



**TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**

**COMPREHENSIVE  
EMERGENCY  
MANAGEMENT  
PLAN**



**June 2020**

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# **TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

## **EXECUTIVE SUMMARY**

### **Introduction**

This plan results from the recognition on the part of the Town of New Windsor 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 process recommended by the New York State Emergency Management Office. This plan constitutes an integral part of an 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 that could affect the Town and an assessment of the capabilities existing in the Town 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 three sections to deal separately with each part of this ongoing process.

### **Management Responsibilities**

Town departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present Town capability and existing organizational responsibilities. The Town of New Windsor Emergency Management Coordinator (Chief of Police) is designated to coordinate all emergency management activities of the Town.

New Windsor intends to 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.

Town responsibilities are closely related to the responsibility of the local levels of government within the Town to manage all phases of an emergency. Orange County has the responsibility to assist the Town in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is may 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 may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

### **Positions of Authority**

Town of New Windsor Deputy Supervisor  
Town of New Windsor Emergency Coordinator  
Town of New Windsor Public Information Officer  
Town of New Windsor Emergency Planning Committee  
Town of New Windsor Hazard Mitigation Coordinator  
Town of New Windsor Safety Officer

### **Conclusion**

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

# TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section I

### GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

#### A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in Loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town of New Windsor
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 New Windsor 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 Town of New Windsor.

6. Response

- a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
  - Detecting, monitoring, and assessment of the hazard
  - Alerting and warning of endangered populations
  - Protective actions for the public
  - Allocating/distributing of equipment/resources
- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county as appropriate.
- d) If a municipality is unable to adequately respond, County response operations may be requested.

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 New Windsor:
- 2. The objectives of the Plan are:
  - a) To identify, assess, and prioritize local and regional vulnerabilities to emergencies and 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 Town's capability to manage hazards,
- c) To provide that the Town 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, and
- 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. Town Charter
- 4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. **Concept of Operations**

- 1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive (Town Supervisor).
- 2. Local governments and the emergency service organizations play an essential role as the first line of defense.
- 3. Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.

4. The local Chief Executive (Town Supervisor) 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 may obtain assistance from other political subdivisions and the Town government.
6. The Town Supervisor, as Chief Executive, may coordinate responses for requests for assistance for the local government.
7. The Town Supervisor has the authority to direct and coordinate Town disaster operations.
8. The Supervisor may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of the Town of New Windsor.
9. The Town Supervisor has assigned to the New Windsor Police Department the responsibility to coordinate town emergency management activities.
10. The Town of New Windsor will utilize the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The Town of New Windsor recommends and encourages all emergency response agencies in New Windsor to utilize ICS.
11. A request for assistance to the State will be submitted through the Orange County Division of Emergency Management located in Goshen and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. **Plan Maintenance and Updating**

1. The Town's Emergency Management Coordinator (Chief of Police) is responsible for maintaining and updating this Plan.
2. All Town departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Management Coordinator by February 1st of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by March 1<sup>st</sup> of each year.

**TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY  
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**Section II**

**RISK REDUCTION**

**A. Designation of Town Hazard Mitigation Coordinator**

1. The Town Engineer is responsible for coordinating the town's efforts in reducing hazards in New Windsor
2. All Town agencies will participate in risk reduction activities with the Town Hazard Mitigation Coordinator (Town Engineer).

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

1. The Town Emergency Planning Committee will be comprised of:
  - a) Town Supervisor
  - b) Town Emergency Management Coordinator
  - c) Comptroller
  - d) Water and Sewer Supervisor
  - e) Town Highway Superintendent
  - f) Town Police Chief
  - g) Town GIS Coordinator
  - h) Town Building Inspector
  - i) Town Attorney
  - j) Town Engineer
  - k) Town Safety Officer
2. The Town Emergency Planning Committee, in conjunction with all the necessary Town Departments will:
  - a) identify potential hazards in the Town.
  - b) determine the probable impact each of those hazards could have on the residents, and
  - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.
3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program *HAZNY*, provided by the State Emergency Management Office.

5. This hazard analysis:
  - a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards,
  - b) establishes 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,
  - e) is to be reviewed and updated every three years.
6. The rating and ranking results of the hazard analysis are found in Attachment 1.
7. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Town of New Windsor Town Clerks Office.

C. **Risk Reduction Policies, Programs and Reports**

1. 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:
    - development of plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the Town,
    - promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, and flood plain regulations,
    - encourage and participate in municipal stream channel maintenance programs.
2. The Town of New Windsor Planning Board is responsible for land use Management of town owned land and the review of land use management actions throughout the Town. In all of the below activities, the Town Planning Board will take into account the significant hazards in the Town of New Windsor.

- Authorizing land use management programs in the town.
  - advising and assisting town governments in the developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
  - participation in SEQRA review of proposed projects in the Town
3. The Town of New Windsor Emergency Planning Committee will meet tri-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
  4. For each hazard reduction action identified, the following information is to included by the Planning Committee:
    - 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 estimated monetary value of each benefit, and
    - e) an estimate of the level of community support for the action.
  5. This information will be consolidated into a Risk Reduction Report.
  6. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
  7. The Risk Reduction report will be presented to the Town Supervisor, and the Town Board for review, and approval, bi-annually beginning December, 2016.
  8. The Final version of the Risk Reduction Report will then be presented to the entire Town Board for ratification and funding.

D. **Emergency Response Capability Assessment**

1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
2. The Emergency Planning Committee 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:

- the likely time of onset of the hazard
  - the impacted communities' preparedness levels
  - the existence of effective warning systems
  - the communities' means to respond to anticipated casualties and damage
3. To assist the Planning Committee in its assessment, the Town Emergency Coordinator will schedule table-top exercises based upon specific hazards and hazard areas identified by the Committee.
  4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Town Supervisor.

**E. Training of Emergency Personnel**

1. The Town of New Windsor Emergency Management Coordinator, in coordination with the Orange County Division of Emergency Management, has the responsibility to:
  - a) arrange and provide, with the assistance of the New York State Emergency Management Office, the conduct of training programs for town emergency response personnel;
  - b) encourage and support training for town emergency personnel;
  - c) such training programs will:
    - include information on the characteristics of hazards and their consequences and the implementation of emergency response, actions including protective measures, notification procedures, and available resources,
    - include Incident Command System (ICS) training, focusing on individual roles,
    - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types, be provided in crisis situations, that requires additional specialized training and refresher training.
  - d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the

Town's Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment;

- 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 and other emergency medical services, should be trained by these services in accordance with established procedures and standards.

**F. Public Education and Awareness**

1. The **Town's Public Information Officer** (Town Supervisor) in cooperation with the Town Emergency Management Coordinator (Chief of Police), is responsible for working with the Orange County Division of Emergency Management to:
  - a) provide education on hazards to residents in the Town,
  - b) making the public aware of existing hazards in their communities,
  - c) familiarizing the public with the kind of protective measures the Town 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.
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by the Orange County Division of Emergency Management, as appropriate, will be made available for use in the program.

**G. Monitoring of Identified Hazard Areas**

1. The Town Engineer will develop, with the necessary assistance of other town departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
2. As a hazardous situation emerges, this information is to be immediately provided to the Town Emergency Management Coordinator or the Town of New Windsor Police Communications Center, as appropriate, and disseminated per protocol.
3. When appropriate, monitoring stations may be established at 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, monitoring rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, dam conditions, and the National Weather Service's Skywarn program.
5. All town hazard monitoring activity will be coordinated with, and made use of by the Town Of New Windsor, local, State and Federal Municipalities and Administrative Agencies, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate

## ATTACHMENT I

### **HAZARD ANALYSIS RESULTS FOR THE TOWN OF NEW WINDSOR using HAZNY as provided by the State Emergency Management Office 2009**

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
Water Supply Contamination	272	Moderately High Hazard
Flood	249	Moderately High Hazard
Fire	240	Moderately Low Hazard
Civil Unrest	238	Moderately Low Hazard
Infestation	224	Moderately Low Hazard
Extreme Temps	218	Moderately Low Hazard
Severe Storm	218	Moderately Low Hazard
Utility Failure	216	Moderately Low Hazard
Oil Spill	214	Moderately Low Hazard
Winter Storm (Severe)	204	Moderately Low Hazard
Ice Storm	195	Moderately Low Hazard
Air Contamination	187	Moderately Low Hazard
Explosion	183	Moderately Low Hazard
Hazmat (Fixed Site)	172	Moderately Low Hazard
Hazmat (In Transit)	170	Moderately Low Hazard
Hurricane	168	Moderately Low Hazard
Ice Jam	166	Moderately Low Hazard
Landslide	166	Moderately Low Hazard
Drought	164	Moderately Low Hazard
Structural Collapse	158	Low Hazard
Blight	152	Low Hazard
Fuel Shortage	152	Low Hazard
Tornado	147	Low Hazard
Radiological (In Transit)	143	Low Hazard
Wildfire	143	Low Hazard
Earthquake	136	Low Hazard
Trans Accident	132	Low Hazard
Terrorism	130	Low Hazard
Epidemic	111	Low Hazard
Avalanche	107	Low Hazard
Food Shortage	75	Low Hazard
Mine Collapse	44	Low Hazard
Tsunami	44	Low Hazard

**TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY  
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**Section III**

**RESPONSE**

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

**A. Town Supervisor Responsibilities, Powers and Succession**

1. The Town Supervisor is ultimately responsible for Town emergency response activities and:
  - a) may assume personal oversight of the Town 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 Town owned resources and facilities for disaster response,
  - c) may declare a local state of emergency in consultation with the Town Emergency Management Coordinator and the Town Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations, as allowable or regulated by law (see Appendix 3),
  - d) may request assistance from other towns and the county when it appears that the incident will escalate beyond the capability of Town resources,
  - e) may provide assistance to other municipalities or government entities,
2. In the event the Town Supervisor is unavailable, the following line of command and succession has been established by Town Law to ensure continuity of government and the direction of emergency operations:
  - a) The Deputy Supervisor will assume the responsibilities of the Town Supervisor until the Town Supervisor is available.

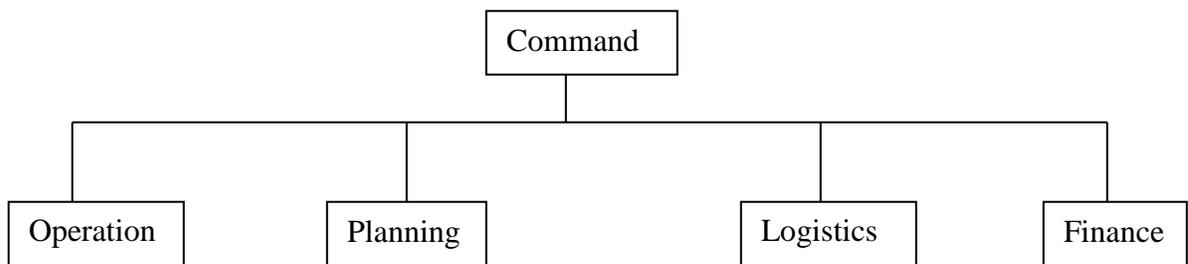
**B. The Role of the Emergency Management Coordinator**

1. The Emergency Management Coordinator, coordinates Town emergency response activities for the Town Supervisor and recommends to the Town Supervisor to declare a local state of emergency base on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.
2. The Emergency Management Coordinator:
  - a) activates the Town response organization and initiates Town response activities,
  - b) notifies and briefs Town departments, agencies and other organizations involved in an emergency response,
  - c) maintains and manages the Emergency Operations Center
  - d) facilitates coordination between the Town and:
    - the Incident Commander,
    - local governments outside the Town,
    - the County of Orange,
    - the State of New York,
    - private emergency support organizations.

**C. The Town Emergency Response Organization**

1. The Incident Command System (ICS)
  - a) The Town of New Windsor endorses the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), 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, NIIMS, EOC Position Description.

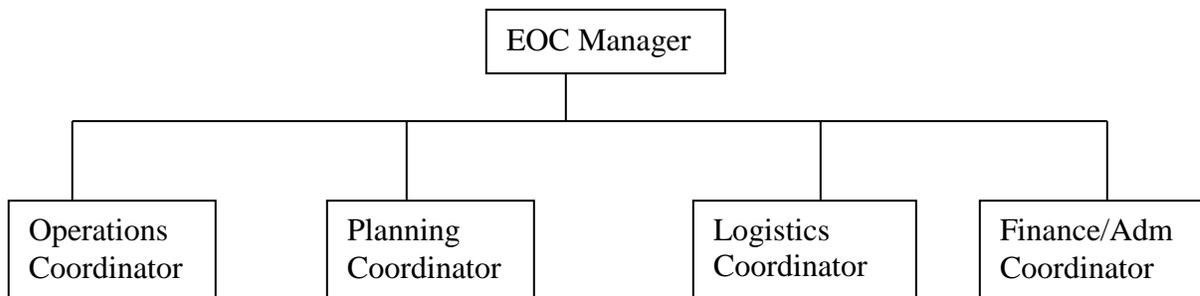
- b) ICS is organized by functions. There are five functions:
- Command
  - Operations
  - Planning
  - Logistics
  - Finance
- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization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



- g) During an emergency, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Town Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All Town response personnel not

assigned to the on-scene ICS will be coordinated by or through the Town Emergency Management Coordinator.

- h) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident commander may be assigned by the responsible jurisdiction.
- 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. A Town official could be designated as an Incident Manager and numerous Town response personnel assigned to the Area ICS.
- j) Town 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, Town response personnel 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 ICS functional assignments by agency.

2. Agency Responsibilities

- a) See table 1 for sample ICS functional assignments by Department

**II. Managing Emergency Response**

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

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

**TABLE 1 – ICS Function and Response Activities by Agency**

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Supervisor	Command (Agency Administrator)	Command of Town Response Forces; Declaration of State of emergency; Promulgation of Emergency Orders;
	Public Information	Emergency Public Information
New Windsor Police	Operations	Communications, Warning, Law Enforcement, Shelter and EOC security, Traffic control, scene security
	Planning	Collect, evaluate, disseminate using information about the incident and status of resources. Information needed to: 1. Understand the current situation. 2. Predict probable course of incident events. 3. Prepare alternative strategies for the incident.
Emergency Management Coordinator	Operations	Coordination of response personnel
	Liaison (EOC Manager)	Activation of the EOC, EOC Management, Liaison and Coordination with other Governments and organizations
Safety Coordinator	Safety	Town worker protection,
Highway	Operations	Debris removal and disposal; Barricades, cones, sandbags Damage assessment
Water and Sewer	Operations	Debris Management, Damage assessment, Sewage control
Building Inspector	Operations	Safety inspections of structures, Damage assessment

<b><u>AGENCY</u></b>	<b><u>ICS FUNCTION</u></b>	<b><u>RESPONSE ACTIVITIES</u></b>
Recreation	Operations	Human needs assessment, shelter management and staffing, temporary Housing and Shelter; Emergency Feeding and Clothing
Comptroller	Planning	Situation Assessment and Documentation Advance Planning
Recreation	Operations	Transportation of Residents/ Emergency Workers
Comptroller	Logistics	Purchasing; Supply and Procurement
Information Technology	Planning	Maintain computer network, provide maps, track damage assessment, provide situation Awareness
Communication	Operations	Restore communication and Maintain liaison to Orange County Emergency Communications

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2. The Town EOC will be used to support Incident Command Post activities and to coordinate Town resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
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, the County Communications Unit may be used.
5. The Town EOC is located at the Town Police Headquarters, 555 Union Avenue, New Windsor, NY 12553.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Orange County Division of Emergency Management located at 22 Wells Farm Road, Goshen, NY 10924, or at another location designated at that time.
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 EOC Manager.
9. Though organized by ICS function, each agencies' 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 Management Coordinator is responsible for managing the 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 12-1/2 hour shifts will be utilized. (The additional 1/2 hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the EOC Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Management Coordinator and updated immediately as changes occur, but no less than annually.

13. Work areas will be assigned to each agency represented at the EOC.
14. Internal Security at the EOC during an emergency will be provided by the Town Police Department, and will require;
  - 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 display their I.D. card at all times while in the EOC or Police Station, and
  - c) any temporary passes that were issued under the direction of the Operations Sector will be returned to the security desk when departing from the premises.
15. EOC space should be maintained in an emergency operating mode by the Police Department at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences, hosted by the Police Department.
16. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
17. The Emergency Manager maintains a Standard Operating Guide for activating, staffing and managing the EOC. This SOG can be found as Appendix 2 of this plan.

**B. Notification and Activation**

1. As described in detail in Appendix 1, upon initial notification of an emergency to the Town of New Windsor Communications Center (NWPDCC), the (NWPDCC) will immediately alert the appropriate Town official(s). This initial notification sets into motion the activation of Town emergency response personnel.
2. Each emergency is to be classified into one of three Town Response Levels according to the scope and magnitude of the incident.
  - a. Response Level 0: Non-emergency situation, facility readiness status maintained through planning session, training, drills and exercises.
  - b. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

- c. Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one geographic area/hamlet or involving small population.
  - d. Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple geographic areas/hamlets.
3. Emergency response personnel will be activated according to the Response Level classification:
- a. For Response Level 1, only the staff of the Emergency Management Office are notified and activated as appropriate.
  - b. For Response Level 2, level one staff is activated and augmented by select members of the Town response organization as determined by the Incident Commander.
  - c. For Response Level 3, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of Town response personnel to other locations including the emergency scene will be made through the EOC.

See Appendix 2 for further details.

**C. Assessment and Evaluation**

- 1. The Command Staff, based upon information provided by EOC Section Chiefs will, as appropriate, in coordination with the on-scene Incident Commander:
  - a) develop an action plan 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 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 county government.
3. This power is realized **only** through the promulgation of **local emergency orders**. For example, emergency orders can be issued for actions such as:
  - establishing curfews
  - restrictions on travel
  - evacuation of facilities and areas
  - closing of places of amusement or assembly
4. **Appendix 3** describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. Whenever a State of Emergency is declared in the Town of New Windsor or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
6. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. **Public Warning and Emergency Information**

1. In order to implement public protective actions, there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in the subsections below require strict coordination with the Town EOC (Chief of Police).
  - a) **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 of Rockland Officials.

- b) **NOAA Weather Radio (NWR)** – is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Long Island. 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 of Rockland Officials.
  - c) **Twitter- ‘NewWindsorNY’** Through the use of Town of New Windsor Twitter account emergency information can be distributed.
  - d) **Mobile Text Alerts**– Through the use e-mail, cell phones, and media outlets to those that have signed up. Emergency Information can be distributed.
  - e) **Emergency Service Vehicles** - with siren and public address capabilities – Many police and fire vehicles in the Town are equipped with siren and public address capabilities. These vehicles may be available, 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.
  - f) **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. Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.

5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups once the EOC has been activated.
6. The Public Information Officer (Town Supervisor) will be the only person to respond to media inquiries. The Public Information Officer, in coordination with the on scene Incident Commander will;
  - 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 media tours of emergency sites.
  - h) All media release prior to distribution will be approved by the Incident Commander
7. The JIC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

F. **Emergency Medical and Public Health**

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an Emergency

Medical/Public Health Group to ensure that health and medical problems are being addressed; this group will coordinate with Orange County Department of Health.

G. **Meeting Human Needs**

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of the Town 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. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the County Division of Emergency Management on human needs issues.

H. **Restoring Public Services**

1. The Operations and Planning sections are responsible for ascertaining the Emergency's effect on the infrastructure and the resultant impact on public services, 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. Central Hudson will provide a representative to the Town of New Windsor Emergency Operations Center to facilitate communications and information flow between the utility and the Operations section.
4. During response operations relating to debris clearance and disposal, Town of New Windsor should act in cognizance of and in cooperation with the Orange County Solid Waste Authority.

I. **Resource Management**

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

during an emergency and may be utilized as necessary.

4. Resources owned by other municipalities in and outside the Town of New Windsor can be utilized upon agreement between the requesting and offering government.
5. Resources owned privately cannot be commandeered or confiscated by government in 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, which may be accepted by the Town for use during an emergency.

J. **Standard Operating Guides and Other Supporting Plans**

1. Each Town agency\Department assigned responsibility under this Response portion of the plan is required to have its own Standard Operating Guides (SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
2. Each agency SOG is to be reviewed and updated annually. Copies of each SOG are retained by the Town Emergency Management Coordinator. Updates and notification of review are to be sent to the Emergency Management Coordinator by April 1<sup>st</sup>.

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**TOWN OF NEW WINDSOR COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**

**Section IV**

**RECOVERY**

**A. DAMAGE ASSESSMENT**

1. The Town Supervisors Designated Appointment is responsible for:
  - a) Developing a damage assessment program;
  - b) Coordinating damage assessment activities in the Town during and following an emergency;
  - c) Organizing and forming damage assessment teams;
  - d) Designate a damage assessment officer for each emergency.
  
2. All Town Departments and Agencies will cooperate fully with the Towns designated Damage Assessment Appointee in damage assessment activities including:
  - (a) Pre-emergency:
    - Identifying 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 annual training.
  
  - (b) Emergency:
    - Obtaining and maintaining documents, maps, photos and video tapes of damage
    - Reviewing procedures and forms for reporting damage to higher levels of government
    - Determining if State assistance is required in the damage assessment process

- (c) Post Emergency
  - Advise Town departments 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, and
  - Completing damage assessment survey reports and maintaining records of the reports.
- 4. 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, or stock purchased,
  - e) contracted services for emergency response, and
  - f) submitting damage assessment reports to the Orange County Division of Emergency Management.
- 5. Damage assessment will be conducted by Town government employees, such as Water and Sewer Department, Building Department, Fire Inspectors, and the Highway Department. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the effort.
- 6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure) and individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
- 7. Damage assessment information will be reported to the Damage Assessment Officer at the EOC.
- 8. Personnel from Town 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 Town Supervisors Designated Appointee, will prepare a Damage Assessment Report which will contain information on;

- Destroyed property, and /or
- Property sustaining major damage
- Property sustaining minor damage, for the following categories, that includes but is not limited to,
  - a) damage to private property in dollar loss to the extent not covered by insurance:
    - Homes
    - Businesses
    - Industries
    - Utilities
    - 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

SEMO's damage assessment guidance, with appropriate forms, is available from the Orange County Division of Emergency Management.

11. The Town Supervisor, through the Emergency Management Coordinator, will submit the Damage Assessment Report to the Orange County Division of Emergency management. It is required for establishing the eligibility for any State and/or Federal assistance.

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

12. Unless otherwise designated by the Town Supervisor, the Comptroller will service as the Town's authorized agent in disaster assistance applications to State and Federal government.

13. The Town's authorized agent will:

- a) Attend public assistance applicant briefing conducted by Federal and State,
- b) Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants,
- c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes,
- d) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance,
- e) Assign local representative(s) who will accompany the Federal/State Survey Team(s),
- f) Follow up with governor's authorized representative (GAR) and FEMA,
- g) Submit Proof of Insurance, if required,
- h) Prepare and submit project listing if small project grant,
- i) Follow eligibility regarding categorical or flexibly funded grant,
- j) Maintain accurate and adequate documentation for costs on each project,
- k) Observe FEMA time limits for project completion,
- l) Request final inspection of completed work or provide appropriate certificates,
- m) Prepare and submit final claim for reimbursement,
- n) Assist in the required state audit,
- o) Consult with governor's authorized representative (GAR) for assistance,
- p) Maintain summary of damage suffered and recovery actions taken.

**B. PLANNING FOR RECOVERY**

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive plan prepared under the direction of the Towns local planning board with technical assistance provided by the Orange County Planning Department, if required.
3. The Comprehensive plan is officially adopted by the Town Board as the official policy for development of the community.

4. The Town government will decide 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.
5. A recovery task force will:
  - a) Direct the recovery with the assistance of Town Departments and agencies and
  - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary.
6. The recovery and redevelopment plan shall include:
  - a) Replacement, reconstruction, removal, relocation of damaged/destroyed, infrastructure, building,
  - b) Establishment of priorities for emergency repairs to facilities, buildings and
  - c) Economic recovery and community development
  - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the Governor declares a state disaster emergency, then under Article 2-B, Section 28-a (Post Disaster Recovery planning) 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 SEMO, 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.

**C. RECONSTRUCTION**

1. Reconstruction consists of two phases:
  - a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards;
  - b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
2. Long term reconstruction and recovery includes activities such as:
  - a) Scheduling planning for redevelopment,
  - b) Analyzing existing State and Federal programs to determine how they may be of assistance in 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 the Orange County Division of Emergency Management.
3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

**D. PUBLIC INFORMATION ON RECOVERY ASSISTANCE**

1. Public Information Officers (PIO), as appointed by the Town Supervisor 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) What agencies or organizations are available for 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 to take to apply for assistance,
  - 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 Public Information Officers (PIOs) as appropriate and furnished to the media for reporting to public.

## **Appendix 1**

### **TOWN OF NEW WINDSOR Emergency Operations Center ICS Procedures**

#### **NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) INCIDENT COMMAND SYSTEM POSITION DESCRIPTION**

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: AGENCY REPRESENTATIVES**

**POSITION DESCRIPTION:** In many multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency representatives report to the Liaison Officer, or to the EOC Manager in the absence of a Liaison Officer.

**RESPONSIBILITIES:**

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Manager.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Clarify any issues regarding position authority and assignment and what others in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Establish contact and determine status of collateral EOCs. Determine status of any requests for missions/assistance.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: EOC MANAGER**

**POSITION DESCRIPTION:** The EOC Manager's responsibility is the overall management of the Town. On most incidents, the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

**RESPONSIBILITIES:**

- Assess the situation and/or obtain a briefing from the current Incident Commander or EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with the Town Supervisor's Office, the Office of Fire and Emergency Services, SEMO and FEMA, update the Town Supervisor as needed or required.
- Approve requests for additional resources or for the release of resources.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd:**

- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

**ATTACHMENTS:**

1. Copy of Notification Procedure
2. Checklist for Emergency Preparedness
3. SOP for Transfer of Command

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: FINANCE/ADMINISTRATION SECTION CHIEF**

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

**RESPONSIBILITIES:**

- Check in upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with Incident Commander or EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Chiefs. Determine financial and administrative support needs. Review procedures for ongoing support from section. Establish purchasing limits for Logistics Section.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Based on the situation as known or forecast, determine likely future Finance/ Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**OPERATIONAL DUTIES**

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating policy and procedure for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/ Administration matters.
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**OPERATIONAL DUTIES contd.:**

- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief the Incident Commander or the EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.

**DEMOBILIZATION**

- Provide financial input to demobilization planning.
- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

- Be prepared to provide input to the After Action Report.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**ATTACHMENTS:**

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

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: LOGISTICS SECTION CHIEF**

**POSITION DESCRIPTION:** The Logistics Section Chief is responsible for providing all support needs to the incident. Support needs includes; facilities, services, personnel, equipment and supplies. The Logistics Section Coordinator participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

**RESPONSIBILITIES:**

- Check in upon arrival at the EOC.
- Report to the Incident Commander or the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
  - Determine if other section staff are at the EOC. Meet with Communications Unit Leader.
    - Obtain briefing on on-site and external communications capabilities and restrictions.
    - Establish operating procedure with Communications unit for use of telephone and radio systems.
    - Make any priorities or special requests known.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- 
- Attempt to determine estimated times of arrival of requested staff who are not yet on site
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

- Provide logistical input to the Incident Commander or Planning Section Chief in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Develop the Incident Traffic Plan.
- Develop the Incident Medical Plan.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

**ATTACHMENTS:**

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

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: OPERATIONS SECTION CHIEF**

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

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

**RESPONSIBILITIES:**

- Check in upon arrival at the EOC.
- Report to the Incident Commander or EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issue you may have regarding your authority and assignment, and what others in the organization do.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Open and maintain section logs.
- Meet with the Planning Section Chief. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section. Develop tactics for carrying out all responsibilities.
- Make a list of key issues currently facing your section. Clearly establish with assembles personnel action items to be accomplished within the current operational period.
- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Manager of section status.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**OPERATIONAL DUTIES:**

- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that the information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
  - Notification of any emergency expenditures
  - Time sheets
- Brief EOC Manager on major problem areas that now need or will require solutions.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**OPERATIONAL DUTIES contd.:**

- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).
- Assists in development of the tactical portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations Section.
  - Maintain close contact with subordinate positions.
  - Ensure safe tactical operations.

**DEMOBILIZATION**

- Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open groups are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the section and close out logs when authorized by the EOC Manager.
- Ensure that the Incident Commander knows about any open actions area assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Manage tactical operations.
  - Interact with next lower level of section (Branch, Division/Group) to develop the operations port of the Incident Action Plan.
  - Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**DEMOBILIZATION contd.:**

- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

**ATTACHMENTS**

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

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: PLANNING SECTION CHIEF**

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

**RESPONSIBILITIES:**

- Check in upon arrival at the EOC.
- Report to the Incident Commander.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC or Command Post.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Collect from all available sources information about the incident.
- Supervise preparation of the Incident Action Plan.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Facilitate the formulation of the next Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the Incident Commanders objectives.
- Request input from the Incident Commander and Operations Section Chief for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Ensure that information concerning special environmental needs is included in the Incident Action Plan.
- Assemble information on alternative strategies based on projections.
- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- Advise Command Staff of any significant changes in incident status.

**TOWN OF NEW WINDSOR EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ECS PROCEDURES**

**RESPONSIBILITIES cont'd.:**

- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident Demobilization Plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff.

**Appendix 2**  
**STANDARD OPERATING GUIDE**  
**FOR**  
**TOWN OF NEW WINDSOR**  
**EMERGENCY OPERATIONS CENTER**  
**(EOC)**

**A. INTRODUCTION**

1. This Guide is a supplement to the Town of New Windsor Comprehensive Emergency Management Plan, Part III – Response II – Managing Emergency Response
2. The Town of New Windsor Emergency Operations Center (EOC), located at 555 Union Ave., New Windsor, NY 12553, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the Town in support of on-scene operations.
3. The New Windsor Police Department is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

**B. READINESS**

1. The Emergency Management Coordinator maintains (at the EOC):
  - a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the EOC computer system).
  - b) A current chart and/or checklist of response activities required during emergencies.
  - c) Current maps and data, including a Town map depicting municipal boundaries, main roads and waterways, depicting all public roads, population and special facility data.
  - d) Current copies of agencies' response plans/procedures.
  - e) A situation display board for recording and reporting during the progress of an emergency.
  - f) A “daily activities” log (both in hard copy and in the EOC computer system).

- g) A current resource inventory (both in hard copy and in the EOC computer system).
- h) EOC space is to be maintained in an emergency operations mode by the Police Department at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences, as hosted by the Police Department.

**C. ACTIVATION**

1. Each emergency in the Town of New Windsor should be classified into one of three Response Levels, according to the scope and magnitude of the situation:

Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.

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.

2. Initial notification of an emergency is usually received at the Town of New Windsor Police Communications Center where the information is recorded.

3. Upon initial notification of an emergency (or a potential emergency), the Incident Commander will immediately, based upon all available information, assign a Response Level for the purposes of activating the appropriate town personnel as described below:

- a. For Response Level 1, only the staff of the Town Emergency Management Office are notified and activated as appropriate.

- b. For Response Level 2, level one staff is activated and augmented by select members of the Town response organization as determined by the Emergency Management Coordinator.

- c. For Response Level 3 classification full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of Town response

personnel to other locations including the emergency scene will be made through the EOC.

4. Initial notification of an emergency to a Town office other than the Town Police Communication Center requires the recipient to notify the Town Police Communications Center at 565-7000.
5. Notify the Emergency Management Coordinator or a designee to respond to the situation.
6. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
7. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

**D. STAFFING**

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
2. For a Level 3 emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. For Level 3 activation, 24-hour continuous day EOC operations will likely be necessary until the situation de-escalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12-1/2 hour shifts (as determined by the EOC Manager).
5. Upon the initiation of the 12-1/2 hour shifts by the EOC Manager, each agency will update its shift rosters to the Operations Officer.
6. For lesser emergencies (Levels 1 and 2), where there is no need for a major Town response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Management Coordinator, under the authority of the Town Supervisor, will normally be responsible for all ICS functions and may utilize distinct ICS functional components as needed.

**E. SITUATION REPORTING**

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:
  - a) Provide a uniform reporting format for all situation reporting to ensure that the information reported is precise, concise, and clear.
  - b) After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
  - c) Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - d) Periodically request situation reports from each agency represented at the EOC.
  - e) Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - f) In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - Date and time of emergency,
    - Type, response level, and location,
    - Specific area affected (including number of people),
    - Number of injured (estimated),
    - Number of dead (estimated),
    - Extent of damage (estimated),
    - Damage or loss of municipal response equipment,
    - Roads closed,
    - States of emergency declared,
    - Emergency order issued,
    - Mutual aid called upon,
    - Major actions taken.
  - g) Provide the report to the EOC Manager, who reports to the Town Supervisor, Chief of Police Chief and Orange County Division of Emergency Management.
  - h) Based upon the report, conduct regular briefings to the Command and Operations Section.
  - i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Police Chief, Town Supervisor and the Orange County Division of Emergency Management.
  - j) Maintain an event log to include all pertinent disaster-related information.

**F. SECURITY**

1. Internal security at the EOC will be provided by the New Windsor Police Department during a Level 2 and 3 emergencies; during a Level 1 emergency, any security requirements will be provided as deemed necessary.
2. All persons entering and exiting the EOC will be required to check in at the security desk.
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. Anyone seen in the EOC without a visible pass will be approached by Police Department personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.

### Appendix 3

#### 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 1.A. (2) of this plan, can declare a local State of Emergency for all of, or anywhere in the Town of New Windsor. Each Town Supervisor and Village Mayor can declare States of Emergency within their jurisdiction.
2. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the Town 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 Town Clerk's Office.

**B. SAMPLE DECLARATION OF A LOCAL STATE OF EMERGENCY**

A State of Emergency is hereby declared in \_\_\_\_\_ effective at  
(area within the Town of New Windsor or entire Town)

\_\_\_\_\_ on \_\_\_\_\_.  
(time) (date)

This State of Emergency has been declared due to \_\_\_\_\_  
(description of situation)

\_\_\_\_\_.

This situation threatens the public safety.

This State of Emergency will remain in effect until rescinded by a subsequent order.

As the Town Supervisor, the Town of New Windsor, I, \_\_\_\_\_,  
(name of Town Supervisor)

exercise the authority given me under Section 24 of the New York State Executive Law, to  
preserve the public safety and hereby render all required and available assistance

vital to the security, well-being, and health of the citizens of this Town. I hereby direct all

Departments and agencies of the Town of New Windsor to take whatever steps necessary to

protect life and property, public infrastructure, and provide such emergency assistance

deemed necessary.

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

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

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

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

## C. QUESTIONS AND ANSWERS ON DECLARING A STATE OF EMERGENCY

### 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 at the Office of the County Clerk.

8. *Do I have to extend the declaration of State of Emergency after five 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 times.

*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 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 rescision 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 rescision be filed?*

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

**D. INSTRUCTIONS FOR ISSUING LOCAL EMERGENCY ORDERS**

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to Section 24 of the State Executive Law (see Section A. above).
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor or a person acting for the Town Supervisor pursuant to Section I.A.(2) of this plan. Each Village Mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same Supervisor.
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 rescision by the Town Supervisor. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the \_\_\_\_\_.
9. Local Emergency Orders must be refilled if they are extended.

**E. SAMPLE LOCAL EMERGENCY ORDER**

Local Emergency Order Evacuating Vulnerable Areas:

I, \_\_\_\_\_, the Town Supervisor of the Town of New Windsor, in accordance with a declaration of a State of Emergency issued on \_\_\_\_\_, 20\_\_, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. \_\_\_\_\_

Zone 2. \_\_\_\_\_

This evacuation is necessary to protect the public from \_\_\_\_\_.

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

Failure to obey this order is a criminal offense.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
(date) (month)

at \_\_\_\_\_ o'clock, in \_\_\_\_\_, New York  
(time) (municipality)

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

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

## **F. 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 five 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 five days each during the local State of Emergency. Each extension must be refiled.

### *7. Must the media be informed?*

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

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

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