

TOWN OF NEWCOMB

COMPREHENSIVE

EMERGENCY MANAGEMENT

PLAN



Raymond Thatcher, Director
Essex County Office of Emergency Services
Government Center
P.O. Box 30
702 Stowersville Road
Lewis, NY 12950

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TOWN OF NEWCOMB

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Town of Newcomb, NY
Emergency Call List
 2008

Town of Newcomb		
Supervisor	GEORGE CANON	582-3791
Deputy Supervisor	GEORGE HURLBERT	582-2795
Town Board Members	GEORGE HURLBERT	582-2795
	GEORGE FENNESSY	582-3023
	MICHAEL TRACY	582-4851
	MARY ANN BUSH	582-4402
Town Clerk	MARY POUND	582-2069
Account Clerk		
Highway Superintendent	MARK YANDON	582-3098
Deputy Highway Superintendent	ROBIN DELORIA	582-5494
Town Shed		582-3411
Code Enforcement Officer	MICHAEL MOSES	582-4211
Assessor, Chairman	LOWELL STRINGER	582-5508
Town Hall		582-3211
Town Hall Fax		582-2061
Food Pantry		582-4798
Justice Office	ANDREW STENGREVIC	582-2092
Water Department	RAYMOND BUSH	582-4027
Fire Department		
Chief	MARK YANDON	582-3098
Asst. Chief	NATHAN BUSH	582-3432
Fire House		582-3093
Essex County		
Essex County Dispatch	24 Hours	873-6321
Emergency Services	Ray Thatcher	873-3900
New York State		
NYS Department of Health	Saranac Lake	891-1800
NYS Dept. of Env. Conservation	Ray Brook	897-1200
NYS Dept. of Transportation	Westport	962-2170
	Keeseville	834-9060
NYS Emergency Mgmt. Office	Albany	457-2200
National		
Fed. Emergency Mgmt. Agency		202-566-1600
National Weather Service	Burlington, VT	802-862-8711
Law Enforcement		
NY State Police	Lewis	873-2750 873-2910
Essex County Sheriff	Henry Hommes	873-6901
Essex County Attorney	Dan Manning	873-3380

Schools/Buses		
Central School		582-3341
Bus Garage		582-3782
Medical		
Elizabethtown Hospital		873-6377
Champlain Valley Phys. Hospital		561-2000
CVPH Emergency Room		562-7370
Red Cross	Plattsburgh	566-7110
Utilities		
NYSEG	Customer Service	800-572-1111
NYSEG	Emergency	800-572-1131
Verizon	Residential	890-6611
Verizon	Business	890-7711
AT&T	Residential	800-222-0300
AT&T	Business	800-222-0400
Sprint	Customer Service	800-877-4646
Energy		
Agway	Westport	962-2300
Agway	Plattsburgh	561-2290
Agway	Headquarters	888-249-2924
Griffith	Westport	962-4700
Griffith	Plattsburgh	561-1020
Griffith	Headquarters	877-927-6488
Amerigas	Plattsburgh	563-3430
Bezio	Keeseville	834-7315/9134
		834-7595/7712
Contractors		
John Helms Trucking		582-2263
Kenneth Helms Trucking/Excavating		582-2247
John Fifield Construction		582-3754
Roy Contracting		582-2008
Churches		
St. Theresa Catholic	Rectory	582-3671
St. Barbara Episcopal		
United Methodist	Parsonage	582-2421
Railroad		
CP Rail		800-716-9132
Food		
Bissell's Store		582-3301
News		
Channel 3 WCAX -CBS		800-652-6300

Channel 5 WPTZ -NBC		561-5555
Channel 22 WVNY –ABC		561-1786
Channel 44 FOX		562-9333
Valley News		873-6368
Press-Republican		561-2300
WOKO Radio		802-658-1230
WIRY Radio		563-1340
Lodging		
Aunt Polly’s Bed and Breakfast		582-2260
Cedar Inn		582-3673

TOWN OF NEMCOMB COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

Introduction

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

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

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 adequate response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

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

Management Responsibilities

Town emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present county capability and existing organizational responsibilities. The Town Supervisor is designated to coordinate all emergency management activities of the Town.

The Town of Newcomb will use 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. (NIMS)

Town responsibilities are closely related to the responsibility of the County 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 exhausted 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 involve itself prior to requesting assistance.

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

Conclusion

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

TOWN OF NEMCOMB 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, and disrupt the normal functions of government communities and families, and cause human suffering.
2. Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the community.
3. Under authority of Section 23 of the New York State Executive Law, a town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town of Newcomb has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - a) Risk Reduction (Prevention and Mitigation)
 - b) Response
 - c) Recovery
5. Risk Reduction (Prevention and Mitigation):
 - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the community.
6. Response
 - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. 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.
 - c) 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.
 - d) Response operations in the affected area are the responsibility of and controlled by the community, supported by the Essex County Operations Center as appropriate.

7. Recovery

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

B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in the Town of Newcomb.
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 community's capability to manage hazards.
 - c) To provide that community 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 power necessary for its development and implementation.

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
4. Federal Civil Defense Act of 1950, as amended

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the town with its' Chief Executive, the Town Supervisor.
2. Town government and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, the town is required to utilize their own facilities, equipment, supplies, personnel and resources first.
4. The Town Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority to a town emergency official.
5. When local resources are inadequate, the Town Supervisor may obtain assistance from other political subdivisions and the County government.
6. The Chairman of the Board of Supervisors may coordinate responses for requests for assistance for the local governments.
7. The Chairman of the Board of Supervisors has the authority to direct and coordinate County disaster operations.
8. The Chairman of the Board of Supervisors may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Essex County.
9. The Chairman of the Board of Supervisors has assigned to the Director of the Office of Emergency Services the responsibility to coordinate County emergency management activities.

10. A request for assistance to the State will be submitted through the Region III Office of the New York State Emergency Management Office (SEMO) located in Queensbury, New York or the State Warning Point and presupposes the utilization and expenditure of personnel and resources at the local level.
11. State assistance is supplemental to local emergency efforts.
12. Direction and control of state risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.
13. 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. 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.

TOWN OF NEMCOMB COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section II

RISK REDUCTION

A. Designation of County Hazard Mitigation Coordinator

1. Essex County has designated a County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in Essex County, including the Town of Newcomb.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will coordinate with Town of Newcomb officials as required.

B. Identification and Analysis of Potential Hazards

1. The Town Board will:
 - (a) identify potential hazards in the town.
 - (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 (1) and (2) above, hazards that pose a potential threat have been identified and analyzed by using the program *HAZNY*, provided by the State Emergency Management Office.
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 Emergency Management Office.
 - (d) after completion was submitted to the Region III office at SEMO.
 - (e) is to be reviewed and updated periodically.
5. The rating and ranking results of the hazard analysis are found in Attachment 1 (when available).
 6. Paper and computerized maps identifying the location of hazard areas are located in the Essex County Office of Emergency Services (when available).
 7. The complete Hazard Analysis results are located in the County Office of Emergency Services.

C. Risk Reduction Policies

1. County and Town agencies are authorized to:
 - (a) promote policies, programs and activities to reduce hazard risks in their area of responsibility
 - (b) Examples of the above are:
 - o encourage the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the Town
 - o encourage lending institutions to require risk reduction as a condition of funding in areas prone to hazards
 - o promote compliance with and enforcement of existing laws, regulations, and codes that are related to risk reduction
 - o encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant
 - o encourage and participate in municipal stream channel maintenance programs
2. The Planning Board is responsible for land use management of town-owned land and the review of land use management actions throughout the town, including:
 - o authorizing town land use management programs
 - o developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes

- o review of local zoning and subdivision actions
 - o participation in SEQRA review of proposed projects in the town
3. In all of the above activities, the Planning Board will take into account the significant hazards in the Town of Newcomb.
 4. The Town Board will identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
 5. For each hazard reduction action identified the following information is to be included by the Town Board:
 - (a) a description of the action
 - (b) a statement on the technical feasibility of the action
 - (c) the estimated cost of the action
 - (d) the expected benefits of the action and the monetary value of each benefit
 - (e) an estimate of the level of community support for the action
 6. The information obtained in # 5 above will be consolidated into a Risk Reduction Report.
 7. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
 8. The Risk Reduction report will be presented to the Town Board for review, revision, and approval or disapproval.
 9. An approved Risk Reduction Report will be presented to the Town Board for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the town's capability to manage the emergencies that could be caused by the hazards identified in the town is a critical part of Risk Reduction.
2. The Town Board will:
 - (a) assess the town's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
 - o the likely time of onset of the hazard
 - o the impacted communities' preparedness levels
 - o the existence of effective warning systems
 - o the communities' means to respond to anticipated casualties and damage

E. Training of Emergency Personnel

1. The Essex County Director of the Office of Emergency Services has the responsibility to:
 - (a) arrange and provide, with the assistance of the New York State Emergency Management Office, to conduct training programs for town emergency response personnel and other personnel as appropriate.
 - (b) encourage and support training for town emergency response personnel, including volunteers.
 - (c) such training programs will:
 - o 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
 - o include Incident Command System (ICS) training, focusing on individual roles
 - o 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
 - o 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 Town Comprehensive Emergency Management Plan.
 - (e) consult with the town departments and agencies, in developing training courses and exercises.
 - (f) receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.
2. All town departments and agencies assigned emergency functions, are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, R.A.C.E.S., C.A.P., will be trained by these services in accordance with established procedures and standards.

F. Public Education and Awareness

1. The Essex County Office of Emergency Services is responsible for:
 - (a) providing education on hazards to the young adult and adult public in the county,
 - (b) making the public aware of existing hazards in their communities,
 - (c) familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard.

2. This education will:
 - (a) cover all significant hazards,
 - (b) be available free of charge,
 - (c) be provided to 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 Emergency Management Office and other State departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The Town Supervisor will develop, with the necessary assistance of town departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.

TOWN OF NEMCOMB COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section III

RESPONSE

I. Response Organization and Assignment of Responsibilities

A. Town Supervisor's Responsibilities, Powers, and Succession

- (1) The Town Supervisor is ultimately responsible for the Town's emergency response activities and:
 - (a) may take personal command of the Towns' 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 the Town owned resources and facilities for disaster response,
 - (c) may declare a local state of emergency in consultation with the Town of Newcomb's Attorney and may promulgate emergency orders and waive local laws, ordinances, and regulations,
 - (d) may request assistance from other municipalities, Essex County Emergency Services and the State when the situation escalates beyond the capability of the community's resources,
 - (e) may provide assistance at the request of other local governments both within and outside Essex County.
- (2) If the Town Supervisor is unable, due to absence or incapacitation, to perform the functions described in the preceding section A(1), the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - (a) The Deputy Supervisor will be in command until the Town Supervisor is available.
 - (b) The most senior council person will be in command until the Deputy Supervisor is available.
 - (c) The second most senior council person will be in command until the most senior council person is available.

B. The Role of the Town Supervisor:

- (1) The Town Supervisor coordinates the Town's emergency response activities and:

- (a) activates the Towns' response organization and initiates Town response activities
- (b) maintains and manages an Emergency Operations Center
- (c) declares 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
- (d) notifies and briefs Town departments, agencies and other organizations involved in an emergency response
- (e) facilitates coordination between the Town and:
 - o the Incident Commander
 - o Essex County
 - o other towns and villages in Essex County,
 - o local governments outside Essex County, private emergency support organizations.
 - o the State of New York.

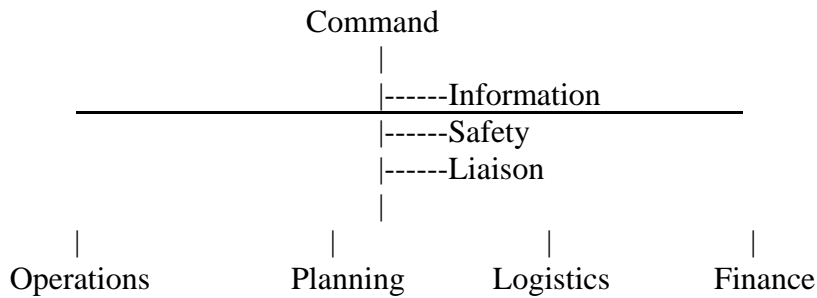
C. The Town Emergency Response Organization

(1) The Incident Command System (ICS)

- (a) The Town of Newcomb endorses the use of the Incident Command System (ICS), as developed by the National Interagency 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..
- (b) ICS is organized by functions. There are five:
 - o Command
 - o Operations
 - o Planning
 - o Logistics
 - o 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 ICS with all five functions organized as sections is depicted as follows:



- (g) During an emergency, town response personnel must be cognizant of the Incident Command System in place and their role in it. Some town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other town personnel may be assigned to the Town's Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All town response personnel not assigned to the on-scene ICS will be coordinated by or through the Town Supervisor.
- (h) Town response personnel operating at the EOC will be organized by ICS function and interface with their on-scene counterparts, as appropriate.
- (i) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned.
- (j) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. 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. A Town, Village, City or County official could be designated as an Incident Manager and numerous Town, Village, City or County response personnel assigned to the Area ICS.

- (k) Whenever the ICS is established, town response forces should be assigned to specific ICS functions wherever they are needed including at the scene, at the EOC in a support role, or at an Area Command, if established.

(2) Emergency Response Not Utilizing ICS

- (a) Whenever there is an emergency response involving town personnel and, for whatever reason, an ICS has not been established, the Town Supervisor will coordinate the town response with the various agencies as needed.

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 a 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.
- (2) The Town's EOC will be used to support Incident Command Post activities and to coordinate town resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
- (3) A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located near but 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 suitable Mobile Command Post may be used for this purpose.
- (5) The Town's EOC is located at the Town Hall.
- (6) If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the local Highway Dept. (or another appropriate facility).
- (7) The EOC can provide for the centralized coordination of town and private agencies' activities from a secure and functional location.

(8) Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Town Supervisor.

(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 Town Supervisor 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 hour shifts will be utilized.

Designation of shifts will be established as conditions warrant by the Town Supervisor.

(12) Each agency will identify its personnel assigned to the EOC.

B. Notification and Activation

(1) Upon initial notification of an emergency to the County Warning Point/Communications Center, the Warning Point will immediately alert the appropriate town agencies and official(s). This initial notification sets into motion the activation of the town's emergency response personnel.

(2) Each emergency is to be classified into one of three Response Levels according to the scope and magnitude of the incident.

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

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

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

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

For Response Level 1, only the responding agency(ies) is/are activated.

For Response Level 2, the staff of the Town Supervisor is activated and augmented by select members of the town's response organization as determined by the Town Supervisor at that time.

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

C. Assessment and Evaluation

- (1) As a result of information provided by the Operations and Planning sections, the Command Section will, as appropriate, in coordination with the 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 State of Emergency and Promulgation of Emergency Orders

- (1) In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Town Supervisor may proclaim a state of emergency pursuant to section 24 of the State Executive Law.
- (2) Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of the town's government.
- (3) This power is realized only through the promulgation of emergency orders. For example, emergency orders can be issued for actions such as:
 - o establishing curfews
 - o restrictions on travel
 - o evacuation of facilities and areas
 - o closing of places of amusement or assembly
- (4) Appendix 1 describes the requirements for proclaiming a State of Emergency and promulgating 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 by the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the EOC:
 - (a) **Emergency Alert System (EAS)** - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, cable TV, to issue emergency warnings. Can be activated by means of a telephone by select Town, Village, City or County of: and county officials including the County Emergency Manager.
 - (b) **NOAA Weather Radio (NWR)** - is the "Voice of the National Weather Service providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Burlington.
 - (c) **Emergency service vehicles with siren and public address capabilities** - Many emergency services vehicles in the town are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for route alerting of the public. This capability exists town-wide but should not be relied upon for public warning.
 - (d) **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, regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
- (4) The Public Information Officer, if established, or its function, a part of the Command section, may, in coordination with on-scene Incident Command:
 - a. establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media 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
- (5) The JNC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

F. Meeting Human Needs

- (1) The Planning and Operations functions are responsible for ascertaining what human needs have been particularly caused by an emergency and responding to those unmet needs with the available resources of town and county government and with the assistance of volunteer agencies and the private sector.
- (2) There may be established within the Operations section a Human Needs Branch to perform the tasks associated with above.

G. Restoring Public Services

- (1) The Operations section is 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 Branch to perform the tasks associated with (1) above.

H. Resource Management

- (1) The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
- (2) Resources owned by the Town should be used first in responding to the emergency.
- (3) All Town owned resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.

- (4) Resources owned by other municipalities in and outside of the Town of Newcomb 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 an emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

TOWN OF NEMCOMB COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section IV

RECOVERY

A. Damage Assessment

1. The Town of Newcomb will participate in damage assessment activities following a disaster.
2. The Director of the Essex County Office of Emergency Services is responsible for:
 - (a) Developing with local governments a damage assessment program;
 - (b) Organizing and forming damage assessment teams, pre-emergency, throughout the County;
 - (c) Coordinating County damage assessment activities during and following an emergency.
3. All town departments and agencies will co-operate fully in damage assessment activities including:
 - (a) Pre-emergency -
 - o identifying town agencies, personnel, and resources to assist and support damage assessment activities
 - o identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
 - o fostering agreements between local government and the private sector for technical support
 - (b) Trans-emergency -
 - o obtaining and maintaining documents, maps, photos and video tapes of damage
 - o reviewing procedures and forms for reporting damage to higher levels of government

- o determining if county, state and/or federal support is required to assist locals in the damage assessment process

(c) Post-emergency -

- o selecting personnel to participate in damage assessment survey teams
- o arranging for training of selected personnel in damage assessment survey techniques
- o identifying and prioritizing areas to survey damage
- o assigning survey teams to selected areas
- o completing damage assessment survey reports and maintaining records of the reports
- o submitting damage assessment reports to the State

4. The following information will be collected:

- 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:

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

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

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

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

- o farm buildings
- o machinery and equipment
- o crop losses
- o 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.
5. The Essex County Emergency Services Director will submit the Damage Assessment Report to the State Emergency Management Office. It is required for establishing the eligibility for any State and/or federal assistance.
6. It is essential that, from the outset of emergency response actions, town 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
7. The Town Supervisor will serve as the town's authorized agent in disaster assistance applications to state and Federal government.
8. The Town Supervisor agent will:
- a) Attend public assistance briefing conducted by Federal and State Emergency officials.
 - b) Read FEMA handbooks distributed at briefing, including:
 - Handbook for Applicants (DR & R-1)
 - Documenting Disaster Damage Handbook(DR & R-7)
 - c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes
 - d) Prepare and submit Notice of Interest in applying for Federal Disaster Assistance and assignment of Federal inspectors to conduct a formal Damage Survey and prepare a Project worksheet (DSR), see sample.
 - e) Assign local representative(s) who will accompany the Federal Survey Teams(s).
 - f) After completion of Survey, sign Project worksheet and attach as supporting justification to Project Application.
 - g) Prepare, sign, and submit Project Application with attached DSR.
 - h) Follow up with governor's authorized representative and FEMA
 - I) Submit Insurance Commitment, if required.
 - j) Select funding options if other than small project grants.

- k) Prepare and submit request for advance and reimbursement.
- l) Prepare and submit project listing if small project grant.
- m) Follow eligibility regarding categorical or flexibly funded grant.
- n) Maintain accurate and adequate documentation for costs on each project.
- o) Observe FEMA time limits for project completion.
- p) Request final inspection of completed work or provide appropriate certificates.
- q) Prepare and submit final claim for reimbursement.
- r) Assist in required state audit.
- s) Consult with governor's authorized representative (GAR) for assistance.
- t) Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc., have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. Local government decides whether the recovery will be managed through existing organizations with planning and coordinated skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
 - a) Direct the recovery with the assistance of county departments and agencies coordinated by the Director of Emergency Services.
 - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary pursuant to section 28-a of the State Executive Law.

8. The recovery and redevelopment plan shall include;
 - a) Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
 - b) Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
 - c) Economic recovery and community development.
 - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. 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 included into all recovery planning when 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 NYS Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started if not, the reasons for not preparing the plan.
 - c) Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
 - d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
 - e) A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
 - f) The adopted plan:
 - May be amended at anytime in the same manner as originally prepared,

- revised and adopted; and
- Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards
 - b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment.
2. Long term reconstruction and recovery includes activities such as:
 - a) Scheduled planning for redevelopment
 - b) Analyze existing State and Federal programs to determine how they may be modified or applied to reconstruction
 - c) Conduct of public meetings and hearings
 - d) Provision of temporary housing and facilities
 - e) Public assistance
 - f) Coordination of State/Federal recovery assistance
 - g) Monitoring of reconstruction progress
 - h) Preparation of periodic progress reports to be submitted to SEMO
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 kind of records are needed to document items which are damaged or destroyed by the disaster.
 - e) What actions to take to apply for assistance.
 - f) Where to apply for assistance.
2. 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.

3. The following types of assistance may be available:

- a) Food stamps (regular and/or emergency)
- b) Temporary housing (rental, mobile home, motel)
- c) Unemployment assistance and job placement (regular and disaster unemployment)
- d) Veteran's benefits
- e) Social Security benefits
- f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
- g) Tax refund
- h) Individual and family grants
- i) legal assistance

Appendix 1

DAMAGE ASSESSMENT REPORT FOR TOWN OF NEWCOMB

Date _____

1. Casualties: Dead _____ Injured _____ Missing _____
2. Damage to private property Average % _____

	Mobile		Insurance	Coverage/		
	<u>Homes</u>	<u>Homes</u>	<u>Dollar</u>	<u>Other</u>	<u>Value</u>	<u>Unit</u>
	a	a	<u>Business</u>	a	b	c
Destroyed	___	___	___	___	___	___
Major damage	___	___	___	___	___	___
Minor damage	___	___	___	___	___	___

3. Agriculture damage:
 - A. Farm buildings d. \$
 - B. Machinery and equipment d. \$
 - C. Crop losses d. \$
 - D. Livestock e. \$
4. Public property damage:
 - A. Debris clearance e. \$
 - B. Protective Measures e. \$
 - C. Road Systems e. \$
 - D. Water control facilities e. \$
 - E. Public building and related equipment e. \$
 - F. Public utilities e. \$
 - G. Facilities under construction e. \$
 - H. Private nonprofit facilities e. \$
 - I. Other (not in above categories) e. \$
5. Total damage f. \$

6. Remarks:

NOTE: Append maps, photographs, and any other supplemental material desired.

Report by: _____
 Name Title Phone Number

Appendix 1

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

A. Instructions for declaring a local State of Emergency

1. Only the Town Supervisor, or a person acting for the Town Supervisor pursuant to section I-A (2) of this plan, can declare a local State of Emergency for all of, or anywhere in, The Town of Newcomb.
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the County Clerk's Office.
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Town Supervisor, or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office.

B. Questions and Answers on declaring a State of Emergency

1. Why should I declare a local state of emergency?

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

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

2. Can a declaration give legal protection?

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

3. Will the declaration help raise public awareness?

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

4. Can a State of Emergency be declared at any time?

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

5. When should I declare a local State of Emergency?

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

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

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

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

6. Can I issue the declaration verbally?

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

7. Must the declaration be filed?

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

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

No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

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

No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

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

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

11. Will a declaration help in getting assistance from the state?

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

12. Must I rescind a declaration of State of Emergency?

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

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

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

14. When should I rescind a State of Emergency?

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

15. Must the rescission be issued in writing?

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

16. Must the rescission be filed?

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

C. Instructions for issuing local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).

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

D. Questions and Answers on issuing Local Emergency Orders

1. Can anyone issue a Local Emergency Order?

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

2. What can a local Emergency Order include?

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

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

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

4. Is it in effect indefinitely?

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a

declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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

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

6. Can a Local Emergency Order be extended beyond five days?

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

7. Must the media be informed?

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

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

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

EXAMPLES OF EMERGENCY ORDERS

IT IS HEREBY ORDERED that during the period of the state of emergency and in order to protect life and property and to bring the emergency situation under control:

1. A curfew is hereby established prohibiting all persons and vehicles, *except essential emergency and disaster-relief vehicles and personnel*, from being out on public streets or in public places during the hours of __:__ __.m. to __:__ __.m.;

2. All pedestrian and vehicular traffic, *except essential emergency and disaster-relief vehicles and personnel*, are hereby prohibited on all public highways within the Town of Newcomb; the following public highways with in the Town of Newcomb:

_____;

3. All places of amusement and assembly, *except designated emergency or medical shelters, disaster-relief offices, and places of worship*, are closed;

4. The sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives and flammable materials and liquids, *except for gasoline, kerosene, fuel oil and diesel fuel*, are hereby prohibited;

5. All persons within the following area(s) shall immediately evacuate and leave said area(s) until further order: _____; and

6. All departments and agencies of the Town of Newcomb shall take whatever steps are or may be necessary to protect life, property and public infrastructure, and to provide emergency assistance.

Possible Mitigation Measures by Hazard

Possible mitigation measures for selected hazards identified throughout New York State. This list is not exhaustive, but is intended as a guide in the consideration of measures to mitigate the associated hazards.

Natural Hazards

Hazard: Drought

- Public Awareness
- Retrofit/Upgrade Irrigation System
- Drought Resistant Vegetation
- Drought Preparedness/Planning
- Increase Water Conservation Standards

Hazard: Earthquake

- Planning and Zoning
- Retrofit/Upgrade Critical Facilities
- Seismic Retrofit
- Improve/Upgrade/Enforce Building Codes

Hazard: Epidemic/Blight/Infestation

- Public Awareness
- Preventative Actions (Spraying for West Nile Virus/Insect Management)
- Medical Stockpile (Planning and Training)

Hazard: Flood/Ice Jams

- Planning and Zoning
- Stormwater Management
- Warning System
- Post Disaster Code Enforcement
- Major/Minor Structural Flood Control Projects
- Protective Measures for Critical Facilities
- Property Protection
 - Protective Measures for Critical Facilities
 - Wet/Dry Floodproofing

Hazard: Hurricane/Severe Storm/Tornado

- Public Awareness
- Evacuation Plan
- Warning System
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Structural Retrofit
- Wind Resistant Design and Construction

Hazard: Ice Storm

- Structural Retrofit
- Redundant Utilities/Communications
- Tree Pruning
- Selective Planting around Utility Lines
- Public Awareness
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Underground Wiring/Utilities

Hazard: Landslide

- Planning and Zoning
- Open Space Preservation
- Relocation of Structures
- Acquisition of Structures (Demolish and Convert to Open Space)

Hazard: Wildfire

- Public Awareness
- Evacuation Plan
- Warning System
- Redundant Utilities/Communications
- Tree Pruning
- Selective Planting/Vegetative Setback around Structures

Hazard: Winter Storm (Severe)

- Public Awareness
- Redundant Utilities/Communications
- Tree Pruning
- Warning System
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Retrofit Critical Structures
 - Hazard Resistant Construction

Technological Hazards

Hazard: Air Contamination

- Improve/Upgrade/Enforce Codes for Air Quality Standards
- Retrofit Existing Ventilation Systems
- Incorporate Air Contamination Standards in New Construction

Hazard: Dam Failure

- Warning System

- Public Awareness
- Evacuation Plan
- Inspections
- Dam Maintenance and Upgrades to Increased Safety Standards

Hazard: Explosion

- Retrofit/Upgrade Critical Facilities
- Blast Resistant Construction
- Emergency Evacuation Plan

Hazard: Fire (Structural)

- Develop Codes for Fire Resistant Construction in New Construction
- Improve/Upgrade/Enforce Fire Codes
- Public Awareness
- Retrofit Existing Structures

Hazard: Hazardous Materials Fixed Sites/Radiological Fixed Sites

- Public Awareness
- Evacuation Plan
- Warning System
- Retrofit Key Storage and Operational Facilities
- Preparedness and Response Planning
- Isolation of Hazardous Materials

Hazard: Hazardous Materials in Transit/Radiological in Transit/Transportation Accident

- Public Awareness
- Emergency Service Measures (Preparedness and Response Planning)

Hazard: Structural Collapse

- Retrofit/Upgrade Facilities
- Improve/Upgrade/Enforce Codes and Regulations
- Preparedness and Response (Evacuation Plan)

Hazard: Utility Failure

- Public Awareness
- Structural Retrofit
- Redundant Utilities to Support Critical Facilities
- Redundant Communications

Hazard: Water Supply Contamination

- Public Awareness
- Warning System
- Structural Retrofit

- Implement Procedures for Testing/Sampling of Water Supply
- Land Use Planning and Zoning

Human Caused Hazards

Hazard: Civil Unrest

- Blast Resistant Construction
- Retrofit/Upgrade Lighting
- CCTV
- Crowd Control Planning
- Crowd Control Training (Multi Community/Agency Coordination)

Hazard: Terrorism

- Public Awareness
- Evacuation Plan
- Retrofit/Upgrade Critical Facilities
- Blast Resistant Windows
- Access Controls
- Retrofit/Upgrade Ventilation System
- Egress Improvements
- Improved Lighting
- CCTV
- Redundant Communications/Information Technology
- Redundant Utilities to Support Critical Facilities

PROCLAMATION OF LOCAL STATE OF EMERGENCY
AND
LOCAL EMERGENCY ORDER

PLEASE TAKE NOTICE that pursuant to New York Executive Law Article 2-B and Section 24 thereof, and by reason of a disaster, catastrophe or similar public emergency within the territorial limits of **TOWN OF NEWCOMB** which imperils public safety, namely _____ causing _____, a **LOCAL STATE OF EMERGENCY** is hereby proclaimed and declared to exist in the **TOWN OF NEWCOMB** effective as of _____m. on _____, 20____. This state of emergency shall continue for a period of five (5) days unless it is either sooner terminated by a declaration that the state of emergency no longer exists or the state of emergency is extended.

IT IS HEREBY ORDERED that during the period of the state of emergency and in order to protect life and property and to bring the emergency situation under control:

All departments and agencies of the Town of Newcomb shall take whatever steps are or may be necessary to protect life, property and public infrastructure, and to provide emergency assistance.

This proclamation and order signed this _____ day of _____, 20____.

Supervisor
Town of Newcomb

Background

On April 5, 2007, the Town of Newcomb conducted a hazard analysis using the automated program, *HAZNY* (Hazards New York). *HAZNY* was developed by the American Red Cross and the New York State Emergency Management Office. The results of this hazard analysis are presented in this report.

HAZNY and the Town of Newcomb

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

The Results

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

These values are categorized as follows:

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

The Group rated the 15 hazards as follows:

Hazard	Rating
UTILITY FAILURE	268
WINTER STORM (SEVERE)	250
WILDFIRE	230
SEVERE STORM	224
ICE STORM	217
EARTHQUAKE	210
EXTREME TEMPS	206
DAM FAILURE	188
EPIDEMIC	174
SEVERE STORM	169
FLOOD	168
HAZMAT (IN TRANSIT)	155
OIL SPILL	143
STRUCTURAL COLLAPSE	136
TRANS ACCIDENT	116

Hazard(s) rated as moderately high: UTILITY FAILURE, WINTER STORM (SEVERE)

UTILITY FAILURE: 268, Moderately High Hazard

- Potential Impact: Throughout a Large Region
Cascade Effects: Some Potential
Frequency: A Frequent Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: Less Than One Day
Impact:
- Serious Injury or Death Unlikely
 - Moderate Damage to Private Property
 - Moderate Structural Damage to Public Facilities

WINTER STORM (SEVERE): 250, Moderately High Hazard

- Potential Impact: Throughout a Large Region
Cascade Effects: Some Potential
Frequency: A Frequent Event
Onset: One Day Warning
Hazard Duration: Two to Three Days
Recovery Time: One to Two Weeks
Impact:
- Serious Injury or Death Unlikely
 - Little or No Damage to Private Property
 - Little or No Structural Damage to Public Facilities

Hazard(s) rated as moderately low: WILDFIRE, SEVERE STORM, ICE STORM, EARTHQUAKE, EXTREME TEMPS, DAM FAILURE, EPIDEMIC, SEVERE STORM, FLOOD

WILDFIRE: 230, Moderately Low Hazard

- Potential Impact: Throughout a Large Region
Cascade Effects: Some Potential
Frequency: An Infrequent Event
Onset: No Warning
Hazard Duration: More Than One Week
Recovery Time: One to Two Days
Impact:
- Serious Injury or Death Unlikely
 - Moderate Damage to Private Property
 - Moderate Structural Damage to Public Facilities

SEVERE STORM: 224, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	Several Hours Warning
<u>Hazard Duration:</u>	Less Than One Day
<u>Recovery Time:</u>	Three Days to One Week
<u>Impact:</u>	
	<ul style="list-style-type: none">• Serious Injury or Death Unlikely• Moderate Damage to Private Property• Moderate Structural Damage to Public Facilities

ICE STORM: 217, Moderately Low Hazard

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

EARTHQUAKE: 210, Moderately Low Hazard

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

EXTREME TEMPS: 206, Moderately Low Hazard

<u>Potential Impact:</u>	Throughout a Large Region
<u>Cascade Effects:</u>	Some Potential
<u>Frequency:</u>	A Regular Event
<u>Onset:</u>	More Than One Week Warning
<u>Hazard Duration:</u>	More Than One Week

Recovery Time: One to Two Weeks

Impact:

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

DAM FAILURE: 188, Moderately Low Hazard

Potential Impact: Several Locations

Cascade Effects: Highly Likely

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: One Day

Recovery Time: One to Two Weeks

Impact:

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

EPIDEMIC: 174, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: Several Days Warning

Hazard Duration: More Than One Week

Recovery Time: More Than Two Weeks

Impact:

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

SEVERE STORM: 169, Moderately Low Hazard

Potential Impact: Throughout a Small Region

Cascade Effects: Highly Unlikely

Frequency: A Frequent Event

Onset: More Than One Week Warning

Hazard Duration: Less Than One Day

Recovery Time: Less Than One Day

Impact:

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

FLOOD: 168, Moderately Low Hazard

Potential Impact: Several Locations
Cascade Effects: Some Potential
Frequency: An Infrequent Event
Onset: Several Hours Warning
Hazard Duration: Two to Three Days
Recovery Time: One to Two Days

Impact:

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

Hazard(s) rated as low: HAZMAT (IN TRANSIT), OIL SPILL, STRUCTURAL COLLAPSE, TRANS ACCIDENT

HAZMAT (IN TRANSIT): 155, Low Hazard

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

Impact:

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

OIL SPILL: 143, Low Hazard

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

Impact:

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

STRUCTURAL COLLAPSE: 136, Low Hazard

Potential Impact: Single Location
Cascade Effects: Some Potential

Frequency: A Rare Event
Onset: No Warning
Hazard Duration: Less Than One Day
Recovery Time: One to Two Days
Impact:

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

TRANS ACCIDENT: 116, Low Hazard

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

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

HAZARDS THAT OCCUR WITH NO WARNING*

UTILITY FAILURE
WILDFIRE
EARTHQUAKE
DAM FAILURE
HAZMAT (IN TRANSIT)
OIL SPILL
STRUCTURAL COLLAPSE
TRANS ACCIDENT

* No warning was selected from the Onset Tab.

HAZARDS THAT OCCUR MOST OFTEN*

UTILITY FAILURE
WINTER STORM (SEVERE)
SEVERE STORM

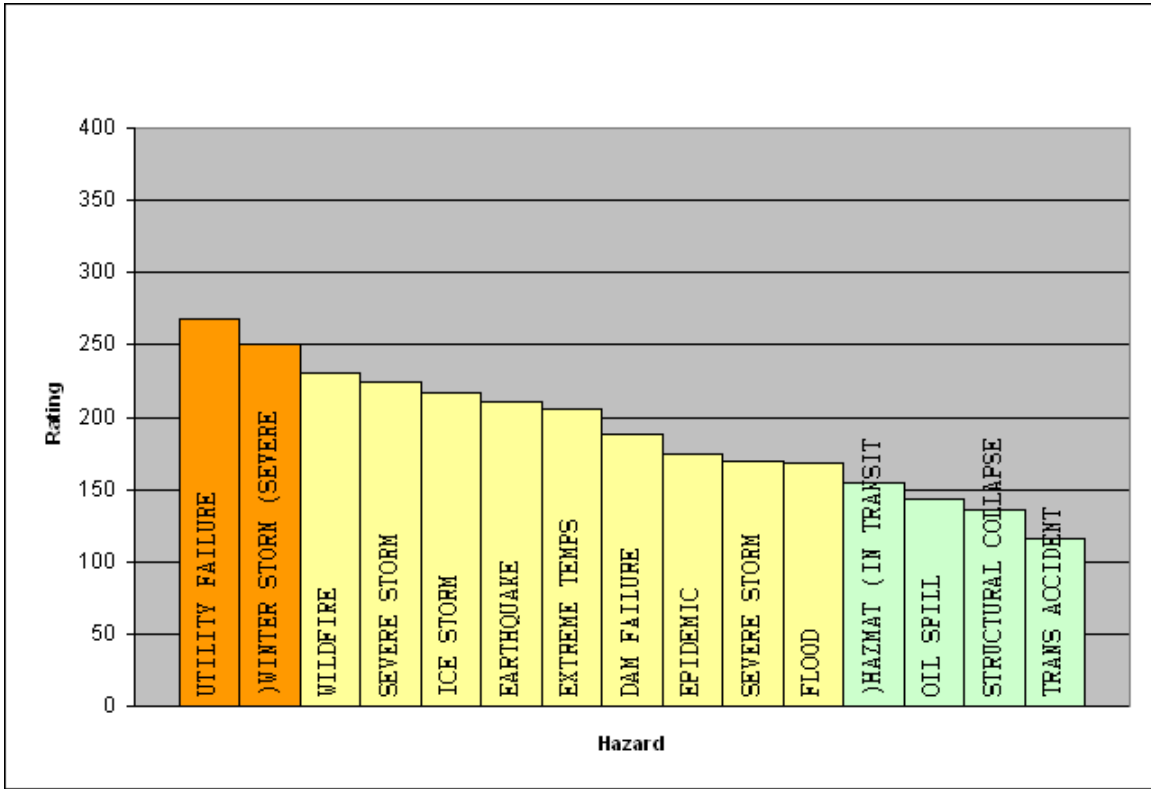
*A frequent event was selected on frequency Tab.

HAZARDS THAT PRESENT THE GREATEST THREAT TO LIFE*

EPIDEMIC

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

Figure 1.
Chart of Hazards vs. Ratings



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

GLOSSARY OF TERMS

AC	AREA COMMAND
ARC	AMERICAN RED CROSS
CAP	CIVIL AIR PATROL
CEMP	COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
CEO	CHIEF EXECUTIVE OFFICER
CP	COMMAND POST
DAR	DAMAGE ASSESSMENT REPORT
DSR	DAMAGE SURVEY REPORT
EAS	EMERGENCY ALERT SYSTEM
EOC	EMERGENCY OPERATING CENTER
ECOES	ESSEX COUNTY OFFICE OF EMERGENCY SERVICES
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FHA	FARMERS' HOME ADMINISTRATION
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
HAZNY	HAZARDS – NEW YORK
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
JNC	JOINT NEWS CENTER
MCP	MOBILE COMMAND POST
NIMS	NAT'L INTERAGENCY INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION
NWS	NATIONAL WEATHER SERVICE
NYS DPC	NEW YORK STATE DISASTER PREPAREDNESS COMMISSION
NYSEMO	NEW YORK STATE EMERGENCY MANAGEMENT OFFICE
PDA	PRELIMINARY DAMAGE ASSESSMENT
PIO	PUBLIC INFORMATION OFFICER
PW	PROJECT WORKSHEET (formerly known as DSR)
RACES	RADIO AMATEUR CIVILIANS EMERGENCY SERVICES
SBA	SMALL BUSINESS ADMINISTRATION
SEQRA	STATE ENVIRONMENTAL QUALITY REVIEW ACT