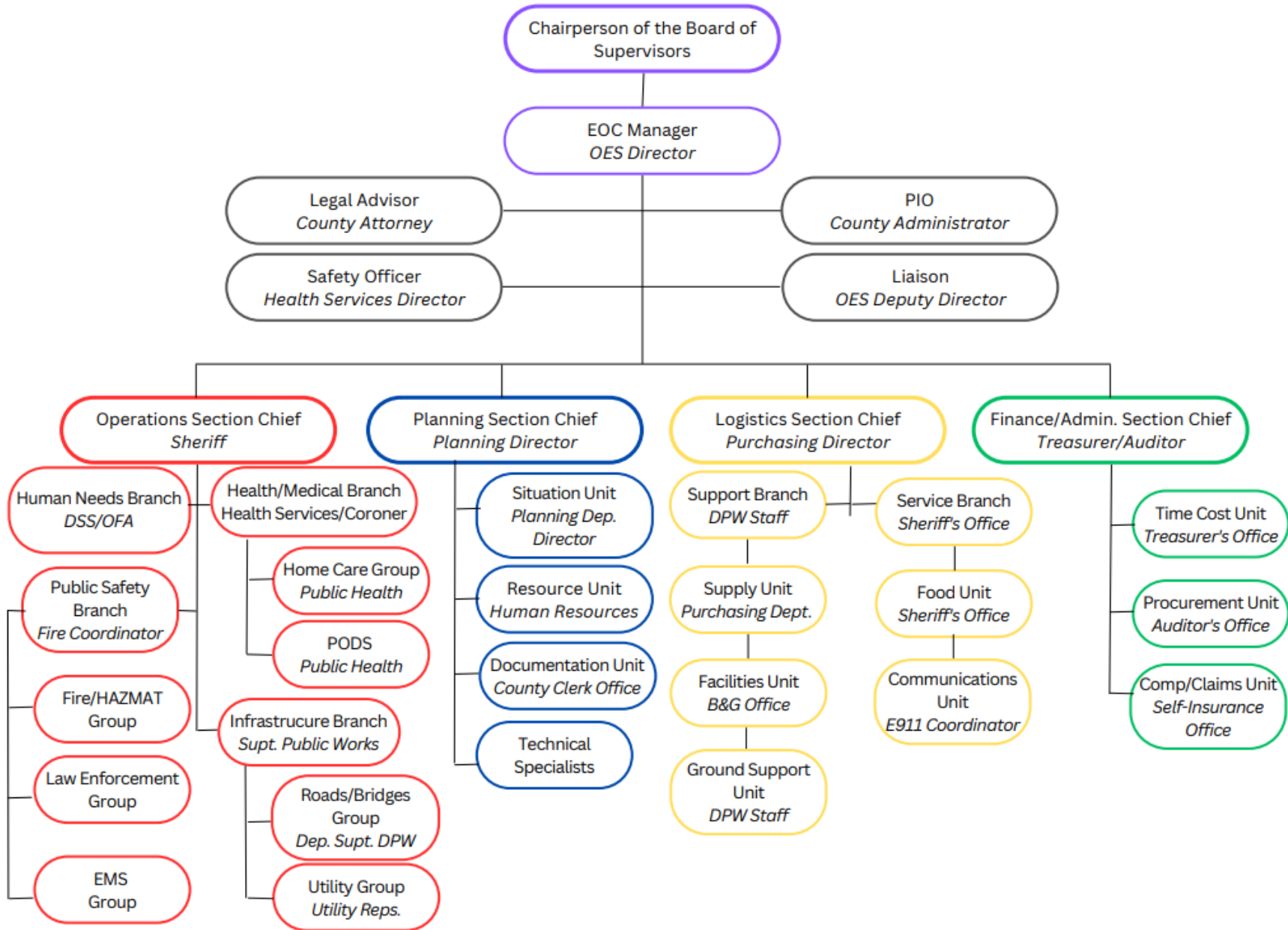
1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of 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.
7. Plans for the continued effective operation of the county departments can be found in Warren County's Continuity of Operations Plan.

U. 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.

Other departments and agencies within Warren County and its jurisdictions, although not specifically mentioned in the plan, may be asked by the County Executive or Emergency Manager in times of emergency or disaster, to provide personnel to other departments as needed, and to perform other emergency tasks as assigned.

Warren County Incident Command System Organizational Chart



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 and property sustaining major damage. The report shall contain information for the following categories:
 - a) Damage to private property in dollar loss to the extent not covered by insurance:
 - Homes
 - Business
 - 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 local community development plan prepared under direction of local planning boards with technical assistance provided by the Warren County Department of Planning & 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.