

TOWN OF HALFMOON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



*TOWN OF
HALFMOON*

*2 Halfmoon Town
Plaza*

*Halfmoon, New York
12065*

**DATE OF ADOPTION:
01/16/2019**

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TOWN OF HALFMOON

EMERGENCY RESPONSE QUICK REFERENCE GUIDE

Department	Phone	Fax	Home/Cell	E-mail
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Town of Halfmoon Supervisors Office

Kevin Tollisen-Supervisor
Paul Hotaling- Deputy Supervisor
Jeremy Connors-Councilman
John Wasielewski-Councilman

Town of Halfmoon Emergency Liaison

John Wasielewski

Town of Halfmoon Emergency Coordinator

John Cooper Jr.

Clifton Park Fire Dept. Chief

John VanChance Jr.

Halfmoon Fire Dept. Chief

Rick Gaudette

Hillcrest Fire Dept. Chief

Keith Butler

West Crescent Fire Chief

Steve Bonesteel

Clifton Park EMS

Alan Bell

Town of Halfmoon Highway Department

John Pingelski
Bill Bryans

Town of Halfmoon Water Department

Frank Tironi
Sean McCarthy
Scott Houle
Frank Brammer
William Robitaille
Christian McMahon
Donovan Ayotte

Town of Halfmoon Code Enforcement

Rich Harris
Dave Milkiewicz
John Cooper

Town of Halfmoon Animal Control

Beth Abramson

Emergency Contractors

Riberdy Construction
D/N Excavating Inc.
Tholin Construction

Saratoga County Dispatch

Saratoga County Emergency Services

Carl Zeilman

EXECUTIVE SUMMARY

I. INTRODUCTION

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

II. COMPREHENSIVE APPROACH

- A. Dealing with disasters is an ongoing and multi-faceted undertaking. Through implementation of **Risk Reduction** (prevention and mitigation) 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.
- B. This process is called **Comprehensive Emergency Management** to emphasize the interrelationship of activities, functions, and expertise necessary to deal with disasters. The plan contains three sections to deal with emergencies, **Prevention**, **Response**, and **Recovery**.

III. MANAGEMENT RESPONSIBILITIES

- A. The plan assigns responsibility for emergency management to existing town departments/agencies. Assignments are made within the framework of the present town capability and existing organizational responsibilities.
- B. The Town of Halfmoon is designated to provide the centralized coordination of all the emergency services activities, including: coordination of resources, manpower and services and the centralized direction of requests for assistance.
- C. The Town of Halfmoon intends to use the National Incident Management System (NIMS), 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.
- D. The plan describes the direction of requests for assistance and understanding the government jurisdiction most affected by an emergency is required to involve itself prior to requesting assistance.
- E. Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources are addressed in separate annexes attached to the plan. Examples of this type of situation are hazardous materials transportation accidents, and chemical spills.

IV. DISCLAIMER

This plan supersedes all previous Emergency Management Plans.

V. CONCLUSION

The plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow the town to meet its responsibilities before, during and after an emergency occurs.

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, disruption of the normal functions of government, communities and families, and cause human suffering.
2. Town governments must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in their towns.
3. Under authority of Section 23 of Article 2-B of New York State Executive Law, a (Town/Village/ City) will develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town of Halfmoon has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:

RISK REDUCTION: (Prevention and Mitigation), describes activities to prevent or minimize the impact of hazards in the Town of Halfmoon, such as:

1. Prevention refers to those short or long-term activities, which eliminate or reduce the number of occurrences of disasters.
2. Mitigation refers to all activities, which reduce the affects of disasters when they do occur.
3. Section II of this plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the town.
4. Risk Reduction, (Prevention and Mitigation), describes activities to prevent or minimize the impact of hazards in the town, such as:
 - a. Identification of Potential Disaster Locations
 - b. Emergency Management Capability Assessment
 - c. Identification, Location, & Assessment of Resources
 - d. Comprehensive Emergency Management Planning
 - e. Monitoring of Identified Risk Areas
 - f. Training of Emergency Personnel
 - g. Providing Education and Improving Public Awareness

RESPONSE

1. Response, deals with the following areas of concern:
 - a. Emergency Response Organization & Responsibilities
 - b. Direction and Control and the EOC
 - c. Emergency Communications and Alerting and Warning
 - d. Public Information
 - e. Declaration of State of Emergency
 - f. Evacuation and In-Place Sheltering
 - g. Agencies emergency functions

2. Response operations may start before the emergency/disaster event materializes, i.e. example, on receipt of advisories that floods, blizzards, or ice storms could impact the town. This increased readiness response phase may include such pre-impact operations as:
 - a. Detecting, monitoring, and assessment of the hazard
 - b. Alerting and warning of endangered populations
 - c. Protective actions for the public
 - d. Allocating/distributing of equipment/resources
3. 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.
4. Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
5. If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

RECOVERY

1. Recovery, of this plan discusses:
 - a. Damage Assessment
 - b. Planning for Recovery
 - c. Reconstruction
 - d. Public Information on Recovery Assistance
2. 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, 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 Comprehensive Emergency Management Plan sets forth the basic requirements required by those involved in an emergency due to the occurrence of a natural or man-made emergency/ disaster in the town:
2. The objectives of the plan are:
 - a. Identify, assess and prioritize local vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - b. Outline short, medium and long-range measures to improve the town's all-hazards management capability.
 - c. Provide that the local governments take appropriate actions to prevent or mitigate effects of disasters (hazards) and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - d. Provide for the efficient utilization of all available public and private resources to protect against and deal with an emergency or threatening situation.
 - e. Provide for the utilization and coordination of county, state and federal programs to assist disaster victims, prioritize response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
 - f. Provide for the utilization and coordination of state and federal programs for recovery from a Disaster with attention to the development of mitigative programs.

C. LEGAL AUTHORITY

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and

implementation.

1. New York State Executive Law, Section 23, Article 2-B, as amended
2. New York State Defense Emergency Act, as amended
3. Town of Halfmoon Executive Order #1, as amended
4. Homeland Security Act of 2002
5. Federal Robert T. Stafford Disaster Reliefs and Emergency Assistance Act

D. CONCEPT OF OPERATIONS

1. The primary responsibility for responding to emergencies rests with the local governments, towns/villages/cities, and with their Chief Executive.
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 utilize their own facilities, equipment, supplies, resources, personnel and resources of private agencies first.
4. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the county government.
6. The Town Supervisor may coordinate responses for requests for assistance for the local governments.
7. The Town Supervisor has the authority to direct and coordinate the town disaster operations and has delegated this authority to the Town of Halfmoon Emergency Management Coordinator.
8. The Town Supervisor may obtain assistance from other towns, or the county when the emergency disaster is beyond the resources of the town.
9. The Town of Halfmoon will utilize the National Incident Command System (NIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
10. A request for assistance to the state will be submitted through the Saratoga County Office of Emergency Services and presupposes the utilization and expenditure of personnel and resources at the local level.
11. State assistance is supplemental to local emergency efforts.
12. Direction and control of state risk reduction response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by SEMO.
13. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of state and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a "major disaster/emergency" under the provisions of PL 93-288.

E. PLAN MAINTENANCE AND UPDATING

1. The Town of Halfmoon Emergency Coordinator is responsible for maintaining and updating this Plan.

2. All town departments are responsible for annual review of their emergency response role and procedures, and provide any changes to Town of Halfmoon Emergency Management Coordinator by May of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by July of each year.

SECTION II

RISK REDUCTION (PREVENTION AND MITIGATION)

A. DESIGNATION OF TOWN HAZARD MITIGATION COORDINATOR

1. See Attachment # 9 (Hazard Mitigation Plan Prepared by Tetra Tech)

B. IDENTIFICATION AND ANALYSIS OF POTENTIAL HAZARDS

1. The Town of Halfmoon Emergency Planning Committee will be comprised of:
 - a. Town Emergency Coordinator
 - b. Town Highway Superintendent
 - c. Saratoga County Office of Emergency Services Representative
2. The Town of Halfmoon Emergency Planning Committee will:
 - a. Identify potential hazards in the Town
 - b. Determine the probable impact each of those hazards could have on people and property.
 - c. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.
3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
4. The hazard analysis:
 - a. Provides a basic method for analyzing and ranking the identified hazards, including description and identification of geographic areas characteristics and population at risk to specific hazards;
 - b. Establishes priorities for planning for those hazards receiving a high ranking of significance;
 - c. Was conducted by county emergency officials in conjunction with Tetra Tech Consultants as a team in accordance with FEMA guidelines and New York State Emergency Management Office (SEMO) directives.
 - d. After completion was submitted to the Northern District Office of SEMO.
5. The complete Hazard Analysis results are located in the Saratoga County Office of Emergency Services including: paper and computerized maps identifying the location of hazard areas.

C. EMERGENCY RESPONSE CAPABILITY ASSESSMENT

1. Periodic assessment of the town's capability to manage the emergencies that could be caused by the hazards identified and analyzed in the town is a critical part of Risk Reduction.
2. The Emergency Planning Committee will, on an annual basis:
 - a. Assess the current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
 1. Likely time of onset of the hazard
 2. Impacted communities' preparedness levels
 3. Existence of effective warning systems
 4. Communities' means to respond to anticipated casualties and damage

- b. Determine current management capability against standards and criteria SEMO and FEMA has established
3. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Town Emergency Coordinator, and Saratoga County Office of Emergency Services.

D. TRAINING OF EMERGENCY PERSONNEL

1. The Town of Halfmoon Town Supervisor, in coordination with the Town of Halfmoon Emergency Coordinator has responsibility to:
 - a. Arrange and provide with the assistance of the Saratoga County Office of Emergency Services , the conduct of training programs for town emergency response personnel , public officials, emergency management staff, and key town personnel as designated.
 - b. Such training programs will:
 1. Include knowledge of characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, available support and resources and technical skills as required.
 2. Include Incident Command System (ICS) training, focusing on individual roles
 3. Conduct meetings as needed, but no less than yearly, with appropriate personnel from Saratoga County Office of Emergency Services concerning disaster interface with county government, including ICS for Executive training
 4. 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.
 - c. Participate in periodic county 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 Town and County Comprehensive Emergency Management Plans, and regular drills to test readiness of warning and communication equipment; see Attachment 2, Saratoga County Drill and Exercise Schedule.
 - d. Consult with the town departments and agencies, in developing training courses and exercises
 - e. Work with the county and local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards
 - f. Receive technical guidance on latest techniques from county, state and federal sources and request assistance.
2. All town departments/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 procedures. (i.e. Highway Department, Water Department)
3. Volunteers participating in emergency services such as fire/rescue operations, emergency medical services, Red Cross, RACES, CAP, will be trained by these services in accordance with established procedures and standards.

E. EDUCATION AND PUBLIC AWARENESS

1. The Saratoga County Office of Emergency Services is responsible for Education and Training. The Town of Halfmoon Emergency Coordinator will contact them for Education and Training materials and classes/briefings. Etc.
2. The 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 New York State Emergency Management Office and other State departments, as appropriate, will be made available for use in the program.

F. MONITORING OF IDENTIFIED RISK AREAS

1. The Town Emergency Coordinator will develop with the assistance of key departments the capability to monitor identified risk areas, in order to detect a hazardous situation and protect the population at risk.
2. The Town Highway Department and Water Department 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.
3. As a hazardous emergency is detected this information is to be immediately provided to the Town of Halfmoon Emergency Coordinator, Town Supervisor or to the Saratoga County Dispatch Center, as appropriate, and disseminated per protocol. The Town of Halfmoon Emergency Coordinator will then be responsible for monitoring and response.

SECTION III

RESPONSE

A. RESPONSE ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. The Town Supervisor

- a. The Town Supervisor as Chief Executive Officer is ultimately responsible for Town Emergency response activities.
 1. Take personal command 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.
 2. Control the use of town owned resources and facilities for disaster response.
 3. May declare a local state of emergency in consultation with the Emergency Management Coordinator and the Town Attorney,
 4. May request assistance from the County when the situation escalates beyond the capability of town resources, and may promulgate emergency orders and waive local laws, ordinances and regulations.
 5. Provide assistance to others as requested by other local governments, both within and outside of Saratoga County.
- b. In the event of the unavailability of the Supervisor, due to absence or incapacitation, to perform the functions described, the following line of command and succession has been established by Town Board to ensure continuity of government and the direction of emergency operations:
 1. Deputy Supervisor, Paul Hotaling
 2. Councilman, John Wasielewski
 3. Councilwoman, Daphne Jordan
 4. Councilman, Jeremy Connors
 5. Highway Superintendent, John Pingelski
 6. Town Clerk, Lynda Bryan

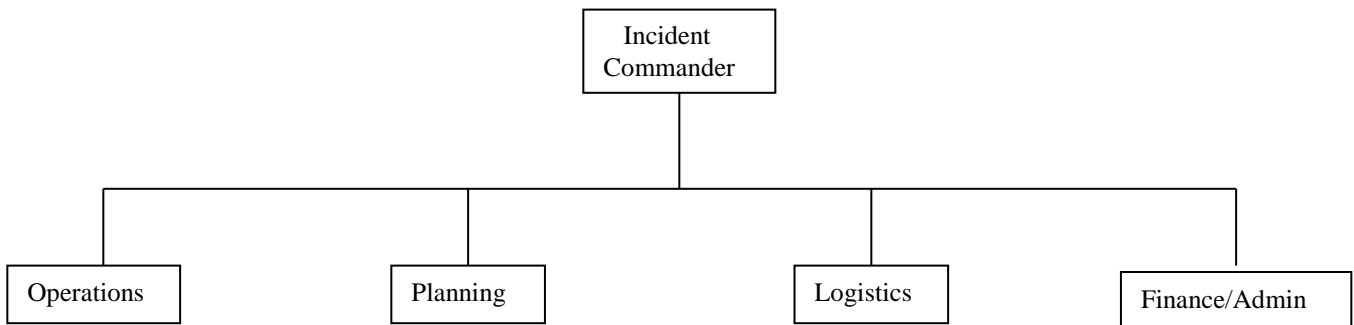
2. Town Emergency Management Coordinator:

The Town Emergency Management Coordinator, coordinates Town emergency response activities for the Town Supervisor, and recommends to him/her to declare a Local State of Emergency based on the severity of the situation and the necessity to use additional executive powers to respond effectively to the emergency, and the necessity to use additional executive powers prescribed in Article 2-B Section 24 of State Executive Law to respond effectively to the emergency. The Emergency Coordinator should be advised of any large-scale emergency within the Town and be involved with the coordination of Town personnel and the use of the Reverse 911 system for the duration of the event.

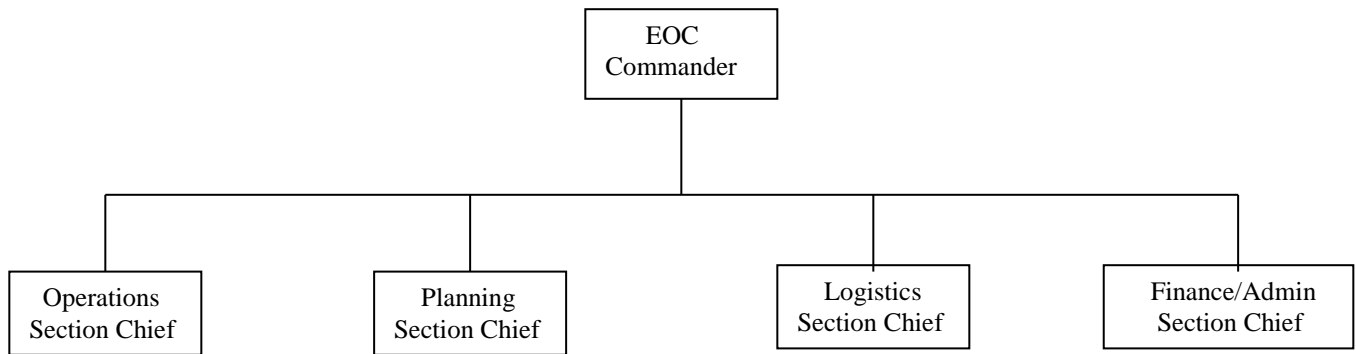
3. The Town Emergency Response Organization

- a. The Incident Command System (ICS)
 1. The Town of Halfmoon endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. The emergency forces first responding to an incident should initiate ICS.

2. ICS is organized by five functions:
 - a. Command
 - b. Operations
 - c. Planning
 - d. Logistics
 - e. Finance/Administration
3. 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.
4. 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.
5. 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.
6. An on-scene ICS with all five functions organized as sections is depicted as:



7. 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 of Halfmoon Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. Town response personnel not assigned to on-scene ICS will be coordinated by or through the Town Emergency coordinator.
8. 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 NIMS qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a county official could be designated as the IC.
9. 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 Saratoga County or state official could be designated as an Incident Manager and numerous county response personnel assigned to the Area ICS.
10. Town Response personnel operating at the EOC will be organized by ICS function, as depicted below and interfaces with their on-scene counterparts, as appropriate.



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

b. Agency Responsibilities

The Town Supervisor, shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

B. PRIMARY PARTICIPANT IN TOWN EMERGENCY RESPONSE ARE:

1. Town
 - a. Town Supervisor
 - b. Emergency Management Coordinator
 - c. Local Police/Sheriff's Department
 - d. Highway Superintendent
 - e. Director of Code Enforcement
 - f. Fire Departments
 - g. Local EMS
2. Private, semi-private and volunteers

C. MANAGING EMERGENCY RESPONSE

1. Incident Command Post and Emergency Operations Center
 - a. Incident Command Post (ICP)
 1. Field operations required for emergency response will be directed and controlled by the Incident Commander representing the highest executive town officer;
 2. 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.
 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. The Incident Command Post (ICP) will be selected by the Incident Commander (IC) based upon the logistical needs of the situation and located at a safe distance from the emergency site.
5. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, the Saratoga County Mobile Command Post (operated by and from the Saratoga County Sheriff's Department) may be used.
6. The Incident Commander will:
 - a. Be responsible for all field operations and command the on-scene response force, including public and private emergency personnel.
 - b. Establish On-Scene Command Post (ICP), at a safe distance from the emergency/disaster scene, from where field operations will be directed and controlled.
 - c. Delineate the area encompassed within the perimeter of the emergency/disaster and establish this as the emergency/disaster area.
 - d. Be in control of the emergency/disaster area.
 - e. Make arrangements to obtain radio, telephone and emergency power for the On-Scene Command Post.
 - f. Select an area suitable to serve as a staging area for receiving resources/supplies for the field operation.
 - g. Be responsible for establishing and controlling the emergency routes to and from the emergency/disaster scene. Establishing the location of blocked roadways, controlling of traffic on routes within the emergency/disaster area and providing security and crowd control.
 - h. Establish communications with the Town EOC.
 - i. Make recommendations to the Town Emergency Coordinator (his/her Representative) if evacuation is necessary and to what extent the emergency/disaster area should be evacuated.
 - j. Direct the evacuation operations in the emergency/disaster area.
 - k. Make arrangements to obtain personnel protective equipment (PPE) as required by the situation.
 - l. Keep the EOC updated with On-Scene Situation Reports in accordance with a regular reporting schedule.
 - m. Make arrangements with local motel and restaurant owners for the quartering and feeding of the on-scene response force in the event of prolonged operations.

2. Town of Halfmoon Emergency Operations Center (EOC)

- a. Town of Halfmoon emergency response will be directed/controlled from the Town of Halfmoon Emergency Operations Center (EOC) located in the Town of Halfmoon Town Hall, Code Enforcement Office. The EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. It can also be used as an Area Command Post when Area Command is instituted.
- b. EOC operations provide for centralized direction and control of emergency response and centralized coordination of town and private agencies activities from a secure and functional location.
- c. If a disaster situation renders the EOC inoperable, the auxiliary EOC will be established at the following location: Most readily available Fire Station, Town of Halfmoon Water Plant, or Town of Halfmoon Highway Dept.
- d. Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Town Emergency Coordinator and interface with their on-scene counterparts, as appropriate.
- e. Though organized by ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
- f. The Town Emergency Coordinator is responsible for managing the EOC or auxiliary EOC during emergencies.
- g. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In

the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Town Emergency Coordinator.

- h. Each agency will routinely identify its personnel assigned to the EOC. This notification is to be provided to Town Emergency Coordinator and updated quarterly.
- i. Work areas will be assigned to each agency represented at the EOC.
- j. Internal security protection of the EOC, during an emergency will be provided by the Saratoga County Sheriff's Office or local police force:
 - 1. All persons entering the EOC will be required to check in at the security desk located at the main entrance;
 - 2. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC;
 - 3. Temporary passes will be returned to the security desk when departing from the premises.
- k. The EOC space should be maintained by the Town Emergency Coordinator in an emergency mode at all times. During non-emergency periods, the EOC can be used for meeting, training and conferences.
- l. The Town Supervisor will designate a Situation Officer, responsible for emergency/disaster situation reporting;
- m. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used. The Situation Officer will
 - 1. Develop a uniform reporting format for all phases of situation reporting, to ensure that the information reported is precise, concise and clear;
 - 2. Ensure that information on the emergency situation is collected and reported as soon as possible after the occurrence of the incident;
 - 3. Receive copies of all messages and/or situation reports from the Incident Commander, and county and state government officials, sent to the EOC pertaining to an emergency situation;
 - 4. Authenticate the reports and acknowledge receipt;
 - 5. Request periodic situation reports from all departments/agencies represented in the EOC;
 - 6. Select for posting, in a chronological order on the situation board, the crucial situation reports, in accordance with an assigned priority code;
 - 7. Analyze the situation reports and brief the EOC emergency staff regularly on the situation;
 - 8. Maintain an Activity Log to record actions taken and post on situation board, as appropriate;
 - 9. Prepare the initial disaster situation report to be submitted to the Town Supervisor, Saratoga County Office of Emergency Services. The Report will contain:
 - a. Date and time of disaster;
 - b. Type of disaster;
 - c. General Location of the disaster;
 - d. Specific area affected, including number of people;
 - e. Number of injured (estimate);
 - f. Number of dead (estimate);
 - g. Extent of damage (estimate);
 - h. Damage or loss of municipal response equipment;
 - i. Roads closed;
 - j. Actions taken
- 10. Prepare follow-up situation reports to be submitted at regular intervals to Saratoga County Office of Emergency Services
- 11. Statewide emergency situation reports will be received from the National Warning System (NAWAS) and National Weather Service (NWS).
- 12. The Town Emergency Coordinator maintains a Standard Operating Procedure for activating, staffing and managing the EOC.

D. NOTIFICATION AND ACTIVATION

1. Upon initial notification of an emergency through the Saratoga County E9-1-1 Communications Center, The Town Emergency Coordinator will immediately activate the alert notification roster, in accordance with the Town **Emergency Response Quick Reference Guide**. This initial notification sets into motion the activation of Town's response personnel.
2. Each emergency is to be classified into one of four Saratoga County Response Levels according to the scope and magnitude of the incident (See Saratoga County Emergency Management Plan CEMP).
3. The emergency staff members who arrive first will initiate the Town Emergency Response Procedures for key departments and agencies.
4. The Town Emergency Management Coordinator will notify and brief the Supervisor and appropriate Department Heads on the status of a disaster situation.
5. The emergency response staff will implement the emergency plan directives and provide advice to the Supervisor for decision-making on coordinated response actions.
6. The Town Emergency Management Coordinator will confirm activation and availability of resources to the on-scene commander.

E. ASSESSMENT AND EVALUATION

1. As a result of information provided by the Operations and Planning sections, the Command Section will, as appropriate, in coordination with the Incident Commander:
 - a. Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat;
 - b. Analyze the best available data and information on the emergency;
 - c. Explore alternative actions and consequences
 - d. Select and direct specific response actions.

F. DECLARATION OF LOCAL STATE OF EMERGENCY AND PROMULGATION OF LOCAL EMERGENCY ORDERS

1. A disaster threat will initiate at the village, town, or city level. Each level of government has the first line of responsibility to respond to such an emergency.
2. In response to an emergency or its likelihood, upon a finding that public safety is imperiled, the Supervisor may proclaim a State of Emergency pursuant to section 24 of the State Executive Law.
3. Such a proclamation authorizes the Supervisor to deal with the emergency situation with the full executive and legislative powers of town government.
4. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
 - a. Establishing curfews
 - b. Restrictions on travel
 - c. Evacuation of facilities and areas
 - d. Closing of places of amusement or assembly
5. Saratoga County Emergency Management Plan (CEMP), Appendix 2 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

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.
7. The local jurisdiction will notify the Saratoga County Director of Office of Emergency Services immediately of any emergency situation so that:
 - a. The potential need for County assistance can be monitored and identified.
 - b. Potential sources of assistance can be notified.
 - c. Limited sources for immediate assistance be obtained.
 - d. The State Emergency Management Office be notified.
8. The Chief Executive Officer of the Town of Halfmoon has the authority to proclaim a state of emergency and issue emergency orders within their jurisdiction.
9. Whenever a State of Emergency is declared in Town of Halfmoon or Emergency Orders issued, such action will be coordinated, with Saratoga County Office of Emergency Services.
10. Should the emergency escalate beyond the capability of the town government, authority exists under State Executive Law Article 2-B for local jurisdictions to obtain aid from other political subdivisions.
11. If assistance beyond local capability is needed, the Town Supervisor may request aid from the Saratoga County Office of Emergency Services.
12. When seeking and accepting assistance from another subdivision, terms and conditions of such assistance are mutually agreed to by the chief executives of the requesting and assisting subdivisions.
13. A subdivision offering assistance may provide any services, equipment, facilities, supplies, personnel, or other resources of the subdivision on terms and conditions mutually agreed to by the Chief Executives of the participating jurisdiction.
14. The Town Supervisor may issue a declaration of a "Local State of Emergency".
15. In the event that response required is beyond Town's capability, the Town will refer the request for assistance to the Saratoga County Office of Emergency Services. Then if needed the county will request state aid.
16. Requests for County and State assistance should indicate:
 - a. Local facilities, equipment, supplies, personnel and resources of private Agencies are fully utilized.
 - b. Type and amount of equipment and supplies needed.
 - c. Where and when the aid is to be sent.
 - d. Name and position of person responsible for equipment.
 - e. Acknowledgement of responsibility for the maintenance and return of the equipment.
 - f. Acceptance of responsibility of expenses incurred in transporting equipment to and from the local area,
17. If the Governor finds that extraordinary State assistance is needed a Gubernatorial Declaration of "State Disaster Emergency" may be issued.
18. The Governor may direct agencies of State government under the coordination of SEMO to use, lend or give, with or without compensation, facilities, equipment, supplies, personnel and other resources, except the extension of credit. There is no provision for outright financial assistance by the State to localities for disaster relief.
19. In the event of a disaster of sufficient magnitude, in which local and State resources are clearly inadequate to respond to the emergency, the Governor may request the President to declare an "emergency" or a "major disaster" under the provisions of Public Law 93-1288.

20. At each step of the process, local to County, County to State, and State to Federal government, there is a requirement that the requesting level of government utilizes its own resources prior to submitting its request for assistance.

G. PUBLIC WARNING AND EMERGENCY INFORMATION

1. Emergency warnings should be received at the Saratoga County Communications Center through the National Warning System (NAWAS) on a twenty-four hour basis.
2. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
3. Activation and implementation of public warning is an Operations section responsibility.
4. 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 solely on-scene personnel may in many cases, implement public warning, the use of the systems listed in a) and b) below **requires strict coordination with the EOC:**
 - a. **Emergency Alert System (EAS)** - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of telephone or encoder by select County officials including the Director of Emergency Services.
 - 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 Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received Countywide. NWR is also a component of EAS. Select County officials can also initiate emergency broadcasts on the NWR.
 - c. **Fire sirens** - Located at fire stations throughout the County for alerting volunteer firefighters. The sirens can be used in conjunction with EAS. They are activated, individually or in combination, from the County Communications center to sound a special public warning signal. Signal means turn on radio or TV for emergency instructions.
 - d. **Emergency service vehicles** - Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for "route alerting" of the public. This capability exists County-wide but should not be relied upon for general public warning.
 - e. **Door-to-door** public warning can be accomplished in some situations by individually alerting each residence/business in a particular area. Any designated group such as police, fire police and firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants, can undertake this. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
 - f. **Reverse 911** system can be used to notify the public by calling all phones that are listed. System can be specific to a part of the Town or the whole Town depending on the situation.
5. County officials will advocate, as part of their normal dealing with Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with the same reception.
6. Special Arrangements will be made for warning the hearing impaired and, where appropriate, non-English speaking population groups.
7. Public Information: The Town will appoint a Public Information Officer (PIO) to represent the Supervisor. The County Public Information Officer will train he or she.

8. The Saratoga County Public Information Officer (PIO), designated by the Chairman of the Board of Supervisors, is part of the Command section may, in coordination with on-scene Incident Commander:
 - a. Establish and manage a Joint News Center (JNC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings.
 - b. Make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the emergency.
 - c. Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
 - d. Authenticate all sources of information being received and verify accuracy.
 - e. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
 - f. Coordinate the release of all information with the key departments involved at on-scene and at the EOC.
 - g. Clear all news releases with the Director of the Office of Emergency Services.
 - h. Check and control the spreading of rumors.
 - i. Arrange and approve interviews with news media and press by emergency personnel involved in response operation.
 - j. Arrange any media and public tours of emergency sites
 - k. Inform the public about places of contact for missing persons and continued emergency services.
 - l. Develop and keep updated Emergency Public Information (EPI) materials such as pamphlets, with instructions as to what action to take.
 - m. Make EPI materials available to the public and the news media, including for the visually impaired and non-English speaking population groups.
 - n. Make written and/or oral agreements with the news media for dissemination for EPI and emergency warnings and establish points of contact.
 - o. Conduct annual information meetings with news media to acquaint them with emergency plans and procedures.
9. The Joint News Center (JNC) may be established at the EOC or at any location where information flow can be maintained without interfering with emergency operations.
10. The Joint News Center (JNC) may be located at a "one-stop" center where citizens/news media can obtain information and assistance.

H. 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 be led by the Saratoga County Public Nurses, Director and include representation from Saratoga County EMS Council.

I. EMERGENCY MEDICAL SERVICES

1. There may be established within the Operations Section an Emergency Medical Services Group.
2. The group leader will be the Saratoga County EMS Coordinator.
3. The function of this group is to assist with the Coordination of Care and Transportation of the sick and injured, while preserving the overall integrity of the Saratoga County EMS System.
7. Mutual Aid Guidelines will be found in the Saratoga County EMS Mutual Aid Plan

5. At times this group may include representatives from the New York State Bureau of Emergency Medical Services, or designated regional Medical Control Physicians.
6. At times depending the size and duration of an incident, it is possible that non Saratoga County EMS Coordinators or Deputized Squad Officers may assist with the operations of this group.

J. 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 and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations Section a Human Needs Group to perform the tasks associated with (1.) above.
3. If all town resources have been utilized and there are continuing human needs issues then the town will refer these needs to Saratoga County Office of Emergency Services.

K. 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. If all town resources have been utilized the town will refer this information to the Saratoga County Office of Emergency Services.

L. RESOURCE MANAGEMENT

1. The Planning Section is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. If all town resources have been utilized the town will refer this information to the Saratoga County Office of Emergency Services.
4. All County-owned resources are under the control of the Chairman of the Board of Supervisors during an emergency and can be utilized as necessary.
5. Resources owned by other municipalities in and outside of Saratoga County can be utilized upon agreement between the requesting and offering government.
6. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency. It is not uncommon for the private sector to donate certain resources in an emergency.
7. Resources inventory will be updated annually.

M. STANDARD OPERATING GUIDES AND OTHER SUPPORTING PLANS

1. Each town agency assigned responsibility under this response portion of the CEMP is required to develop

its own Standard Operational Checklists. These checklists 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's procedures are to be updated at least annually and reviewed at a joint agency planning meeting held each spring. Copies of each SOG are retained by the Town Emergency Coordinator.

N. EVACUATION AS A PROTECTIVE ACTION RESPONSE

1. Based on the on-scene assessment of the emergency characteristics such as magnitude, intensity, time until onset and duration, and the recommendation of the Town Emergency Coordinator, the Supervisor may designate specific zones of the disaster area within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated, and issue an evacuation order.
2. If all town resources have been utilized the town will escalate this information to the Saratoga County Office of Emergency Services.

O. EMERGENCY COMMUNICATIONS

1. Communications for emergencies is based on the County Emergency Communications Plan with associated SOG's on file at the EOC.
2. Demand for communications in disasters and emergencies are of three primary types:
 - a. Dispatch-Systems for reporting emergency events and assigning personnel, services, and equipment to emergency sites.
 - b. Information Exchange - Systems for sending or reporting data, messages, and other routine but critical information regarding the status, priorities and evaluation of emergency actions among decision makers and key officials managing response operations.
 - c. Direction and Control-Systems for sending or reporting data, messages, and other routine but critical information regarding emergency events and response activities.
3. Communication systems available for emergency services and response operations include:
 - a. Emergency Services Direction and Control networks and RACES, based at the Saratoga County EOC and managed by the Communications Officer including:
 1. Direction and control networks for emergency staff, including limiting access for key public officials;
 2. Systems for coordination for emergency operations with SEMO, and with emergency management officials in nearby counties;
 3. Access and limited backup capability for local emergency service networks (fire, police, emergency medical services, public works); Radios in the Code Enforcement Office can be used if needed.
 4. A vehicle equipped with emergency management and emergency service networks designed as a mobile communications command post;
 5. Radio Amateur Civil Emergency Service (RACES): Licensed volunteers with their own equipment capable of establishing disaster and emergency communication networks among fixed sites.
 - b. Emergency Service Systems used by fire, police, EMS networks and public works designed for:
 1. Dispatch information exchange among stations/vehicles providing emergency services as a function of their daily operations;
 2. Direction and control of personnel and resources within a specific emergency service agency

- by two-way radio communication;
 - 3. Direction and control among agencies providing similar emergency services (mutual-aid)
 - 4. Limited directions and control among police, fire, emergency medical services and public works through the Saratoga County Communications Control Center.
- c. Support Systems primarily public works departments have communication systems for daily operations, with the capacity to provide equipment, vehicles, and manpower for emergency communications in support of public works, utility, and transportation activities.
4. Control of communications in disasters and emergencies remains with the primary dispatch center for each frequency, although integration of systems can be achieved by coordinating operations at the Communications Control Center, and by interaction among the Communications Officers of each of the departments and agencies involved.
 5. Most Emergency service networks (fire, police, EMS) are controlled by the Saratoga County Dispatchers in the Emergency Communication Center at the Saratoga County Sheriff's Department. Some jurisdictions have their own radio frequencies.
 6. In situations involving mutual aid, multi-agency or inter-jurisdictional response, the County serves as the system's coordination point, through its integrated capability with dispatch locations throughout the County.
 7. The Saratoga County Communications Center will maintain communication and liaison with the EOC and shall brief and advise the Communications Officer of the EOC regarding the status of communication activities and the potential need for additional system coordination and support.
 8. If it is necessary for an emergency service to operate communications from a secondary or backup site, the Sheriff's Department will provide personnel for the secondary site.
 9. The emergency communications system will be maintained to be operable on a twenty-four hour basis.
 10. Hard wire / Fax lines are located at the following town locations:
 - a. Town Supervisor's office
 - b. Senior Center
 - c. Justice Building
 - d. Highway Department
 - e. Water Department
 11. Mobile radios are located in the following town vehicles:
 - a. Highway, Water & Code Enforcement (Town Frequency)
 - b. Code Enforcement (2 Vehicles) - (Saratoga County Fire 800 Frequency)

SECTION IV

RECOVERY

A. DAMAGE ASSESSMENT

1. All Local governments (towns, villages, and cities) in Saratoga County must participate in damage assessment.
2. The Town Emergency Coordinator is responsible for:
 - a. Developing with the county government a damage assessment program;
 - b. Coordinating damage assessment activities in the town during and following an emergency;
 - c. Designating a Damage Assessment Officer for each emergency;
 - d. Advising the Town Supervisor to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.
3. All local municipalities in the County, will cooperate fully with the Saratoga County Director of Emergency Services in damage assessment activities including:
 - a. Pre-emergency:
 1. Identifying agencies, personnel, and resources to assist and support damage assessment activities.
 2. Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
 3. Making agreements of understanding between local government and private organizations for technical support and record the use of non-government personnel to perform damage assessment functions.
 4. Through coordination with the Chairman of the Board of Supervisors and county departments heads; Selecting and training personnel to participate in damage assessment survey techniques;
 - b. Emergency:
 1. Obtaining and maintaining documents, maps, photos and videotapes of damage
 2. Reviewing procedures and forms for reporting damage to higher levels of government
 3. Determine if state assistance is required in the damage assessment process
 - c. Post-emergency:
 1. Advise county departments and local municipalities of assessment requirements
 2. Selecting personnel to participate in damage assessment survey teams
 3. Arranging for training of selected personnel in damage assessment survey techniques
 4. Identifying and prioritizing areas to survey damage
 5. Assigning survey teams to selected areas
4. It is essential that from the outset of the initiation of emergency response actions town response personnel keep detailed expenditure records for:
 - a. Labor used to combat emergency
 - b. Use of owned equipment
 - c. Use of borrowed or rented equipment
 - d. Use of materials from existing stock
 - e. Contracted services for emergency response
 - f. Submitting damage assessment reports to the State Emergency Management Office

5. Damage assessment teams will consist primarily of local government employees, such as public works engineers, building inspectors, assessors and members of non-profit organizations, such as the Red Cross and Salvation Army. When necessary, non-government personnel from the fields of engineering, insurance, construction, property evaluation and related fields, may supplement the teams.
6. There will be two types of damage assessment: Infrastructure teams assess damage to public property and the infrastructure. Individual assistance (IA) teams assess impact on individuals and families.
7. Local municipality's damage assessment information will be reported to the Damage Assessment Officer at the Saratoga County EOC.
8. Personnel from town's departments, 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 Incident commander and the EOC.
10. The Emergency Coordinator, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report containing information on: destroyed property, property sustaining major damage and property sustaining minor damage, following categories:
 - a. Damage to private property in dollar loss to the extent not covered by insurance:
 1. Homes
 2. Businesses
 3. Industries
 4. Utilities
 5. Hospitals, institutions and private schools;
 - b. Damage to public property in dollar loss to the extent not covered by insurance:
 1. Road systems
 2. Sewer and water systems
 3. Bridges
 4. Water control facilities such as dikes, levees, channels
 5. Public buildings, equipment, and vehicles
 6. Publicly owned utilities
 7. Parks and recreational facilities
 - c. Damage to agriculture in dollar loss to the extent not covered by insurance:
 1. Farm buildings
 2. Machinery and equipment
 3. Crop losses
 4. 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. Completing damage assessment survey reports and maintain records of the reports for debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees.
 - g. Financing overtime and labor required for emergency operations.

SEMO's **Damage Assessment Guidance** with appropriate forms is available from the Office of Emergency Services.

11. The Town Supervisor, will submit the Damage Assessment Report to Saratoga County Office of Emergency Services. 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 Saratoga County Office of Emergency Services.

12. The Saratoga County Office of Emergency Services will serve as the county's authorized agent in disaster assistance applications to state and federal government.
13. The Director of Emergency Services will advise the Chief Executive Officers of the local political jurisdictions to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.

B. PLANNING FOR RECOVERY

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. County government decides whether the recovery will be managed through existing organizations with planning and coordinating skills or by a recovery task force created exclusively for this purpose.
7. The recovery task force will:
 - a. Direct the recovery with the assistance of county departments and agencies coordinated by the Director of Emergency Services.
 - b. Prepare a local recovery and redevelopment plan, if deemed necessary pursuant to section 28-a of the State Executive Law.
8. The recovery and redevelopment plan shall include;
 - a. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/ buildings.
 - b. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
 - c. Economic recovery and community development.
 - d. New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.

10. Prevention and mitigation measures should be included into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether a State disaster or emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster/emergency, then under Section 28-a the local governments have the following responsibilities:
 - a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
 - b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the NYS Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started if not, the reasons for not preparing the plan.
 - c. Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
 - d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
 - e. A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
 - f. The adopted plan:
 1. May be amended at anytime in the same manner as originally prepared, revised and adopted
 2. Shall be the official policy for recovery and redevelopment within the municipality.

C. RECONSTRUCTION

1. Reconstruction consists of two phases:
 - a. Phase 1-short term reconstruction to return vital life support systems to minimum operating standards.
 - b. Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions 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 modified or applied to reconstruction
 - c. Conducting of public meetings and hearings
 - d. Provision of temporary housing and facilities
 - e. Public assistance
 - f. Coordination of State/Federal recovery assistance
 - g. Monitoring of reconstruction progress
 - h. Preparation of periodic progress reports to be submitted to SEMO
2. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
3. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. PUBLIC INFORMATION ON RECOVERY ASSISTANCE

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
 - a. What kind of emergency assistance is available to the public.
 - b. Who provides the assistance.
 - c. Who is eligible for assistance.
 - d. What kind of records are needed to document items which are damaged or destroyed by the disaster.
 - e. What actions to take to apply for assistance.
 - f. Where to apply for assistance.
2. The following assistance may be available:
 - a. Food stamps (regular and/or emergency).
 - b. Temporary housing (rental, mobile home, motel).
 - c. Unemployment assistance and job placement (regular/disaster unemployment).
 - d. Veteran's benefits.
 - e. Social Security benefits.
 - f. Disaster and emergency loans (Small Business Administration, Farmers Home Administration).
 - g. Tax refund.
 - h. Individual and family grants (up to \$5,000).
 - i. Legal assistance
3. All the above information will be prepared jointly by the federal, State, and County PIO's as appropriate and furnished to the media for reporting to public.

DEFINITIONS OF COMMON TERMS AND ACRONYMS USED IN THE EMERGENCY MANAGEMENT PROCESS

AGENCY

Any department, division, commission, authority, government corporation, independent establishment, or other agency of State or local government. See also "Federal Agency."

ANRC or ARC

American National Red Cross

ASCS

Agricultural Stabilization and Conservation Service, USDA

BLOCK GRANTS

Federal grants which allow recipients a wide range of activities within a broad functional area. Fewer conditions constraining recipients' discretion in funds spending are attached than for categorical grants.

CAP

Civil Air Patrol

CAPABILITY ASSESSMENT

Capability Assessment is a process to measure existing capability and identify specific deficiencies in emergency management.

CATEGORICAL GRANTS

Federal grants which are restricted to special areas of use and implementation such as grants for flood control, grants for welfare recipients, etc.

COMPREHENSIVE EMERGENCY MANAGEMENT (CEM)

Comprehensive Emergency Management, a concept that refers to the management of emergency programs by coordinating and integrating wide-ranging functions of numerous agencies for all types of emergencies, for all phases of operation (prevention/mitigation, response, and recovery), for all levels of government. The concept assumes the establishment of a working partnership between government at all three levels and the private sector.

CHEMTREC

Chemical Transportation Emergency Center. A public service of the Manufacturing Chemists Association to provide immediate advice for those at the scene of emergencies involving chemicals and then contact the shipper for more detailed assistance and appropriate follow-up. The service is available 24 hours a day at the toll free number 1-800-424-9300.

CHIEF EXECUTIVE

1. The Mayor of the city or village
2. The Supervisor of a town
3. Chairman Board of Supervisors for the county

COE

Corps of Engineers, U.S. Army

COMMISSION

The Disaster Preparedness Commission created pursuant to Section 21 of Article 2-B of the State Executive Law.

COMMUNICATIONS

Communications networks and systems of all types, including commercial telephone, teletype, facsimile, radio, microwave, satellite, etc., and their controlling equipment. For the purposes of this Plan, commercial telephone is assumed to be in place at all levels and the term, therefore, is used to indicate only all other types of systems.

COUNTY ASSISTANCE

Aid to disaster victims or local governments by county agencies. Such assistance may be in the form of lending county equipment, supplies, facilities, personnel or other resources; performing emergency work or services essential to save lives and to protect and preserve property, public health and safety; debris clearance; temporary housing.

COUNTY'S AUTHORIZED AGENT

The person named by the County Chief Executive, to execute on behalf of the county all necessary documents for disaster assistance from the state and Federal government, following the Gubernatorial and Presidential declarations.

DAMAGE ASSESSMENT

Procedure to assess and describe the nature, and estimate the dollar value of damages resulting from an emergency or disaster.

DAMAGE ASSESSMENT REPORT

Report containing information on destroyed property, major damage and minor damage to the extent not covered by insurance, prepared by a local damage assessment team. The report will include an evaluation of the social and economic impact of the disaster in terms of "people's problems", and assistance required.

DAMAGE SURVEY REPORT (DSR)

The report of a joint on-site survey of disaster damages by a team composed of qualified Federal, Local and State specialists together with a representative of the applicant to describe the full extent of restorations eligible for Federal assistance and to determine the allowable costs as a basis for Federal Project Applications.

DEA

Defense Emergency Act, N.Y. State

DISASTER APPLICATION CENTER (DAC)

A temporary office located at or near a disaster site, which is staffed with representatives of Federal, State, local and volunteer agencies for the purpose of assisting individual disaster victims in obtaining disaster relief to which they are entitled. Often called a "One-Stop Center."

DISASTER RELIEF ACT OF 1974

Public Law 93-288 (PL 93-288). The law enacted by Congress to enable the President to establish a program of disaster preparedness, utilizing the services of all appropriate Federal agencies, for the prevention/mitigation, response and recovery from emergencies and major disasters, including technical assistance, use of Federal resources, and financial assistance.

DPC

Disaster Preparedness Commission, New York State

EAS

Emergency Alerting System

EHTR

Emergency Highway Traffic Regulations. Federal and State regulations for the control of highway usage during times of emergency.

EMERGENCY

Air or water contamination; blight; civil disturbance or terrorism; drought; earthquake or volcanic activity; energy emergency; epidemic; explosion; fire; flood or high water; forest fire; hazardous material accident; hurricane, tornado or windstorm; ice jam; ice storm; infestation; landslide or mudslide; oil spill; radiological accident or incident; snowstorm or blizzard; transportation accident, or other catastrophe in any part of the county which requires county emergency assistance to supplement local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a disaster. Also used in the Disaster Relief Act of 1974 with similar meaning when Federal emergency assistance is required to supplement State efforts.

EMERGENCY OPERATIONS CENTER (EOC)

A facility with the necessary communications from which essential emergency functions can be directed, controlled and coordinated on a 24-hour basis.

EMERGENCY SHELTER

A form of mass or other shelter provided for the communal care of individuals or families made homeless by an emergency or major disaster.

EPA

Environmental Protection Agency, U.S.

ERDA

Energy Research and Development Administration, U.S.

ESCS

Economics, Statistics, and Cooperative Service, USDA

FEDERAL AGENCY

Any department, independent establishment, governmental corporation, or other agency of the executive branch of the Federal government, including the U.S. Postal Service, but not including the American Red Cross.

FEDERAL ASSISTANCE

Aid to disaster victims or State or local governments by Federal agencies. Such assistance may be in the form of Federal agencies utilizing or lending equipment, supplies, facilities, personnel or other Federal resources; the distribution, through relief or disaster assistance organizations, or otherwise medicine, food and other consumable supplies; or emergency assistance; donating or lending equipment and supplies, performing emergency work or services essential to save lives and to protect and preserve property, public health and safety; debris clearance; temporary housing; financial assistance in the repair and restoration of certain damaged facilities; and several other forms.

FEDERAL COORDINATING OFFICER

The person appointed to coordinate Federal assistance in a Presidential declared emergency or major disaster.

FCO

Federal Coordinating Officer

FEMA

Federal Emergency Management Agency, U.S.

FHWA

Federal Highway Administration, U.S.

FMHA

Farmers' Home Administration, USDA

FNS

Food and Nutrition Service, USDA

FS

Forest Service, USDA

FSQS

Food Safety and Quality Service, USDA

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR)

The person named by the Governor in the Federal-State Agreement under PL93-288 to execute on behalf of the

State all necessary documents for disaster assistance following the declaration by the President of an emergency or major disaster, including certification of applications for public assistance.

HAZARD ANALYSIS

Hazard Analysis is a process of systematic investigation of potential disasters in terms of frequency, magnitude, location, and probability of occurrence, in order to forecast their possible effects on the people, systems, facilities, and resources of the County.

HAZMAT

Hazardous Materials

IFGP

Individual and Family Grant Program under PL 93-288

LOCAL GOVERNMENT

Government of a county, city, incorporated village and town

MAJOR DISASTER

Any emergency, as defined above, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Disaster Relief Act of 1974, above and beyond emergency services by the Federal government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MAN-MADE DISASTER

Any disaster that results from human actions or the lack thereof, including but not limited to fire, epidemic, air or water contamination, explosion, or radiological accident.

MAST

Military Assistance to Safety and Traffic. A cooperative program of the Federal Departments of Transportation, Defense and Health and Human Services whereby suitably equipped Army and Air Force helicopters with medically trained crew members, maintained in a state of readiness for military requirements, also respond to civilian medical emergencies where they can do so without compromising their primary military mission. The U.S. Coast Guard base at Governor's Island provides a similar service by agreement with the State, but is not a part of the MAST program.

NATURAL DISASTER

Any disaster that results from natural causes, including but not limited to earthquake, hurricane, tornado, high wind storm, flood, or wave action.

NAWAS

The National Warning System. A system of dedicated telephone lines originating at Colorado Springs, Colorado, through various Federal and State Warning Points and terminating at county and city Warning Points, Weather Service installation, and other critical locations. The system is manned 24-hours a day for the primary purpose of disseminating warning of enemy attack and is also used to disseminate warnings and information on all types of emergencies and disasters. The State EOC is the New York State Warning Point and controls the system within the State.

NFIP

National Flood Insurance Program

NHTSA

National Highway Traffic Safety Administration, U.S.

NSS

National Shelter Survey

NWS

National Weather Service, a part of NOAA

ONE-STOP CENTER

See "Disaster Application Center"

PF

Protection Factor

PUBLIC INFORMATION CENTER (PIC)

A center established by the Public Information Officer from where to respond to inquiries from the general public and news media.

PUBLIC INFORMATION OFFICER (PIO)

Person designated as the official source of public information during emergency or disaster operations.

PL 93-288

Public Law 93-288, the Disaster Relief Act of 1974

PRIMARY

Those actions in prevention/mitigation, response, and/or recovery required of an agency by law, rule or regulation

PRIVATE BUSINESS/INDUSTRY

Any organization in the private sector, which operates for profit.

PUBLIC FACILITY

Any public owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any street, road, or highway, and any other public building, structure, or system including those used for educational or recreational purposes, or any park.

"Publicly owned" does not include stockholder organizations.

RACES

Radio Amateur Civil Emergency Service. An organization of licensed amateur radio operators dedicated to providing communications services during time of emergency.

RESOURCES

All the assets of an agency or organization, including materials, systems, and personnel.

REGIONAL RESPONSE TEAMS

Teams consisting of SEMO Regional Director for the affected area, a National Guard liaison officer, a field representative from appropriate State agencies, to:

- a. Assist local government emergency officials to analyze and assess the impact of an emergency or disaster;
- b. Provide technical assistance to local government officials as necessary;
- c. Advise the governor, through his emergency management office, as to a proper course of action for State government

RRTs

Regional Response Teams SBA Small Business Administration, U.S.

SCO

State Coordinating Officer

STANDARD OPERATING PROCEDURE (SOP)

A procedure of any agency or organization prescribing in detail how that agency or organization will carry out its duties and responsibilities.

STATE COORDINATING OFFICER

The person on the scene, or in the vicinity, who coordinate all State activities involved in the response to an emergency or disaster, normally the SEMO Regional Director of the affected area. Under a Presidential declared emergency or major disaster, the person appointed by the Governor to act in cooperation with the Federal Coordinating Officer.

STATE DISASTER EMERGENCY

The period beginning with a declaration by the Governor that a disaster exists and ending six months later, unless rescinded or extended by the Governor.

SUPPORT

Those actions undertaken voluntarily by an agency in prevention/mitigation, response, and/or recovery either independently or in cooperation with other agencies.

TECHNICAL ASSISTANCE

Provision of guidance through advice and consultations, workshops and conferences, studies and analyses, reports and instructional materials, and other services

USDA

Department of Agriculture, U.S.

UTILITY

Structures of systems of energy, power, or water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

VOLUNTARY/PRIVATE AGENCY

Any non-profit, non-governmental chartered or otherwise duly recognized tax exempt local, State, or national organization or group which has provided or may provide services to the State, local governments, or individuals in an emergency or disaster.

WARNING

Notification to government agencies of impending dangerous situations, through NAWAS, and notification to the public, through EMS, including actions that can be taken to prevent or mitigate damage or injury.

ATTACHMENT 1

TOWN OF HALFMOON DRILL AND EXERCISE SCHEDULE

The Town of Halfmoon will participate in the planned Drills and Exercises scheduled by Saratoga County Office of Emergency Services.

The Town of Halfmoon has developed the following general drill and exercise schedule:

3rd Quarter of _____	Table Top Drill
4th Quarter of _____	Functional Drill of emergency response team
2nd Quarter of _____	Operational Drill involving all aspects of the town's emergency response group

ATTACHMENT 2

STANDARD OPERATING PROCEDURES FOR TOWN OF HALFMOON EMERGENCY OPERATIONS CENTER (EOC)

INTRODUCTION

1. These Procedures are supplemental to the Town of Halfmoon and the Saratoga County Comprehensive Emergency Management Plan.
2. The Town Emergency Operations Center (EOC), **Town of Halfmoon Town Hall, located at 2 Halfmoon Town Plaza**, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the Town in support of on-scene operations. The alternate EOC will be located at the most readily available Fire Station, if the main EOC location cannot be used.
3. The Town Emergency Coordinator is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency and will have:

READINESS

The Town Emergency Coordinator maintains at the EOC:

1. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC.
2. A current chart and/or checklist of response activities required during emergencies.
3. Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.
4. Current copies of county departments and agencies emergency response plans/procedures.
5. A situation display board for recording and reporting during the progress of an emergency.
6. A “daily activities” log.
7. A current resource inventory.
8. EOC space is to be maintained in an emergency operations mode by the County Town Emergency Coordinator at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

ACTIVATION

1. Each emergency in the Town of Halfmoon should be classified into one of four 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 Saratoga County Communications Center where the information is recorded.
3. Upon initial notification of an emergency (or a potential emergency), the Communications Center duty supervisor will immediately, based on all available information, assign a Response Level for the purposes of activating the appropriate county personnel as described below:
 - a) For Response Level 1, only the staff of the Saratoga County Office of Emergency Services are notified and activated as appropriate. The staff of the Saratoga County Office of Emergency Services will notify the Town Emergency Coordinator.
 - b) For Response Level 2, level one staff is activated and augmented by select members of the town response organization as determined by the Town Emergency 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. 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.
5. For Response Level 1, no activation of the EOC is required beyond the normal staffing during working hours. During off-hours, the Emergency Services Coordinator can operate from wherever they are.
7. For Response Level 2, the EOC staffing will report to the EOC.
8. For Response Level 3, the full Town EOC staffing will report to the EOC. A staffing list from each agency is provided to the Town Emergency Services Coordinator.
9. Field operations required for emergency response will be controlled by the Incident Commander representing the Local Chief Executive.

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 a 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 ½ hour shifts.
5. Upon the initiation of the 12½ hour shifts by the Emergency Services Director (or substitute), each agency will update its shift roster to the Operations Officer.
6. For lesser emergencies (Levels 1 & 2), where there is no need for a major Town response, the formal use of the EOC of distinct ICS groups may be limited. In these situations, the Emergency Coordinator under the authority of the Town Supervisors, will normally be responsible for all ICS functions and may utilize distinct ICS groups as needed.

SITUATION REPORTING

The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting and will:

1. Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
2. After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
3. Receive copies of all messages and/or situation reports from the Incident Commander.
4. Periodically request situation reports from each agency represented at the EOC.
5. Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
6. In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
 - a. Date and time of emergency/disaster
 - b. Type response level, and general location of disaster
 - c. Specific area affected, including number of people
 - d. Number of injured (estimate)
 - e. Number of dead (estimate)
 - f. Extent of damage (estimate)
 - g. Damage or loss of municipal response equipment
 - h. Roads closed
 - i. States of emergency declared
 - j. Emergency order issued
 - k. Mutual aid called upon
 - l. Major actions taken
7. Provide the report to the EOC Manager, who reports to the Town Supervisors and the Saratoga County Office of Emergency Management and the NYS SEMO Region III Office.
8. Based upon the report, conduct regular briefings to the Command and Operations Section.
9. Prepare and provide follow-up situation reports on a regularly scheduled basis to the Town Supervisors and the Saratoga County Office of Emergency Management and the NYS SEMO Region III Office.
10. Maintain an event log to include all pertinent disaster-related information.

SECURITY

1. Internal security at the EOC will be provided by the Saratoga County Sheriff's Department or State Police.
2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the main entrance.
3. Anyone seen in the EOC without a visible pass will be apprehended by Sheriff's Department or State Police personnel and dealt with appropriately.
4. Temporary passes will be returned to the security desk when departing from the premises.

ATTACHMENT 3

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

Instructions for declaring a Local State of Emergency

1. Only the Supervisor, or a person acting for him/her pursuant to section I.A.(2) of this plan, can declare a Local State of Emergency for all of, or anywhere in, Saratoga County.
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 County 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. A copy will be forwarded to the Saratoga County Office of Emergency Services and a copy to the New York State Department of State.
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 Supervisors or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office.

SAMPLE DECLARATION OF A LOCAL STATE OF EMERGENCY

A State of Emergency is hereby declared in the Town of Halfmoon, effective at _____
(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 Supervisor, I _____ exercise the authority given me under section 24

(Name of Chief Executive Officer)

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 Town of Halfmoon to take whatever steps necessary to protect life and

property, public infrastructure, and provide such emergency assistance deemed necessary.

(Signature)

(Name)

(Title)

(Date)

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:

- a) Issuing emergency orders;
- b) Implementing public protective measures;
- c) Suspending local laws; and
- d) 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?

- a) 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:

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

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

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

6. Can I issue the declaration verbally?

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

7. Must the declaration be filed?

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

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

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

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

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

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

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

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

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

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

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

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

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

14. When should I rescind a State of Emergency?

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

15. Must the rescission be issued in writing?

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

16. Must the rescission be filed?

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

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 Town Supervisor and City and Village Mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take affect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. The Town Supervisors can rescind it before that by its own terms, or by a rescission. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisors 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 Town Clerk, Saratoga County Office of Emergency Services, and the New York State Office of the Secretary of State.
9. Local Emergency Orders must be re-filed if they are extended.

Questions and Answers on issuing Local Emergency Orders

1. Can anyone issue a Local Emergency Order?

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

2. What can a local Emergency Order include?

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

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

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

4. Is it in effect indefinitely?

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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

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

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

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

7. Must the media be informed?

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

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.

ATTACHMENT 4

Town of Halfmoon Emergency Order Evacuating Vulnerable Areas

I, _____, the Supervisor of the Town of Halfmoon, in accordance with a declaration, of a jointly, by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public State of Emergency issued, _____ 201__, and pursuant to Section 24 of the State Executive Law; hereby order the evacuation of all persons from the following areas:

Area 1: _____

Area 2: _____

This evacuation is necessary to protect the public from a potential release of the hazardous substance

_____.

This order is effective immediately and shall apply until removed by order of the Chairman of the Board of Supervisors. Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 20__ at _____

o'clock, in _____, New York

(Signed)

(Title)

(Witness)

(Title)

ATTACHMENT 5

TOWN OF HALFMOON EMERGENCY ALERT SYSTEM

PURPOSE

The purpose of this document is to provide Saratoga County (part of the Northern New York Operational Area - Region 3) with procedures agreed upon by the broadcast industry and Saratoga County government, which will permit expedient emergency instructions in threatened or actual emergencies.

1. To meet Federal guidelines set down for a plan by each county to be established by January 1, 1997.
2. To have a plan to alert the citizens of the affected areas of Saratoga County of a natural or technical (including man-made) disaster.
3. To give advanced warning to potentially affected citizens on what steps should be taken to prevent injuries or deaths from occurring.

AUTHORITY

Title 47 United States Code (U.S.C.) 161, 154(1) & (o), 303(r), 524(g) & 606; and 47 Code of Federal Regulations (C.F.R.) Part 11, Federal Communications Commission (FCC) Rules & Regulations, Emergency Alert System

OBJECTIVES

The Objective of this plan is to document the steps to take for the proper notifications to the sending agency (National Weather Service or media resources) to notify the citizens of Saratoga County of an impending emergency whether it be natural or technical (man-made) to prevent injury or death.

WHO CAN ACTIVATE THE PLAN

1. President of the United States.
2. Governor's of each State.
3. New York State Emergency Management Office (SEMO).
4. Chairman, Saratoga County Board of Supervisors and/or Director of Saratoga County Office of Emergency Service.
5. National Weather Service.
6. Media (Radio, TV, Cable) with authorization from one of the above.

HAZARDS WHICH REQUIRE PLAN ACTIVATION

1. Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.
2. Natural disaster (notification from National Weather Service probable).
3. Any other major emergency where public would need to be notified.

COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE

1. Communications with the National Weather Service will be for the following reasons:
 - a. A test of the Emergency Alert System.
 - b. An actual emergency where the system needs to be activated.
2. Communications will be by the following means:
 - a. 800 mhz. band radio – Saratoga County Emergency Services Frequency
 - b. Regular telephone
 - c. NYSPIN
 - d. NAWAS
 - e. Cellular phone
 - f. Packet radio
 - g. High band radio - local government/ Town of Halfmoon frequency. 159.000

DEFINITIONS

1. Emergency - A situation posing an extraordinary threat to the safety of life and property. Examples are tornadoes, hurricanes, floods, tidal waves, earthquakes, icing conditions, heavy snows, widespread fires, discharge of toxic gases, widespread power failures, industrial explosions, civil disorders, and radiological emergencies, etc.
2. Designated Local Government Officials - The person or persons designated by the state and county government as specified in Attachment B.

WARNING OF ENDANGERED POPULATIONS

1. Emergency warnings may be received at any of the E911 Communications Centers through the National Warning System (NAWAS) or on a New York State Information System (NYSPIN) on a 24 hour basis.
2. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the "voice" of emergency public information.
3. The primary EAS providers serving Saratoga County are WGY-AM 810 khz, WROW-AM 590 khz and WRVE-FM 99.5 khz.
4. Notification of the public residing within an area exposed to a disaster will be accomplished by public address systems of local police and fire vehicles or door-to-door notification in rural and urban areas.
5. The AMBER Alerting system is another notification system being implemented for notification of missing children.
6. Special Institutions such as schools, hospitals, nursing homes, major industries and places of public assembly will be notified individually.
7. Emergency warnings may be received at the EOC of the Saratoga County Office of Emergency Services, located at the Saratoga County Sheriff's Office Communications Center and the NYSPIN, 24 hrs.

(For more information : See SARATOGA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TOWN OF HALFMOON EXECUTIVE ORDER NO. 1

Whereas, at any time, a catastrophic event, such as flood, drought, tornado, blizzards, windstorms, chemical accidents or any national emergency may require the coordination of emergency remedial actions within the Town of Halfmoon; and

Whereas, Executive Law Article 2-B, in the case of a natural or man-made disaster, and the New York State Defense Emergency Act (Unconsolidated Laws, Title 26), in the case of a national emergency, require; (1) the Supervisor or in his/her absence, the Deputy Supervisor, or, in their absence, the Town Board in Order of Seniority, to implement the provisions of the Act for the town; (2) the Town's maximum use of its existing resources, personnel, materials and facilities; and (3) the Supervisor, by order, to establish and direct Town agencies and public officers to perform specific emergency management duties outlined in Article 2-B, during such events or periods of training therefor:

NOW, THEREFORE, I, _____, Supervisor of the Town of Halfmoon, County of Saratoga, by virtue of the powers and authority vested in me by Executive Law Article 2-B, SS23-27 of New York State Defense Emergency Act and the Federal Civil Defense Act of 1950, as amended, DO HEREBY ORDER THAT:

- A. All Town officers of the Town of Halfmoon shall continue regular Local government operations to the extent permitted by disaster or national emergency from the Town Emergency Operating Center or normal locations, as local conditions may dictate, and will follow the lines of succession established by local law for the continuity of government. THE EMERGENCY OPERATING CENTER SHALL BE THE _____ AT _____ RD, IN THE TOWN OF _____ AND THE ALTERNATE WILL BE THE _____ AT THE _____, _____ ST., _____ NY 12____.
- B. In the event of a natural or man-made disaster or national emergency, the Town Emergency Coordinator, under the direction of the Town Supervisor, shall coordinate the performance of specific emergency functions and responsibilities to include, but not limited to, those hereinafter designated and these same officers and agencies shall be responsible for providing plans and training to provide an efficient and coordinated response to emergencies:

1. **Finance Official-Bonnie Hatter / 2 Alt - Laurie Sullivan**

To render advice and opinions to the Supervisor and the Town Emergency Coordinator on financial matters critical to the operation of town government during an emergency, and on measures adopted by the county state and federal governments relating to finance or other matters; to serve as official recorder of all expenses incurred by the town during an emergency.

2. **Town Attorney-Lyn Murphy, Cathy Drobný**

To render advice and opinions to the Supervisor and concerning continuity of government, and interpretation, application and implementation of Executive Law, Article 2-B, New York State Defense Emergency Act, related Defense Emergency Laws, other relevant laws and regulations and orders in coordination with the Town Emergency Coordinator.

3. **Fire Chiefs**

To act as Chief of Fire Services; to utilize paid, volunteer and auxiliary firemen for containment and extinguishment of fires resulting from disasters or attack; to perform decontamination duties and assist in shelter facility marking.

4. **Personnel/Staging Officer: (1) Councilman John Wasielewski / (2) temp appointment Gaither Espey**

To provide the overall procurement of manpower resources within the town; to receive and fill requests for additional personnel from own resources or by requisition.

5. **Town Clerk- (1) Lynda Bryan / (2) Alt- Sharon Phelps**

To preserve Town records, scribe Emergency Operations Meeting Minutes, and file and record all activity logs for such incident.

6. **Local Police/Sheriff (518-885-6761) Sheriff Zurlo ,State Police Sgt. Meehan**

To act as Chief of Police Services; to utilize regular and auxiliary police, when in an authorized drill status, for maintenance of law and order, including protection of life and property, regulate and control traffic; police essential highways and routes to protect life and property; guard vital and strategic facilities; direct the injured to medical installations and the homeless to welfare obtaining transportation and directing them to suitable reception and care installations.

7. **Highway Department Superintendent- (1) John Pingelski ,/(2) Alt-Deputy Supt. Bill Bryans**

To act as Chief of Engineering and Public Works Service; mobilize and use public and privately-owned construction assets, sanitation and public utility equipment and personnel; direct and coordinate county-wide operations to restore, or provide, emergency replacement for essential facilities and public services; regulate use of the town highway system to include the removal of debris, performance of highway and bridge maintenance and emergency repair; provide technical assistance on matters requiring the expertise of an engineer.

8. **Chief of Welfare Services- (1) Councilman Paul Hotaling , / (2) Alt-Kim Martin**

To provide emergency feeding, clothing, lodging, financial assistance and related social services to those in need; to provide coordination of resources with local American Red Cross and Salvation Army officials in natural disaster situation; and to gather and coordinate information concerning missing relatives.

9. **Supply Coordinator –(1) Carol Cooper (2) Alt- Amanda Smith**

Shall act as Chief of Resources and Supply Coordinator and have overall responsibility for coordinating, managing and implementing all emergency services functions connected with, but not limited to, procuring, receiving, storing, controlling, allocating, distributing and shipping of food supplies, human needs supplies, procurement or obtaining other necessary supplies.

10. **Finance Office – Bonnie Hatter / (2) Alt - Laurie Sullivan**

- a. To provide fiscal advice to the Supervisor during disaster and to support indirect monetary, tax and credit measures adopted by the County, State and Federal governments.
- b. To carry out with the advice of representatives of banking, commerce and industry and other appropriate governmental officers, measures necessary to produce, procure, receive, store, (where applicable), control, allocate, distribute and ship fuels, electric and gas energy, clothing and foods and feed in cooperation with the Town Emergency Coordinator;

11. **Red Cross - Emergency Bill Danaher Non-Emergency**

To coordinate public health problems and medical services encountered within the community, including the health of the people and caring of the ill; to maintain a medical facility for occupants of the Town Emergency Operating Center

12. **Clifton Park-Halfmoon Ambulance (EMS)**

To act as Chief of Rescue Services, to utilize emergency squads and fire departments for removal of trapped and injured persons from danger areas and assist Medical Services in caring for the injured.

13. **Buildings & Maintenance Division –(1) Jim McBride / (2) Alt- Gene Morrissey**

To provide for the physical/mechanical maintenance of the Town Emergency Operating Center and the Towns designated emergency shelters to sustain operation and health/life safety.

14. **Secretarial Staff –(1) Terri Russell) /(2) Alt - Sharon Devane**

To obtain from other town offices a typist pool and direct the recording of all measures taken in relief of disaster situations and emergency situations to ensure adequate documentation for post-emergency use.

15. **County Coroners - (1) Susan Hayes Masa (2) David DeCelle**

To identify the dead; to coordinate the removal of bodies to a safe place where they may be claimed for burial by relatives and, where bodies are not claimed after a reasonable time or where bodies are not identifiable, to properly dispose of the same by burial; to maintain records and submit required information to appropriate Regional or State Mortuary Services Coordinator.

16. **Planning Department – (1) Rich Harris (2) Alt – Paul Marlow**

To provide maps, charts, local governing body boundaries and other information to the Emergency Coordinator, and Supervisor during emergency periods, post-emergency periods, and in support of related training programs.

17. **Code Enforcement Office- (1) Rich Harris (2) Alt-Dave Milkiewicz**

To assist Engineering and Public Works operations and to serve as Chief of Damage Survey and Reporting System during emergency and post-emergency operations.

18. **Public Information Officer-(1) Councilman John Wasielewski / (2) Alt - Jeremy Connors**

To issue any press release, Reverse 911 message to the public during an emergency. The Town Supervisor or Chief Executive Officer designee must approve the information that is released.

19. **Tech/IT Support – (1) Doug Mikol (2) Alt- Richard Pulver**

To provide support to the Town's computer, phone, and IT systems during times when the EOC or Shelter has been activated and established.

20. **Emergency Management Planning Committee-**

- ◆ **Town Supervisor, Kevin Tollisen**
- ◆ **Emergency Coordinator, John Cooper Jr.**
- ◆ **Councilman, John Wasielewski**
- ◆ **Director of Water, Frank Tironi**
- ◆ **Highway Superintendent, John Pingelski**

To serve at the Executive Branch Level, to lead and coordinate all fields of the Emergency Management Plan, and to update the towns **EMP** on a yearly basis.

- C. All Town Officers shall report to the Town Emergency Operating Center (EOC) when so directed by the Supervisor or, upon such directive issued subsequent to the dissemination of warning information through the established National Warning System (NAWAS) or New York State Police Information Network (NYSPIN) System
- D. To ensure an effective operational capability in the event of a natural or man-made disaster or a national emergency, it is essential that all Town Officers prepare themselves and their agencies to fulfill their assigned duties and responsibilities by organizing, planning, recruiting and training to achieve the full integration of local resources of manpower, materials, facilities and services into an emergency operation.
- E. In the event of a natural or man-made disaster or national emergency, or preparation for, the above officers of the town shall have the authority to assign emergency management functions to members of their staffs and such personnel shall cooperate and extend such services as are required of them.
- F. In the event of a natural or man-made disaster, or national emergency, or in training or preparation for, all Town Officers referred to herein shall report, to the Town Operations Center (EOC) - Alternate Seat of Government, as set forth in Paragraph A hereof.
- G. This Executive Order No. 1 shall become effective immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Supervisor of the Town of Halfmoon this ____th day of _____ 20____.

Kevin Tollisen
Halfmoon Town Supervisor

ATTACHMENT 7

PLAN REVIEW AND UPDATE

1. This plan shall be reviewed at least annually by the Town Emergency Coordinator. As part of this review, the he/she will seek input and recommendations from town departments and local agencies participating in this plan, as well as the Saratoga County Office of Emergency Services. If necessary, the Town Emergency Coordinator will also conduct appropriate meetings to assure critical issues are addressed, and that changes are appropriately implemented.
2. Departments and agencies maintaining annexes that are part of this plan shall also perform independent reviews of their policies, procedures, and documents on an annual basis. A report of this review and any changes shall be submitted to the Chief Executive.

DATE OF DESCRIPTIONS OF CHANGES OR REVIEW
AMENDMENTS (include section & page)
COORDINATOR

DATE SUBMITTED TO
COUNTY EMERGENCY SERVICES

ATTACHMENT 8

Saratoga County Emergency Management Plan CEMP

ATTACHMENT 9

HAZARD MITIGATION PLAN