

PURPOSE

The purpose of this plan is to develop a comprehensive emergency management program that seeks to mitigate the effects of a hazard, to prepare for measures to be taken that will preserve life and minimize damage, to respond during emergencies and provide necessary assistance and to establish a recovery system in order to return the community to its normal state of affairs.

This plan attempts to define in a straight forward manner who does what, when, where and how; in order to mitigate, prepare for, respond to and recover from the effects of a natural disaster, war, technological accidents and other major incidents.

SITUATION AND ASSUMPTIONS

SITUATION

The Town of New Windsor is exposed to many hazards, all of which have the potential for disrupting the community causing damage and creating casualties. Possible natural hazards including hurricanes, floods, tornadoes, forest and brush fires and even earthquakes. There is also the threat of a war related incident, such as nuclear, biochemical or conventional attack. Other disaster situations could develop from a hazardous materials incident, conflagration, major transportation accident, terrorism or civil disorder.

ASSUMPTIONS

The Town of New Windsor will continue to be exposed to the hazards noted above, as well as to others that may develop in the future. Local government officials recognize their responsibilities regarding the public safety and well being. These same government officials will assume their responsibilities in the implementation of this Emergency Management Plan.

If properly implemented, this plan will reduce or prevent disaster related losses.

PREVENTION

The Town of New Windsor has competent, professional employees responsible for the enforcement of New York State and Town of New Windsor ordinances, regulations or laws designed for the health, welfare and safety of its community and its citizens.

- Police Officers
- Building Inspectors
- Fire Inspectors
- Animal Control Officer

CONCEPT OF OPERATIONS

It is the responsibility of government to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the County and State government. The Federal Government will provide assistance to the local Government where needed.

This plan is based on the concept that the emergency functions for the various groups involved in the emergency management will generally parallel their normal, day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

The day to day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

Specific persons and agencies are responsible for fulfilling their obligations as presented in the basic plan and individual annexes. Department heads will retain control over their employees and equipment. Each agency will be responsible for having its own standard operating procedures to be followed during response operations.

During emergency situations, certain agencies will be required to relocate their center of control to the Emergency Operations Center. During Large Scale Emergencies, the Emergency Operations Center will, in fact, become the seat of government for the duration of the crisis.

The primary Emergency Operations Center shall be the Town of New Windsor Municipal Complex Building. The Police Department portion of the building has emergency power capabilities and an extensive telephone system with fax machine. Telephone lines for the 1st floor area of the Police Department are taped by a Dictaphone Machine.

The Secondary Emergency Operations Center, should the primary Emergency Operations Center become unusable, shall be the Vails Gate Fire Department. If both the Town of New Windsor Municipal Building or the Vails Gate Fire Department become unusable, then the New Windsor Fire Department shall be used. (Notation the New Windsor Fire Department does not have emergency power capabilities and limited telephone access.)

The following agencies shall be responsible for specific areas of control:

New Windsor Police Department - Police Chief

Primary Responsibilities:

- Maintain Law and Order.
- Control Traffic (including Aerial Monitoring).
- Control Restricted Areas.
- Protect vital installations.
- Responsible for Public Warning.
- Responsible for Communications.
- Responsible for liaison and coordination with other Law enforcement groups.
- Responsible for Evacuations.

Support Role Responsibilities:

- Radiological Defense Monitoring
- Emergency Operations Center

Fire Department - Affected Department Chief

Primary Responsibilities:

- Control of Fire
- Search and Rescue Operations
- Hazardous Materials Incidents
- Liaison and coordination with other Fire Department groups
- Environmental Protection

Support Role Responsibilities:

- Emergency Medical Services
- Traffic Control
- Communications Support
- Evacuation Support

EMS Service Provider - EMS Supervisor

Primary Responsibilities:

- All emergency medical pre-hospital care.
- Transportation of injured to advance care facilities.
- On scene triage.
- Provide on scene medical survey to rescue personnel

Support Role Responsibilities:

- Evacuation Support
- Communications Support

Public Works - Highway Superintendent

Primary Responsibilities:

- Debris and Garbage Disposal Operations
- Storm Sewers
- Maintaining and operating Heavy Construction Equipment
- Roads and Bridges
- Potable Water facilities and distribution through the Water Superintendent.
- Sewers and facilities through Camo Pollution
- Maintenance and distribution of fuel
- Procure Portable Sanitary Facilities

Support Role Responsibilities:

- Environmental Protection

Fire Inspector Office - Fire Inspector

Primary Responsibilities:

- Coordinate all phases of Emergency Management
- Provide Public information and Education
- Provide Resource Management
- Operate Emergency Operations Center
- Provide Comprehensive Emergency Management planning
- Training of Town employees
- Conduct Fire Prevention Inspection
- Provide Damage Assessment
- Certification of Damaged Buildings
Habitable vs. Condemned
- Supervise and order remediation procedures
- Oversee and coordinate short and long Term remediation and recovery programs
- Conduct Safety Inspections of damaged buildings

Town Attorney

Primary Responsibilities:

- Intimately familiar with laws, rules and regulations pertaining to emergency management and provide legal counsel to Town Supervisor
- Control rumors during Emergency Operations Center operations

New Windsor Town Board - Town Supervisor

Primary Responsibilities:

- Public Welfare
- Declaration of "State of Emergency"
- Coordinate and assist Town Resources
- Request Assistance from other local governments, County Government, State Government and Federal Government
- Authorize Expenditures
- Public relations and media control
- Obtain Public welfare assistance
- Liaison between other governmental officials and agencies

New Windsor Comptroller

Primary Responsibilities:

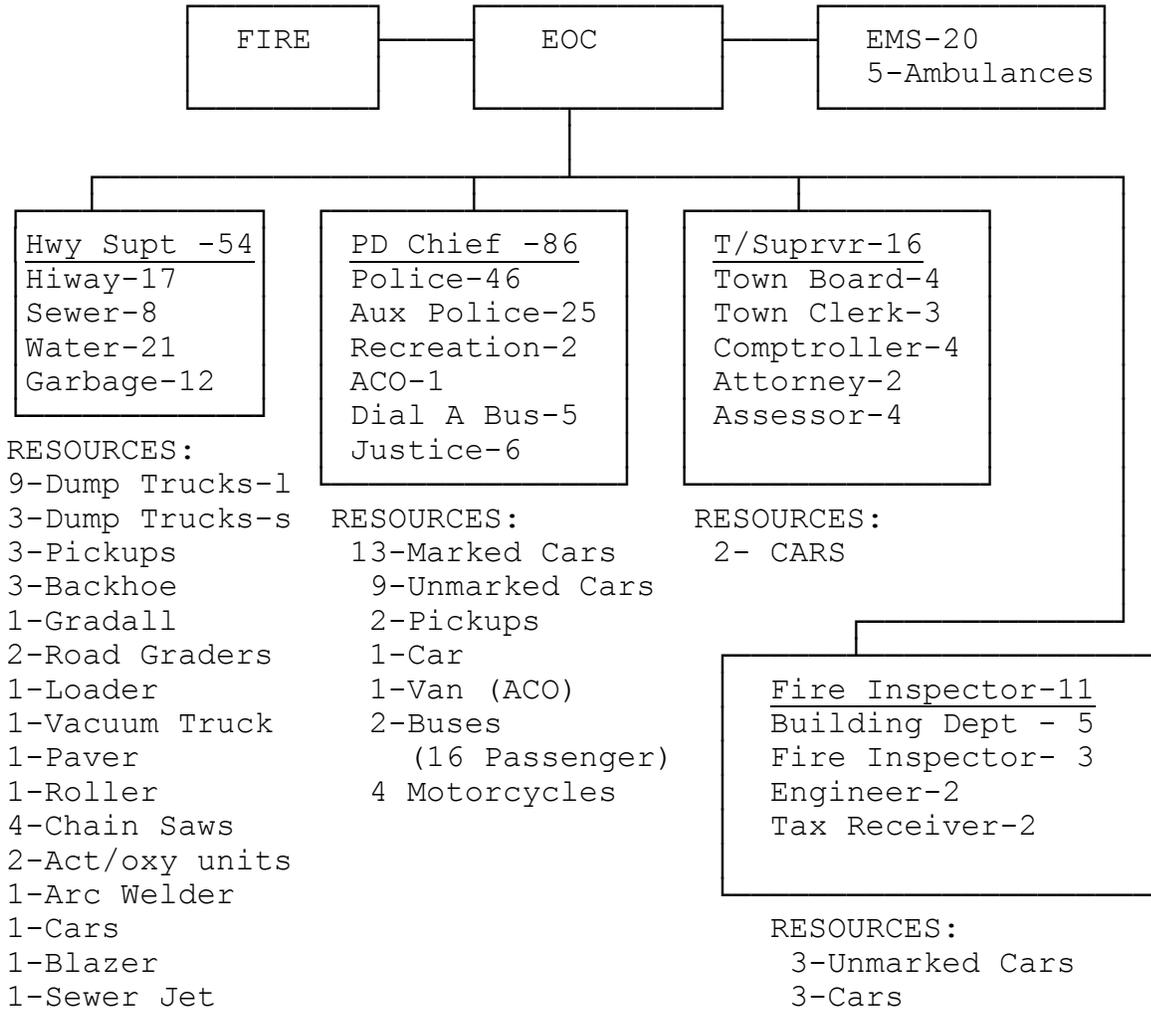
- Record and Maintain accurate expenditure records
- Provide counsel to Town Supervisor
- Recording and maintaining records of damage assessment
- Provide logistical Support

New Windsor Recreation - Recreation Director

Primary Responsibilities:

- Provide and maintain Emergency Shelter locations
- Provide food and clothing to emergency shelter locations
- Provide Emergency Shelter support; dissemination of information & entertainment

SPAN OF CONTROL AND RESOURCE ALLOCATIONS



CONTINUITY OF GOVERNMENT

SUCCESSION OF COMMAND

If, in the event of a Declaration of a Response Level II or higher is made by the Incident Commander, the Town Supervisor or his duly authorized Deputy, if any, is unable due to death, absence from the Town, or other physical, mental or legal reasons to perform the powers and duties of the office, the emergency interim successor shall be the Councilman in order of seniority. The emergency interim successor shall perform the powers and duties of the Town Supervisor only until such time as the incumbent Supervisor or his duly authorized Deputy, if any, resumes the office or undertakes the powers and duties of the office or the emergency condition is terminated.

In the event of a Declaration of a Response Level II or higher is made by the Incident Commander, the Town Supervisor, or his duly authorized Deputy, or emergency interim Successor performing his powers and duties, may suspend quorum requirements for the Town Board. If quorum requirements are suspended, any ordinances, resolutions or other action requiring enactment, Adoption or approval by an affirmative vote of a specified proportion of members may be enacted, adopted or approved by the affirmative vote of the specified proportion of those voting thereon.

LOCAL STATE OF EMERGENCY DECLARATION

In the event of a disaster, rioting, catastrophe, or similar public emergency within the Town of New Windsor or in the event of reasonable apprehension of immediate danger thereof and upon a finding by the Town of New Windsor Supervisor or in the absence of the Supervisor, the Deputy Supervisor may proclaim a local state of emergency within any part or all of the Town of New Windsor, however, that in the event of a radiological accident as defined in section twenty-nine-c of Article 2-B, such Supervisor or his designee may request of the governor a declaration of disaster emergency. Following such proclamation and during the continuance of such local state of emergency, the Town of New Windsor Supervisor may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. Such orders may, within any part or all of the Town of New Windsor provide for:

- The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel
- The designation of specific zones within the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated (evacuations)
- The regulation and closing of places of amusement and assembly

- The suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosive and flammable materials and liquids
- The prohibition and control of the presence of persons on public streets and places the suspension within any part or all of the Town of New Windsor any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory, and regulatory limitations, which may prevent, hinder or delay necessary action in coping with a disaster or recovery therefor whenever
 - (1) a request has been made pursuant to Article 2-B subdivision 7, or
 - (2) whenever the governor has declared a state of disaster emergency pursuant to Article 2-B section 28.

DIRECTION AND CONTROL

PURPOSE

To provide Town guidelines for effective leadership and coordination in the emergency through a Unified Incident Command System. The Unified Incident Command System shall include emergency response agencies, local, county and state government entities, and also the private sector.

SITUATION

A disaster emergency may require a broad range of on-scene response organizations including; emergency services personnel from not only the Fire Service, Law Enforcement and Emergency Medical Services, but all levels of government, industry, private contractors and the media. It is apparent that the management of on-scene field operations at such an emergency must be consolidated within the authority and responsibility of a command system.. This plan shall utilize the Unified Incident Command system concept.

UNIFIED INCIDENT COMMAND SYSTEM

This plan shall require that the Incident Command establish a Unified Incident Command system at every emergency involving chemicals, evacuations and multi-agency response or commitment. The Unified Incident Command System shall provide the framework for the management of a multi-jurisdiction/multi-agency response to a disaster emergency. The Unified Incident Command System shall facilitate unified direction and control among responding organizations under the direction of the Incident Command. The Unified Incident Command System will assure that all agencies having jurisdictional responsibilities and authority at

the incident will contribute to:

- Determining overall response objectives;
- Selection of immediate response strategies;
- Ensuring Joint strategic planning and application of tactical activities;
- Ensuring integrated planning and application of operational requirements; including communications, emergency protective measures, containment, safety, and security;
- Maximizing use of available resources; and
- Determining recovery objectives.

It is recognize that Town of New Windsor emergency response organizations operate within their own command structure. Command of individual agency units, i.e., fire companies, police and EMS, will remain with the officers in charge of those units. Under the Unified Incident Command System, sector command assignments will be made utilizing, where possible, the officers of the response organizations assigned to a specific sector. There will be some unavoidable exceptions, i.e., fire police and/or fire apparatus assigned to assist in an evacuation under a Sector Commander belonging to a police agency.

The use of the Unified Incident Command System by emergency responders will ensure an orderly emergency command structure from initial response through a multi-agency emergency such as might be experienced in a major disaster. It is recommended that the incident command system concept be utilized by every emergency response agency at all types of emergencies, large or small.

LEAD AGENCY

This plan reflects Section 204-f of NYS General Municipal Law, which mandates that the governing body of the Town shall develop a plan for emergency service response to hazardous materials incidents, disasters and Part 446.7 Title 19 NYCRR requiring the identification of "one organization as having command and control responsibility for each of the pre-response, response and post-response phases."

In accordance with the paragraph above, the Fire Department of any jurisdiction experiencing an emergency involving hazardous materials is designated in the Town of New Windsor and Orange County as the initial lead agency at all incidents involving Fire, Explosions, Rescue and Hazardous Materials. The superior officer present of the fire department shall become the Incident Commander.

The New Windsor Police Department is designated in the Town of New Windsor as the initial lead agency at all incidents involving Bombs, Civil Disputes, Terrorism and Illegal Drug Labs. The superior officer present of the police department shall become the Incident Commander.

All other emergencies, incidents not covered in the above

paragraphs including but not limited to Air Pollution, Blights, Droughts, Earthquake, Epidemic, Flood, Food Shortage, Fuel Shortage, Hurricane, Ice Jams, Ice Storms, Infestation, Landslide/Mudslide, Power Failure, Severe Winter Storm/Blizzard, Tornado, Water Contamination, Water Supply Failure, Windstorm or War, the Fire Inspector shall be the lead agency and become Incident Commander.

CHIEF ELECTED OFFICIAL

The above paragraphs notwithstanding, the Town Supervisor of New Windsor has overall responsibility and authority after the declaration of an emergency pursuant to NYS Executive Law 2-b. Executive Law 2-b vests strong emergency powers with the Supervisor of the Town of New Windsor. This plan recommends that the CEO not assume the role of Incident Commander, but rather provide centralized control of community resources, and effective oversight management of emergency activities.

FACILITY EMERGENCY COORDINATOR

Facilities reporting under SARA Title III are required to have a Facility Emergency Coordinator, who will:

- Report to the Incident Commander at the Command Post.
- Advise the Incident Command of the situation and make recommendations with regard to the Emergency Response Level and control actions.
- Put the emergency resources of the facility under the Incident Commander's direction.
- Be assigned to the Unified Incident Command System Planning Section.
- Confer with the Incident Commander and Fire Inspector with regard to the need to implement the Chemical Emergency Plan(s) at local and County levels.

COUNTY AUTHORITY

At such time as the Town of New Windsor exhausts all of its resources, or the emergency becomes multi-jurisdictional, the County Executive may declare a county emergency and bring its authority and resources to bear in mitigating the incident. Under Executive Law 2-b, direction and control may be assumed by the County. At such time, Incident Command responsibilities may be transferred to this level.

NEW YORK STATE

Department of Environmental Conservation may respond to emergency Level I, II, or III emergencies, depending upon the threat to the environment. DEC may make arrangements for clean-up contractors, and maintain a list

of approved contractors. They will be represented in the Unified Incident Command System.

Response Level III may be of a magnitude that will require other New York State resources. The State Emergency Management Office will coordinate the application of the state's disaster resources in the emergency.

In response Level III emergency, Local, County and possibly State officials will reevaluate response requirements and the designation of the Incident Command at this time.

In a State Disaster Emergency, the County Executive, County Emergency Coordinator, Assistant Disaster Emergency Manager, senior state official at the scene would jointly decide whether or not to designate a state official as the Incident Command.

FEDERAL GOVERNMENT

The National Response Center may respond the National Strike Team regional On-Scene-Coordinator representing:

- Environmental Protection Agency (EPA)
- U.S. Coast Guard (USCG);
- Nuclear Regulatory Commission (NRC);
- Department of Transportation (DOT); and
- Federal Emergency Management Agency (FEMA).

Other Federal on-scene presence may include:

- Occupational Safety & Health Administration (OSHA);
- National Transportation Safety Board (NTSB);
- Federal Aviation Agency (FAA); and

COMMAND AUTHORITY DYNAMICS AND TRANSFER

The dynamics of on-scene direction and Control operations will expand and change in accord with the Emergency Response Level of the incident.

Initially, the senior officer of the first emergency response agency to arrive on the incident scene shall serve as interim Incident Commander.

Upon arrival of the jurisdiction Fire Department, New Windsor Police Department, New Windsor Fire Inspector who is the lead agency for the incident; the superior officer shall become the Incident Commander. Subsequent command responsibility will be transferred in accordance with the lead agency's policy as higher ranking officers arrive on site.

An Incident Commander might be removed from command on the basis of incompetence, after review by the Town Supervisor, New Windsor Police Chief and the Fire Inspector.

The designation of an Incident Command could change in accordance with

the Incident Emergency Response Level:

- EMERGENCY RESPONSE LEVEL I - The Incident Command may request transfer of over-all incident command to a higher level. This officer will then become the On-Scene Operations Chief, concentrating upon incident tactical operations. The officer's agency and units initially assigned to on-site operation sectors will continue to report to him/her as Operations Chief. The Operations Chief will provide incident status reports to, and receive direction, from the new Incident Command.

- EMERGENCY RESPONSE LEVEL II - Transfer of command may occur as above. In addition in a multi-agency incident, the Town Supervisor, Incident Commander, and the Fire Inspector, may review the command structure and transfer Incident Command to a higher level.

- EMERGENCY RESPONSE LEVEL III - A level III incident, with a Town emergency declaration, will require a review, by the County Executive, Incident Command, Town Supervisor, and the Fire Coordinator. The initial Incident Command shall become the On-Scene Operations Chief as outlined above.

Consideration in command structure review will be:

- Incompetence
- Emergency Response Level
- Resource commitments;
 - Response strategies and objectives;
 - Geographic area (s) involved
 - Multi-jurisdictional emergency;
 - Number of response agencies involved; and/or
 - New York State Response.

INCIDENT COMMAND: PHYSICAL LOCATIONS AND OPERATION

COMMAND POST

There will be one command post. It shall be the primary control point for the emergency. The Incident Commander, the Unified Incident Command System command group, special resource people, etc. will be based here. Information flows to and from the command post, and the emergency mitigation objectives, strategic planning, and tactical operations are formed here. All response agencies shall locate a ranking officer, with decision making authority, at the Command Post.

Individual agencies may establish their own operational control posts, but they shall not be called command posts.

The Command Post should provide the Incident Commander and Unified Incident Command System structure with the following capabilities:

- A location safe from the emergency incident.
- A relatively quiet place for thinking, discussion, decision-making, and planning;
- A vantage point, possible, from which to observe;
- Communications (redundant if possible);
- Inside lighting;
- Reference materials and pre-plans;
- Protection from the weather;
- A buffer zone from the media;
- Staff space;
- Office materials and equipment; and
- Computer (s).

If necessary, a suitable media information area near the Command Post will be establish. The Public Information Officer will control all on-scene dissemination of information.

EMERGENCY OPERATING CENTER

In a large scale Level II or Level III incident the Incident Command, with the Town Supervisor, may elect to establish a local Emergency Operating Center.

The Emergency Operations Center shall be established when necessary at an off-site, possible pre-planned, location for the purposes of:

- Sharing information regarding the on-going incident;
- Supporting the Incident Command and the Unified Incident Command System.
- Coordinating resources to assist the Incident Command in accomplishing goals and objectives; and
- Housing key, non-command, officials in a protected place under the direction of the Town Supervisor.

A redundant communications linkage between the Emergency Operations Center and the Command Post must be established. The Incident Command must have direct contact with Emergency Operations Center, providing status reports and discussing strategic decisions, tactical options and resources required. A cellular telephone is recommended.

In a major incident, i.e., Level III, the Incident Command may elect to relocate the Command Post to the Emergency Operations Center making it a combined Command Post/Emergency Operations Center. The original Command Post will then become the Operations Section Control Post under command of the Operations Chief. On-scene tactical operations will be directed from this point, while command planning and direction comes from the Command Post/Emergency Operations Center.

In an Emergency Response Level II disaster, the Emergency Operations Center will be activated on a standby basis and utilized by the Town Supervisor, and other Town officials to coordinate with the Command Post.

In an Emergency Response Level III disaster, or at the declaration of a Town Emergency by the Town Supervisor, New Windsor Municipal Complex will become the Emergency Operations Center.

COMMUNICATIONS

An incident communications system must be established. In New Windsor where emergency communications are not fully integrated, agency officials reporting to the Command Post should, if possible, bring hand-held transceivers having their agency's radio frequency. It may be necessary for them to bring in a vehicle having a mobile radio if the hand-held is not available. Such vehicles must be manned with a radio operator and parked adjacent to the Command Post.

If necessary, New York Telephone Company or Frontier Information Technology Telephone Company serving the affected area of the Town of New Windsor will be requested to set-up a temporary emergency telephone systems at the Command Post and at the Emergency Operations Center. If available, cellular telephones should be obtained.

Upon the determination of a Response Level 2 or higher, the Town Government Channel will become the primary Disaster Command and Control Frequency 154.085. Ambulance and Fire Departments will continue to utilize their own frequencies for operations. However, the Emergency Operations Center will only transmit and monitor on this frequency for coordination of all disaster activities.

If a Response Level 2 is declared during normal town working hours, the Police Dispatcher Center will make an announcement on this channel that all Town Departments and Vehicles are to use this for coordination of disaster related transmissions only. Town Department Heads will be responsible for ensuring that their employees are aware of the limitations and keep messages short and to the point.

RADIO COMMUNICATIONS CAPABILITIES

New Windsor Police Department Frequencies:

* Police Main Channel	EDACS	
Police	154.875	S/D
Police Statewide	155.375	S
Town Government	154.085	D
NWFD & VGFD Fire Channel	453.600	S/D
O.C. Fire Home Alerts	154.205	S

Emergency Medical Service Frequencies:

Hospital EMS	155.340	S
O.C. Disaster Channel	155.400	S
Town Government	154.085	D

Vails Gate Fire Department Frequencies:

* Fire Main Channel	453.600	S/D
Fire Talk-A-Round	460.6125	S
O.C. Fire Home Alerts	154.205	S
O.C. Fire Channel	46.16	S

O.C. Fire Channel	46.22	S
O.C. Fire Channel	46.30	S
O.C. Fire Channel	46.40	S
Town Government	154.085	D
Stewart Airport	453.575	S/D

New Windsor Fire Department Frequencies:

* Fire Main Channel	453.600	S/D
Fire Talk-A-Round	460.6125	S
O.C. Fire Home Alerts	154.205	S
O.C. Fire Channel	46.16	S
O.C. Fire Channel	46.22	S
O.C. Fire Channel	46.30	S
City of Newburgh FD	166.250	S/D

New Windsor Town Government Frequency: 154.085

Fire Inspectors	S/D	Hiway Superintendent	S/D
Building Inspectors	S/D	Hiway Foreman	S/D
Highway Department Trucks	D	Water Department	D
Sanitation Dept Trucks	D	Supervisor	S/D
Sewer Department	D		

S= Simplex Radio Capability, No Repeater, Transmit anytime.

D= Duplex Radio Capability, Repeater - Can not transmit if Radio Repeater is inoperative.

*= Denotes Department primary operations channel.

EMERGENCY RESPONSE LEVEL CRITERIA

Upon arrival and assumption of command, the Incident Commander will assess the emergency situation and declare an incident Emergency Response Level keyed to the criteria indicated below:

RESPONSE LEVEL I

- | | |
|--------------------------------------|--|
| Controlled
Emergency
Condition | <ul style="list-style-type: none"> • Incident that can be controlled by the primary first response agencies of a local jurisdiction. • Single jurisdiction and limited agency involvement. • Does not require evacuation, except for the structure of affected facility. • Confined geographic area. • No immediate threat to life, health or property. |
|--------------------------------------|--|

RESPONSE LEVEL II

- Limited
Emergency
Condition
- Potential threat to life, health or property.
 - Expanded geographic scope.
 - Limited evacuation of nearby residents or facilities.
 - Involvement of two or three agencies.
 - Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
 - Specialist or technical team is called to the scene.
 - Combined emergency operations such as fire fighting and evacuation, or extensive medical care.
 - More than six (6) seriously injured patients.

RESPONSE LEVEL III

- Full
Emergency
Condition
- Serious hazard or severe threat to life, health and property
 - Large geographic impact
 - Major community evacuation
 - Multi-jurisdictional involvement
 - State and Federal involvement
 - Extensive resource management and allocation
 - Multiple emergency operations
 - All incidents that affect the Town of New Windsor and another adjoining community shall automatically incur a Response Level III.

PARTICIPATING AGENCIES

Town of New Windsor

- Fire Companies/Department
- New Windsor Police
- Emergency Medical Service Provider
- Town Supervisor
- Fire Inspector
- Highway Superintendent
- Recreation Director
- City of Newburgh Enlarged School District

Orange County

- County Fire Control Center/Fire Coordinator and staff.
- Sheriff's Department.
- County Emergency Management Office.
- Local Emergency Planning Committee /Chemical Emergency Coordinator.
- Health Department.

- Public Works Department.
- County Executive.

New York State

- Department of Environmental Conservation
- Department of Health
- Department of Transportation
- State Emergency Management Office
- New York State Police
- Governor

Private Sector

- American Red Cross.
- Private response contractors
- CHEMNET/Industry mutual aid teams (CHLOREP, PSTN, etc.)

Federal Government

- Environmental Protection Agency
- United States Coast Guard National Response Team
- Nuclear Regulatory Commission
- Department of Transportation Regional Response Team
- Federal Emergency Management Agency
- Occupational Safety and Health Agency
- National Transportation Board
- Federal Aviation Agency
- Federal Railroad Agency

NOTIFICATION AND ALERTING

PURPOSE

This Section of the Town of New Windsor Disaster Plan will detail initial notification procedures and information required from the emergency site to the local fire department, and to the County Fire control Center. It then set forth the subsequent alerting of other Town response agencies and officials.

SITUATION

Timely, informative and accurate notification of a life threatening or hazardous material emergency is critical for an effective emergency response operation. It is vital to the safety of emergency response personnel that they be immediately notified when hazardous materials are, or may be, involved in the incident they are responding to. All other agencies must also be made aware of a emergency in timely fashion in order that emergency plans be implemented. This plan will require that the appropriate lead agency shall be immediately notified. It also requires that Orange County Fire Control be advised of any incident

involving chemicals.

NOTIFICATION AND ALERTING RESPONSE PROCEDURES CHECKLIST

NEW WINDSOR POLICE COMMUNICATIONS

- Alert and dispatch appropriate emergency response agency
- If hazardous materials/chemicals are involved, notify Orange County Fire Control.
- Update Emergency response agency with more comprehensive information as it becomes available.

LEAD EMERGENCY RESPONSE AGENCY

- Assess Initial Emergency Response Level (I,II,III)
- Request additional support, as may be needed.

LEVEL I EMERGENCY RESPONSE NOTIFICATION

- Dispatch any mutual aid support requested by Incident Commander
- If hazardous materials involved, notify Orange County Fire Control.

LEVEL II EMERGENCY RESPONSE NOTIFICATION

- Notify New Windsor Police Chief
- Notify New Windsor Fire Inspector or Assistant Fire Inspector
- Notify New Windsor Town Supervisor
- Notify New Windsor Town Highway Superintendent
- Notify affected Fire Department Chief
- Notify Emergency Medical Service Provider Supervisor
- Make additional notifications as necessary.

LEVEL III EMERGENCY RESPONSE NOTIFICATION

- Notification and recall of personnel as requested
- Notification to Orange County Fire Control
- Notification to Orange County Emergency Management Office

EMERGENCY MEDICAL SERVICES

The lead agency for all emergency medical services for the Town of New Windsor shall be the Emergency Medical Service Provider

Response Level I: Normal daily operation procedures establish by the Emergency Medical Service Provider shall prevail.

Response Level 2: Establishment of command positions and the activation of the Orange County Emergency Medical Disaster Plan, if necessary.

COMMAND POSITIONS AND RESPONSIBILITIES

- Medical Coordinator (EMS Designee): Shall assume command of all Emergency Medical Operations. Shall report to the Command Post or Emergency Operations Center.
 - Verify that Mutual Aid Medical and EMS have been alerted and verify their subsequent arrival at the rendezvous point or staging area and that medical communication network is established.
 - Organize the necessary action for triage and treatment of the casualties and their eventual evacuation by appropriate means of transportation.
 - Ensure, together with the transportation officer, the control and dispatch of the casualties to the appropriate hospitals by land, sea or air.
 - Maintain an accurate list of the casualties, including their names and designated treatment locations.
 - Arrange for re-stocking of the medical supplies, if necessary.
 - Ensure that a triage area is established whenever patient numbers exceed ten (10).

- Medical Transportation Officer (EMS Designee): Shall coordinate with the Medical Coordinator and be responsible for the following:
 - Alerting hospitals and medical personnel.
 - Staff all Emergency Medical Service Ambulances.
 - Establishment of ambulance staging area.

- Directing the transportation of casualties to proper hospital suited to the particular injury.
 - Accounting for casualties by recording route of transportation, hospital transported to and casualty's name and extent of injuries.
 - Advising hospitals when casualties are in route.
 - Maintaining contact with hospitals, medical coordinator and Emergency Operations Center.
 - Utilize Dial-a-Bus vehicles for transportation of low priority (green tagged) patients, whenever feasible.
- Medical Triage Officer (EMS Designee EMT): The crew chief on the first arriving New Windsor Ambulance Corps Vehicle shall be designated as the triage officer and shall be responsible for the following:
 - Institute triage tagging system in accordance with New York State and Orange County EMS Disaster Plan, whenever applicable.
 - Maintain contact with the Medical Transportation Officer.

CLASSIFICATION OF CASUALTIES

Priority I Casualties: Immediate Care (red colored tag or rabbit symbol)

- Major hemorrhages
- Severe smoke inhalation
- Asphyxiating thoracic and cervical-maxilla facial injuries
- Cranial trauma with coma and rapidly progressive shock.
- Open fractures and compound fractures
- Extensive burns (more than 30%)
- Crushing injuries, including internal organs
- Any type of shock
- Spinal cord injuries

Priority II Casualties: Delayed Care (Yellow tag and/or Turtle Symbol)

- Non asphyxiating thoracic trauma
- Closed fractures of the extremities
- Limited burns (less than 30%)
- Cranial trauma without coma or shock
- Injuries of the soft parts

Priority III Casualties: Minor Care (Green tag and/or ambulance with "X" symbol)

Priority 0 or Deceased: (Black tag and/or cross symbol)

- Lead agency for disposition of the deceased shall be the New Windsor Police Department.
- Deceased or dismembered casualties shall be left undisturbed until the arrival of the Orange County Coroner.
- Extrication of the deceased and removal of personal effects prior to the arrival of the Coroner should be accomplished only to prevent their destruction by fire or other similar compelling reasons.

CONTROL AND FLOW OF THE INJURED

The injured should pass through four areas which should be carefully located and easily identified.

- **Collection Area:** location where initial collection of the seriously injured is accomplished.
- **Triage Area:** triage areas shall be located at least 300 feet upwind of incident site. If necessary, more than one triage area may be established, which is staffed by an EMT as triage officer.
- **Care Area:** Single care area, which should be subdivided into three (3) sub areas: Immediate Care (Priority I), Delayed care (Priority II) and Minor Care (Priority III)
- **Transportation Area:** Transportation area for the recording, dispatching and evacuation of injured. Should be located between the core area and the egress road for ambulances.
- Communications Officer (EMS Designee): Shall be designated at the discretion of the Medical

Coordinator and shall be responsible for the following:

- Assume control of the reception and transmission of all emergency calls from the New Windsor Ambulance Corps emergency phone. (not applicable with establishment of 911 system)
- Assume control of mutual aid ambulances designated for non incident related emergencies.
- Assume and maintain control of EMS radio traffic and messages.
- Maintain accurate radio log with date, times and transmissions.

HANDLING OF DECEASED VICTIMS

PURPOSE

To provide a standard procedure by which deceased victims are to be processed in accordance with applicable regulations so as to preserve the integrity of the remains and aid in the identification and causes of death.

SITUATION

In any disaster, there exists the possibility of civilian and emergency response personnel deaths. How these victims are handled will be determined by the number of casualties experienced during the incident.

TEN (10) OR LESS VICTIMS

- Incidents involving the unattended death of individual (s) require the attendance of an Orange County Coroner. Coroners in Orange County can handle and process up to ten (10) bodies of deceased victims.
- The Orange County Coroner-in-charge shall direct which hospital shall receive victims. The deceased shall not be moved from the incident scene until approval has been received from the Coroner-in-charge and the Police Department.

MORE THAN TEN (10) VICTIMS

- Any incident which occurs in which more than ten (10) victims are deceased will require a special team response.
- The Town Supervisor is to determine the scope of the disaster and shall notify the County Executive of Orange County, requesting a state of emergency for the Town of New Windsor be declared.
- The Orange County Emergency Management Office shall be advised of the conditions within the Town.
- Upon direction of the Town Supervisor, the following agencies shall be requested to respond:
 - National Disaster Response Team D-Mort; to coordinate the processing of the deceased.
 - Orange County Emergency Management Office; to supply body bags. There is 125 body bags available from this agency.
 - Ryder Truck Rental and Thermo King; to move the deceased.
 - Stewart International Airport; for Alert bays 5 & 6 or Bldg. 2290 to house the deceased for processing.
- The occurrence of mass casualties will be accompanied by an influx of relatives to the general area. In those instances where positive identification of the deceased may be a timely process, the Supervisor of the Town of New Windsor may direct the establishment of a Family Assistance Center. This Center would be established at a local motel to accommodate relatives during the identification process.
- If a Family Assistance Center is established, the following organizations are to be notified:
 - American Red Cross.
 - Orange County Mental Health.
 - Orange County Welfare Department.
 - Crime Victims Assistance Board.

PUBLIC WARNING AND EMERGENCY INFORMATION

PURPOSE

To provide directly to the public timely, reliable, and effective warning and direction for emergency action, in the event of a hazardous material

or other life-threatening emergency.

To provide direction for public protective actions to the media for immediate dissemination to the public.

To provide accurate information to prevent the spread of rumors regarding the emergency to the media for immediate dissemination to the public.

SITUATION

A release of a hazardous material into the environment or other life-threatening emergencies may quickly bring harm to public health. The public, however, can be protected through prompt implementation of protective actions. In order for protective actions to be effective, the public must be warned that an emergency exists and instructed on what to do.

At this time, residents in most areas would be warned by a combination of fixed sirens, route alerting, i.e., emergency vehicles equipped with sirens and a public address capability, and residential door to door alerting. Public instructions on what to do may be broadcast over local radio and television stations (Media) serving the area, and the established Emergency Broadcasting System (EBS) may be utilized.

The activation of sirens and emergency vehicles is a local responsibility, although limited county resources are available to assist in route alerting. The activation and implementation of the EBS is a county responsibility. Hence, there is an obvious need for planning and coordination between the county and local government.

NEW WINDSOR EMERGENCY NOTIFICATION PLAN

New Windsor Police and fire vehicles with public-address systems may be used to alert people in a threatened area. Announcements should be made to advise them of the specific action to be taken, i.e., "Tune to an EBS radio station." or "Evacuate your home to (visible land-mark out of harm's way)."

EXPANDED THREAT AREA WITHIN TOWN LIMITS

Radio stations shall be contacted with pertinent information and evacuation instructions if necessary.

WBNR-AM	562-1260
WSPK-FM	831-1260
WGNY-AM & FM	561-9469 OR 561-2131
WPDH-FM	
WHUD-FM	737-1124
WALL-AM	343-7400

EMERGENCY BROADCASTING SYSTEM (EBS)

The EBS is a joint effort of the broadcasting industry and the government. In disaster situations emergency information and instructions are broadcast by EBS simultaneously over commercial radio stations with television stations supplementing this service. In Orange County the following stations will deliver emergency messages:

WABC-AM 770 KHZ	WHUD-FM 100.7 khz	WKGL-FM 92.7 khz
WABC-TV CHANNEL 7	WTBQ-AM 1100 khz	WGNY-AM 1220 khz
WLNA-AM 1420 khz	WALL-AM 1340 khz	WVSG-AM 1170 khz
WTZA-TV CHANNEL 12		

Sirens:

Siren signals emanating from local fire company alarm sirens and, in certain local areas within the Indian Point 10 mile emergency planning zone, the nuclear reactor warning sirens may be used for emergency notification in Orange County.

Siren Signal:

The Attention or Alert Signal. This is used to get the attention of the citizens in a time of threatened or impending disaster or emergency. The signal is a 3-5 minute steady blast of the sirens. This means that local government will broadcast important information on the EBS radio and TV concerning an emergency condition. When this signal is sounded, people should turn on a radio (home, car) or TV set, tune to EBS station and listen for official information.

These siren/EBS procedures must be publicized as part of the New Windsor Disaster Plan public awareness activities.

NOTIFICATION OF THE HEARING IMPAIRED

Arrangements should be made for warning the hearing impaired and where appropriate, non-English speaking population groups. This planning shall be the responsibility of the Town of New Windsor government.

PARTICIPATING AGENCIES

- Town of New Windsor Supervisor
- New Windsor Police Department
- Fire Department of local jurisdiction
- Orange County Emergency Management Office
- County Executive
- County Public Information Officer
- Emergency Broadcast System Stations

EMERGENCY BROADCAST SYSTEM MESSAGES SAMPLES

Emergency Broadcast System Message #1:

Take Shelter Announcement

The following message has been released by the Town Supervisor of the Town of New Windsor:

"The Town Supervisor has announced that an emergency presently exists at (give location) . Persons living, working or traveling within an approximate one mile radius of this location should take shelter." This includes (list street names).....

There is no need for residents to evacuate the area.

In the Town of New Windsor, people living, working, or traveling in the following areas are affected by this advisory.

(Repeat the list of areas one time and then continue the message.)

All persons traveling in the affected areas, in motor vehicles, should roll up windows, close air vents, turn off heaters and/or air conditioners. If in an automobile, or when shelter is not immediately available, improvised respiratory protective actions may be taken by placing a handkerchief, towel or other similar items snugly over the nose and mouth until in shelter or indoors.

Persons who have taken shelter should observe the following procedures:

1. Close all doors and windows.
2. Disconnect air conditioners or fans.
3. Lower the thermostat setting of any heater to minimize the intake of external air.
4. Keep pets inside, and to the extent possible, bring farm animals under covered facilities and placed on stored feed.

You are asked not to do the following:

(Read statement #1 if school is in session)

1. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
2. Do not telephone the town, county, state or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone

except for medical emergencies.

The preceding has been an announcement by the Town of New Windsor. It calls for all person living or working within a one mile radius to take shelter. For further information, stay tuned to this station.

(Thereafter, this message will be repeated every five minutes until the station is informed by the Town of New Windsor.)

Emergency Broadcast System Message #2:

Evacuation Announcement

The following message has been released by the Town of New Windsor.

"The New Windsor Supervisor has announced that an Emergency Condition exists at (give location) and orders the evacuation of all persons living or working in(List street names)."

(Repeat the message of affected areas one time, then continue the message.)

Please proceed to the main evacuation routes, they are as follows:
(List evacuation routes)

If you need a place to stay, report to
Please follow the main evacuation routes.
(List evacuation routes and shelters.)

If you have housebound or mobility impaired persons in your home and require assistance in moving them, contact the Town Dial-A-Bus hot line 563-4640.

Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible or call the hot line.

Persons affected by this evacuation order should prepare to spend a minimum of three days away from home and should take with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for a least this period. Persons evacuating to shelters will be provided with food and sanitary facilities. Pets will not be allowed inside the shelters. The care and feeding of pets is the responsibility of the owner.

Persons planning to evacuate are reminded to take the following steps prior to leaving:

1. Secure your home and property.
2. Turn off all lights and electrical appliances.

3. Turn down any heating systems (or turn off air conditioning systems)
4. Proceed calmly to your destination, obeying all traffic laws. Drive carefully.
5. Please obey the police and others who will be directing traffic along the evacuation routes.

"The preceding has been an announcement by the Town of New Windsor regarding an order by the Town Supervisor for the evacuation of all persons living in the affected areas. For further information, please stay tuned to this station."

PUBLIC PROTECTIVE ACTIONS

PURPOSE

To establish standard procedures to implement protective actions that will reduce or eliminate public exposure to life or health threatening hazards that may result from an accidental chemical release or other life-threatening emergencies.

SITUATION

An emergency incident of any type, i.e., chemical release, flood, conflagration, etc., may result in a life or health threat to the population of the community. Evacuation and shelter-in-place are protective actions that may be implemented to reduce or eliminate public exposure to harm. It may be necessary only to shelter-in-place the population of an area immediately surrounding an incident or it may be necessary to evacuate large areas of, or the entire community. This might necessitate the need to relocate hundreds, or perhaps, thousands of people.

The New Windsor Police Department has been designated as the lead agency responsible for tactical implementation of such public protective action(s), and will function as a sector within the Unified Incident Command System.

A model evacuation plan for this law enforcement agency is included in this section.

The protective actions described in this section will provide the Incident Commander, New Windsor Police Department and Town Supervisor the guidelines to execute the primary mission of any emergency response, that of protecting the lives and health of the public.

VOLUNTARY AND MANDATORY PUBLIC PROTECTIVE ACTIONS

There are two major concepts of public protective action:

- **VOLUNTARY:** The initiation of protective action in the area immediately surrounding an incident site where the severity of the hazard presented by the situation result in immediate threat to the health and safety of the population. The decision to implement immediate voluntary protective action shall be made by the Incident Commander in consultation with officers of those agencies represented at the Command Post. Such action shall be voluntary on the part of the citizens notified.
- **MANDATORY:** Mandatory protective action may be ordered by the Town Supervisor following an emergency declaration under NYS Executive Law 2b. Such emergency declaration shall be based upon the recommendation of the Incident Commander after consultation with officers of those agencies represented at the Command Post under the Unified Incident Command System. The Town Supervisor shall order mandatory protective action, i.e., evacuation, as part of an emergency declaration, this power having been provided in Article 2B of the NYS Executive Law.

PARTICIPATING AGENCIES

Town of New Windsor:

- Fire Department of Jurisdiction
- New Windsor Police Department
- New Windsor Ambulance Corps
- Town Supervisor
- Public Works
- City of Newburgh Enlarged School Board

Orange County:

- County Executive
- Emergency Management Office
- Department of Health
- Department of Social Services
- Fire Coordinator
- Sheriff's Department

New York State:

- New York State Police

Private Sector:

- American Red Cross
- Salvation Army
- Churches

- Hospitals

PUBLIC PROTECTIVE ACTION BY EMERGENCY RESPONSE LEVEL

EMERGENCY RESPONSE LEVEL 1:

- The ranking officer of the police department, with decision making authority shall report to Command Post and be designated as Police Coordinator in the Unified Incident Command System.
- The Police Coordinator shall direct public protective actions
- Issue, when necessary, warning notifications in the form of an advisory that a life threatening hazard is present and that all residents and occupants should immediately take the designated public protective action, i.e., evacuate the area and/or shelter-in-place.
- Ensure that non-mobile and non-ambulatory (medical) populations are included in protective action considerations.
- The Police Coordinator will make direct contact with other law enforcement agencies for law enforcement mutual aid as needed.
- Review hazard/risk assessment & evaluation in terms of danger to public and need for additional protective action and/or emergency declaration.
- Police Coordinator will request Recreation Director if needed, and shall inform Town Supervisor of the situation and actions taken.

EMERGENCY LEVEL II:

- Perform, if not done, any Level 1 steps necessary.
- New Windsor Police shall notify Town Supervisor of Emergency Response Level II.
- Incident Commander will establish Evacuation Sector and Perimeter Control Sector as needed.
- New Windsor Police will notify the Orange County Emergency Management Office that an emergency declaration has been made, and what public protective actions are being taken.
- New Windsor Police will implement all public protective actions, voluntary and mandatory.
- Selective population evacuation in a radiological incident will be carried out in accord with the County Radiological Emergency Response Plan.

- No attempt will be made while canvassing the area(s) to physically enforce the mandatory protective action orders. This will be time consuming and counter-productive. The Evacuation team will make record of the refusal which shall include the address of the occupancy and the name of the person(s) refusing to take the protective action ordered.
- Police Coordinator will be advised by teams upon completion of their assignments.
- Any decision to re-canvass "no answer" occupancies, or to enforce evacuation at occupancies where refusals were noted, will be made by the Police Coordinator based upon the hazards present.
- Fire, police, unassigned fire units, and/or fire mutual aid, to operate as EVAC & PERIM sector task force teams under the direction of section leaders.
- Incident Command will establish perimeter control (outer cold zone and evacuation areas) and ensure security for evacuated areas. Police will restrict initial perimeter access to:
 - Apparatus and equipment responding by order to the scene.
 - Emergency Response Personnel in uniform, or having identification, and representing agencies having on-site assignments.
 - Orange County and/or New York State officials with proper identification.
- Incident Command will establish subsequent restricted area entrance protocols in accord with the emergency, and implement them through the Police.
- New Windsor Police will establish traffic control points at key intersections along evacuation routes. The final traffic control point may be located beyond the boundary of the exposure vulnerability zone.
- Implementation of any of the above public protective actions will be predicted upon the safety and potential exposure to hazard of Emergency Response Personnel assigned.
- Police Coordinator will notify Recreation Director & Dial-A-Bus personnel to respond.

RESPONSE LEVEL III:

- All of the above Response Level II steps will apply to, and be carried out, in a Response Level III emergency.
- Advise County authorities and neighboring jurisdictions as necessary.
- Town Supervisor and Incident Command will coordinate with the County Executive and/or other County officials with regard to the declaration of a County Emergency under NYS Executive Law 2b.
- The County Emergency Management Office will be the lead agency in the coordination of multi-jurisdictional public protective actions in accordance with the Orange County Emergency Plan.

MODEL EVACUATION PLAN FOR THE TOWN OF NEW WINDSOR

PURPOSE

To establish a standard procedure to use as a guideline in implementing protective measures that will reduce or eliminate public exposure to life or health threatening hazards, both natural and manmade.

SITUATION

An incident of major proportions, i.e., major chemical spill, release or transportation accident involving hazardous materials may result in a threat to the safety of nearby residents or persons employed in nearby businesses or factories. It may be necessary to evacuate the immediate area surrounding the incident. This may necessitate the need to relocate hundreds, or perhaps thousands, of persons.

DEFINITIONS

MAJOR INCIDENT LEAD AGENCY: In all likelihood, the Fire Department will be the Lead Agency of an incident involving hazardous materials. They would have the ultimate responsibility for handling the incident. The ranking fire officer shall be designated as Incident Commander of a Unified Incident Command System.

UNIFIED INCIDENT COMMAND SYSTEM: Command-level personnel representing each of the major emergency services (Police, Fire, Emergency Medical Service, etc.) would man the on-scene Command Post, collectively making decisions relating to the handling of the incident and communication orders to their respective personnel. A ranking police officer, with decision making authority, shall be designated as Police Coordinator in the Unified Incident Command System and shall be present at the Command Post.

EMERGENCY OPERATING CENTER: A location, often pre-designated in the municipality, where incident management support functions may be carried out, and officials and agencies not directly involved within

the management of the incident may operate. The Town Supervisor may locate here. An effective communications system between the Emergency Operations Center and the Command Post must be established. The Town Supervisor has the authority under NY State Executive Law 2b and New Windsor Town Code Chapter 21, to declare emergencies and order public protective actions such as evacuation. It is recommended that the Town Supervisor not become the Incident Commander but rather manage the resources of the community in support of the Incident Command.

EVACUATION CONTROL: The Police Department will be designated to have the responsibility for the direction of evacuations, perimeter control and security.

VOLUNTARY EVACUATION: Initiating an evacuation of the area immediately surrounding the incident scene based upon the severity of the situation to the health and safety of the citizens. The decision would be made by the Incident Command of the lead agency in consultation with the other members of the Unified Incident Command System. The evacuation would be implemented as strictly a voluntary evacuation.

MANDATORY EVACUATION: An evacuation ordered by the Town Supervisor based upon the recommendation of the Unified Incident Command System personnel. This authority is provided in Article 2b of the New York State Executive Law.

DIRECTION AND CONTROL OF THE PUBLIC PROTECTIVE ACTION RESPONSE

- Based upon the on-scene assessment of the emergency characteristics such as magnitude, severity, time of onset and duration, and the recommendation of the Incident Commander (in consultation with Unified Incident Command System personnel), the Town Supervisor may designate specific zones near the incident or within the occupancy to be evacuated, and may also limit or forbid the use of buildings within such zones, and regulate or prohibit the ingress of people and vehicles into these zones. This will be done by an emergency declaration under Executive Law 2b.
- The Police Chief, the Fire Inspector, or other person so designated by the Town Supervisor as the Liaison Officer of the Unified Incident Command System, and will:
 - Notify the County Emergency Management Office in Goshen of the evacuation order.
 - Notify the Recreation Director of the evacuation order.
 - Handle necessary coordination with County Emergency Management Office and the American Red Cross.

- Implement the warning and notifying the public within the incident area of the emergency conditions, public protective actions (shelter-in-place), evacuation, etc.), evacuation routes, reception center locations, and other vital information.
- Warning and notifying schools, hospitals, and other public or private facilities, for closing.
- Providing mass transportation.
- Notifying the American Red Cross to open pre-designated shelters to house and feed evacuees.
- Providing general and special care for evacuees.
- Providing security, and law enforcement for the shelter area.
- Establishing disaster assistance areas if appropriate.
- Initiating the general return to evacuated areas.
- Estimate the total number of persons to be evacuated and the number of evacuees that need transportation and shelter.
- Identify the number and type of vehicles required for the evacuation of persons without transportation.
- Identify special populations, i.e., non-ambulatory, prison inmates, etc., needing transportation, the emergency personnel required to handle them, and the number and type of vehicles required to move them.
- The Incident Commander will:
 - Order immediate, voluntary, public protective actions (evacuation and/or shelter-in-place) as required, to be implemented by the New Windsor Police Department.
 - Inform the Town Supervisor of the area he/she recommends be evacuated, and request an emergency declaration under NYS Executive Law 2B.
 - Upon such declaration, request the Police Coordinator to establish and direct evacuation and perimeter control sectors as needed, and to implement mandatory protective actions (evacuation and/or shelter-in-place).
 - Coordinate with Town Supervisor, Public Information Officer, and the Police Coordinator the evacuation effort, based upon

those populations in greatest danger, evacuation routes, and transportation logistics.

- Assign, as requested by the Police Coordinator fire police, unassigned fire department suppression units and/or mutual aid fire service units, to evacuation and perimeter control sectors.
 - Coordinate, with the Police Coordinator security within the evacuated areas (law enforcement, perimeter control, fire notification, etc.).
 - Request, if the Emergency Response Level escalates, Orange County assistance and resources.
- The Police Chief, or ranking police officer with decision-making authority shall:
- Be part of the Unified Incident Command System and function as Police Coordinator at the Command Post.
 - In consultation with the Incident Command, designate recommended public protective actions and area(s) where such actions should be implemented.
 - Direct immediate, voluntary, public protective actions (evacuation and/or shelter-in-place) as required, to be implemented by the local police agency.
 - Direct, upon emergency declaration(s) by the Town Supervisor, mandatory public protective actions (evacuation and/or shelter-in-place).
 - Establish and direct evacuation and perimeter control sectors as needed, and to implement mandatory protective actions.
 - Request assistance, as needed, directly from the police agencies, including the State Police and Sheriff's Department.
 - Request, through Incident Command, fire service assistance as needed, and advise the Incident Command immediately when they are no longer needed and may be reassigned.
 - Coordinate, directly or through the Unified Incident Command System, assistance from the Public Works Department.
 - Provide security and law enforcement for the evacuated area(s) and any shelters within the jurisdiction.

- Provide perimeter(s) control, and coordinate access thereto with the Incident Command.

- Assist in the population return movement.

VOLUNTARY PUBLIC PROTECTIVE ACTION PROCEDURE

- The Incident Commander, in conjunction with the Unified Incident Command System, may implement immediate VOLUNTARY emergency public protective actions (evacuation and/or shelter-in-place). This may be done without authorization and/or emergency declaration by the Town Supervisor.

- Such public protective actions will be implemented by the New Windsor Police Department and shall be in the form of audible warning notification to all residents and occupants of the area(s) subject to immediate danger. Sirens, public address systems, and/or door-to-door contact may be used to effect the notification.

- The warning notification shall be in the form of an advisory of the hazard(s) present and specific direction as to the protective action to be taken.

- The Town Supervisor, Command Post and Emergency Operating Center shall be advised of this action as soon as possible.

- The Recreation Director shall be notified, and their assistance requested, if needed.

MANDATORY PUBLIC PROTECTIVE ACTION PROCEDURES

- MANDATORY public protective actions shall be ordered when the incident presents an immediate and/or continuing threat to the health and safety of the community and its population. Such protective actions shall be ordered under an emergency declaration by the Town Supervisor under the provisions of Article 2b of NYS Executive Law.

- The decision to recommend such emergency declaration, and mandatory public protective actions, shall be made by the Incident Command consultation with the Police Coordinator and other Unified Incident Command System personnel, and shall be approved and declared by the Town Supervisor.

- The Police Coordinator, with the Public Information Officer, will activate emergency public notification systems.

- The Public Information Officer will be instructed to notify the media, in accord with the Town of New Windsor emergency notification

procedure, and provide the necessary information pertaining to the mandatory public protective actions. Details should include the route(s) of travel, the location of host or congregate care centers and necessities, such as medicines, that evacuees should take with them.

- The Police Coordinator should ensure notification of schools, hospitals, nursing homes, and similar facilities so that they can immediately implement necessary in-house procedures. This may be done by the Public Information Officer.
- The Police Coordinator shall request law enforcement assistance as needed directly from other police agencies, including the State Police and the Sheriff's Department.
- The Police Coordinator may request Fire Service assistance as needed through the Incident Commander. Such assistance, with personnel lead by their unit officers, shall be assigned to evacuation and/or perimeter control sectors as directed by police officers. Sector officers shall immediately inform the Police Coordinator when such units are no longer needed in order that they may be reassigned.
- Teams of police and fire personnel will cover designated areas with the police officer in a patrol car, emergency lights operating, alternating repeated PA announcements with siren bursts. Fire personnel shall move from occupancy to occupancy, attempting to make direct contact with occupants, informing them of the emergency and directing them as to the protective actions required.
- No attempt will be made to enforce the evacuation order while canvassing the area. Decision to make a second attempt to enforce compliance where the occupant(s) have indicated non-compliance will be made by the Police Coordinator based upon the circumstances at the time. The primary decision factor will be the safety of emergency personnel with regard to their potential exposure to the chemicals, and fire or explosion of same. In all instances where practical, only Police Officers are to be used in the forcible removal of non-compliance occupants.
- Perimeter control will allow limited access to the designated evacuation area(s) and/or the outer operations (cold zone) perimeter in accord with instructions from the Incident Command, Police Coordinator and/or Public Information Officer.
- Evacuation routes will be identified in a manner to not interfere with emergency vehicle routing.
- Priority consideration during the initial evacuation will be given to providing vehicles for evacuees needing transportation, and to moving non-ambulatory persons. (School busses, etc.)
- The Police Coordinator or Fire Inspector will provide area maps at the Command Post, and will direct the mapping of evacuation progress,

perimeters, routes, etc.

- The Police Coordinator will assist in the establishment of the emergency communications system, including emergency telephones, cellular and hard-line.

TERMINATION ACTIVITIES

PURPOSE

To provide a standard procedure by which every major disaster and/or hazardous material incident or emergency will be formally terminated.

SITUATION

It is important that every disaster and/or hazardous materials incident/emergency be formally terminated using specific procedures. Proper termination activities will:

- Help ensure the safety of Emergency Response Plan and the general public;
- Establish a record of events of the incident;
- Ensure that lessons learned are shared with other emergency organizations and incorporated, if appropriate, into this disaster and/or hazardous materials response plan.

PARTICIPATING AGENCIES

Town of New Windsor Agencies:

- Fire Department - New Windsor, Vails Gate, Salisbury Mills, Coldenham, Maybrook and Washingtonville.
- New Windsor Police
- New Windsor Ambulance
- Town Supervisor and administrative staff, including legal
- Jurisdiction support agencies (public works, etc.)
- Facility (FEC, management, technical personnel)
- Mutual aid emergency response agencies (fire, police, EMS)

Orange County Agencies:

- Fire Coordinator's office
- Sheriff's Department
- County Emergency Management Office
- Department of health
- County Executive and administrative staff, including legal
- Department of Public Works

- All other county support agencies involved in the incident

Private Agencies (local and/or county):

- American Red Cross
- Facility (if involved)
- All other private agencies involved

State Agencies (as involved or having legal interest)

Federal agencies (as involved or having legal interest)

Private agencies (national, as involved or having legal interest)

METHODOLOGY

This methodology will be applicable to all incidents, response level I, II, or III. Once the incident/emergency has ended, termination procedures will begin immediately and continue through the completion of four phases. They are:

- Incident Debriefing;
- Critical Incident Stress Debriefing;
- Post-Incident Analysis; and
- Formal Critique.

Debriefing(s) will be held while Emergency Response Personnel are still at the scene of the incident, will focus on the emergency response tactical team (s). It may be necessary to hold more than one debriefing session depending upon the scope of the incident, the number of units or agencies involved, and their release from the scene. These debriefing(s) shall concentrate upon:

- All on-scene emergency response activities performed.
- Safety and health procedures, including informing Emergency Response Personnel of what hazards they were (possibly) exposed to and signs/symptoms of exposure caused illness.
- Identification of problems requiring immediate action, such as equipment loss or damage, unsafe conditions requiring attention or isolation for further evaluation, major Emergency Response Personnel problems and/or potential legal ramifications.
- Identification of problems not immediately critical which will be saved for the Post-Incident analysis or Formal Critique.

Summarizing and recording the activities performed by each sector, identifying topics that need follow-up.

Assignment of a person or agency to be responsible for the gathering of information as required for Post-Incident Analysis and the Formal Critique.

Identification of a follow-up contact person who will be accessible to anyone who may remain or become, involved after the release of Emergency Response Personnel from the scene, such as clean-up contractors and investigators. This person will be the information source from whom they can acquire any needed data or direction.

Reinforcement of the positive aspects of the emergency response, and voicing appreciation for the efforts of those involved.

CRITICAL INCIDENT STRESS DEBRIEFING

The need for Critical Incident Stress debriefing shall be identified, and arrangements to provide same, will be done during the course of the emergency. The Incident Commander and/or Fire Inspector shall advise Town Supervisor of the need. The Town Supervisor will arrange both on-scene and continuing critical incident stress as needed.

Post Incident Analysis

Post-incident analysis is the reconstruction of the incident to establish a clear picture of the events that took place during the incident. It will be conducted to document the emergency response, including the hazards and risks presented, safety procedures observed, and all risks presented, safety procedures observed, and all strategic decisions made and tactical operations carried out. This documentation will:

- Ensure the further personal safety and health of all emergency response personnel involved in the mitigation of the incident, and also that of the general public who may have been exposed. All factors having a potential effect on health will be documented.
- Provide a record of all resources and agencies contacted during the course of the emergency.
- Determine that costs involved in the response and the financial responsibilities
- Document the potential effect of the event on the financial resources and the political well-being of

the community.

- Provide data required for State and Federal emergency recovery grant applications.
- Provide data which may be required to be in future compliance with local, state and federal laws.
- Identify lessons learned and ensure that they are shared with all agencies involved for further study.
- Identify revisions needed to this disaster and/or hazardous materials response plan.

Post-Incident analysis will focus upon four key areas of the emergency:

Command and Control:

- Was command established and sectors organized per SOP and Plan?
- Were ID and A&E functions expeditiously and accurately carried out?
- Were strategic options identified, the best option chosen, and tactical operations initiated?
- Were these response objectives communicated to the Sector Officers and from them to Emergency Response Personnel expected to carry them out?
- Did information flow from tactical operations personnel through Sector officers to the Incident Commander

Tactical Operations:

- Were those tactical operations ordered by the Incident Command and implemented by Emergency Response Personnel?
- What worked and why?
- What didn't and why?

Resources:

- Were the resources provided adequate for the job
- Were adequate resources available?
- Are additional resources needed, i.e., foam, booms, absorbent, etc.?

- Are improvements needed to apparatus or equipment?
- Is additional apparatus needed?
- Is special apparatus and/or equipment needed?
- Were personnel available who were trained to the level required for the job?
- Was the proper personal protective equipment available?

Support Services:

- Were support services received from other agencies and organizations adequate?
- What is needed to bring support to the required level?

FORMAL CRITIQUE

The formal critique is the mechanism to outline for Emergency Response Personnel what occurred and the lessons learned from the incident. A critique chairperson will lead the session. The critique must not be allowed to be purely a back-patting session, nor should it degenerate into a setting to pin the blame on others. The recommended formal critique format will include four segments:

- Incident Review - will be based upon data from the post-incident analysis.
- Participant Critique - all involved individuals or unit officers make a statement relevant to what he/she/ feels major issues are. Time limits for these statements will be preset, and the speaker will not be interrupted.
- Operations Critique - will commence after the participant critique, and will make the circuit again stressing comments by each agency on the strengths and weaknesses of their actions and contributions. Each agency through their spokesperson, should spend no more than five minutes outlining problems encountered, needs identified, and lessons learned.
- Incident Critique - will summarize the incident by having those assembled focus on the problems that

should be addressed in the immediate future by the units and agencies represented. In this segment, the chairperson should encourage discussion, reinforce constructive comments and headline important points on a chalkboard, flip chart, and overhead. Problems and remedies should be summarized and outlined in a written critique report on the incident. This report should include recommended revisions and/or additions to the Disaster Plan and/or Hazardous Materials Response Plan.

EMERGENCY RESPONSE PROCEDURES

EMERGENCY RESPONSE LEVEL I

- Hold on-scene debriefing(s) as units and/or agencies are released or when the incident is concluded. All pertinent information for Basic Field Incident Report (BFIR) and other records will be noted.
- Schedule Post-incident analysis if appropriate. Incident Command will be responsible for the gathering of information.
- Obtain a copy of the facility Release Report Form, as submitted by the Facility Emergency Coordinator (FEC) to the LEPC Chemical emergency coordinator (ECE), if incident occurred at SARA Title III reporting facility.
- Schedule formal critique if appropriate.

EMERGENCY RESPONSE LEVEL II

- Hold on scene debriefing(s) as units and/or agencies are released or when the incident is concluded. All pertinent information for Basic Field Incident Report (BFIR) and other records will be noted.
- Incident Commander or Town Supervisor identifies individual or agency responsible for the gathering of all data required for post-incident analysis. The Information and Resources Sector, if established during the emergency, will be the logical choice.
- Schedule post-incident analysis.
- Schedule formal critique.

EMERGENCY RESPONSE LEVEL III

- Hold on-scene debriefing(s) as units and/or agencies are released or when the incident is concluded. All pertinent information for Basic Field Incident Report (BFIR) and other records will be noted.
- County Executive assigns individual or agency responsible for the gathering of all data required for post-incident analysis. The County Emergency Management office will be the logical choice.
- County Executive schedules post-incident analysis.
- County Executive schedules formal critique.

RECOVERY

PURPOSE

To implement the safe re-entry for evacuated populations to their places of residence and/or employment and facilitate a planned effort to restore the normal quality of life to the community of communities harmed by a chemical release or life threatening emergency.

SITUATION

The recovery phase is the final stage of the emergency response system. During recovery, the public and government will strive to return the community and its environment to the state, or an improved state, that it was prior to the emergency. Recovery may begin during the response phase and continue until the restoration of normal community life is complete. Emergency Response Personnel will not undertake clean-up or waste removal actions after the incident has been stabilized. Such activities will be directed by the Fire Inspector, county, state, and/or Federal Government. If hazardous materials clean-up activities will be done only by licensed contract firms cognizant with State and Federal hazardous waste removal regulations.

The initial objective in the recovery stage will be safe and orderly return of evacuees to their homes within the assurance that they are safe for habitation.

Additional information and guidance on short and long term recovery will be found in the Orange County Emergency Management Plan.

PARTICIPATING AGENCIES

Town of New Windsor:

- New Windsor Police
- Town Supervisor and government administration
- Town Fire Inspector
- Public Works (including water & sewer departments.)
- City of Newburgh Enlarged School District Board of Education
- Clergy

Orange County Agencies:

- County Executive & staff
- Emergency Management Office
- Department of Health
- Department of Mental Health
- Department of Public Works
- Sheriff's Department
- Fire coordinator

New York State Agencies:

- State Police
- Department of Environmental Conservation
- Department of Health
- State Emergency Management Office
- Office of Fire Prevention & Control

Federal Agencies:

- Environmental Protection Agency
- U.S. Coast Guard
- Federal Emergency Management Agency

Private Sector:

- Private relief agencies, i.e., American Red Cross
- Central Hudson, New York Telephone, Highland Telephone
- Facilities
- Transportation Companies
- Shipper/Manufacturers

RESPONSE PROCEDURES

Emergency Response Level I:

- Ensure proper and safe restoration of utilities (gas & electric) prior to return of occupants of residences or businesses temporarily evacuated during the incident.
- Supervise spill clean-up and removal. Spiller shall

be responsible for all spill/waste clean-up and removal under DEC direction.

Emergency Response Level II:

- Assist DEC and Department of Health and A & E of contamination conditions on-site, and within the Vulnerability Zones and evacuated areas thereof, to ascertain when the safe return of evacuees to these areas may be possible.
- Ensure, through the Department of health and DEC, that Vulnerability Zone and/or evacuated areas are safe and habitable with regard to potable water supply and food chain.
- Ensure, through DEC and Department of Health, the proper clean-up by private waste removal contractors without relieving the spiller of financial responsibility for the clean-up.

Emergency Response Level III:

- Carry out all recovery steps listed above.
- The Town of New Windsor, Orange County and/or New York State shall be the lead agency(s) in the recovery effort.
- The Town of New Windsor shall cooperate with the County in the long-term recovery effort, including the accurate assessment of damages as required for possible Federal disaster relief finding.

The above guidelines notwithstanding, all long-term recovery efforts shall be in accord with all Town of New Windsor, Orange County, New York State and Federal statute and regulation.

Training and Exercising

Purpose

To establish a comprehensive program that will ensure appropriate training of emergency response personnel and government officials in disaster response and implementation of this Town of New Windsor Disaster Response Plan.

Situation

In establishing training programs and schedules, Town of New Windsor recognizes the need for an integrated exercise program that will ensure each agency's Emergency Response Plan to successfully perform their

emergency roles and functions in accordance with this Disaster Response Plan. An effective training exercise program will strengthen response management, coordination, and tactical operations.

Periodic plan exercise will also reveal shortcomings and weaknesses that can be acted upon prior to an incident or emergency. Revisions, reflecting and correcting these weaknesses, will then be made to the Disaster Plan.

Types of Exercises

Exercises are generally classified in four categories; Orientation, Table-top, Functional, and Full-Scale.

- Orientation Exercises - Orientations are used to acquaint personnel with the methodology, policies, and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. An orientation exercise is especially effective in introducing participants to the plan and preparing them for the exercise process. It helps to ensure that jurisdiction officials and emergency response personnel understand their roles and responsibilities. It helps to clarify any complex or sensitive plan elements. While the orientation does not involve and direct simulation or role playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

- Table-top Exercise - A table-top is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role playing to generate participation in and discussion of the plan, its procedures, policies, and resources. Table-top exercise are an excellent method of familiarizing groups and organizations with their roles, and in demonstrating the need for proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. It allows participants to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A table-top usually lasts 2 to 4 hours and should have a trained facilitator.

- Functional Exercise - A Functional Exercise is a simulation of an actual emergency designed to provide training and evaluation of integrated emergency operations and management. More complex than the table-top, it focuses on interaction of decision making and agency coordination in a typical emergency management environment such as a Command Post and/or an Emergency Operating Center. All field tactical operations are simulated, activity although messages and information, as normally exchanged, are simulated using actual communications, including radios and telephones. It permits

command officers, Unified Incident Command system decision makers, and coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. A functional exercise generally includes several organizations and agencies practicing interaction of a series of emergency functions; such as direction and control, assessment & evaluation, public warning, and evacuation methodology.

- Full Scale Exercise - The Full Scale Exercise evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of the community emergency program. It differs from the functional exercise in that it adds the actual field components. A detailed scenario and on-site simulation are used to approximate an emergency. Emergency Response Personnel undertake actual operations. The Unified Incident Command structure is established, with an Incident Commander, and jurisdiction officials practicing coordination and policy making roles at a Command Post. An Emergency Operation Center may also be set up to support the operation. Direction and control, mobilization of resources, communications and other components of the emergency plan are exercised.

Each of the above exercises vary in activities and necessary resources. Some require simple preparation and execution, while others may be more complex and require greater efforts and many more resources. Each provide their own benefits and should be considered in the overall development of an emergency plan exercise program.

EXERCISE PROGRAM GOALS

Recognizing that these exercises are intended to build one upon another, each one becoming more complex and comprehensive, the Town proposes a progressive exercise program. The program goals are:

- Schedule basic Orientation exercise to introduce the plan and the specific concepts and responsibilities established to Town of New Windsor Agencies and Orange County departments.
- Plan table-top exercises to simulate actual coordination and leadership functions of the plan, including the Unified Incident Command system, that may be new to many Emergency Response Personnel.
- Follow with functional exercises to integrate the plan's more complex sections under simulated emergency

response system with the staging of full-scale exercises.

- Evaluate the entire disaster emergency response system with the staging of full-scale exercises.

PLAN REVISION

Through observation and critique of the above training and exercising efforts, deficiencies and weaknesses of this will be identified. The disaster will then be edited and revised accordingly.

PLAN DEVELOPMENT AND MAINTENANCE

This Town of New Windsor Disaster Plan was developed by the Town of New Windsor Fire Inspector's Office and the Town of New Windsor Police Department.

The Plan will be updated at such times as may be necessary but, no case, less than annually. Updating of the Plan will be preceded by an appraisal of its contents and/or an exercise and critique of the Plan. Execution of the plan in response to an actual event will be considered as an exercise and will require a critique and after-action report to be submitted to the Town Supervisor.

Those items which are subject to frequent change and shall be reviewed annually for possible updating include, but are not limited to the following:

- Town of New Windsor, Orange County, New York State and facility notification and alerting lists, including identity and phone numbers of response personnel.
- Facility Hazard analysis and Maps.
- Transportation routes for hazardous materials.
- Inventories of critical equipment, supplies, and other resources.
- Town water distribution, storm drainage and sewer maps.

In addition, specific functions and procedures as listed herein for the Town of New Windsor and facilities should be reviewed and revised as appropriate.

UPDATE POLICY

The following policies apply to the appraisal and updating of the Town of New Windsor disaster Plan:

- It is the responsibility of the Fire Inspector to coordinate the review and update of the Plan. Support will be provided by all Town departments and agencies, and all others having a role in response under this plan.

- The Plan shall be updated as necessary on an annual basis. This update will be preceded by a thorough review of the plan's status and contents. A written report on this review shall be submitted to the Town Supervisor. The report will highlight significant changes, deficiencies and other data relevant to an update of the Plan. Such review shall be submitted on or before the first day of June of each year so that any additional funding or need resources can be address in the preparation process.

- In conducting the Plan review and update, the Fire Inspector will seek input from Town departments, local agencies, industry and other interested parties. When necessary, the Fire Inspector will conduct meetings to insure that all critical issues have been addressed, and that changes have been recommended and implemented if possible.

- Departments and agencies and other agents maintaining annexes and/or procedures that are a part of this Plan shall review that portion of the Plan pertaining to their function on an annual basis. A written report of this review will be submitted to the Fire Inspector by April first of each year and shall become a part of the Fire Inspector's review.

- The Office of the Fire Inspectors shall serve as an office of record for the Plan and supporting materials.

- The Fire Inspector shall maintain a list of Plan recipients to insure that reviews, updates, and changes are received and signed for by every recipient.

- A record of changes and distribution shall be maintained as part of the "Changes and Dissemination".

Comments, corrections, and/or suggestions on any aspect of this Plan should be forwarded to:

John McDonald, Esq. Administrative Director
Town of New Windsor
555 Union Avenue
New Windsor, New York 12553