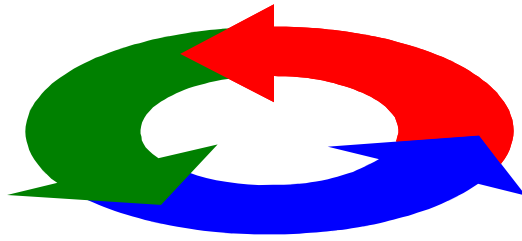


*The Historic Town of Hyde Park, NY*



**COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**  
For the town of Hyde Park, New York

**2013**

Version 1.0a

8 August 2013

***Final DRAFT***

**NOTICE:**

*Only the base document (to but not including page 34) is subject to the NY Freedom of Information Law (FOIL). The appendices contain information that is personal or sensitive to the organizations involved and are not available under FOIL.*

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**EMERGENCY MANAGEMENT PLAN**

**Introduction**

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

**Authority**

Under **New York State Executive Law, Article 2b**, the Town Supervisor has the statutory authority to declare and be responsible for emergencies occurring in or affecting the Town of Hyde Park. The Supervisor, or his/her designate, is the only person who may request assistance from the next higher level of Government...i.e. The County of Dutchess.

Article 2-B, Section 23, gives the Supervisor the authority and responsibility to prepare a "Local Preparedness Plan" which would explain and outline the steps and responsibilities of all the members of town government.

This document is to be considered the "Disaster Plan" for the Town of Hyde Park, in the County of Dutchess and the state of New York.

The list of Emergency Successors should be reviewed and updated at the first workshop of each year by the Supervisor and the Emergency Interim Successors. This Emergency Management Plan should be reviewed and updated each year by all departments and/or agencies that have a role or responsibility in responding to and recovering from a local emergency or disaster...

**Purpose of the Plan**

1. To organize a response plan that will provide measures to be taken for the reduction of the effects of a disaster, to protect life, health and property.
2. To provide that the town government will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
3. To provide for the efficient utilization of all available resources during an emergency.
4. To provide for the utilization and coordination of County, State and Federal programs to assist disaster victims.
5. To provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigating programs.

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**Incident Command System**

The Town of Hyde Park intends to use the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

**Scope and Mobilization**

1. Designate a Hyde Park **Emergency Operations Center** (EOC):
  - a. **Primary: Hyde Park Police Department**, 3 Cardinal Road, Hyde Park, NY 12538 (845) 229-2931  
This facility has a separate conference room, extra phone lines, extra internet connections, fax line, and a break area as well as ready access to all police & town communications equipment. In addition the court facility is in the same building, allowing for expanded space if required.
  - b. **Alternate: Hyde Park Town Hall**, 4383 Albany Post Road (Rt. 9), Hyde Park, NY (229-5111)
  - c. All persons should use the above number to avoid tying up the Emergency Service phone number.
  
2. Receive reports and assess all information received from local department heads and organizations including but not limited to the following:
  - a) Town of Hyde Park Highway Department
  - b) Town of Hyde Park Recreation Department
  - c) Local Fire Districts
  - d) NY State Police
  - e) National Parks Service
  - f) Dutchess County Sheriff's Office
  - g) Dutchess County Department of Emergency Response Coordinator
  - h) Town of Hyde Park Police Department
  - i) Dutchess County Water & Wastewater Authority
  - j) Town of Hyde Park Water Operator
  - k) Hyde Park Central School District
  - l) Interfaith Caregiver
  - m) Other organizations as appropriate
  
3. Declare an Emergency after all the information received is assessed including input from the Emergency Management Team (defined in [Appendix A: DESIGNATED EMERGENCY INTERIM SUCCESSORS & EOC PERSONNEL](#) on page 34), Town Board and other sources as appropriate.
  
4. All disaster information will be relayed to the Hyde Park Emergency Operations Center (EOC). EOC will transmit instructions and directions to the disaster site.

**Sequence of Action**

1. If possible the Supervisor (or Interim Successor) should contact and/or meet with the members of the Emergency Management Team ahead of any pending

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emergency to confirm plans, verify personnel required and to verify contact information and procedures to be followed.

2. Members of the Emergency Management Team and other designated Town Officials will assemble, as soon as possible, at the EOC upon notification of an existing emergency to fully mobilize all available personnel, resources, facilities, supplies and materials in the Town.
3. The Supervisor is responsible for the declaration and notification of an emergency. In the Supervisor's absence, an Interim Successor will act in his/her behalf.
  - a. A list of Interim Successors is included in [Appendix A: DESIGNATED EMERGENCY INTERIM SUCCESSORS & EOC PERSONNEL](#) on page 34; a form to designate Interim Successors follows in the text of this document.
  - b. Instructions and a form for the declaration of an emergency are included in text following
  - c. Command system personnel and structure are included in [Appendix A: DESIGNATED EMERGENCY INTERIM SUCCESSORS & EOC PERSONNEL](#) on page 34.
4. Department heads will be responsible for:
  - a. Assuring maximum effectiveness
  - b. Properly utilizing personnel and equipment.
  - c. Clearly implementing orders received from the EOC.
  - d. Reporting all time and materials expended
  - e. Implementing departmental emergency procedures and protecting departmental assets and records
5. The EOC will contact the Dutchess County Department of Emergency Response, (486-2080) regarding any emergency or disaster situation. Assistance will be requested only after local aid resources are exhausted. All requests for outside mutual aid, excluding Fire or Emergency Medical Services, must first be approved by the Supervisor or his designee. The request for assistance will be made to the Dutchess County Department of Emergency Response through direct phone contact or Emergency Services Radio System, and via linkages with the State and National Parks Services.

## **Responsibilities**

The Emergency Management Team (in [Appendix A: DESIGNATED EMERGENCY INTERIM SUCCESSORS & EOC PERSONNEL](#) on page 34) shall take all steps necessary to prepare for any disaster or emergency and shall be responsible for implementing this emergency preparedness plan. The Emergency Management Team is responsible for the care, maintenance and availability of essential records, documents and other materials required during an emergency. (Responsibility and procedures for departmental records, equipment and spaces rests with the departments and are not covered in this plan.)

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Under the direction of the Town Supervisor, the Emergency Management Team will coordinate all emergency operations, including the implementation of the “Emergency Management Plan”, and will advise the Town Supervisor of operational priorities and will recommend requests for assistance from the Dutchess County Department of Emergency Response. The Incident Command System shall be used for all Emergency Services. (in Appendix A: DESIGNATED EMERGENCY INTERIM SUCCESSORS & EOC PERSONNEL, page 34)

A. TOWN SUPERVISOR

The Town Supervisor will be responsible for declaring the emergency and, subsequently, conducting the disaster operations. S/He will use all facilities, equipment, supplies, personnel and all other resources appropriate to cope with the disaster, including the services of the EOC and its staff for implementation of necessary measures to achieve successful emergency operations.

B. EMERGENCY PUBLIC INFORMATION OFFICER (PIO)

The Supervisor may appoint a designee who will act as Emergency Public Information Officer (PIO). His/her duties will be to disseminate emergency information and issue public announcements at the direction of the Incident Commander (Supervisor). All media of the public communications will be at his/her disposal. Designated radio and television stations (those used for school information and others in Dutchess County) will be used. Media contact information is included in [Appendix B: CONSOLIDATED EMERGENCY CONTACT INFORMATION](#) on page 36.

C. TOWN BOARD

The Town Board shall take all steps necessary to prepare for any disaster or emergency.

D. TOWN HIGHWAY SUPERINTENDENT

The Superintendent of Highways, or his/her designee will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways, bridges, public buildings and other vital community services and, if so directed by the Incident Commander, debris removal. S/He will cooperate with all other departments of the Town to restore and maintain all essential services. S/He shall supply, if available, heavy equipment and material for diking or absorption, and emergency demolition or excavation equipment. S/He shall also supply the manpower to operate such equipment unless a Hazardous Materials incident exists.

E. TOWN CLERK

The Town Clerk is responsible for the care, maintenance and availability of essential records, documents and other materials required during an emergency, including the accurate financial tracking for events. The clerk should create and/or distribute appropriate forms to maintain continuity with each department or agency.

F. FIRE DEPARTMENTS

The Fire Departments will be responsible for containing and extinguishing fires resulting from emergencies and for removing trapped and/or injured persons from areas of danger. The County Fire Coordinator or his/her designee, will, at the discretion of Fire Chief, be called in for assistance and advice.

G. BUILDING DEPARTMENT



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The Building Inspector and Fire Inspector will be responsible for the safety inspection of damaged buildings before evacuees will be allowed to reoccupy such buildings.

H. POLICE DEPARTMENT

The Hyde Park Police Department will work in conjunction with other police agencies to provide police services and will disburse personnel to maintain order, prevent looting, direct traffic and direct the injured to medical facilities. The Police Department may designate an Officer to be part of the local EOC. The Hyde Park Police Department will be responsible for coordination with the NY State Police, Dutchess County Sherriff's Office, NY State Park Police, Park Rangers and other police agencies as necessary.

I. AMBULANCE

The Fire District, Rescue Squad will coordinate all health and medical services including alerting hospitals and ambulances regarding anticipated medical needs. The Fire Districts shall be in charge of the operation at mass casualty incidents.

J. RECREATION DEPARTMENT

The Recreation Department will be on call for strategic reserve to assist as needed with their vehicles, buildings and personnel.

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**OPERATIONAL PROCEDURES**

**Warning System**

1. Public notification will be made by local radio and television stations, public radio systems and such other methods as deemed appropriate (e.g., web page, social media, etc.).
2. Emergency contact services to include – monitors, cell phones and EOC base radio.
3. Communications from the EOC to the County's 911 Center will be handled by radio or telephone.
4. EOC to field operations shall be by direct contact by radio, cell phone or police agencies.
5. Each department will provide emergency contact numbers for personnel involved in this plan from their department
6. Public address systems may be used from designated vehicles.

**Assistance Requests**

To request additional aid from the County's EOC, the EOC will make a specific request (i.e.: 6 yard dump truck, front end loader with 24 inch bucket, etc.).When available, the following information will be provided:

- A) Date time and location that the asset is needed
- B) Will the item require an operator
- C) Expected duration that the asset will be utilized
- D) Description of the task
- E) Other pertinent issues, fueling, transportation maintenance etc.
- F) Assessment of damage to the Town.
- G) Information regarding the extent of disaster mitigation.
- H) List food, fuel, medical, building and similar supplies on hand.
- I) List available manpower, machines, equipment and supplies.
- J) Inventory of school, churches and congregate housing.

Documentation for disaster assistance will be the responsibility of the Town Clerk.

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**Duties and Responsibilities**

Under Article 2-b section 27 of the NYS Executive Law, the Town Supervisor may issue a local executive order for the continuity of the Town Government through its elected and appointed officers (legislative and governing body) for the storage or removal of public records and for the removal of an officer of the Town due to disability, etc, and the replacement of that officer.

All Department Heads and/or those responsible for carrying out parts of the emergency operations for the Town will have their responsibilities and functions listed within this plan.

By Order of:

\_\_\_\_\_  
Supervisor, Town of Hyde Park  
INTERIM SUCCESSORS

\_\_\_\_\_  
*Date* DESIGNATION OF EMERGENCY

I, \_\_\_\_\_ being the SUPERVISOR of the Town of Hyde Park do hereby appoint as an Emergency Interim Successors the following named individuals and do hereby specify their rank in order of succession, in accordance with the order in which are listed herein.

PLEASE PRINT

1. \_\_\_\_\_  
(name) (address)
2. \_\_\_\_\_  
(name) (address)
3. \_\_\_\_\_  
(name) (address)

SIGNATURE: \_\_\_\_\_

NAME OF OFFICE: Supervisor, Town of Hyde Park

DATE: \_\_\_\_\_

- NOTE:
1. Consult local laws as to qualifications of appointees.
  2. The local law requires that at all times there are at least three duly authorized deputies or emergency interim successors, or combination thereof, for each elective and appointive officer of the county.
  3. This form must be returned to the Dutchess County Department of Emergency Response, 392 Creek Road, Poughkeepsie, New York 12601

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### DECLARATION OF AN EMERGENCY

If the Fire Department is operating on an alarm and the officer in charge (OIC) deemed the situation to be or possibly become a disaster situation to the town, the OIC will request the on-duty fire dispatcher to contact the Town Supervisor, or their representative, to report to the fire or emergency scene to activate the Town's Emergency Preparedness Action Plan.

If the emergency is a non-fire department activity type, the Town Supervisor, or their representative, will activate the Town's Emergency Preparedness Action Plan.

In response to an emergency, or its likelihood, upon a finding that public safety is imperiled; the Town Supervisor may proclaim a State of Emergency pursuant to Section 24 of the State Executive Law.

Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of town government.

This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:

- establishing curfews
- restrictions on travel
- evacuation of facilities and areas
- closing of places of amusement or assembly

### **EMERGENCY OPERATIONS CENTER**

The Emergency Operations Center (EOC) for all disaster operations will be the **Hyde Park Police Department**, 3 Cardinal Road, Hyde Park, NY 12538 (845) 229-2931). If the Police Department is not accessible then the **Hyde Park Town Hall**, 4383 Albany Post Road (Rt. 9), Hyde Park, NY (229-5111) will be used. Other alternates include the Hyde Park Fire Station #1 located on Main Street or the Roosevelt Fire Station #2, located on Cream Street.

### **NOTIFICATIONS**

If the emergency is an active or imminent emergency, the Town Supervisor will contact the fire dispatcher via the emergency fire phone (911) and request the fire department's response and the Fire Chief, or their representative to report to the EOC. If the emergency is not of an imminent nature, the Town Supervisor will contact the fire dispatcher and request the Fire Chief be paged and request his/her response to the EOC. The Fire Chief will then decide the type of response that will be made by the Fire Department. No outside fire department, mutual aid, request for assistance will be made unless authorized at the time of the emergency by the Fire Chief, or their representative.

Notification to the Hyde Park Police will be either as indicated above for the Fire Department or through direct contact as indicated in the contact list included herein as [Appendix B: CONSOLIDATED EMERGENCY CONTACT INFORMATION](#) on page 36. Notification to other personnel, agencies or departments will be via the same contact list.

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**INSTRUCTIONS FOR DECLARING A LOCAL STATE OF EMERGENCY**

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

***Questions and Answers on declaring a State of Emergency***

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

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

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

2. *Can calling 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.

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

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

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

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

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

6. *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.

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

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

8. *When should I rescind a State of Emergency?*

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

9. *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.

10. *Must the rescission be filed?*

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

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**STATE OF EMERGENCY DECLARATION**

*A State of Emergency is hereby declared in \_\_\_\_\_ effective at  
(area within municipality, or entire municipality)*

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

*This State of Emergency has been declared due to*

\_\_\_\_\_  
\_\_\_\_\_  
*(description of situation)*

*This situation threatens the public safety.*

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

*As the Chief Executive of*

\_\_\_\_\_  
*(name of municipality)*

*I, \_\_\_\_\_, exercise the authority given me under  
(name of Chief Executive)*

*Section 24 of the New York State Executive Law, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this Municipality.*

*I hereby direct all departments and agencies of \_\_\_\_\_ to  
(name of municipality)*

*take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.*

\_\_\_\_\_  
*(Name) (Signature)*

\_\_\_\_\_  
*(Title) (Date)*

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**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 above).
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor and or a person acting for the Supervisor pursuant to section I.A.(2) of this plan. The County Executive can issue emergency orders for anywhere in Dutchess County, including the Town of Hyde Park, following the declaration of a local State of Emergency by the County Executive. All City and Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.

***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 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 rescision 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 is 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.



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**EMERGENCY ORDER**

*Local Emergency Order for:*

\_\_\_\_\_  
*(name(s) of area(s) / municipality affected by this order)*

I, \_\_\_\_\_, *the Chief Executive of* \_\_\_\_\_, *in accordance with a declaration*  
*(name of municipality)*

*of a State of Emergency issued on* \_\_\_\_\_, 20\_\_, *and pursuant to*  
*(date SOE was issued)*

*Section 24 of the New York State Executive Law, do hereby order*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(description of the action ordered and the area(s) affected and the reason for the order)*

*This order shall take effect*

\_\_\_\_\_  
*("IMMEDIATELY" or specify date and time)*

*and shall remain in effect until removed by order of the Chief Executive. This order may also be renewed in (5) five-day increments.*

**Failure to obey this order is a criminal offense, punishable by law under New York State Executive Law § 24(5).**

*Signed this the* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_, *at* \_\_\_\_\_ *o'clock, in,*  
*(date) (month) (year) (time)*

\_\_\_\_\_, *New York.*  
*(Municipality)*

\_\_\_\_\_  
*(Name)* \_\_\_\_\_ *(Signature)*

\_\_\_\_\_  
*(Witness Name)* \_\_\_\_\_ *(Witness Signature)*

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

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**JOB DESCRIPTIONS**

***Town Supervisor / OIC***

Under NYS Executive Law, Article 2-b, after receiving reports from local department heads and organizations, the Town Supervisor or interim successor has the statutory authority to declare a "State of Emergency" for all or part of the town of Hyde Park and may waive local laws, ordinances and regulations.

- 1) The Town Supervisor or designee assumes command of the Emergency and controls use of all town owned resources and facilities, including the services of the EOC and its staff. The Town Supervisor or designee may opt to activate the town EOC if circumstances warrant such action.
  - a) If the EOC is activated all required personnel should be notified to report there as soon as possible.
  - b) If the EOC is *not* activated the Town Supervisor or designee coordinates all information via cell phone with fire department, police department, town clerk, county 911.
- 2) Depending on incident complexity the Town Supervisor may designate a County Liaison who will facilitate the coordination between County response agencies and the Town response organization.
- 3) The Town Supervisor may appoint a PIO (Public Information Officer) who shall disseminate emergency information - issue reports.

***Fire Dept. Officer***

1. Provide information gathered by the Fire Department Operation Officer[s], and relay this information to the EOC Incident Commander.
2. Provide Dutchess County Department of Emergency Response information to the IC and the Fire Dept. Operation Officer[s] out in the field when of importance.
3. Request assistance from the Department of Emergency Response
4. Provide to the IC any information received involving help being needed either within the Fire Dept., or outside the Fire Dept. [shelters, food, clothing, manpower].
5. Provide to the IC all injuries or deaths related to the Disaster.
6. Provide to the IC any information on outside Mutual Aid help, Fire/EMS.
7. Assist the IC with any Public Information briefings when deemed necessary by the IC.
8. Maintain an up to-date list of all Fire Dept. Officers, and Board members. This list would be submitted to the Town Hall in January of each year.

***Administration/Finance Officer – Town Clerk***

- 1) Responsible for the care, maintenance and availability of essential records, documents and other materials required during an emergency.
- 2) Responsible to keep minutes at the Incident Command Center during a disaster.

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- 3) Responsible for maintaining records, maps, photo's for disaster assistance.
- 4) Responsible for keeping detailed records of emergency expenditures:
  - a) Labor used
  - b) use of owned equipment
  - c) use of borrowed or rented equipment
  - d) use of materials and supplies
  - e) use of contracted services
  - f) other accounting expenses

**Safety (Planning & Assessment) Officer**

- 1) Gathering of information received into the EOC pertaining to damage of any kind.
- 2) When deemed safe by the EOC Incident Commander, assemble team members to go out in the field for a Damage Assessment Report ([Appendix R: DAMAGE ASSESSMENT REPORT](#) on page 87).
- 3) Will keep the IC informed of all damage reports gathered.
- 4) Will report to the IC a damage assessment in two phases - short-term phase (Preliminary Damage Assessment – PDA), and a long term (Damage Assessment) phase, both including how long a certain area, structure, or citizens will be effected. Damage should be classified as Minor, Moderate or Severe with no cost estimates included.
- 5) Will assist the IC in the Recovery Planning by gathering information that will aid the IC back to the pre-emergency state.
- 6) Assist the IC in writing of a mitigation report to eliminate or reduce the risk of incident happening again.
- 7) Will report to the Accountability Officer all team members' location when they are in the field.
- 8) Will work with the Building Inspector keeping him informed of all damaged areas, thus being able to prioritize the damaged areas, infrastructure as well as businesses, homes and other properties. The Building Dept as well as the Highway Dept. should be part of this initiative.
- 9) Would communicate with the Fire Dept. Officer when his team members were going out in the field, and their locations they would be responding to.

**Logistics Officer**

- 1) Provide a liaison between Incident Command Center and civic support groups within Hyde Park.
- 2) Maintain an up-to-date listing of all organizations/groups within the Town of Hyde Park;
  - a) contact names
  - b) phone numbers
  - c) group size
  - d) special equipment/training,
  - e) capabilities
  - f) etc.
- 3) These organizations/groups would be assigned various support responsibilities based on the incident response level as determined by the Incident Commander (IC). These tasks would range from a "standby" status to being "on-call" in proximity to the Emergency Operations Center (EOC).

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- 4) Tasks assigned to organizations would include:
  - a) Providing "ride-along" personnel to inspectors/field review personnel in an effort to have "buddy system" coverage in the field without depleting critical trained personnel.
  - b) Provide relief/additional traffic control personnel to Fire Police a/o Highway dept. as necessary.
  - c) Provide "runners" in lieu of communications, should existing means of communications fail.
  - d) Provide "runners" to pickup a/o deliver food/provisions to EOC.
  - e) Provide "runners" to pickup needed materials from hardware stores, lumberyards, and other vendor/suppliers as necessary.
  - f) Setup "break room"/rest area for EOC command personnel
- 5) Assist in moving EOC equipment/supplies should conditions warrant moving to Alternate EOC.
- 6) Disseminate, gather, and sort town resident survey sheets to assess individual resident readiness for emergency conditions, i.e. availability of generators, space to "take-in" a neighbor, 4WD vehicle/plow capabilities, medical equipment needs, etc.

***Liaison Officer***

The Liaison Officer may be appointed by the OIC. The Liaison Officer is responsible to the OIC and is responsible for:

- 1) Facilitating the coordination between County response agencies and the Town response Organization
  - 2) Providing information from the OIC to other governmental organizations
- a) County
  - b) State
  - c) Other Townships
-

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**EMERGENCY RESPONSE PLAN**

By virtue of this Emergency Response Plan, the Local Fire Districts shall develop a mutual agreement with all branches of Town Government for use in the event of an emergency incident. The Fire Districts also adopts, incorporates and shall participate in the Dutchess County Hazardous Materials Response Plan and any other plan deemed to be in the best interest of the residents of the Town of Hyde Park.

**I - Pre-emergency planning and coordination**

The Police Chief and Fire District Officers shall come to an agreement with respect to assistance involving the use of Local, County and State Police Officers for traffic, crowd, and scene control; in-place sheltering and evacuation procedures; and any other function requiring cooperation's between the departments.

An agreement between the Town Highway Superintendent and Fire District Officials shall be reached for the supply of heavy equipment (and appropriate manpower to operate same), supply material for diking or absorption, and emergency demolition or excavation equipment.

Fire District Officers and the Town Building Inspector/Code Enforcement Officer shall reach an agreement for the notification of same regarding fires involving structural damage to a building.

Site specific surveys will be conducted for any known facility involved with the storage, use and/or manufacture of any hazardous material above the threshold planning quantity.

**II - Site Security & Control**

Procedures for site security and control have been identified above in section II. The efforts of Fire District personnel and local police agencies shall be used to affect such control.

**III - Evacuation routes and procedures**

Evacuation procedures have been identified above in section IV. The routes for egress from an evacuated area shall be determined by the location of the incident and the prevailing wind conditions. Those charged with the responsibility for physically conducting the evacuation shall inform the evacuees of the safest and most expedient routes of travel away from the hazard area.

**IV - Emergency Alerting and Response Procedures**

The Incident Commander shall determine what level of response is necessary for each incident. He shall request assistance from any other department, or agencies he deems necessary to successfully mitigate the incident. The Incident Commander may make his request for notifications via radio through the Dutchess County Department of Emergency Response Department, 348 Creek Road, Poughkeepsie, New York, 12601

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**V - A Critique of Response and Follow-up**

A critique of all large scale emergency incidents will be held at the first available opportunity after conclusion of the incident. Discussion should focus on how well pre-incident plans worked, how the emergency itself was handled, and what areas need improvement or change. The response of Police and Fire District as well as other participating agencies and all other aspects of the emergency should be evaluated.

NOTE: The decision for a separate After Action Review (AAR) is the sole responsibility of the fire departments. Coordination between these reviews is encouraged.

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**RECOVERY**

- A. Damage Assessment
- B. Planning for Recovery
- C. Reconstruction
- D. Public Information on Recovery Assistance

Sample Damage Assessment Report (*Appendix R: DAMAGE ASSESSMENT REPORT* [Appendix R: DAMAGE ASSESSMENT REPORT](#) on page 87).

**Damage Assessment**

- 1. Responsibility for damage assessment lies with local government.
- 2. The Chief Elected Official is responsible for:
  - a. the coordination of damage assessment activities, during emergency conditions
  - b. calling upon the participation of local departments and agencies in the damage assessment program \_\_\_\_\_
- 3. At the direction of the Chief Elected Official, support for disaster assessment and documentation will be provided on an “as needed” basis by the following local departments.
  - Highway
  - Fire
  - Police
- 4. All other local departments and agencies identified in this plan will be on a “stand-by” to provide assistance in the damage assessment and documentation process.
- 5. Damage assessment will be directed and controlled from the EOC.
- 6. The Chief Elected Official will designate a Damage Assessment Officer.
- 7. The Damage Assessment Officer will:
  - a. Direct damage assessment activities
  - b. Establish a damage assessment office in the EOC.
  - c. Develop an analysis and damage assessment capability by:

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- identifying local agencies, personnel and resources to assist and support damage assessment activities
- identify non-government groups such as non-profit organizations, trade organizations and professional people that could provide assistance
- making agreements of understanding between local government and the private organizations for technical support and record the use of non-government personnel to perform damage assessment functions
- preparing and maintain documents, maps, photos and video tapes of damage
- reviewing procedures and forms for reporting damage to higher levels of government
- determining, with the assistance of the county, the types of available damage assessment assistance and procedures for obtaining them
- informing the Emergency Response Department if county, state and/or federal support is required to assist the locals in the damage assessment process
- through coordination with the Emergency Response Department and other local departments
- selecting personnel to participate in damage assessment survey teams
- arranging for training of selected personnel in damage assessment survey techniques
- completing damage assessment survey reports and maintain records of the reports
- submitting Damage Assessment Reports (*Appendix R: DAMAGE ASSESSMENT REPORT* [Appendix R: DAMAGE ASSESSMENT REPORT](#) on page 87) to the County Emergency Response Department as required
- coordinating damage assessment activities with jurisdiction's Chief Elected Official
- assisting Chief Elected Official in the preparation of documentation needed for disaster assistance application to the county for the state and federal government,



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including Notice of Interest, Damage Survey Report and Project Application.

8. At the time of the declaration of local state of emergency, the Chief Elected Official will:
  - a. direct the Damage Assessment Officer to activate the damage assessment staff in the EOC
  - b. request through the County Emergency Response Department the rapid deployment of the New York State Regional Response Teams (RRTs) to:
    - assist local emergency officials to analyze and assess the impact of the event
    - provide technical assistance to local officials as necessary
    - advise the governor through his emergency management office as to a proper course of action for state government
  - c. request through the County Emergency Response Department the early assignment of a FEMA liaison officer to observe the local damage assessment activities
9. Damage assessment teams will be organized and deployed to disaster locations to collect and report information on the type, extent and impact of damage using a standard assessment and reporting format.
10. 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 American Red Cross and the Salvation Army, when necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may supplement the teams.
11. Each damage assessment team will have a designated team leader who will report to the Damage Assessment Officer in the EOC
12. Personnel from local operating department, 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.
13. The Communication Officer in the EOC will provide mobile communication equipment for damage survey teams, if possible.
14. All assessment activities in the disaster area will be coordinated with the Incident Commander.

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15. The Chief Elected Official will submit to the County Emergency Response Department:
  - a. an evaluation of the social and economic impact of the disaster on the local community in terms of “people’s problems”
  - b. a Damage Assessment Report based on local survey and assessment of damage in dollar value not covered by insurance
  - c. a description of the specific types of aid required from other levels of government and an estimate of the appropriate duration for which it is needed
16. The Damage Assessment Report (*Appendix R: DAMAGE ASSESSMENT REPORT* [Appendix R: DAMAGE ASSESSMENT REPORT](#) on page 87) requires information on destroyed property, major damage and minor damage to the extent not covered by insurance, in the following categories:
  - a. damage to private property in dollar value:
    - homes
    - businesses
    - industries
    - utilities
    - hospitals, institutions and private schools
  - b. damage to public property in dollar value:
    - road systems
    - sewer and water systems
    - bridges
    - water control facilities such as dikes, levees, channels
    - public buildings, equipment, and vehicles
    - publicly owned utilities
    - parks and recreational facilities
  - c. in addition, cost in dollar value will be calculated for individual assistance in the areas of mass care, housing and individual family grants
  - d. community services provided beyond normal needs
  - e. debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
  - f. financing overtime and labor required for emergency operations

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17. The Damage Assessment Report is required for establishing the eligibility for any state and/or federal assistance, and necessity of a Gubernatorial and Presidential Declaration.
18. It is essential that from the outset of the initiation of emergency response actions, local response personnel keep detailed records of expenditures for:
- a. labor used to combat emergency
  - b. use of owned equipment
  - c. use of borrowed or rented equipment
  - d. use of material from existing stock
  - e. contracted services for emergency response

Applicable schedules of approved federal rates for equipment owned and operated by the state, local government or private non- profit organizations performing emergency related work will be made available from FEMA.

These rates shall be used in the Damage Survey Reports. Approval of Project Applications and claims for reimbursement for equipment costs. Labor costs of operators are not included in the above schedules and will be approved separately from equipment costs.

A break out of labor, material and equipment should be made as shown on the worksheets in the appendix in the "Applicants Handbook of Policies & Guidelines."

19. These records of expenditures will be required in the future by state and federal auditors as supporting documentation to qualify for state and/or federal reimbursement.
20. The Chief Elected Official, in consultation with the Coordinator of the Emergency Response Department, will designate a person to be the municipalities authorized agent in disaster assistance applications to county, state and federal government.
21. The county's authorized agent will:
- a. attend public assistance briefing conducted by county, state and/or federal emergency officials
  - b. read FEMA handbooks distributed at briefing including:
    - Handbook of Policies & Guidelines for Applicants
  - c. obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.

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- d. prepare and submit Notice of Interest in applying for federal disaster assistance and assignment of federal inspectors to conduct a formal damage survey and prepare a Damage Survey Report (DSR)
- e. assign local representative (s) who will accompany the federal survey team (s)
- f. after completion of survey, sign DSR and attach as supporting justification to Project Application
- g. prepare, sign and submit Project Application with attached DSR
- h. follow up with governor's authorized representative and FEMA regional director, for review and approval of Project Application
- i. submit Insurance Commitment, if required
- j. select funding options of other than small project grants
- k. prepare and submit request for advance and reimbursement
- l. prepare and submit project listing if small project grant
- m. follow eligibility regarding categorical or flexibly funded grant
- n. maintain accurate and adequate documentation for costs on each project
- o. observe FEMA time limitations for project completions
- p. request final inspection of completed work or provide appropriate certificates
- q. prepare and submit final claim for reimbursement
- r. assist in required state audit
- s. consult with Governor's Authorized Representative (GAR) for assistance
- t. maintain a summary of damage suffered and recovery actions taken

**Planning for Recovery**

- 1. Recovery is community development and redevelopment.
- 2. Community development is based on a comprehensive community development plan prepared under the direction of local

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planning boards with technical assistance provided by the County Department of Planning.

3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc., have pre-disaster prevention and mitigation capability by applying these techniques successfully after a disaster.
5. A central focal point of analytical and coordinative planning skills, which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. Local government decides whether the recovery will be damaged through existing organizations with planning and coordinate 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 local departments and agencies coordinated by the Chief Elected Official
  - b. prepare a local recovery and redevelopment plan if deemed necessary
8. The recovery and redevelopment plan shall include, but need be limited to proposals for:
  - a. replacement, reconstruction, removal or relocation of damaged or destroyed public facilities and infrastructures.
  - b. establishment of priorities for emergency repairs to community facilities, building and infrastructures.
  - c. economic recovery and community development.
  - d. new or amended zoning ordinances, subdivision regulations, building and sanitary codes, other land use management regulations as appropriate.
9. The recovery and redevelopment plan shall take into account and incorporate to the extent practical, relevant existing plans and policies.

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10. Prevention and mitigation measures should be incorporated into all recovery planning whenever possible such as:
  - a. engineering solutions to reduce vulnerability to certain disaster types.
  - b. land use management regulations.
  - c. Local ordinances which mitigate against disasters from natural and man-made hazards.
11. Responsibilities for recovery assigned to the local governments under the Executive Law Article 2B, depend on whether or not a gubernatorial disaster declaration was issued for a specific disaster.
12. If the governor declares a state disaster, 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 fifteen days after the declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the New York State Disaster Preparedness Commission (DPC) through the County Emergency Response Department whether the preparation of a recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such a plan. The County Emergency Response Department will forward all information to NYSEMO.
  - c. proposed plans shall be presented at a public hearing upon five 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 forty-five 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 ten days after receiving such plan.
  - e. a plan shall be adopted by such county, city, town or village within ten days after receiving the comments of the DPC.
  - f. the adopted plan:

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- may be amended at anytime in the same manner as originally prepared, revised and adopted.
- shall be the official policy for recovery and redevelopment within the municipality.

**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 redevelopment which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment
2. Long-term reconstruction and recovery includes activities such as:
  - a. scheduled planning for redevelopment
  - b. analyze existing state and federal programs to determine how they may be modified or applied to reconstruction
  - c. conduct of public meeting and hearings
  - d. provision of temporary housing and public facilities
  - e. public assistance
  - f. coordination of state and federal recovery assistance
  - g. monitoring of reconstruction progress
  - h. preparation of periodic progress reports to be submitted to SEMO
3. Reconstruction operations must conform to all existing state and federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing state and FEMA guidelines.

**Public Information on Recovery Assistance**

1. The Public Information Officer is responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

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- a. what kind of emergency assistance is available to the public
  - b. who provides the assistance
  - c. who is eligible for the assistance
  - d. what kind of records are needed for documentation of items which are damaged or destroyed by the disaster
  - e. what actions to take to apply for assistance
  - f. where to apply for assistance
2. All the above information will be prepared by the PIO and furnished to the media for reporting to the public
  3. The Chief Elected Official, in consultation with officials from Emergency Response, SEMO and FEMA, will select a suitable county, state or federal building that is appropriate to serve as a Disaster Application Center (DAC).
  4. The DAC will serve as a "One Stop" center, where disaster victims will be registered to apply for available assistance provided by federal, state and county agency programs and private organizations such as the American Red Cross, Salvation Army, and Church Groups.
  5. Disaster victims will be interviewed by representatives of each agency to which they will be referred by the Disaster Application Center Registers.
  6. Assistance will be provided at the center to complete application forms
  7. The following assistance is available:
    - a. food stamps (regular and/or emergency)
    - b. temporary housing (rental, mobile home, motel)
    - c. unemployment assistance and job placement (regular and disaster unemployment)
    - d. veteran's benefits
    - e. Social Security benefits
    - f. Disaster and emergency loans (small business administration, farmers home administration)
    - g. Tax refund
    - h. Individual and family grant



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