

# ALBANY COUNTY

## *COMPREHENSIVE EMERGENCY MANAGEMENT PLAN*



Daniel P. McCoy  
County Executive

Craig D. Apple, Sr.  
Sheriff

### *February 2013 Update*

August 2011  
February 2010  
June 2009  
May 2007  
May 2005  
January 2004  
May 2003  
December 1998

# Contents

EXECUTIVE SUMMARY .....	6
SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES .....	7
A. Policy Regarding Comprehensive Emergency Management .....	7
B. Purpose and Objectives of the Plan .....	8
C. Legal Authority .....	9
D. Concept of Operations .....	9
E. Plan Maintenance and Updating .....	10
SECTION II RISK REDUCTION.....	11
A. Designation of County Hazard Mitigation Coordinator .....	11
B. Identification and Analysis of Potential Hazards.....	11
C. Risk Reduction Policies, Programs and Reports.....	12
D. Emergency Response Capability Assessment.....	13
E. Training of Emergency Personnel .....	14
F. Public Education and Awareness.....	15
G. Monitoring of Identified Hazard Areas .....	15
Attachment 1: Hazard Analysis Results For Albany County.....	17
SECTION III RESPONSE .....	18
Response Organization and Assignment of Responsibilities.....	18
A. County Executive Responsibilities, Powers, and Succession .....	18
B. The Role of the Office of the Sheriff .....	18
C. The County Emergency Response Organization .....	19
Managing Emergency Response.....	21
A. Incident Command Post and Emergency Operations Center.....	21
B. Notification and Activation .....	24
C. Assessment and Evaluation .....	25
D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders .....	25
E. Public Warning and Emergency Information .....	26
F. Emergency Medical and Public Health .....	28
G. Meeting Human Needs .....	28
H. Restoring Public Services .....	28
I. Resource Management.....	29
J. Volunteers .....	29
K. Mutual Aid .....	30
LJ. Standard Operating Guides and other supporting plans. ....	32
SECTION IV RECOVERY .....	32
A. Damage Assessment .....	32
B. Planning for Recovery .....	36
C. Reconstruction .....	37
D. Public Information on Recovery Assistance .....	38

## APPENDICES AND ANNEXES

- Appendix 1 National Incident Management System (NIMS)
- Appendix 2 Standard Operating Guide for Albany County Emergency Operations Center (EOC)
- Appendix 3 Instructions for Declaring a State of Emergency and Issuing Emergency Orders – Article 2B Kit
- Appendix 4 Emergency Alert Methods for Albany County
- Appendix 5 NYS Emergency Debris Clearance Policy and Procedures from the NYS Disaster Preparedness Commission
- Appendix 6 Albany County Evacuation and Sheltering
  
- Annex 1 Albany County Terrorism Incident Annex
- Annex 2 Albany County Fire Mutual Aid Plan
- Annex 3 Albany County Hazmat Annex
- Annex 4 Regional EMS Mutual Aid Response Plan – REMO
- Annex 5 Albany County Animal Emergency Disaster Annex
- Annex 6 Albany County Medical Reserve Corps Annex
- Annex 7 NYS Radio Amateur Civil Emergency Service (RACES) Standard Operating Procedure
- Annex 8 Albany County Coroners’ Plan for the Handling of Mass Disasters

## RESOLUTION NO.208

### **DESIGNATING THE NATIONAL INCIDENT MANAGEMENT SYSTEM AS THE INCIDENT MANAGEMENT SYSTEM IN ALBANY COUNTY**

INTRODUCED: 6/13/05  
BY PUBLIC SAFETY COMMITTEE:

WHEREAS, BY RESOLUTION NO 79 FOR 2004, THIS HONORABLE BODY APPROVED A REVISED AND UPDATED ALBANY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND

WHEREAS, IN RESPONSE TO A PRESIDENTIAL DIRECTIVE, THE SECRETARY OF THE DEPARTMENT OF HOMELAND SECURITY DEVELOPED A STANDARDIZED NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TO PROVIDE A CONSISTANT NATIONWIDE APPROACH FOR FEDERAL STATE AND LOCAL EMERGENCY AGENCIES AND PERSONNEL TO FOLLOW TO PREVENT, PREPARE FOR RESPOND TO AND RECOVER FROM DOMESTIC INCIDENTS REGARDLESS OF CAUSE, SIZE OR COMPLEXITY, AND

WHEREAS, THE ALBANY COUNTY SHERIFF HAS RECOMMENDED ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM AS THE BASIS FOR INCIDENT MANAGEMENT IN THE COUNTY TO COMPLY WITH HOMELAND SECURITY GUIDELINES AND MAINTAIN ELIGIBILITY FOR FUTURE FEDERAL HOMELAND SECURITY FUNDING, AND

WHEREAS THE SHERIFF HAD INDICATED THAT THE INCIDENT COMMAND SYSTEM COMPONENTS OF NIMS ARE ALREADY AN INTEGRAL PART OF THE COUNTY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN, INCLUDING CURRENT EMERGENCY MANAGEMENT TRAINING PROGRAMS, NOW, THEREFORE BE IT

RESOLVED BY THE ALBANY COUNTY LEGISLATURE THAT THE ALBANY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN IS AMENDED TO ESTABLISH THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE ALBANY COUNTY STANDARD FOR INCIDENT MANAGEMENT, AND BE IT FURTHER

**RESOLVED** THAT THE CLERK OF THE COUNTY LEGISLATURE IS DIRECTED TO FORWARD CERTIFY COPIES OF THIS RESOLUTION TO THE APPROPRIATE COUNTY OFFICIALS.

ADOPTED BY UNANIMOUS VOTE. 6/13/05

## RESOLUTION NO. 79

### APPROVING THE REVISED ALBANY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Introduced: 02/09/04

By Public Safety Committee, Messrs. Aylward, Beston, Clay, Collins, Commisso, Ms. Connolly, Messrs. Cunningham, Dawson, Ms. DeChiaro, Messrs. Domalewicz, Ethier, Maikels, McCoy, Ms. McKnight, Messrs. Messercola, Monjeau, Reilly, Riddick, Steck, Ward, Mss. Wiley and Willingham:

WHEREAS, By Resolution No. 379 for 1999, this Honorable Body approved the Albany County Comprehensive Emergency Management Plan, and

WHEREAS, The Albany County Sheriff's Department has submitted a revised and updated County Comprehensive Emergency Management Plan which is thorough and complete in scope, and

WHEREAS, Adoption of the revised Comprehensive Emergency Management Plan will serve as the backbone of Albany County's effort to educate and protect citizens in the event of an emergency, now, therefore be it

RESOLVED, By the Albany County Legislature that the Albany County Comprehensive Emergency Management Plan dated December, 2003 submitted by the Albany County Sheriff's Department and filed with the Clerk of the Legislature is approved and adopted, and, be it further

RESOLVED, That the aforementioned County Comprehensive Emergency Management Plan be reviewed periodically by the Albany County Sheriff's Department top determine the effectiveness of the policy, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote. 02/09/04*

# **EXECUTIVE SUMMARY**

## Introduction

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

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

## Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

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

## Management Responsibilities

County departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present County capability and existing organizational responsibilities. The Office of the Sheriff is designated to coordinate all emergency management activities of the County.

The Albany County Legislature established on June 13th, 2005 (Resolution No. 208) the use of the National Incident Management System (NIMS) as the standard for incident management and planning. The use of the Incident Command System (ICS) is a management tool for the command, control, and coordination of resources and personnel in an emergency is the standard used within NIMS.

# SECTION I      GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

## A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, and disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the County.
3. Under authority of Section 23 of the New York State Executive Law, a county is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, Albany County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
  - a) Risk Reduction (Prevention and Mitigation)
  - b) Response
  - c) Recovery
5. Risk Reduction (Prevention and Mitigation):
  - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
  - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
  - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in Albany County.

### 6. Response

Response operations may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
  - Alerting and warning of endangered populations
  - Protective actions for the public
  - Allocating/distributing of equipment/resources

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.

- a) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
- b) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

## 7. Recovery

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

### B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in Albany County.
2. The objectives of the Plan are:
  - a) To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - b) To outline short, medium and long range measures to improve the County's capability to manage hazards.
  - c) To provide that County and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
  - d) To provide for the efficient utilization of all available resources during an emergency.
  - e) To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
  - f) Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

### C. Legal Authority

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

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Albany County Local Law 08-1993 (County Charter)
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
5. Federal Civil Defense Act of 1950, as amended

### D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.
2. Local governments and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.
4. The local chief executive 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 County Executive may coordinate responses for requests for assistance for the local governments.
7. The County Executive has the authority to direct and coordinate County disaster operations.
8. The County Executive may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Albany County.
9. The County Legislature has assigned to the Office of the Sheriff the responsibility to coordinate County emergency management activities.
10. Albany County will utilize the National Incident Management System (NIMS) to manage all emergencies requiring multi-agency response. Albany County recommends and encourages all local governments in Albany County to utilize NIMS.
11. A request for assistance to the State will be submitted through the Region III Office of the New York State Office of Emergency Management

12. New York State Office of Emergency Management Warning Point presupposes the utilization and expenditure of personnel and resources at the local level.
13. State assistance is supplemental to local emergency efforts.
14. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.
15. Upon request, the state may assume direction of a local disaster operation as a temporary state incident management team, not to exceed 30 days. The state shall not be liable for expenses incurred in using a third party.
16. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Office of the Sheriff is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Manager by ~~February~~ October 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by November 1 of each year.

## SECTION II RISK REDUCTION

Albany County has devolved an All Hazard Mitigation Plan. This plan was also designed to be adopted by municipalities within the County.

### A. Designation of County Hazard Mitigation Coordinator

1. The Albany County Commissioner of Public Works has been designated by the County Executive as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in Albany County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will participate as a member of the County Emergency Planning Committee.

### B. Identification and Analysis of Potential Hazards

1. The County Emergency Planning Committee will:
  - a) identify potential hazards in the County
  - b) determine the probable impact each of those hazards could have on people and property
  - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
  - a) To comply with (1) and (2) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program **HAZNY**, provided by the New York State Office of Emergency Management
3. This hazard analysis:
  - b) provides a basic method for analyzing and ranking the identified hazards; identification of geographic areas and populations at risk to specific hazards.
  - c) establishes priorities for planning for those hazards receiving a high ranking of significance.

- d) was conducted in accordance with guidance from the New York Office of Emergency Management
  - e) is to be reviewed and updated every two years
4. The rating and ranking results of the hazard analysis are found in Attachment 1.
  5. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Albany County Emergency Management Office.

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

1. County agencies are authorized to:
  - a) promote policies, programs and activities to reduce hazard risks in their area of responsibility
  - b) Examples of the above are:
    - encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county
    - promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations
    - encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant
    - encourage and participate in municipal stream channel maintenance programs
    - encourage state and local DOT's to address dangerous conditions on roads used by hazardous materials carriers.
2. The Albany County Department of Economic Development, Conservation and Planning is responsible for land use management of county owned land and the review of land use management actions throughout the county, including:
  - authorizing County land use management programs
  - advising and assisting local governments in the county in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
  - assisting and advising the Local Planning Boards in the review process of local zoning and subdivision actions

- participation on the Capital District Regional Planning Commission
  - participation in SEQRA review of proposed projects in the County
3. In all of the above activities, the County Planning Board will take into account the significant hazards in Albany County.
  4. The Albany County Emergency Planning Committee will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program. Such seminars to be held bi-annually (odd years).
  5. The Albany County Emergency Planning Committee will meet bi-annually (even years) to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
  6. For each hazard reduction action identified, the following information is to included by the Planning Team:
    - a) a description of the action
    - b) a statement on the technical feasibility of the action
    - c) the estimated cost of the action
    - d) the expected benefits of the action and the estimated monetary value of each benefit
    - e) an estimate of the level of community support for the action
  7. This information will be consolidated into a HAZNY Risk Reduction Report.
  8. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
  9. The Risk Reduction report will be presented to the County Sheriff for review, revision, and approval or disapproval, bi-annually beginning December, 1998.

#### D. Emergency Response Capability Assessment

1. Periodic assessment of the county's capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of Risk Reduction.
2. The Emergency Planning Committee will, on an annual basis:
  - a) assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
    - the likely time of onset of the hazard
    - the impacted communities' preparedness levels
    - the existence of effective warning systems
    - the communities' means to respond to anticipated casualties and damage
3. To assist the Planning Committee in its assessment, the County Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the

Committee.

4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the County Sheriff, County Executive, local governments, and the SEMO Region III Office.

E. Training of Emergency Personnel

1. The Albany County Sheriff, in coordination with the Emergency Management **Unit**, has the responsibility to:
  - a) Arrange and provide, with the assistance of the New York State Emergency Management Office, the conduct of training/ exercise programs for County emergency response personnel.
  - b) Encourage and support training exercises for city, town and village personnel responsible for emergency management functions.
  - c) such training/ exercise programs will:
    - include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
    - incorporating NIMS principles, include Incident Command System (ICS) training, focusing on individual roles
    - conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including ICS for Executives training.
    - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
    - be provided in crisis situations, that requires additional specialized training and refresher training
    - encourage exercises to utilize the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines incorporating multi-discipline and multi-jurisdictional involvement. Using After Action Reports to develop corrective actions and identification of training needs.
  - d) conduct periodic exercises and drills to evaluate local capabilities and
  - e) preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment.

- f) consult with the county departments and agencies, in developing training courses and exercises
  - g) work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, resolution, exercise AAR, and recovery from the identified hazards.
  - h) receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed and identified in After Action Reports (AAR)
2. All county departments and agencies assigned emergency functions, are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
  3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, American Red Cross, RACES, Citizen Corp, Medical Reserve Corp, County Animal Response Team (CART) should be trained by these services in accordance with established procedures and standards.

#### F. Public Education and Awareness

1. The Director of Cooperative Extension, in cooperation with the Critical Incident Commander, is responsible for:
  - a) providing education on hazards to the young adult and adult public in the county
  - b) making the public aware of existing hazards in their communities
  - c) familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard
2. This education will:
  - a) cover all significant hazards
  - b) be available free of charge
  - c) be provided by the existing school systems in the county through arrangements with the superintendent of schools
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.

#### G. Monitoring of Identified Hazard Areas

1. The County Sheriff's Office, Health Department, and Public Works Department will develop within their scope of responsibility, and with the necessary assistance of other county departments, the capability to monitor identified hazard areas, in order to detect

hazardous situations in their earliest stages.

2. As a hazard's emergency is detected, this information is to be immediately provided to the Albany County 9-1-1 Communications Center and disseminated per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program.
5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

Attachment 1: Hazard Analysis Results For Albany County

USING HAZNY AS PROVIDED AND FACILITATED BY THE STATE EMERGENCY MANAGEMENT OFFICE

<b>HAZARD</b>	<b>RATING</b>	<b>CLASSIFICATION</b>
TERRORISM	330.7	HIGH
FLOOD	322.8	HIGH
ICE STORM	304.8	MODERATELY HIGH
FIRE	291.2	MODERATELY HIGH
HAZMAT (FIXED SITE)	284.5	MODERATELY HIGH
TRANSPORTATION ACCIDENT	284.5	MODERATELY HIGH
HAZMAT (IN TRANSIT)	274.5	MODERATELY HIGH
EPIDEMIC	271.3	MODERATELY HIGH
LANDSLIDE	266.5	MODERATELY HIGH
WINTER STORM (SEVERE)	261.2	MODERATELY HIGH
SEVERE STORM	260.2	MODERATELY HIGH
TORNADO	253.5	MODERATELY HIGH
DAM FAILUE	252.5	MODERATELY HIGH
EXPLOSION	247.5	MODERATELY HIGH
OIL SPILL	231.2	MODERATELY LOW
WATER SUPPLY CONTAMINATION	227.2	MODERATELY LOW
EXTREME TEMPERATURE	226.8	MODERATELY LOW
WILDFIRE	219.2	MODERATELY LOW
ICE JAM	204.2	MODERATELY LOW
UTILITY FAILURE	200.8	MODERATELY LOW
CIVIL UNREST	188.5	MODERATELY LOW
DROUGHT	188.2	MODERATELY LOW
EARTHQUAKE	174.8	MODERATELY LOW
RADIOLOGICAL (IN TRANSIT)	167.2	MODERATELY LOW
STRUCTURAL COLLAPSE	158.2	LOW
RADIOLOGICAL (FIXED SITE)	138.2	LOW
AIR CONTAMINATION	131.5	LOW

THESE RESULTS OF THE HAZARD ANALYSIS WERE REPORTED BY THE ALBANY COUNTY EMERGENCY PLANNING COMMITTEE (MAY 2007)  
**THE MITIGATION PLAN WAS DEVEVOLPED IN 2008. THE HAZNY WAS UPDATED AND REFLECTED IN DETAIL IN THAT DOCUMENT**

## **SECTION III RESPONSE**

### Response Organization and Assignment of Responsibilities

#### A. County Executive Responsibilities, Powers, and Succession

1. The County Executive is ultimately responsible for County emergency response activities and:
  - a) may assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,
  - b) controls the use of all County owned resources and facilities for disaster response,
  - c) may declare a local state of emergency in consultation with the County Sheriff and County Attorney and may promulgate emergency orders and waive local laws, ordinances, and regulations,
  - d) may request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources,
  - e) may provide assistance at the request of other local governments both within and outside Albany County.
2. In the event of the immediate unavailability of the County Executive, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
  - a) The Deputy County Executive will assume the responsibilities of that office except as provided for in section 306 of Local Law 8-1993, wherein the Chairman of the County Legislature will assume that position
  - b) The Sheriff will be in command until the County Executive or the Deputy County Executive is available.

#### B. The Role of the Office of the Sheriff

1. The Sheriff directs and coordinates county emergency response activities for the County Executive and the County Legislature and recommends to the County Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency

## 2. Within the Office of the Sheriff the Emergency Manager

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

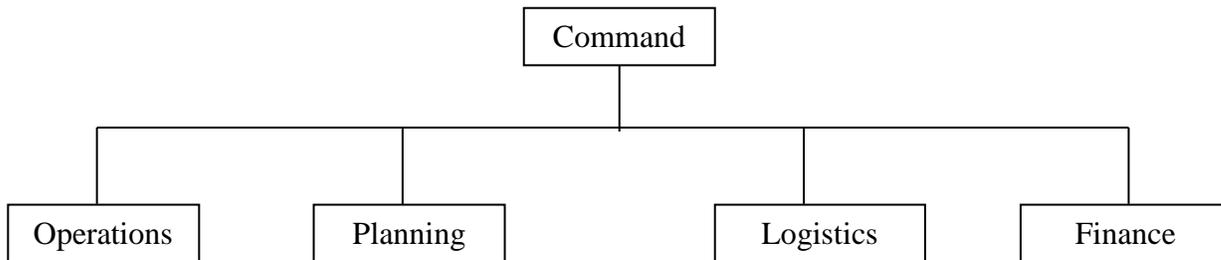
### C. The County Emergency Response Organization

#### 1. The Incident Command System (ICS)

- a) Albany County 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. See appendix 1, *Incident Command System Operational System Description PMS 120-1*.
- b) ICS is organized by functions. There are five:
  - o Command
  - o Operations
  - o Planning
  - o Logistics
  - o Finance
- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety,

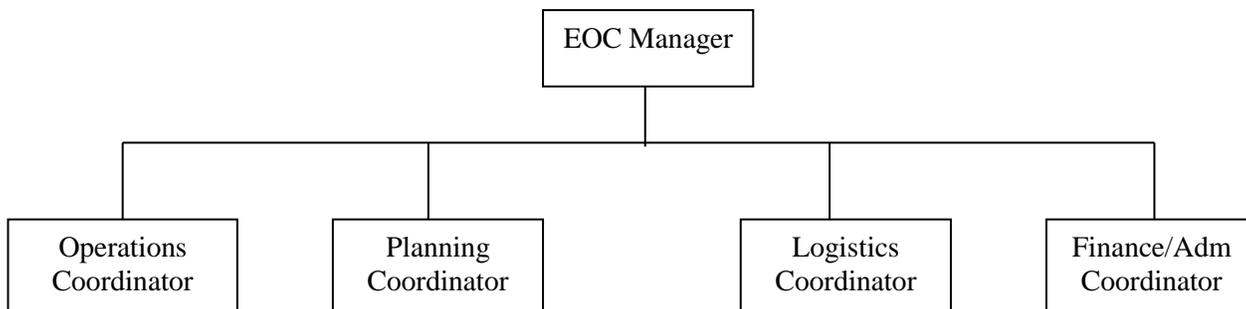
Public Information, and Liaison. These activities can be assigned to staff under the IC.

- f) An on scene ICS with all five functions organized as sections is depicted as



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

- h) The Incident Commander is usually selected due to his or her position as the highest-ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.



- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception; the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A County official could be designated as an Incident Manager and numerous County response personnel assigned to the Area ICS.
- j) County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.
- k) Whenever the ICS is established, County 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 probable ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager

## 2. Agency Responsibilities

- a) The Office of The County Executive shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in table one, or as special circumstance warrants.

### Managing Emergency Response

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

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

TABLE 1 - ICS Function and Response Activities by Agency

<b><u>AGENCY</u></b>	<b><u>ICS FUNCTION</u></b>	<b><u>RESPONSE ACTIVITIES</u></b>
Office of County Executive	Responsible Authority	Declaration of State of Emergency;  Promulgation of Emergency Orders; Economic Development
	Public Information	Emergency Public Information
Sheriff's Office	Command & Control  All ICS Sections	Activation and Coordination of the EOC; Resource Coordination, Situation Status, Liaison and Coordination with governments and organizations; Communications; Warning; Law Enforcement; Community Preparedness; Special Needs Registry
Fire Coordinator	Operations	Fire Suppression and Control; Technical Rescue; HAZMAT Exposure Control
Health Dept.	Operations	Medical Care and Treatment; Disease and Pest Control; Implementation of Medical Countermeasures including mass distribution of vaccines or antibiotics; Liaison for Risk Communication; Public Health volunteer management, Community Preparedness; Outreach to special needs and vulnerable populations
	Safety	Emergency Worker Protection
Public Works Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Logistical Transport, Signage, Hazard Mitigation
General Services	Operations	Damage Assessment, Facilities Logistics and Management
Social Services	Operations	Human Needs Assessment, Temporary Housing
Office for Aging	Operations	Human Needs Assessment
Economic Development, Conservation and Planning	Planning	Mapping-GIS
Mental Health	Operations	Crisis Counseling
Coroner	Operations	Identification and Disposition of Dead
American Red Cross	Operations	Temporary Sheltering; Emergency Feeding and Clothing
Information Services	Logistics	Information Systems
Human Resources	Logistics	Human Resources; Personnel Issue Management
Purchasing	Finance/Administration	Purchasing; Accounting; Recordkeeping
Children, Youth and Families	Operations	Child Safety (CPS investigations), Human

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. Initial county evaluation and assessment of an impending incident shall take place at the 9-1-1 Communications Center located at 449 New Salem Road, Voorheesville, NY 12186.
5. The County EOC is located at 58 Verda Lane, Clarksville, New York 12054.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agencies' senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 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 Emergency Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated as changes occur, no less than annually.
13. Work areas will be assigned to each agency represented at the EOC.
14. Internal Security at the EOC during an emergency will be provided by the County Sheriff's Office:
  - a) all persons entering the EOC will be required to check in at the security desk located at the main entrance

- b) all emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC
  - c) temporary passes will be returned to the security desk when departing from the premises
15. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
  16. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
  17. The Emergency Manager maintains Standard Operating Guides for activating, staffing and managing the EOC. These SOGs can be found as Appendix 2 to this section of the plan.

## B. Notification and Activation

1. As described in Appendix 1, upon initial notification of an emergency to the County 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate County official(s). This initial notification sets into motion the activation of County emergency response personnel.
2. Each emergency is to be classified into one of three County Response Levels according to the scope and magnitude of the incident.
  - a) Response Level: Normal Operation Status Non emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises. This may also include monitoring a situation without additional staffing or extended hours.
  - b) Response Level 3: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
  - c) Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.
  - d) Response Level 1: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

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

For Response Level 1, only the staff of the Sheriff's Office Critical Incident Emergency Management Unit and the Communications Division commander are notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select members of the county response organization as determined by the Critical Incident Emergency Management Unit Commander.

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

The EOC Manager may adjust staffing or alter the monitoring method based on further assessment of the situation.

See Appendix 2 for further details.

#### C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Section will, as appropriate, in coordination with the on scene Incident Commander:
  - a) develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat;
  - b) analyze the best available data and information on the emergency;
  - c) explore alternative actions and consequences;
  - d) select and direct specific response actions.

#### D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the County Executive may proclaim a state of emergency pursuant to Article 2B, section 24 of the State Executive Law.
2. Such a proclamation authorizes the County Executive to deal with the emergency situation with the full executive and legislative powers of county government.

3. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
  - establishing curfews
  - restrictions on travel
  - evacuation of facilities and areas
  - closing of places of amusement or assembly
4. Appendix 3 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. Chief Executives of cities, towns and villages in Albany County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction. Whenever a State of Emergency is declared in Albany County or Emergency Orders issued, such action will be coordinated, beforehand, with the affected municipality.
6. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

#### E. Public Warning and Emergency Information

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the EOC:
  - a) Albany County Community Emergency Support System (ACCESS). ACCESS communicator is a computer controlled method of electronic notification to landline phones through GIS format which can be initiated from all dispatch centers within the county. In addition, specific response teams have been pre-entered for notification via cell and landline phones, FAX, pager, and email. See appendix 4.
  - b) 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 select County officials. See Appendix 4, Albany County Emergency Alert System.
  - c) NY Alert:-is a notification system through NYS Office of Emergency Management. It is a voluntary system in which individuals sign up in advanced to receive warnings and emergency information via the web, cell phone, email and other technologies.

- d) 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 signals can be received Countywide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials. See Appendix 4.
  - e) Stationary Fire Sirens - There is one type of stationary warning siren in use in Albany County:
    - Fire sirens - Located at fire stations throughout the County for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the County Communication Center. This will allow County Municipalities using this type system to warn residents pursuant to local protocol and capabilities. See Appendix 4.
  - f) Emergency service vehicles with siren and public address capabilities - 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 public warning.
  - g) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
4. 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 SAME reception.
  5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.
  6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
    - a) establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
    - b) authenticate all sources of information being received and verify accuracy

- c) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
  - d) coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
  - e) check and control the spreading of rumors
  - f) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
  - g) arrange any media tours of emergency sites
7. The JNIC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

#### F. Emergency Medical and Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed.

#### G. Meeting Human Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government 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.

#### H. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure function, assigned appropriately, to perform the tasks associated with (1) above.

3. By written agreement, in the event of a major power outage, the Operations section will assign a representative to National Grid Power Corporation Storm Center in Albany or have a National Grid Representative at the County Emergency Operation Center for the purpose of facilitating communications and information flow between the utility and the Operations section. During a large scale power outage utility companies may facilitate regular telephone conference calls to state situation status and recovery plans.
4. The Operations section may assign a representative to other utility operations centers as appropriate with the consent of the utility. Central Hudson provides electricity to part of Rensselaerville, Westerlo, Coeymans Hollow and Ravena.
5. During response operations relating to debris clearance and disposal, Albany County should act in cognizance of and in cooperation with the state debris clearance policy. See Appendix 5, New York State debris clearance policy.

#### I. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the County Executive during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of Albany County can be utilized upon agreement between the requesting and offering government. re: NYS Executive law Article 2B, sections 28-a and 29-h.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

#### J. Volunteers

Volunteers from various agencies and organizations may need to be utilized. Individuals, such as public officers, employees or affiliated volunteers that have duties or responsibilities specified in the local comprehensive emergency management plan are given protection from liability in § 29-b of the Executive Law. These individuals, referred to as Disaster Emergency Response Personnel (DERP), when operating under the command of the county emergency management director, receive the same privileges and immunities they would receive if they were participating in a local civil defense drill in the political subdivision in which they are enrolled. When participating in a civil defense drill, civil defense forces (DERPs in Article 2-B) are provided with immunity from liability (Defense Emergency Act – NYS Unconsolidated Laws § 9193)

Volunteers may come from several sources as follows:

1. American Red Cross
2. Salvation Army

3. County Animal Response Team. See Annex, section D., 1., e. et seq.
4. Medical Reserve Corp – See Annex
5. Radio Amateur Civil Emergency Service (RACES) – See Annex
6. Northeast Cave Rescue
7. Other agencies as appropriate

#### K. Mutual Aid

Various mutual aid organizations may be called upon in an emergency.

#### INTER-STATE MUTUAL AID

Inter-State Mutual Aid is provided through the Emergency Management Assistance Compact. The emergency management assistance compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the commonwealth of Puerto Rico, the District of Columbia, and all United States territorial possessions. The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state or states.

#### INTRA-STATE MUTUAL AID

All local governments within the state, excepting those which affirmatively choose not to participate, are deemed to be participants in the program. (NYS Executive Law Article 2-B, §-29-h.)

Requesting assistance under the intrastate mutual aid program.

- a. A participating local government may request assistance of other participating local governments in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies, or for the purpose of conducting multi-jurisdictional or regional training, drills or exercises. Requests for assistance may be made verbally or in writing; verbal requests shall be memorialized in writing as soon thereafter as is practicable. Notwithstanding the provisions of section twenty-five of this article, the local emergency management director shall have the authority to request and accept assistance and deploy the local resources of his or her jurisdiction under the intra-state mutual aid program.
- b. Once an emergency is declared at the county level, all requests and offers for assistance, to the extent practical, shall be made through the county emergency management office, or in the case of the city of New York, through the city emergency management office. All requests for assistance should include:
  - (1) a description of the disaster;
  - (2) a description of the assistance needed;
  - (3) a description of the mission for which assistance is requested;
  - (4) an estimate of the length of time the assistance will be needed;
  - (5) the specific place and time for staging of the assistance and a point of contact at that location; and
  - (6) any other information that will enable an assisting local government to respond appropriately to the request.
- c. Assisting local governments shall submit to the requesting local government an inventory of the resources being deployed.
- d. The written request for assistance and all inventories of resources being deployed shall be submitted to the division of homeland security and emergency services within three calendar days of the request for or deployment of such resources.

Any assisting local government requesting reimbursement under this program for loss, damage or expenses incurred in connection with the provision of assistance that seeks reimbursement by the requesting local government shall make such request in accordance with procedures developed by the intrastate mutual aid committee.

Any requesting local government requesting assistance under this program shall be liable and responsible to the assisting local government for any loss or damage to equipment or supplies and shall bear and pay the expense incurred in the operation and maintenance of any equipment and the cost of materials and supplies used in rendering assistance under this section. The assisting local government shall be liable for salaries or other compensation for its employees. The requesting local government shall reimburse the assisting local government for any moneys paid for such salaries or other compensation and traveling and maintenance expenses incurred from activities performed while rendering assistance under this program.

An assisting local government providing assistance pursuant to the intrastate mutual aid program shall be liable for the negligence of its employees, which occurs in the performance of their duties in the same manner and to the same extent as if such negligence occurred in the performance of their duties in their home jurisdiction. Employees of an assisting local government responding to or rendering assistance pursuant to a request for assistance who sustain injury or death in the course of, and arising out of, their response are entitled to all applicable benefits as if they were responding in their home jurisdiction.

#### LAW ENFORCEMENT

The sheriff of any county may, when the public interest requires it, declare a state of special emergency in any part or parts of his county where the public peace is threatened or where life or property may be endangered, after first advising the governor. (General Municipal Law §209-f)

When engaged in duty and rendering service, responding Law Enforcement Personnel shall have the same powers, duties, rights, benefits, privileges and immunities as if they were performing their duties in the civil or political subdivision in or by which they are normally employed, for the purpose of the workmen's compensation law, shall be deemed to be engaged in the course of their employment.

Outside of a city, the sheriff of the county, and in Nassau county the commissioner of police of the county of Nassau, shall supervise the operations of the emergency management director when rendering peace officer duties incident to disaster assistance. The sheriff and such commissioner may delegate such supervisory power to an elected or appointed town or village official in the area affected.

#### FIRE

All fire departments in Albany County are participants in the Albany County Mutual Aid plan as well as the NYS Mutual Aid Plan. Copies of these plans are on file in the Critical Incident Emergency Management Unit of the Sheriff's Office. The Albany County Plan is included as an annex to this document.

#### EMERGENCY MEDICAL SERVICE (EMS)

Emergency Medical Service mutual aid is provided through the Regional EMS Mutual Aid Plan coordinated through the Regional Emergency Medical Organization (REMO). This document is a non-binding, regional plan to assist all New York State certified ambulance services and

advanced life support first response agencies, within the REMO Region, to comply with New York State Public Health Law Article 30 and 10NYCRR Part 800 pertaining to agency mutual aid. State certified emergency medical services providers who respond outside of their normal jurisdiction pursuant to a request for assistance under this program shall follow their normal operating protocols as if they were responding and rendering services in their home jurisdiction.

#### GENERAL MUTUAL AID LIABILITY

General Municipal Law Section 209G and Executive Law Section 2B offer guidance on liability pursuant to disaster response.

#### L. Standard Operating Guides and other supporting plans.

1. Each County agency assigned a responsibility under this Response portion of the plan is required to have its own Standard Operating Guides (SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and NIMS-training.
2. Each agency SOG is to be updated and reviewed annually.
3. The following documents support this portion of the plan and are appended to it:

*Appendix 1- NIIMS Incident Command System Operational System Description, PMS 120-1*

*Appendix 2- Standard Operating Guides for the Albany County Emergency Operations Center (EOC)*

*Appendix 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders*

*Appendix 4 - Albany County Emergency Alert System*

*Appendix 5 - New York State Debris Clearance Policy*

*Appendix 6 – Evacuation and Sheltering*

## **SECTION IV RECOVERY**

### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Albany County must participate in damage assessment activities.
2. The County Emergency Manager is responsible for:
  - a) Developing with local governments a damage assessment program;
  - b) Coordinating damage assessment activities in the County during and following an

emergency.

c) Designating a Damage Assessment Officer for each emergency.

d) The County Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.

3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the County Emergency Manager in damage assessment activities including:

(a) Pre-emergency:

- identifying county agencies, personnel, and resources to assist and support damage assessment activities
- identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
- fostering agreements between local government and the private sector for technical support
- utilizing geographic information systems (GIS) in damage assessment
- participate in annual training

(b) Emergency:

- obtaining and maintaining documents, maps, photos and video recordings of damage
- reviewing procedures and forms for reporting damage to higher levels of government
- determining if State assistance is required in the damage assessment process

(c) Post-emergency:

- advise county departments and local municipalities of assessment requirements
- selecting personnel to participate in damage assessment survey teams
- arranging for training of selected personnel in damage assessment survey techniques
- identifying and prioritizing areas to survey damage
- assigning survey teams to selected areas
- completing damage assessment survey reports and maintaining records of the reports

4. It is essential that, from the outset of emergency response actions, county response personnel keep detailed records of expenditures for:

- a) labor used
- b) use of owned equipment
- c) use of borrowed or rented equipment
- d) use of materials from existing stock
- e) contracted services for emergency response
- f) submitting damage assessment reports to the State Office of Emergency Management

5. Damage assessment will be conducted by county and 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 effort.
6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
7. County and local Municipalities damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
10. The Director of Emergency Management, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on
  - destroyed property
  - property sustaining major damage
  - property sustaining minor damage, for the following categories:
    - a) damage to private property in dollar loss to the extent not covered by insurance:
      - homes
      - businesses
      - industries
      - utilities
      - hospitals, institutions and private schools
    - b) damage to public property in dollar loss to the extent not covered by insurance:
      - road systems
      - bridges
      - water control facilities such as dikes, levees, channels
      - public buildings, equipment, and vehicles
      - publicly-owned utilities
      - parks and recreational facilities

- c) damage to agriculture in dollar loss to the extent not covered by insurance:
  - farm buildings
  - machinery and equipment
  - crop losses
  - livestock
- d) cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
- e) community services provided beyond normal needs
- f) debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
- g) financing overtime and labor required for emergency operations

NYS OEM damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.

11. The County Executive, through the Emergency Manager, will submit the Damage Assessment Report to the State Office of Emergency Management, Region 3 Office. It is required for establishing the eligibility for any state and/or federal assistance.

Forms for collecting this information are contained in NYS OEM *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

12. Unless otherwise designated by the County Executive, the County Emergency Management Director will serve as the County's authorized agent in disaster assistance applications to state and Federal government.

13. The County's authorized agent will:

- a) Attend public assistance applicant briefing conducted by Federal and State Emergency officials.
- b) Review NYS OEM Public Assistance Handbook of Policies and Guidelines for Applicants.
- c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
- d) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
- e) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- f) Follow up with governor's authorized representative and FEMA
- g) Submit Proof of Insurance, if required.
- h) Prepare and submit project listing if small project grant.

- i) Follow eligibility regarding categorical or flexibly funded grant.
- j) Maintain accurate and adequate documentation for costs on each project.
- k) Observe FEMA time limits for project completion.
- l) Request final inspection of completed work or provide appropriate certificates.
- m) Prepare and submit final claim for reimbursement.
- n) Assist in the required state audit.
- o) Consult with governor's authorized representative (GAR) for assistance.
- p) Maintain summary of damage suffered and recovery actions taken.

## B. Planning for Recovery

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

9. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under 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 State Disaster Preparedness Commission (DPC), whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
  - c) Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
  - d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
  - e) A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
  - f) The adopted plan:
    - May be amended at anytime in the same manner as originally prepared, revised and adopted; and
    - Shall be the official policy for recovery and redevelopment within the municipality.

### C. Reconstruction

1. Reconstruction consists of two phases:
  - a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards;

- b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and 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) Providing temporary housing and facilities
    - e) Public assistance
    - f) Coordinating State/Federal recovery assistance
    - g) Monitoring of reconstruction progress
    - h) Preparation of periodic progress reports to be submitted to NYS OEM
  3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
  4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a) What kind of emergency assistance is available to the public.
  - b) Who provides the assistance.
  - c) Who is eligible for assistance.
  - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster.
  - e) What actions to take to apply for assistance.
  - f) Where to apply for assistance.
2. The following types of assistance may be available:
  - a) Food stamps (regular and/or emergency)
  - b) Temporary housing (rental, mobile home, motel)
  - c) Unemployment assistance and job placement (regular and disaster unemployment)
  - d) Veteran's benefits
  - e) Social Security benefits
  - f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
  - g) Tax refund

- h) Individual and family grants
- i) Legal assistance

3. All the above information will be prepared jointly by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

# **APPENDIX 1**

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

### **OPERATIONAL SYSTEM DESCRIPTION**

### **POSITION DESCRIPTIONS & PROCEDURES MANUAL FOR GENERAL USE**

## Contents

INTRODUCTION.....	2
ICS OPERATING REQUIREMENTS .....	3
COMPONENTS OF THE ICS .....	4
COMMON TERMINOLOGY .....	4
MODULAR ORGANIZATION .....	4
INTEGRATED COMMUNICATIONS.....	5
UNIFIED COMMAND STRUCTURE .....	6
CONSOLIDATED ACTION PLANS.....	6
MANAGEABLE SPAN-OF-CONTROL.....	7
PRE-DESIGNATED INCIDENT FACILITIES .....	7
COMPREHENSIVE RESOURCE MANAGEMENT .....	8
ORGANIZATION AND OPERATIONS .....	9
COMMAND (MANAGEMENT) SECTION .....	9
COMMAND (MANAGEMENT) STAFF .....	11
OPERATIONS SECTION .....	11
ORGANIZATION OF INCIDENT TACTICAL OPERATIONS .....	14
PLANNING SECTION.....	15
LOGISTICS SECTION .....	16
FINANCE SECTION.....	19
INCIDENT ACTION PLANNING PROCESS.....	21

INCIDENT COMMAND SYSTEM (ICS)  
OPERATIONAL SYSTEM DESCRIPTION (OSD)

## INTRODUCTION

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

The National Incident Management System (NIMS) has been developed to provide a common system that emergency service agencies can utilize at local, state, and federal levels. NIMS consists of five major components that collectively provide a total systems approach to all risk incident management. The components are:

### **Preparedness**

### **Communications and Information Management**

### **Resource Management**

### **Command and Management**

### **Ongoing Management and Maintenance**

**The Incident Command System (ICS)** – is part of the NIMS Command and Management component which includes operating requirements, 8 interactive components and procedures for organizing and operating an on-scene management structure.

**Training** - that is standardized and supports the effective operation of NIMS.

**Qualifications and Certification System (Credentialing)**- that provides personnel across the nation meeting standard training, experience, and physical requirements to fill specific positions in the Incident Command System.

**Publications Management** - that includes development, publication, and distribution of NIMS materials.

**Supporting Technologies** - such as satellite remote imaging, sophisticated communications systems, geographic information systems, etc. that supports NIMS operations.

## ICS OPERATING REQUIREMENTS

The design requirements for the Incident Command System are the following:

- Must provide for the following kinds of operations:
  - (a) single jurisdiction/single agency involvement
  - (b) single jurisdiction with multi-agency involvement
  - (c) multi-jurisdiction/multi-agency involvement.
- Organizational structure must be able to adapt to any emergency or incident to which fire protection agencies would be expected to respond.
- Must be applicable and acceptable to users throughout the country.
- Should be readily adaptable to new technology.
- Must be able to expand in a logical manner from an initial attack situation into a major incident.
- Must have basic common elements in organization, terminology, and procedures. this allows for the maximum application and use of already developed qualifications and standards. Also, it ensures continuation of a total mobility concept.
- Implementation should have the least possible disruption to existing systems.
- Must be effective in fulfilling all of the above requirements and yet be simple enough to insure low operational maintenance costs.

## **COMPONENTS OF THE ICS**

The Incident Command System has a number of components. These eight components working together interactively provide the basis for an effective incident management system:

- o Common terminology
- o Modular organization
- o Integrated communications
- o Unified command structure
- o Consolidated action plans
- o Manageable span-of-control
- o Pre-designated incident facilities
- o Comprehensive resource management

## **COMMON TERMINOLOGY**

It is essential for any management system, and especially one which will be used in joint operations by many diverse users, that common terminology be established for the following elements:

- o Organizational Functions - A standard set of major functions and functional units has been pre-designated and named for the ICS. Terminology for the organizational elements is standard and consistent.
- o Resource Elements - Resources refer to the combination of personnel and equipment used in tactical incident operations. Common names have been established for all resources used within ICS. Any resource that varies in capability because of size or power, for example, helicopters, engines, or rescue units, is clearly typed as to capability.
- o Facilities - Common identifiers are used for those facilities in and around the incident area that will be used during the course of the incident. These facilities include such things as the command post, incident base, and staging areas.

## **MODULAR ORGANIZATION**

The ICS organizational structure develops in a modular fashion based upon the kind and size of an incident. The organization's staff build from the top down with responsibility and performance placed initially with the incident commander.

As the need exists, four separate sections can be developed, each with several units that may be established. The specific organizational structure established for any given incident will be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization is required. If one or more of the areas requires independent management, an individual is named to be responsible for that area.

For ease of reference and understanding, personnel assigned to manage at each level of the organization will carry a distinctive organizational title:

- o Incident Command "Incident Commander"
- o Command Staff "Officer"
- o Section "Section Chief"
- o Branch "Branch Director" (optional level)
- o Division/Group/Sector "Division/Group/Sector Supervisor"
- o Unit "Unit Leader"

In the ICS, the first management assignments by the initial attack incident commander will normally be one or more section chiefs to manage the major functional areas. Section chiefs will further delegate management authority for their areas only as required. If the section chief sees the need, functional units may be established within the section. Similarly, each functional unit leader will further assign individual tasks within the unit only as needed.

## **INTEGRATED COMMUNICATIONS**

Communications at the incident are managed through the use of a common communications plan and an incident based communications center established solely for the use of tactical and support resources assigned to the incident. All communications between organizational elements at an incident should be in plain English. No codes should be used, and all communications should be confined only to essential messages.

The communications unit is responsible for all communications planning at the incident. This will include incident-established radio networks, on-site telephone, public address, and off-incident telephone/microwave/radio systems.

**RADIO NETWORKS (NETS)** - Radio networks for large incidents will normally be organized as follows:

- o Command Net - this net should link together: incident command, key staff members, section chiefs, division and group supervisors.
- o Tactical Nets - there may be several tactical nets. they may be established around agencies, departments, geographical areas, or even specific functions. The determination of how nets are set up should be a joint planning/operations function. The communications unit leader will develop the plan.
- o Support Net - A support net will be established primarily to handle status - changing for resources as well as for support requests and certain other one-tactical or command functions.
- o Ground to Air Net - A ground to air tactical frequency may be designated, or regular tactical nets may be used to coordinate ground to air traffic.
- o Air to Air Nets - Air to air nets will normally be pre-designated and assigned for use at the incident.

## **UNIFIED COMMAND STRUCTURE**

The need for unified command is brought about because:

- o Incidents have no regard for jurisdictional boundaries. wildland fires, transportation route incidents, floods, hurricanes, earthquakes, and hazardous material spills usually cause multi-jurisdictional major incident situations.
- o Individual agency responsibility and authority is normally legally confined to a single jurisdiction.

The concept of unified command simply means that all agencies who have a jurisdictional responsibility at a multi-jurisdiction incident contribute to the process of:

- o Determining overall incident objectives
- o Selection of strategies
- o Ensuring that joint planning for tactical activities will be accomplished
- o Ensuring that integrated tactical operations are conducted
- o Making maximum use of all assigned resources.

The proper selection of participants to work within a unified command structure will depend upon:

- o The location of the incident - which political jurisdictions are involved.
- o The type of incident - which functional agencies of the involved jurisdiction(s) are required.

A unified command structure could consist of a key responsible official from each jurisdiction in a multi-jurisdictional situation or it could consist of several functional departments within a single political jurisdiction.

Common objectives and strategy on major multi-jurisdictional incidents should be written. The objectives and strategies then guide development of the plan under a unified command structure in the ICS, the implementation of the action plan will be done under the direction of a single individual - the operations chief.

The operations chief will normally be from the agency that has the greatest jurisdictional involvement. Designation of the operations chief must be agreed upon by all agencies having jurisdictional and functional responsibility at the incident.

## **CONSOLIDATED ACTION PLANS**

Every incident needs some form of an action plan. For small incidents of short duration, the plan need not be written. The following are examples of when written action plans should be used:

- o When resources from multiple agencies are being used.
- o When several jurisdictions are involved.
- o When the incident will require changes in shifts of personnel and/or equipment.

The incident commander will establish objectives and make strategy determinations for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and need of all the jurisdictional agencies.

The action plan for the incident should cover all tactical and support activities required for the operational period.

## **MANAGEABLE SPAN-OF-CONTROL**

Safety factors as well as sound management planning will both influence and dictate span-of-control considerations. In general, within the ICS, the span-of control of any individual with emergency management responsibility should range from three to seven with a span-of-control of five being established as a rule of thumb. Of course, there will always be exceptions (e.g., an individual medical crew leader will normally have more than five personnel under supervision).

The kind of an incident, the nature of the task, hazard and safety factors, and distances between elements all will influence span-of-control considerations. An important consideration in span-of-control is to anticipate change and prepare for it. This is especially true during rapid build up of the organization when good management is made difficult because of too many reporting elements.

## **PRE-DESIGNATED INCIDENT FACILITIES**

There are several kinds and types of facilities that can be established in and around the incident area. The determination of kinds of facilities and their locations will be based upon the requirements of the incident and the direction of Incident Command. The following facilities are defined for use with the ICS:

- o Command Post - Designated as the CP, the command post will be the location from which all incident operations are directed. There should only be one command post for one incident site. In a unified command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post. The planning function is also performed at the command post. Normally the communications center would be established at this location. The command post may be co-located with the incident base if communications requirements can be met.

- o Incident Base - The incident base is the location at which primary support activities are performed. The base will house all equipment and personnel support operations, and can support several incident sites. The incident logistics section, which is responsible for ordering all resources and supplies, is also located at the base. There should only be one incident base established; and normally, the base will not be relocated. If possible, incident base locations should always be included in the pre-attack plans. The incident base should be distinguished from a staging area which is a temporary support area.

- o Camps - Camps are locations from which resources may be located to better support incident operations. At camps, certain essential support operations (e.g, feeding, sleeping, sanitation) can be maintained. Also at camps, minor maintenance and service of

equipment will be done. Camps may be relocated, if necessary, to meet tactical operations requirements.

o Staging Areas - Staging areas are established for temporary location of available resources on three-minute notice. Staging areas will be established by the operations chief at each incident site to locate resources not immediately assigned. A staging area can be anywhere in which mobile equipment can be temporarily parked awaiting assignment.

Staging areas may include temporary sanitation services and fueling. Feeding of personnel would be provided by mobile kitchens or sack lunches. Staging areas should be highly mobile. The operations chief will assign a Staging Area Manager for each staging area. This manager is responsible for the check-in of all incoming resources; to dispatch resources at the request of the operations chief, and to request logistics section support as necessary for resources located in the staging area.

o Helibases - Helibases are locations in and around the incident area at which helicopters may be parked, maintained, fueled and loaded with retardants, personnel or equipment. More than one helibase may be required on very large incidents. Once established on an incident, a helibase will usually not be relocated.

o Helispots - Helispots are more temporary and less used locations than helibases at which helicopters can land, take off, and in some cases, load patients or supplies. They may be co-located near Casualty Collection Points (CCPs).

## **COMPREHENSIVE RESOURCE MANAGEMENT**

Resources may be managed in three different ways, depending upon the needs of the incident.

o Single Resources - These are individual engines, bulldozers, crews, helicopters, plow units, ladders, rescuers or other, that will be assigned as primary tactical units. A single resource will be the equipment plus the required individuals to properly utilize it.

o Task Forces - A task force is any combination of resources that can be assembled for a specific mission. All resource elements within a task force must have common communications and a leader. The leader sometimes will have a separate vehicle. Task forces should be established to meet specific tactical needs and should be demobilized as single resources.

o Strike Teams - Strike teams are a set number of resources of the same kind and type that have an established minimum number of personnel. Strike teams will always have a leader (usually in a separate vehicle) and will have common communications among resource elements. Strike teams can be made up of engines, hand crews, plows, water tankers, or any other kind of resource where common elements become a useful tactical resource.

The use of strike teams and task forces is encouraged, wherever possible, to maximize the use of resources, reduce the management control of a large number of single resources, and reduce the communications load.

**RESOURCE STATUS** - In order to maintain an up-to-date and accurate picture of resource utilization, it is necessary that:

- o All resources be assigned a current status condition.
- o All changes in resource locations and status conditions be made promptly to the resource and situation unit.

**Status Conditions** - Three status conditions are established for use with tactical resources at the incident:

- o Assigned - Performing an active assignment.
- o Ready for assignment - All resources in staging areas should be available on three-minute notice.
- o Out-of-Service - Not ready for available or assigned status.

**Changes in Status** - Normally the individual who makes the change in a resource's status is responsible for providing that information to the central resource status-keeping function.

## **ORGANIZATION AND OPERATIONS**

The ICS organization has five major functional areas:

- o Command (Management)
- o Operations
- o Planning
- o Logistics
- o Finance

### **COMMAND (MANAGEMENT) SECTION**

Command is responsible for overall management of the incident. Command also includes certain staff functions required to support the command function. The command function within the ICS may be conducted in two general ways:

- o Single command
- o Unified command

#### **Single Command**

Within a jurisdiction where an incident occurs, and when there is no overlap of jurisdictional boundaries involved, a single incident commander will be designated by the jurisdictional agency to have overall management responsibility for the incident.

The incident commander will prepare incident objectives that in turn will be the foundation upon

which subsequent action planning will be based. The incident commander will approve the final action plan, and approve all requests for ordering and releasing of primary resources. The incident commander may have a deputy. The deputy should have the same qualifications as the incident commander, and may work directly with the incident commander, be a relief, or perform certain specific assigned tasks.

In an incident within a single jurisdiction, where the nature of the incident is primarily a responsibility of one agency (e.g., fire), the deputy may be from the same agency. In a multi-jurisdictional incident or one that threatens to be a multi-jurisdictional, the deputy role may be filled by an individual designated by the adjacent agency. more than one deputy could be involved. Another way of organizing to meet multi-jurisdictional situations is described under unified command.

### Unified Command

A unified command structure is called for under the following conditions:

- o Single jurisdiction, Multi-Agency. The incident is totally contained within a single jurisdiction, but more than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required. For example, a passenger airliner crash within a national forest. Fire, medical, and law enforcement all have immediate, but diverse objectives.
- o Multi-jurisdictional, Multi-agency. The incident is multi-jurisdictional in nature. For example, a major earthquake crosses jurisdictional boundaries. .

### Differences Between Single and Unified Command

The primary differences between the single and unified command structures are:

- o In a single command structure, a single incident commander is solely responsible (within the confines of authority) to establish objectives and overall management strategy associated with the incident. The incident commander is directly responsible for follow-through to insure that all functional area actions are directed toward accomplishment of the strategy. The implementation of the planning required to effect operational control will be the responsibility of a single individual (operations chief) who will report directly to the incident commander.
- o In a unified command structure, the individuals designated by their jurisdictions (or by departments within a single jurisdiction) must jointly determine objectives, strategy, and priorities. As in a single command structure, the operations chief will have responsibility for implementation of the plan. The determination of which agency (or department) the operations chief represents must be made by mutual agreement of the unified command. It may be done on the basis of greatest jurisdictional involvement, number of resources involved, by existing statutory authority, or by mutual knowledge of the individual's qualifications for a specific type of incident.

## **COMMAND (MANAGEMENT) STAFF**

Command staff positions are established to assume responsibility for key activities which are not a part of the line organization. In ICS, three specific staff positions are identified:

- o Information officer
- o Safety officer
- o Liaison officer

Additional positions may be required, depending upon the nature and location of the incident, or requirements established by the incident commander.

### **Information Officer**

The information officer's function is to develop accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The information officer will normally be the point of contact for the media and other governmental agencies that desire information directly about the incident. In either a single or unified command structure, only one information officer would be designated. Assistants may be assigned from other agencies or departments involved.

### **Safety Officer**

The safety officer's function at the incident is to assess hazardous and unsafe situations and develop measures for assuring personnel safety. The safety officer should have emergency authority to stop and/or prevent unsafe acts. In a unified command structure, a single safety officer would be designated. Assistants may be required and assigned from other agencies or departments making up the unified command.

### **Liaison Officer**

The liaison officer's function is to be a point of contact for representatives from other agencies. In a single command structure, the representatives from assisting agencies would coordinate through the liaison officer. Under a unified command structure, representatives from agencies not involved in the unified command would coordinate through the liaison officer. Agency representatives assigned to an incident should have authority to speak on all matters for their agency.

## **OPERATIONS SECTION**

Tactical operations at the incident include all activities which are directed toward reduction of the immediate hazard, establishing situation control, and restoration of normal operations.

The types of incident for which the ICS is applicable are many and varied. They include such things as major wildland and urban fires, floods, hazardous substance spills, nuclear accidents, aircraft crashes, earthquakes, hurricanes, tornadoes, tsunamis, and war-caused disasters.

Because of the functional unit management structure, the ICS is equally applicable to small

incidents and for use in normal operations. Basically, once the ICS operating concepts are adopted by an agency, the system structure will develop in a natural fashion based upon incident requirements.

The agencies that can make use of the ICS include federal, state, and local. In some cases, all may be working together or they may work in combinations. The types of agencies could include fire, law enforcement, health, public works, emergency services, or others; again, either working altogether or in combinations depending upon the situation. Many incidents may involve private individuals, companies, or organizations, some of which may be fully trained and qualified to participate as partners in the ICS. There are many ways that incident tactical operations may be organized and operated.

The specific method selected will be dependent upon:

- o The type of incident
- o The agencies involved
- o The objectives and strategies selected

In the following examples, several different ways of organizing incident tactical operations are shown and described. In some cases, the selected method will be determined around jurisdictional boundaries. In other cases, a strictly functional approach will be used. In still others, a mix of functional/geographical may be appropriate. The ICS offers extensive flexibility in determining the right approach based upon the factors described above.

#### Operations Section Chief and Deputies

The operations section chief is responsible for the direct management of all incident tactical activities. The operations chief assists in the formulation of the action plan. The operations chief may have deputy positions. Deputies from other agencies are encouraged in multi-jurisdictional situations. Deputies should be equally as qualified as the operations chief. An operations chief should be designated for each operational period, and the chief should have direct involvement in the preparations of the action plan for the period of responsibility.

Staging areas are locations designated by the operations chief within the incident area where resources available for assignment are temporarily located. The operations chief may establish, move, or discontinue the use of staging areas. All resources within the designated staging areas are under the direct control of the operations chief and should be on a 3-minute availability. Staging area managers will request logistical support, (for example, food, fuel, and sanitation) from appropriate logistics section units. Staging areas are locations designated by the operations chief within the incident area where resources are available are temporarily located.

#### Air Operations

The air operations organization is established by the operations chief. Its size, organization, and use will depend primarily upon the nature of the incident and the availability of aircraft. Where only a single helicopter is used the helicopter may be directly under the control of the operations chief.

The operations chief may establish an air operations director position when:

- o The complexity of air operations requires additional support and effort.
- o The incident requires both a mix of tactical and logistical use of helicopters and other aircraft.

The air support group is responsible for establishing and operating helibases and helispots, and for maintaining required liaison with fixed-wing tactical (aeromedical evacuation) or support requirements of the incident. The group is responsible for all timekeeping for helicopters assigned to the incident. The air attack supervisor position is established as a separate position whenever both helicopter and fixed-wing aircraft will be simultaneously operated within the incident air space.

## Resources

Initially, in any incident, the individual resources that are assigned will be reporting directly to the individual who has overall responsibility - the incident commander. As described earlier, as the incident grows in size or complexity, the incident commander may designate an operations chief to assume tactical direction of resources. In the ICS, resources may be used in several ways:

- o Single Resources - In general, single resources will be used for initial attack, first response situations. They may also be dispatched in extended (reinforced) attack or greater alarm situations. During an ongoing incident, there will always be situations that will call for the use of a single helicopter, engine, plow unit, crew, or other piece of equipment.

- o Task Forces - Task forces are any combination of resources put together for a specific assignment. Task forces call for a leader, usually in a separate vehicle, and with command communications between all resource elements. An example of a task force could include an engine, hand crew, and bulldozer to work on an assignment under the direct supervision of the task force leader. Task forces can be very versatile combinations of resources and their use is encouraged. The combining of resources into task forces allows for several resource elements to be managed under one individual's supervision, thus lessening the span of control.

- o Strike Team - Strike teams are a set number of resources of the same kind and type with common communications operating under the direct supervision of a leader. Strike teams are highly effective management units. The foreknowledge that all elements have the same capability; and the knowledge of how many will be applied allows for better planning, ordering utilization, and management. Strike teams are generally recommended for use with engines and can be used effectively with hand crews, bulldozers, plow units, and water tender apparatus.

# ORGANIZATION OF INCIDENT TACTICAL OPERATIONS

The following section discusses several ways that an incident may be organized for tactical operations: divisions, groups, and branches.

## Divisions and Groups

Divisions, groups are established on an incident when the number of resources (single increments, task forces, or strike teams) exceeds the span-of-control of the operations chief, or allows for clearer designation of activities.

- o Divisions are established to divide an incident into geographical areas of operation.

- o Groups are established to divide the incident into functional areas of operation.

## Geographical Divisions

The best use of geographical divisions is to divide an area into natural separations of terrain, geography, and/or population density; and where resources can be effectively managed under span-of-control guidelines.

## Functional Groups

Functional groups can best be used to describe areas of like activity. For example: off-loading, triage, treatment, holding, patient recording, transportation, etc. could be functional groups.

## Branches

Branches may be established on an incident to serve several purposes. However, they are not always essential to the organization of the operations section. In general, branches may be established for the following reasons:

- o Span-of-control Exceeded. When the number of divisions/groups exceed the recommended five to one span-of-control for the operations chief. When this happens, the operation chief should designate a two branch structure, and allocate the division/groups within those branches.

- o Functional Branches Required. When the nature of the incident calls for a functional branch structure. A major aircraft crash within a city may require branches. In this case, three departments within the city -- police, fire, and EMS services -- each have a functional branch operating under the direction of a single operations chief (Figure 3.11). In this example, the operations chief is from the fire department with deputies from police and health service departments. Other alignments could be made depending upon the city plan and type of emergency. NOTE: Incident command in this situation could be either single or unified command depending upon the jurisdiction.

- o Inter-governmental Branches Required. When the incident is multijurisdictional and

where resources are best managed under the agencies that have normal control over those resources. A major earthquake where there is combined federal, county, and city resource involvement may require branches.

## **PLANNING SECTION**

The planning section is responsible for the collection, evaluation and dissemination of tactical information about the incident. The section maintain information on the current and forecasted situation, and on the status of resources assigned to the incident. The section is also responsible for the preparation and documentation of action plans. The section has four primary units and may have a number of technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.

### **Planning Section Chief and Deputy**

The planning section chief is responsible for the gathering and analysis of all data regarding incident operations and assigned resources, developing alternatives for tactical operations, conducting the planning meetings, and preparing the action plan for each operational period. Under a unified command structure, the planning section chief may have a deputy from one or more of the other involved jurisdictions.

### **Resources Unit**

The resources unit has the responsibility to make certain that all assigned personnel and resources have checked in at the incident. It is also responsible for maintaining current status on all resources. A status keeping system will be required that will show the current location of all assigned resources as well as the current status condition for all resources. The resources unit will maintain a master list of all resources. This should include key supervisory personnel, primary resources used in tactical operations, support resources, transportation equipment, and all others.

### **Situation Unit**

The situation unit is responsible for collecting, processing and organizing situation information; preparing situation summaries; and developing projections and forecasts of future events related to the incident. The situation unit will prepare maps and intelligence information for use in the action and recovery plan(s). The situation unit may also require expertise in the form of technical specialists.

### **Documentation Unit**

The documentation unit is responsible for maintaining accurate and complete incident files; providing duplication services to incident personnel; and for filing, maintaining, and storing incident files for legal, analytical, and historical purposes.

The documentation unit is maintained within the planning section primarily because it has a major responsibility toward the preparation of the Incident Action Plans, as well as maintaining

files on many records that are developed as part of the overall command post and planning function.

### Demobilization Unit

The Demobilization Unit is responsible for developing an Incident Demobilization Plan. The plan should include specific demobilization instructions for all overhead and resources which require demobilization (e.g. non-local personnel and resources). The Demobilization Unit must also ensure that the Plan, once approved, is distributed both at the incident and to necessary off-incident locations. It is appropriate for the Demobilization Unit to begin early in the incident, particularly in developing rosters of personnel and resources, and to obtain any missing information from the incident check-in process.

### Technical Specialists

The ICS is designed to function in a wide variety of incidents. Within the planning section is the capability, in addition to the four designated units, to have technical specialists who may be called upon depending upon the needs of the incident.

Technical specialists assigned to the planning section may report directly to the planning section chief; may function in an existing unit, for example: an epidemiologist could be made a part of the situation unit; or may form a separate unit within the planning section depending upon the requirements of the incident and the needs of the planning section chief. It is also possible that technical specialists could be reassigned to other parts of the organization such as to operations on tactical matters or finance on fiscal matters.

Generally, if the expertise is needed for only a short time and will normally be only one person, that person should be assigned to the situation unit. If the expertise will be required on a long-range basis and may require several personnel, it is advisable to establish a separate unit in the planning section.

The incident itself will primarily dictate the needs for technical specialists. Listed below are examples of the kinds of specialists that may be required for health and medical operations:

- o Epidemiologist
- o Sanitarian
- o Environmental Impact Specialist
- o Resource Use and Cost Specialist
- o Psychologist
- o Fatalities Specialist
- o Toxic Substance Specialist
- o Training Specialist

## **LOGISTICS SECTION**

The logistics section is responsible for providing all support needs to the incident except air operations. The logistics section would order all resources from off-incident locations. It would also provide facilities, transportation, supplies, equipment maintenance and fueling, feeding,

communications and medical services (the medical unit serves the needs of the responders).

The logistics section will be managed by a logistics section chief. The section may also have a deputy. A deputy position is encouraged when all designated units are established on an incident.

### Supply Unit

The supply unit is responsible for ordering, receiving, storing and processing of all incident-related resources, personnel and supplies. The supply unit, when established, has the basic responsibility for all off-incident ordering. This will include:

- o All tactical and support resources
- o All expendable and nonexpendable supplies required for incident support.

The supply unit also has the responsibility for providing the locations and the personnel to receive, process, store, and distribute all supply orders. The supply unit will also have the responsibility for handling equipment operations that include storing, disbursing and servicing of all equipment and portable nonexpendable supplies when required by the situation.

### Facilities Unit

The facilities unit is responsible for establishing, setting up, maintaining, and demobilizing all facilities used in support of incident operations. The unit is also responsible for providing any facility maintenance required.

The facilities unit will set up the incident communications center, as well as trailers and/or other forms of shelters for use in and around the incident area. Oftentimes, the incident base and camps may be established in areas where there are existing structures that may be used totally or in part. The facilities unit will also provide and set up necessary personnel support facilities that include:

- o Feeding Areas
- o Sleeping Areas
- o Sanitation/Shower Areas

The facilities unit will order through supply any additional support items required like portable toilets, shower facilities, lighting units, and other items needed.

### Ground Support / Transportation Unit

The ground support unit is responsible for:

- o Maintenance and repair of primary tactical equipment, vehicles, and mobile ground support equipment.
- o Time reporting on all incident-assigned ground equipment including contract equipment
- o Fueling of all mobile equipment
- o Providing of transportation services in support of incident operations except air
- o Implementing of the Incident Traffic Plan

The ground support unit, in addition to its primary function of maintenance and services of all mobile vehicles and equipment will, on major incidents, maintain a transportation pool. The transportation pool will consist of staff cars, buses, pickups, and other vehicles that can be used for purposes of transporting personnel from one location to another. The ground support unit must also provide the resources unit with up-to-date information on the status of transportation vehicles, their locations, and capability.

### Communications Unit

The communications unit is responsible for the developing of plans to make the most effective use of incident-assigned communications equipment and facilities, the installation and testing of all communications equipment, supervision and operation of the incident communication center, distribution and recovery of equipment assigned to incident personnel, and the maintenance and on-site repair of communications equipment.

The communications unit has a major responsibility for effective communications planning due to the potential multi-agency uses. This is especially important in determining required radio nets, establishing inter-agency frequency assignments, and ensuring that maximum use is made of all assigned communications capability.

The communications unit leader should attend all incident planning meetings to insure that tactical operations planning can be supported by available incident communications systems.

### Food Unit

The food unit is responsible for determining food and water requirements, menu planning, food ordering, determining cooking facilities, cooking, serving and general maintenance of the food service areas.

On any incident, the supplying of efficient food services is an extremely important part of the incident operations. The food unit must be able to anticipate incident needs both in terms of numbers of personnel to be fed as well as any special feeding requirements due to the kind/location of the incident. The food unit will be responsible for supply the food needs for the entire incident including all remote locations such as camps and staging areas, as well as supplying food service to operations personnel unable to leave tactical assignments. The food unit must interact closely with the plans section to determine personnel requirements, the facilities unit for fixed-feeding locations, the supply unit for food ordering, and the ground support unit for supplying transportation services.

### Medical Unit

The medical unit is primarily responsible for:

- o Developing the Incident Medical Plan (for responders)
- o Developing procedures for handling any major medical emergency involving incident personnel
- o Providing rehab, medical aid and transportation for injured and ill personnel
- o Assisting in the processing of all paperwork related to injuries or deaths or personnel

It is important to establish a medical unit on major incidents. The medical unit will have responsibility for all medical services for responders. The unit leader or designee will develop a medical plan that will form a part of the incident action plan. The medical plan should provide specific information on medical aid capabilities at incident locations, information on potential hazardous areas or conditions, and provide for off-incident locations and procedures for handling serious situations.

The medical unit will also assist the finance section in handling procedures related to compensation-for-injury and paperwork including written authorizations, billing forms, witness statements, and administrative documents on medical situations as required.

## **FINANCE SECTION**

The finance section is established on incidents when the agency(s) who are involved have a specific need for finance services. In some cases where only one specific function is required like cost analysis, a position could be established as a technical specialist in the plans section. When a finance section is established on an incident, the following units may be established as the need requires.

- o Time Unit
- o Procurement Unit
- o Compensation/Claims Unit
- o Cost Unit

The finance section chief will determine, based on present and future requirements, the need for establishing specific units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, a procurement officer would be assigned rather than designating a unit.

The finance section chief should be designated from the jurisdiction/agency that has the requirement due to the specialized nature of the finance functions. The section chief may have a deputy.

### **Time Unit**

The time unit is primarily responsible for insuring that daily personnel time recording documents are prepared and compliance to agency(s) time policy is being met. The time unit is responsible for ensuring equipment time reporting is accomplished in the logistics section-ground support unit for ground equipment, and in the operations section-air support unit for helicopters.

If necessary, because of the agencies involved, personnel time records will be collected and processed for each operational period. The time unit leader may desire to have one or more assistants who are familiar with respective agency(s) time recording policies. Records must be verified, checked for accuracy, and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained.

### **Procurement Unit**

The procurement unit is responsible for administering all financial matters pertaining to vendor contracts. The procurement unit will coordinate with local jurisdictions on sources for equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts.

NOTE: In some agencies, certain procurement activities will be accomplished as a function of the supply unit in the logistics section. The procurement unit will also work closely with local cost authorities.

#### Compensation/Claims Unit

In the ICS, compensation-for-injury and claims are included together within one unit. It is recognized that specific activities are different, and may not always be accomplished by the same person.

Compensation-for-injury is responsible to see all forms required by worker's compensation programs and local agencies are completed. The person performing this activity is also responsible to maintain a file of injuries and illnesses associated with the incident and to insure that all witness statements are obtained in writing. Many of this unit's responsibilities are done or partially done in the medical unit, and close coordination with that unit is essential.

The claims function will be responsible for handling the investigation into all civil tort claims involving property associated with or involved in the incident. The unit will maintain logs on claims, obtain witness statements, document investigations, and agency follow-up requirements.

#### Cost Unit

The cost unit is responsible for providing cost analysis data for the incident. The unit must insure that all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data, analyze and prepare?????

The cost unit will be increasingly called upon to input to the planning function in terms of cost estimates of resource use. The unit must maintain accurate information on the actual cost for the use of all assigned resources.

# INCIDENT ACTION PLANNING PROCESS

In the incident command system, considerable emphasis is placed on developing effective incident action plans. A planning process has been developed as a part of the ICS to assist planners in the development of a plan in an orderly and systematic manner. The steps outlined in this chapter will allow for the development of an incident action plan in a minimum amount of time. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. The planning process described in this chapter is based on the development of incident action plans to support major wildland fire incidents, but are applicable to any type emergency. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written incident action plans and attachments is based on the requirements of the incident, and the judgment of the Incident Manager.

## GENERAL RESPONSIBILITIES

The general responsibilities associated with the planning meeting and the development of the incident action plan are described below. The planning section chief should review these with the general staff prior to the planning meeting.

### Planning Chief

- o Conduct the planning meeting and coordinate preparation of the incident action plan.

### Incident Manager

- o Provide overall control objectives and strategy.
- o Establish the procedure for off-incident resource order.
- o Approve request for off-incident action plan by signature.
- o Approve completed incident action plan by signature. Finance Chief
- o Provide cost implications of control objectives as required.
- o Evaluate facilities being used to determine if any special arrangements are needed.
- o Ensure that the action plan is within the finance limits established by the incident commander.

### Operations Chief

- o Determine division work assignments and resource requirements.

### Logistics Chief

- o Ensure that incident facilities are adequate.
- o Ensure that resource ordering procedure is made known to appropriate agency dispatch center(s).
- o Develop transportation system to support operations needs.

- o Ensure that section can logistically support the action plan.
- o Place order for resources.

## **PREPLANNING STEPS**

Planning Section Chief - (If possible obtain completed Incident Briefing Form ICS 201 prior to the initial planning meeting.)

- o Evaluate current situation and decide if the current planning is adequate for remainder of operational period (i.e., until next plan takes effect).
- o Advise incident commander and operations chief of any suggested revisions to current plan as necessary.
- o Establish planning cycle for the incident commander.
- o Determine planning meeting attendees with the incident commander.
- o For major incidents, attendees should include:
  - \_\_\_ Incident Manager
  - \_\_\_ Command staff members
  - \_\_\_ General staff members
  - \_\_\_ Resource unit leader
  - \_\_\_ Situation unit leader
  - \_\_\_ Air operations branch director
  - \_\_\_ Communications unit leader
  - \_\_\_ Technical/Specialists (As Required)
  - \_\_\_ Agency representatives (As Required)
  - \_\_\_ Recorders
- o Establish location and time for planning meeting.
- o Ensure that planning boards and forms are available.
- o Notify necessary support staff (recorders etc.) of meeting and assignments.
- o Ensure that a current situation and resource briefing will be available for meeting.

- o Obtain estimate of regional resources availability from agency dispatch for use in planning for next operational period.
- o Obtain necessary agency policy, legal or fiscal constraints for use in planning meeting.

**CONDUCTING THE PLANNING MEETING**

The planning meeting is normally conducted by the planning section chief. The checklist which follows is intended to provide a basic sequence of steps to aid the planning section chief in developing the incident action plan. The planning checklist is intended to be used with the ICS planning Matrix board, and/or ICS Form 215 - Operational Planning Worksheet. (The worksheet is laid out in the same manner as the planning matrix board.) Every incident must have an action plan. However, **NOT ALL INCIDENTS REQUIRE WRITTEN PLANS.** The need for written plans and attachments is based on the requirements of the incident and the decision of the Incident Manager.

CHECKLIST ITEM	PRIMARY RESPONSIBILITY
Briefing on situation and resource status	PS
Set control objectives	IM
Plot control lines and division boundaries	OP
Specify tactics for each Division/Group	OP
Specify resources needed by Division/Group	OP,PS
Specify facilities and reporting locations plot on map	OP,PS,LS
Place resource and overhead personnel order	LS
Consider communications, medical and traffic plan requirements	PS,LS
Finalize, approve and implement incident action plan	PS,IM,OP

**Brief on Situation and Resource Status**

The planning section chief and/or resources and situation unit leaders should provide an up-to-date briefing on the situation as it currently exists. Information for this briefing may come from any or all of the following sources:

- o Initial attack incident commander
- o Incident Briefing Form (ICS 201)
- o Field observations
- o Operations reports

- o Fire behavior modeling
- o Regional resources and situation reports

This step is done by the Incident Manager. The control objectives are not limited to any single operational period, but will consider the total incident situation. The Incident Manager will establish the general strategy to be used, and state any major policy, legal or fiscal constraints in accomplishing the objectives and appropriate contingency\ considerations.

### **Plot Control Lines and Division Boundaries on Map**

This step is normally accomplished by the operations chief (for the next operational period) in conjunction with the planning section chief who will determine control line locations, establish division/branch boundaries for geographical divisions, and determine need for functional group assignments for the next operational period. These will be plotted on the map.

The operations chief after determining division geographical assignments, will establish the specific work assignments to be used for each division for the next operational period. (Note that it may be necessary or desirable to establish a functional group in addition to geographical divisions.) tactics (work assignments) must be specific and must be within the boundaries set by the IM's general control objectives (strategies). These work assignments should be recorded on the planning matrix. the operations chief, incident commander, and logistics section chief should also at this time consider the need for nay alternative strategies or tactics and see that these are properly noted on the planning matrix.

### **Specify Resources Needed by Division**

The operations chief AFTER specifying tactics for each division and in conjunction with the planning section chief will determine the resource needs by division to accomplish the work assignments. The resource needs will be recorded on the planning matrix. Resource needs should be considered on basis of the type of resource required to do the assignment. For example, use Type 2 handcrews in certain division for mop-up situations, rather than Type 1 crews.

The planning section chief should also ensure that the Air Operations Summary (ICS 220) is being developed by operations section chief or air operation director as appropriate. The air operations summary worksheet brings together in one place, all tactical and logistical air assignments, with information on kinds and numbers of air resources required, reporting locations, and designation of resources assigned. Information is obtained from ICS 215, the Operational Planning Worksheet, and is used by planning, operations, and logistics in establishing the incident air program for the next operational period.

### **Specify Operations Facilities and Reporting Locations - Plot on Map**

The operations chief in conjunction with planning and logistics section chiefs should specify and facilitate location needed to accomplish the operations section work assignments. These will normally be staging areas and helispots. Depending upon the situation, it may be appropriate to establish a camp or helibase location. Operations should also at this time indicate the reporting time requirements for the resources and any special resource assignments.

At the conclusion of this step, operations personnel at the planning meeting may be released, if desired.

### **Place Resource and Personnel Order**

At this time, the planning section chief should perform a resource needs assessment based on the needs provided by the operations chief, and resources data available from the planning sections resources unit. the planning matrix when properly completed will show resource requirements and resources availability to meet those requirements. By subtracting resources available from those required, any additional resource needs can be determine. From this assessment, a new resource order can be put together and provided to the Incident Manager for his approval and then placed through normal dispatch channels by the logistics section.

### **Consider Communications, Medical and Traffic Plan Requirements**

The incident action plan will normally consist of the Incident Objectives (ICS 202); Organization Chart (ICS 203); Division Assignment List (ICS 204); and a map of the incident area. Larger incident may require additional attachments, such as a separate Communications Plan (IC 205); a Medical Plan (ICS 206); and possibly a traffic plan. the planning section chief must determine the need for these attachments to nay written plan and ensure that they are prepared by the appropriate units. For major incidents, the incident action plan and attachments will normally include:

<b>ITEM</b>	<b>WHO PREPARES</b>
1. Incident Objectives (202)	Planning Recorder
2. Organization List (203)	Resources Unit
3. Division Assignments Lists (204)	Planning Recorder & Resources Unit
4. Communications Plan (205)	Communications Unit
5. Medical Plan (206)	Medical Unit
6. Map	Situation Unit
7. Traffic Plan	Situation Unit

Prior to the completion of the plan, the planning section chief should review the division/group tactical work assignments for any changes due to lack of resource availability.

Recorders may then transfer division assignment information including alternatives from the planning matrix board or form (ICS 215) onto the Division Assignment Lists (ICS-204).

### **Finalize, Approve, and Implement Incident Action Plan**

The planning section is responsible for seeing that the incident action plan is completed, reviewed and distributed. The sequence of steps to accomplish this is listed below.

- o State time action plan attachments are required to be completed.
- o Obtain plan attachments and review for completeness and approvals.
- o Determine numbers of incident action plans required.
- o Arrange with documentation unit to reproduce plan
- o Review action plan to ensure it is up-to-date and complete prior to operations briefing and distribution of plan.
- o Provide briefing on the action plan as required and distribute plans prior to beginning of new operational period.

# **ALBANY COUNTY**

## **Evacuation and Sheltering**

### **Appendix 6**

Review/Updates:  
April 2009  
February 2010  
December 2012

# APPENDIX 6

## Evacuation and Sheltering

### Contents

A.....	General .....	2
B.....	Authority.....	2
C.....	Definitions.....	3
D.....	SITUATION AND ASSUMPTIONS.....	4
E.....	Operating System .....	5
F.....	CONCEPT OF OPERATIONS.....	7
V.....	Mass Care .....	<b>Error! Bookmark not defined.</b>
	Mass care includes feeding of evacuees and emergency workers and provision of other life support needs for shelter occupants .....	10
VI.....	<b>Public Information</b> .....	11
G.....	ANNEX DEVELOPMENT & MAINTENANCE .....	11
H.....	REFERENCES.....	11

## A. General

**Assumption:** The Albany County Hazard Analysis (HAZNY) has identified and prioritized natural and man made disaster types. While the impact from these incidents could encompass the entire county, it is most likely to affect a specific limited area. Evacuation and sheltering may be needed in the event of flood; fire; power outage; infrastructure failure; severe weather; police action; Hazmat release; etc. In the event of an evacuation, the need for the sheltering of the population in temporary shelters may become necessary. Management of the incident will be accomplished by utilizing the National Incident Management System (NIMS) as indicated in the County Comprehensive Emergency Management Plan (CEMP). Events start locally and are the responsibility of local authorities until such time that outside resources are required and are requested through contact with the county emergency management system through the county Emergency Operations Center (EOC).

**Scope:** This Annex to the CEMP is to identify resources available and areas of responsibility for emergency evacuation and to provide the overall basis for establishing and operating temporary shelters regardless of the nature of the disaster.

## B. Authority

1. New York State Executive Law, Article 2-B authorizes the development of local disaster preparedness plans. The CEMP provides general strategic emergency response and short-term recovery operations. The State of New York and the American Red Cross signed a Statement of Understanding (SOU) on November 14th, 1995. This SOU provides for the cooperation and coordination between the State of New York, its agencies, counties, and municipalities, and the American Red Cross, in carrying out their responsibilities in the event of a natural or human made disaster or enemy attack. The American Red Cross recognizes its responsibility in disasters and will coordinate its activities with the local government as required.
2. New York State Defense Emergency Act, as amended.
3. Albany County Local Law 08-1993 (County Charter).
4. Robert T. Stafford Disaster Relief and Emergency Assistance Act.
5. Federal Civil Defense Act of 1950, as amended.
6. New York State Department of Health; DAL05-11.

**C. Definitions**

**Evacuation**

Evacuation is the movement of a population due to the threat or occurrence of a disastrous event from the area of impact to another place or area that is not impacted by the event. Individuals may be advised to evacuate and report to a relocation center and potentially a shelter.

Individuals are advised to listen for and follow instructions from authorities. Individuals should also be prepared to make arrangements for pets or service animals.

**Sheltering / Mass Care**

Sheltering is the provision of food, clothing, and housing for individuals who have been displaced by an event, man made or natural, that presents a threat to their safety. This may take place at a single point or multiple locations and can be of short or long duration, depending on the severity of the event.

**Sheltering in Place**

‘Shelter in Place’ is a method of sheltering that simply means that individuals stay where they are; secure in the building they are in. In some instances, people may need to be isolated from outside air and the effects of the emergency conditions. This is best accomplished by shutting off all intakes of outside air (shutting windows; closing air handling units; etc.) and shutting of air conditioners. In this scenario, interior rooms without windows offer the best protection. Individuals should monitor emergency information by radio / TV until the situation passes and are so informed by authorities. In some instances, the population should be prepared to shelter in place for 72 hours without assistance from outside agencies.

**General Population Temporary Shelter**

Temporary sheltering is defined as the period of time in which a shelter is needed immediately prior to or after a disaster. Shelters are short-term lodging locations of evacuees. The length of time in which a shelter is needed will depend on the size and scope of the disaster.

A General Population Temporary Shelters will include persons of all ages and shall be staffed and equipped to house those who do not require special care or services for eating, sleeping, recreation, daily basic hygiene and personal care, medical conditions, or emotional impairments. Shelter populations shall consist of individuals who are able to provide for their own assistance or care needs and are self-sufficient in the shelter setting. All persons with disabilities, who are independent, or independent with the aid of a caregiver, shall be considered eligible for general population temporary shelters. (1.)

These shelters shall be smoke-free, alcohol-free, free of weapons, and free of all illegal substances. The General Population Temporary Shelters will be managed and staffed by local municipalities; other voluntary organizations active in disasters (VOADs) such as church groups or philanthropic organizations (Elks, VFW, American Legion); fire services; or by American Red Cross chapters and staffed by trained volunteers.

**Functional and Medical Needs Shelters**

Sheltering people with medical or non-independent special needs during a disaster entails a higher level of planning in order to address the numerous issues and considerations that will arise when compared with the population of general population shelters. Functional Medical Needs Shelters will house those individuals who may need assistance with medical care and/or personnel care during evacuation and sheltering because of physical, emotional, or mental impairments or disabilities but do not requiring nursing home or hospital care. (2) Functional/Medical Needs Shelters are meant only as a safe refuge immediately before and after an emergency condition. After the emergency has passed, those evacuees able to safely return to their previous living situation will be directed to do so. For those who cannot return, county social services may be called upon to assist in identifying long term shelter options.

**Disaster Welfare Inquiries.**

Disaster welfare inquiries are requests from relatives, friends, employers or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Disaster Welfare Inquiry system to handle such inquiries.

**Relocation Center**

A relocation center is an area or facility that is the initial destination of evacuees. This location is temporary and will be utilized while the incident is further assessed and specific evacuees' needs are identified. Evacuees will be briefed about the incident and given instructions relevant to their needs.

**D. SITUATION AND ASSUMPTIONS**

1. Albany County will, through the incident command system, assist local authorities in the coordination of the provision of shelter and mass care to protect local residents displaced from their homes.
2. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating and access to rest rooms to more lengthy operations for a large number of evacuees where feeding, sheltering and shower facilities are desirable and a variety of assistance must be provided to evacuees.
3. The American Red Cross has been chartered under federal law to provide mass care to victims of natural disasters. Therefore, our efforts are coordinated with the American Red Cross, which will normally operate shelter and mass care operations insofar as its capabilities permit.
4. If American Red Cross services are not available, municipalities, volunteer organizations, and religious groups may open shelters. Some of these organizations and groups may coordinate their efforts with the American Red Cross, while others may operate these facilities themselves and assume full responsibility for them. All shelters shall report their opening; daily reports; and closing to the county EOC so that planning and logistical needs may be assessed and addressed. Contact may be initiated through the use of incident command practices by utilizing the 9-1-1 system.
5. Local government personnel, Volunteer organizations, or the American Red Cross may be called upon to manage and coordinate shelter and mass care activities. It should be noted that, due to the extent of an event, the ARC may not have adequate personnel to support the number of shelters required by the municipalities. It is also noted that it is common practice for municipalities to establish their own shelters utilizing local volunteers, fire department personnel, or VOAD type organizations. Municipalities may also establish shelters based upon community preference and the desire for direct local control.
  - a. Volunteer organizations that normally respond to emergency situations may also be requested to assist in shelter and mass care operations. Volunteer Organizations (VOAD) such as the Salvation Army and Catholic Charities as well as other VOADs will be contacted for assistance through SEMO's Human Service Partners program. These contacts will be coordinated through the use of incident command practices and the county emergency management office by utilizing the 9-1-1 system.
  - b. If additional resources are need to conduct shelter and mass care operations, support may be requested from State or other agencies. These contacts will be coordinated through the use of incident command practices and the county emergency management office by utilizing the 9-1-1 system.

- c. For hazards that are highly visible or extensively discussed in the media, people may evacuate prior to an official recommendation to do so, shelter and mass care operations may have to commence early in an emergency situation.

#### E. Operating System

1. The National Incident Management System – Incident Command System (NIMSICS) will be used in the administration of this Appendix. Under ICS, the General Population Temporary Sheltering Section, lead by the Director of Community Emergency Services, will report to the Incident Commander at the EOC. The agencies identified in this Appendix consist of personnel and resources of Albany County government and non-government community and voluntary organizations (Salvation Army; Catholic Charities; local church and fire auxiliary; etc.). Each member agency is responsible for developing and maintaining tactical plans which specify how they will carry out their requisite tasks and duties required to meet their obligations under this Appendix.
2. Specific Albany County agencies, private, and voluntary organizations have a recognized role and/or organizational expertise pertaining to general population temporary sheltering for the care, evacuation, and sheltering of their clients and customers. Based on these roles, such agencies and organizations are included in this Appendix additional needs are identified, the county may request assistance from additional agencies and organizations through SEMO Region III.
3. The agencies listed in the following table may have missions related to the establishment, support, and maintenance of general population shelters depending on the scope of the incident. They may be called upon to directly provide the mission or acquire the resources to do so:

<b>AGENCIES INVOLVED IN SHELTERING</b>		
<b>AGENCY</b>	<b>ICS FUNCTION</b>	<b>RESPONSE ACTIVITIES</b>
Office of County Executive	Command & Control	Declaration of State of Emergency; Promulgation of Emergency Orders
	Public Information	Emergency Public Information
Sheriff's Office	Command & Control All ICS Sections	Activation and Coordination of the EOC; Liaison and Coordination with governments and organizations; Communications; Warning; Law Enforcement
Health Dept.	Operations	Medical Care and Treatment; Disease and Pest Control;
	Safety	Emergency Worker Protection
Public Works Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control, Logistical Transport, Facilities Management
Code Enforcement	Operations	Damage Assessment
Office of Fire Coordinator	Operations	Fire Suppression and Control; Technical Rescue; HAZMAT Exposure Control; coordinate community sheltering in fire district facilities
Social Services	Operations	Human Needs Assessment; Benefits
Office for Aging	Operations	Human Needs Assessment
Economic Development	Planning	Situation Assessment and documentation; Advance Planning; Mapping - GIS
Mental Health	Operations	Crisis Counseling
Coroner	Operations	Identification and Disposition of Dead
Information Systems	Logistics	Information Systems
Purchasing Department	Logistics, Finance/Administration	Supply and Procurement, Purchasing; Accounting; Record keeping
Human Resources Director	Logistics	Human Resources
CART	Operations	To protect livestock, domesticated animals including companion animals, the public health, the environment, and to ensure the humane care and treatment of animals in case of a large scale natural, manmade or technological emergency or other situations that cause animal suffering.
CDTA	Operations	Emergency Transport
NYS DOT	Operations	Traffic Signage
NYS OEM	Planning	State assets access
American Red Cross	Operations	Temporary Sheltering; Emergency Feeding and Clothing
Salvation Army	Operations	Feeding and Clothing and unmet needs
Catholic Charities	Operations	Clothing, Individual Support, Counseling and unmet needs.
Citizens Corp	Operations	Assist in volunteer management
Medical Reserve Corps	Operations	Assist in POD activities. Assist LHD in Medical Care and Treatment. Shelter workers to Supplement municipalities
School Districts	Operations/Logistics	Provide facilities and support staff for facilities; provide kitchen, shower facilities; accommodate sheltering activities
2-1-1 Call Center	Operations	Provide information services for general population
Nursing Homes / Long-Term Care Facilities	Operations	Temporary care of special needs population

## F. CONCEPT OF OPERATIONS

- Resource requests (i.e. cots, blankets, generators, personnel, etc.) may be made to the County EOC and, if necessary, forwarded to SEMO and FEMA if required.
- The area of the evacuation is identified by the Incident Commander.
- Mandatory evacuation can be ordered through an Executive Order 2B Declaration of a State of Emergency from municipal leaders. See CEMP.
- In the event of the need for sheltering, the County Emergency Management Office maintains a list of shelters in Albany County. These shelters have been identified by the American Red Cross in cooperation with the county. The Red Cross maintains agreements (i.e. MOU's ) with each shelter facility.

### **I. General**

Local municipalities are responsible for developing a plan for coordinating and providing mass care services to persons affected by a disaster in their municipality that are compatible with the county CEMP. The Critical Incident/Emergency Management Unit is responsible for developing a plan for coordinating and providing mass care services on the county level and for coordinating the use of state and federal assets as needed, requested, and delivered. The County Emergency Management Office, located at the County EOC (contacted through County Dispatch) is the point of contact for obtaining state and federal assistance in accordance with NIMS and ICS principles. The requirements for services may vary depending upon the nature, type and level of the emergency. Albany County will work closely with municipal emergency responders and representatives as well as volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities and encourage facility owners to allow their personnel to participate in shelter management training. Emergency evacuation is an off shoot of an overall emergency response to an incident and is the responsibility of the local Incident Commander (IC).

1. The Incident Commander or the Emergency Management Director are expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
  - a. The Incident Commander should ascertain the needs of the incident. The scope of the incident will dictate requesting additional assistance from local resources for small occurrences. As the size and complexity of an incident escalates in scope, the IC may request assistance from the county emergency management by using standard communication protocols. Should the situation dictate, the county may, in turn, request state and, ultimately, federal assistance as required utilizing NIMS/ICS protocols.
  - b. Based upon the assessment of the IC, the population may be requested to shelter in place or evacuated to a relocation center dependent on the scope of the incident and as determined through the use of incident command practices such as utilizing the county communications reverse 9-1-1.
2. Since companion animals (pets) are not accepted in the typical shelter, the County Animal Response Team (CART) may be called upon to assist, under the Comprehensive Emergency Management Plan (CEMP) and the Albany County Animal Response Plan (CART), for issues relative to animals in disasters. While people are encouraged to make arrangements for their pets in the event of and prior to an event (planning), implementation of the CART will be incident driven and may be requested to be activated as a response asset by any member of the Team through the Emergency Manager as part of a Declaration of a State of Emergency, Emergency Order (Article 2B). The Team may be utilized in the planning modality as needed and requested by the County Emergency Manager or by any of its members through the County Emergency Manager. This contact may be effected through the county 9-1-1 center. Shelters that will accept pets may be established as special animal shelters or coordinated through veterinary organizations, kennels, or animal welfare organizations associated with the CART.

3. The Special Needs Community requires considerations above those of the general population.

- i. Transportation to shelters, including emergency evacuation, shall be carried out according to this annex, F, II, b. The immediate responsibility for transportation starts with the individuals or facilities; escalates to the county and then to the state or federal authorities dependent on the severity of the incident. Outside assistance is requested by the IC through the county emergency management in coordination with local authorities through the county 9-1-1 system.
- ii. Albany County maintains a Special Needs Registry. This is a voluntary program for individuals with special needs. These individuals are entered into the Albany Co. CAD system in order to identify specific needs to first responders. Local dispatch centers are capable of obtaining this information and forwarding it to first responders.
- iii. Hospitals are required by New York State Department of Health to establish and maintain emergency response plans. Hospitals coordinate response activities through the HEOCC.
- iv. Long Term Care Facilities are required by New York State Department of Health to establish and maintain emergency response plans. Long Term care Facilities within the county have developed and coordinated their plans to be compatible the county CEMP and are coordinated with the county EOC through the Emergency Management Office by way of the county communications system. These facilities may need to transfer and transport patients to other facilities or hospitals dependent upon their condition. Ambulatory patients may be sent to Special Needs Shelters established for their specific use. Persons in need of medical assistance will be transported to area hospitals by means of the existing EMS system.
- v. New York State Emergency Management Office (SEMO) is responsible for supporting local government in the event that an incident overwhelms the local ability to support special needs populations in a disaster situation. This assistance is accessed through the county emergency management office through the channels with the SEMO Region III office.

## **II. Evacuation and Repopulation**

### **A. Evacuation**

- a. The IC will determine the need for and scope of an evacuation.
  - i. NYS Executive Law Article 2B, sub. 24 gives authorization for the chief executive to issue a State of Emergency with Emergency Orders for mandated evacuation.
  - ii. NYS Executive Law Article 2B, sub.24, 5 identifies violations of an Emergency Order are considered a class B misdemeanor.
  - iii. Nothing under Article 2B requires enforcement of Emergency orders.
- b. Transportation for evacuees:
  - i. Ambulatory evacuees will utilize personal vehicles or functioning mass transit.

- ii. Public transportation buses in Albany County are provided by Capital District Transportation Authority (CDTA). Additional buses can be requested from local school districts as required.
- iii. Albany County is part of Regional Emergency Medical Advisory Committee (REMAC). REMAC will coordinate regional recourses in a manner to assure adequate distribution of recourses. This system is a mutual aid system to provide multiple ambulances from the Capital District to an incident in a strategic manner so as not to eliminate EMS service from any area. Annex 4 of this plan is the Regional EMS Mutual Aid Plan which identifies the requesting process and response for additional EMS services.
- iv. Each hospital, nursing home and assisted living facility maintains its own evacuation plan as per NYS DOH requirements and in coordination with local and county plans.
- v. The Healthcare Emergency Operations Command Center (HEOCC) in Albany County is a MACC Group to assist with resource allocation during a major incident, patient surge, evacuation or other actual or potential emergency that exceeds the normal response.

## **B. Repopulation**

- a. The IC will determine the scope and the timing of therepopulation.
- b. The area of evacuation will be determined to be habitable through use of technical specialty experts and code enforcement officials to assure the safety of the population of the impacted area.
- c. All determinations will be made utilizing NIMS protocols and coordinated with and disseminated through the Joint Information Center (JIC).

## **III. Registration**

- a. The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns and provide a basis for post-emergency follow-up support.
- b. The American Red Cross may assist local government in the registration of evacuees who are housed in the shelters. The local emergency manager should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

## **IV. Shelter**

- a. The American Red Cross maintains standards for temporary shelters under its direction and operation.
- b. Shelters established and maintained by municipalities or other organizations (VOADS) function under the control and standards set by the municipality or organization.
- c. Shelter Facilities: The Community and Emergency Services Director coordinates with the American Red Cross and other volunteer organizations in identifying potential shelters. This shelter list is maintained by the Red Cross and a copy is maintained at the county emergency management office (EOC).
- d. Shelter Operations:
  - i. The specific facilities that will be used for sheltering, and if required, feeding during an emergency will depend on the needs of the situation; the status and availability of facilities; the location of the hazard area; and the anticipated duration of operations. The IC and other necessary officials will make determinations regarding the type and number of shelter dependent on the scope of the incident as per incident command principles.

- ii. In the interest of resource utilization, shelters are opened and closed based on need. When occupancy of existing shelters becomes too large consideration should be given to open another shelter, in like if the need has lessened, persons should be transferred to another nearby shelter.
- iii. Shelters should be managed by individuals with shelter management training, preferably individuals who work in the facility on a daily basis. The American Red Cross and the Community and Emergency Services Director of the Critical Incident/Emergency Management Unit will jointly maintain a listing of shelters.
- iv. To ensure consistency in shelter activities, shelters should follow a general set of operating guidelines. When the American Red Cross opens a shelter, American Red Cross policies guide how the facility is staffed and operated.
- v. Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Shelter managers may also be required to report this information through their organizational channels, IC Post or EOC on a daily basis or as required by the IC or EMO. This information will be forwarded to the county emergency operations center (EOC) at a minimum of once a day during the duration of the event.
- vi. Local government is responsible for providing the following support for shelter operations:
  - 1. Security and, if necessary, traffic control at shelters.
  - 2. Fire inspections and fire protection at shelters.
  - 3. Transportation for food, shelter supplies and equipment if the organization operating the shelter cannot do so.
  - 4. Transportation of shelter occupants to feeding facilities, if necessary.
  - 5. Basic medical attention, if the organization operating the shelter cannot do so.
- vii. Evacuees normally return to their homes as soon as the danger has passed, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may become necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes and other types of temporary lodging. These extended use facilities will be coordinated through county emergency management in coordination with SEMO and FEMA.

## V. Mass Care

### Mass care includes feeding of evacuees and emergency workers and provision of other life support needs for shelter occupants.

- i. Feeding: Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches and civic buildings serving as shelters. The American Red Cross, The Salvation Army and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.
- ii. Other Needs: In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the local emergency manager will have to identify the needs of those in public shelters to the SEMO Human Needs Section, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes.

## **VI. Public Information**

1. The public information officers are expected to develop emergency public information messages to advise the location of public shelters and general shelter policies to those who are or will be evacuating.
2. The public information officers should also provide information to the shelter managers on the emergency situation so they can pass such information on to shelter occupants.
3. Refer to Appendix 4 of the CEMP for detailed information relative to methods of notification.

## **VII. Disaster Welfare Inquiries**

The American Red Cross will attempt to answer Disaster Welfare Inquiries to the extent possible using the registration data obtained at shelters and other facilities. The local emergency manager will respond to inquiries until the American Red Cross can assume that function.

## **G. ANNEX DEVELOPMENT & MAINTENANCE**

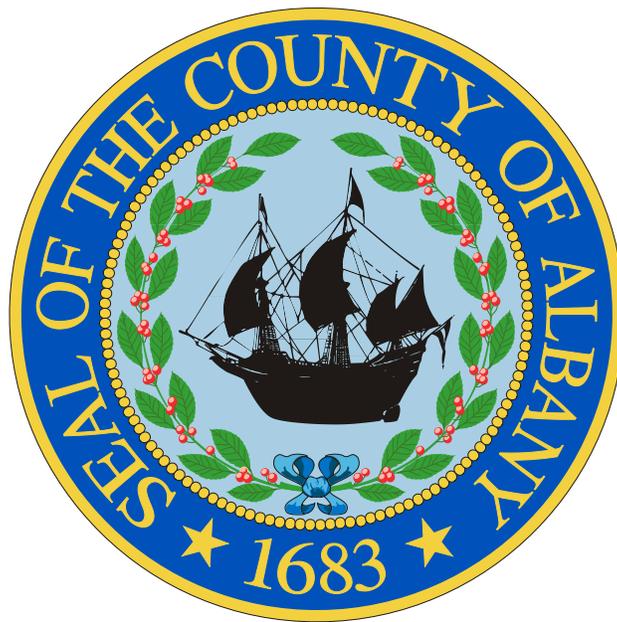
- A. The Albany County Community and Emergency Services Coordinator and Emergency Manager are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

## **H. REFERENCES**

1. NYS OEM; County Standard Operating Guide; Appendix To The Human Services Annex; County Functional And Medical Needs Sheltering Plan; p. 1-6, D.
2. *ibid.*
3. Albany County Comprehensive Emergency Management Plan (CEMP); Table 1; Section III -6

# ALBANY COUNTY

## TERRORISM INCIDENT ANNEX



### **An Annex to the Albany County Comprehensive Emergency Management Plan**

Daniel P. McCoy  
County Executive

Craig D. Apple, Sr.  
Sheriff

Reviewed / Updated  
March 2006  
December 2003  
December 2012

# Terrorism Incident Annex

## Contents

Introduction.....	2
Purpose .....	2
Scope .....	2
Situation and Assumptions .....	3
Concept of Operations.....	4

# ALBANY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Terrorism Incident Annex

### Introduction

Recent events worldwide and in this country have caused all levels of government to take a closer look at terrorism and how it can affect us. This Annex to the Albany County Comprehensive Emergency Management Plan is for use by County and local officials in addressing the terrorism threat.

A terrorist act is defined as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

### Purpose

The purpose of this plan is to protect lives, property, and the environment by:

- Preventing, Mitigating, and Responding to terrorist incidents affecting Albany County;
- Establishing a concept of operations for response to a terrorist incident that can be supplemented with specific procedures to meet the requirements associated with Weapons of Mass Destruction (WMD);
- Linking existing County and Municipal authorities to State and Federal authorities, and the respective plans and capabilities that would be implemented in response to a terrorist incident in accordance with the Albany County Comprehensive Emergency Management Plan.

### Scope

A terrorist incident could begin with a **general threat** of potential terrorist activity, continue with a specific **credible threat**, leading to an actual terrorist **incident**. Or it could begin with any of the above. The response to a terrorist incident includes two major components, which may operate concurrently or consecutively:

- o **Crisis Management** is defined as measure to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/ or resolve a threat or act of terrorism.

**Consequence Management** is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals, affected by the consequences of terrorism

Crisis Management, the purview of law enforcement, may operate at a general threat, to a credible threat, through the incident. Consequence Management, the purview of all response agencies, may operate before, during, and after an incident, and continue until demobilization of emergency operations.

## **Situation and Assumptions**

### **A. SITUATION**

Albany County's response to a terrorist incident will be determined by the material involved and by the authorities, plans and operations that are triggered. Weapons of Mass Destruction can include biological, nuclear, incendiary, chemical, explosive, and radiological material (B-NICER).

### **B. ASSUMPTIONS**

1. Terrorist attacks are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.
2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident.
3. Terrorist attacks may require a vast response effort from all levels of government (federal, state, local).
4. Terrorist attacks may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.
5. The attack may be at multiple locations.
6. The attack may be accompanied by fire, explosion, or other acts of sabotage.
7. A device may be set off to attract emergency responders to the scene, then a second device is set off for the purpose of injuring the emergency responders.
8. The presence of a chemical or biological agent may not be recognized until some time after casualties occur.
9. There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.

10. The chemical or biological agent may quickly dissipate or may be long-acting and persistent.

11. Investigation of the cause of the event and those responsible for it are important law enforcement activities.

12. Resources for combating terrorist attacks exist in local, state, and federal governments.

13. Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

### **Concept of Operations**

A credible terrorist threat or actual incident will likely require the response by the State and Federal governments. However, Albany County and its local governments will still play a key role in Crisis Management and the full role, initially, in Consequence Management, with that role continuing throughout. With the response of multiple levels of government, the coordination between and among such agencies is a necessity. The Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. Albany County and New York State government will organize its response to a terrorist threat/incident according to the National Interagency Incident Management Systems Incident Command System.

Under Federal law, the FBI is the lead agency for crisis management of threats or acts of terrorism. Thus, the FBI may establish an operations center for a terrorist event in Albany County. Also, at the federal level the Federal Emergency Management Agency (FEMA) provides support to state and local consequence management activities. Any FBI, FEMA or other Federal or State agency presence in Albany County for a terrorist event must be integrated into, and coordinated with, the Albany County ICS.

A terrorist incident may not be immediately detectable. It is likely to be insidious, and not recognized for what it actually is—for a period of hours or days. This type of incident may present as a community health issue and will require a retrospective investigation and analysis.

### **Risk Assessment**

Albany County, with assistance from various and appropriate New York State Agencies, has conducted an assessment of the terrorism threat throughout the County. As a result, several facilities/sites have been identified as potential terrorist targets. This list is confidential pursuant to section 87(2) of the State Freedom of Information Law and will not be published or released to the public. For each location, Albany County has met with the location's management and advised of basic security and detection measures that could assist in avoiding a terrorist incident.

## **Local Agency Capability Assessment**

Following a review of County and local agencies procedures and resources and the conduct of two table-top exercises, the Albany County Emergency Planning Committee assessed its capability to respond to a terrorist incident and identified shortfalls in the County and local Municipal response. These shortfalls are addressed in the confidential report, The Terrorist Threat in Albany County: Capabilities and Shortfalls. For each shortfall the Report identifies alternate means to achieve the capability shortfall and/or a plan and timetable to overcome the shortfall. This Annex does not assume that any shortfall will be overcome and only includes capabilities that are current.

## **Situation Assessment Protocol**

When a terrorist threat or incident occurs, it is critical to quickly identify and quantify any material that has or could be used by the terrorist to cause public harm.

1. A Technical Specialist Position(s) will be established and initially assigned to the Planning Section, but will be available for reassignment within the incident organization as deemed necessary by the Incident Commander. Local Technical Specialist may be required from:

- Albany County Departments of Health and Mental Health
- Albany County Sheriff's Office and local municipal agencies (when available)  
Criminal Investigation Unit(s)
- Albany County Office of General Services
- Albany County Hazardous Materials Team
- Hospital Emergency Medicine Departments
- Credibility Assessment Team(s)

2. Such Technical Specialist will gather, analyze and disseminate information related to the credibility of any WMD threat and/or evaluate the immediate and future threat to the public health and safety, the environment, and the infrastructure following an actual attack.

3. This analysis will include, when appropriate and available, a review and assessment of hospital emergency room admission trends, Infection Control Program (ICP) reports, hospital laboratory reports, electronic mortality data, and school attendance records. Such an assessment can be part of an ongoing sentinel network to detect a terrorist incident when there are no other overt signs.

4. Technical Specialist will be supplemented, depending on the size, scope, duration and specific legal requirement of the incident, with appropriate personnel from similar State and Federal agencies, including the State Division of Military & Naval Affairs' Civil Support Team (CST). Requests for the CST will be made to the State Emergency Management Office (SEMO).

5. The A&E Group Supervisor will be assigned based on incident specifics, with a representative appointed from the department or agency whose area of expertise most closely parallels the nature of the incident. As the incident evolves the position of Group Supervisor may rotate among group members.

6. Technical Specialist members will advise Incident Command, through the designated chain of command, of appropriate technical protocols relative to specifically indicated or contraindicate actions necessary for mitigation of, and recovery from, a B-NICER incident.

7. Technical Specialist will assist in the preparation of contingency plans based on their continuing analysis of the event.

Cross reference section III-C of the County Comprehensive Emergency Management Plan.

GENERAL THREAT-Blue

### **ICS for a Terrorist Incident**

The ICS structure outlined in the County CEMP (Section III-I-C) is especially applicable to a terrorist incident involving a multitude of agencies from all levels of government. Several aspects of ICS are particularly pertinent to a terrorist incident:

1. The Incident Commander will likely be, initially, a local official. However, as State and Federal assistance arrives and the scope of the response expands and grows more complex, the need to transition Incident Command to the next level of government or to a Unified Command may become apparent. All participants must accept this transition and Albany County officials will support such a transition. The FBI has primary law enforcement responsibilities for any terrorist incident.

2. The Incident Commander will establish the Incident Command Post. When sizing up facilities and locations to be used as a Command Post for a terrorist incident, keep in mind the likelihood of a significantly expanded operation and the need of a suitably large facility. This is preferable to finding a new location during the response to accommodate an enlarged response organization.

3. With likely State and Federal involvement, there may be a tendency to establish separate operations and operation facilities. However, under ICS all agencies and government entities will take part in one ICS structure. Local and County representation may be requested at other State and Federal operational facilities. In any event, it is imperative that only one facility be named, and operate as, the Incident Command Post.

4. Because a terrorist incident is a serious criminal act, all emergency personnel

operating at the incident site should treat the site as a crime scene. Search and rescue, assessment and evaluation, and operational maneuvers on-site could destroy and contaminate evidence and disrupt the crime scene. Evidence is vital to the successful prosecution of perpetrators. Although Life Safety efforts are always paramount, emergency personnel must be cognizant of their actions and the ramifications that could result in evidence degradation.

## **Notification Procedures**

Upon notification of a Level 2 terrorist threat or incident at the County Communications Center, the dispatcher will notify the following:

- County Emergency Management Office
- County Sheriff
- County Fire Coordinator
- Department of Health
- County EMS
- Police Department of Municipality Involved
- State Emergency Coordination Center

Reference County CEMP, Section III-II-B(3), for level 1 (Emergency Management Office staff) and level 3 (all response agencies) notifications. In addition, a WMD incident that includes a HAZMAT release may require additional notifications pursuant to State and Federal Law.

## **Public Warning and Emergency Information**

For a terrorist incident, the ranking official, or designee, of the lead law enforcement agency at the scene, to ensure that the information will not impede any criminal investigation or prosecution, will review any release of information to the media. The establishment of a joint news center best achieves this. Reference County CEMP, Section III-II-E.

## **Decontamination Procedures**

Albany County decontamination capabilities and procedures outlined in the County HAZMAT Response Plan, which is an Annex to the County CEMP, are applicable to a terrorist incident. In addition to the capabilities listed in the HAZMAT Annex, Empire County has the following decontamination capabilities for a terrorist incident:

The County Credibility Assessment Team (CAT) has a three-station portable decontamination unit. It is capable of gross and secondary decontamination and has a capacity of handling 108 ambulatory persons per hour and 12 non-ambulatory persons per hour.

## **Exercising the Annex**

This annex will be exercised through an annual tabletop exercise and bi-annual functional or full-scale exercises. Reference County CEMP, Section II-E.

## **References to Other Plans**

This document is an Annex to the Albany County Comprehensive Emergency Management Plan (CEMP) and refers to sections of the CEMP for additional guidance.

In addition, other Annexes to the CEMP address issues and elements that could be pertinent to a response to a terrorist incident. These include:

- Hazardous Materials Emergency Response Annex including the Fire Service HazMat Plan (204-f)
- Mass Evacuation and Sheltering Appendix 6

Also, the New York State Domestic Preparedness Annex and the Federal Terrorism Incident Annex are pertinent to the State and Federal response.

## **WMD Definitions / Roles and Responsibility**

### **A Biological Agents**

The FBI WMD Incident Contingency Plan defines biological agents as microorganism or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

### **B. Chemical Agents**

The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

### **C. Consequence Management**

Consequence management is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

### **D. New York State Intelligence Center (NYSIC)-Fusion Center**

The NYSIC serves as a nerve center for all calls coming into the statewide terrorism tip line. (1-866-723-3697) Those with a suspected nexus to terrorism are forwarded to the Joint Terrorism Task Force (JTTF) for further investigation through the NYSIC Counterterrorism Center. The

NYSIC is designed to expand counterterrorism efforts by providing real-time information exchange of terrorism threats, indicators, and warnings. (see Z5CTC)

#### E. Zone 5 Counter Terrorism Committee (Z5CTC)

Albany County is within the Zone 5 Counter Terrorism Committee. The committee consists of Points of Contacts from law enforcement agencies within the nine counties surrounding the Albany area. These points of contacts distribute information to their agency members and may follow up on tips transferred to them by the JTTF as field Intelligence Investigators.

#### F. Credible Threat

The FBI conducts an interagency threat assessment with state, and when appropriate local law enforcement, that indicates that the threat is credible and confirms the involvement of WMD in the developing terrorist incident.

#### G. Crisis Management

Crisis management is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

#### H. Domestic Emergency Support Team (DEST)(federal)

PDD-39 defines the DEST as a rapidly deployable federal interagency support team established to ensure that the full range of necessary expertise and capabilities are available to the on-scene coordinator. The FBI is responsible for the DEST in domestic incidents.

#### I. Civil Support Detachment (CSD)

A highly trained and specially equipped National Guard team designed to support civilian first responder agencies in the event of a WMD incident. Their role is to assess a suspect nuclear, biological, chemical, or radiological event in support of the civilian on-scene commander, advise local first responders on appropriate actions to be taken. This team can only be activated by the Governor or the Adjutant General.

#### J. Credibility Assessment Team (CAT)

Credibility Assessment Teams are specially trained and equipped first responders who will be available to assist first responders at a suspected or actual WMD event in assessing the threat present. This team can be requested through the County Fire Coordinator by the On Scene Commander (OSC), and serve at discretion of the OSC. For a state agency response, the State Office of Fire Prevention and Control will appoint a liaison to coordinate with the local CAT if one is available, who will report to the LSA on scene.

#### K. Lead Agency

The State department or agency assigned lead responsibility to manage and coordinate a specific function, either crisis management or consequence management. Lead agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific function. State agencies support the overall Lead State Agency during all phases of the terrorism response.

#### L. Nuclear Weapons

The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

#### M. Senior SEMO Official

The Director of SEMO, or his/her designee, represent SEMO in the Incident Command Post.

#### N. Technical Operations

As used in this annex, technical operations include actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordnance or WMD.

#### O. Terrorist Incident

The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

#### P. Weapon of Mass Destruction (WMD)

Title 18 of the United States Code, Section 2332(a), defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more

than four ounces" missile having an explosive or incendiary charge of more than one-quarter ounce" mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

#### Q. Incident Command System (ICS)

The National Interagency Incident Management System (NIIMS) adopted by the State in 1996 under Executive Order #26" will be used by all state agencies in response to disasters and emergencies.

# Albany County Fire Mutual Aid Plan



September 8, 2008



**ALBANY COUNTY**  
**FIRE AND MUTUAL AID PLAN**  
**Update/ Plan Maintenance Record**

Recommended for Adoption by:  
Albany County Fire Advisory Board  
Date: April 12, 1977

Submitted by: William F. Campion  
County Fire Coordinator  
Date: April 14, 1977

Adopted by:  
Albany County Legislature  
Date: May 9, 1977

Revised and recommended for adoption by:  
Albany County Legislature  
Date: January 10, 1983

Admitted to State Fire Mobilization and Mutual Aid Plan by:  
State Office of Fire Prevention and Control  
Date: June 28, 1977

Revision approved: March 3, 1983  
Revision date effective: March 3, 1983

Revision submitted by: Terrence K. Ryan  
Albany County Fire Coordinator  
Date: July 29, 1994

Revision adopted by:  
Albany County Legislature  
Date: September 12, 1994

Minor revisions submitted by: John E. Brennan  
Albany County Fire Coordinator  
Date: May 1, 1997

Revised by the County Fire Advisory Board  
Adopted by the County Legislature  
Date: September 8, 2008  
John J. Walsh, Albany County Fire Coordinator

## INDEX

Section	Page
Cover Sheet.....	1
Update/Plan Maintenance Record.....	2
Index.....	3
Fire Coordinator Mission Statement.....	4
1 Overview.....	5
2 Objective.....	5
3 Participation.....	6
4 Line of Authority.....	11
5 Status of Local Fire Departments.....	11
6 County Fire Control Center.....	15
7 Inventory Records.....	15
8 Participation in State Fire Mobilization and Mutual Aid Plan.....	16
9 Coordination with other Emergency Services.....	17
10 Foam Bank.....	17
Enclosure A – County Fire Coordinators.....	18
Enclosure B – County Fire Coordinator’s Assignments.....	20
Enclosure C – County Fire Coordinator’s Line of Authority.....	22
Enclosure D – Fire Company Resolution.....	23
Enclosure E – Municipality/Fire District Resolution.....	24

OFFICE OF THE FIRE COORDINATOR  
ALBANY COUNTY

**MISSION STATEMENT**

The mission of the Albany County Fire Services Mutual Aid Plan and the Albany County Fire Coordinator's Office is to provide a coordinated and efficient emergency response to communities in the event of fire or other emergencies in which firefighting assets, including personnel and equipment are needed to bring the situation under control.

To cooperate and act in accordance with New York State and local laws to provide for the safety and well being of the citizens, visitors and those employed within Albany County, State of New York.

To process reciprocal calls for assistance involving national, state and regional governmental bodies requesting fire, rescue or other emergency service assets.

To provide coordination and support for initiatives related to training, programs (Emergency Medical Services, Arson, Hazardous Materials, Juvenile Fire Prevention & Intervention, Public Education etc.), communications, grant guidance and liaison support between municipal entities, governmental agencies and private industry.

To work within the guidelines of Homeland Security Presidential Directive (HSPD)-5 and the National Incident Management System (NIMS) to prepare for and respond to all hazards regardless of cause, size or complexity.

ALBANY COUNTY FIRE SERVICES MUTUAL AID PLAN

Section 1

OVERVIEW

A. Administration

The administration and execution of the Albany County Fire Services Mutual Aid Plan shall be the duty of the Albany County Fire Coordinator as defined by Section 225-a of the NYS County Law.

Section 2

OBJECTIVE

A. Definition of Mutual Aid

Mutual aid is the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment, and physical facilities of the participating fire departments/companies, regardless of type or size, are utilized for fire or other public emergency in which the services of firefighters would be used throughout the County of Albany and adjacent areas.

B. Amendments

Amendments to this plan may be made periodically and will follow this procedure:

1. Prepared by the County Fire Coordinator
2. Reviewed by appropriate local fire representatives and /or the Albany County Fire Advisory Board.

3. Submitted to New York State Department of State, Office of Fire Prevention and Control (NYS DOS OFPC) for review.
4. Submitted by the County Fire Coordinator to the Sheriff of Albany County and the Albany County Legislature.
5. Adopted by the Albany County Legislature.
6. Admitted into the State Fire Mobilization and Mutual Aid Plan by the NYSDOS OFPC.

C. Standardization

The Albany County Fire Services Mutual Aid Plan recognizes the need for the use of authorized and approved apparatus, equipment, protective equipment and training procedures. Fire departments/companies should make every effort to adhere to recognized standards and statutes such as those promulgated by NIMS, OSHA, NFPA, NY SOFPC and the NYS Department of Labor.

D. Periodic Review

Periodically this plan shall be reviewed by the County Fire Coordinator and corrections or changes processed and amended as noted above.

Section 3

PARTICIPATION

A. Extent and Limit of Participation by Departments/Companies

All cities, towns, villages and fire districts and other designated approved fire entities in Albany County may fully participate in this plan. Those departments/companies eligible are:

Albany	Coeymans	Elsmere
Albany Co. Airport	Coeymans Hollow	Fort Hunter
Altamont	Cohoes	Fuller Road
Berne	Colonie	Green Island
Boght Community	Delmar	Guilderland

Guilderland Center	Schuyler Heights	
Knox	Selkirk	
Latham	Shaker Road	
Maplewood	Slingerlands	
McKownville		Watervliet Arsenal
Medusa		West Albany
Menands		Westerlo
Midway		Westmere
New Salem	Stanford Heights	
North Bethlehem	Tri-Village	
Onesquethaw	Verdoy	
Ravena	Voorheesville	
Rensselaerville	Watervliet	

B. Extent and Limit of Participation with Adjacent Counties

Mutual aid is provided to and received from Greene, Rensselaer, Saratoga, Schenectady and Schoharie through their respective County Fire Control Centers under direction of their County Fire Coordinators or legally appointed Deputies.

C. Entering and Participation in the Plan

Any duly established fire department/company may participate in this plan by filing a copy of a resolution adopted by the fire department/company in the Office of the Albany County Fire Coordinator. Such resolution shall state that such fire department/company elects to participate in the Albany County Fire Services Mutual Aid Plan and will comply with the provisions of such plan. The resolution shall state that the fire department/company shall recognize a call for assistance from another fire department/company through the Albany County Fire Control Center or other recognized dispatch point.

There shall also be filed with the Office of the Albany County Fire Coordinator a copy of a resolution adopted by the legislative body of each participating city and village, or other governing board having jurisdiction over the fire department/company, the Board of Fire Commissioners of each participating fire district or the Town Board of each town in relation to participating fire departments/companies serving territories outside of cities, villages and fire districts or in relation to a town fire department/company. Such resolution shall state that no restriction exists against "outside service" by the fire department/company of the municipality or district within the meaning of Section 209 of General Municipal Law which

would effect the power of such fire department/company to participate in the Albany County Fire Services Mutual Aid Plan.

D. Withdrawal from the Plan

Any fire department/company may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective thirty (30) days after filing of such notice with the Office of the Albany County Fire Coordinator.

If the outside service activities of a participating fire department/company are restricted pursuant to Section 209 of General Municipal Law, notice of any restriction shall be given promptly to the Office of the Albany County Fire Coordinator. Any such restriction imposed by the legislative body of a city, village, or town or by the Board of Fire Commissioners shall take effect in accordance with the resolution imposing the restriction.

Any fire department/company withdrawing from this plan upon the effective date shall surrender and return to the Office of the Albany County Fire Coordinator all county owned equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of General Municipal Law.

Withdrawal from this plan will result in the suspension of mutual aid pursuant to this plan from the fire department/company taking such action. All radio identifiers and call signs issued to such fire department/company are cancelled on the effective date of withdrawal.

E. Should a situation exist where the local firefighting assets of Albany County are exhausted, the Fire Coordinator may summon assistance from one or all of Greene, Rensselaer, Saratoga, Schenectady or Schoharie Counties. If this assistance is not available or is not adequate, the Fire Coordinator is empowered to request activation of the State Fire Mobilization and Mutual Aid Plan. Under this plan assistance will be rendered through the NYSDOS OFPC with the Albany County Fire Coordinator acting as the Regional Fire Administrator (See Section 10).

B. Extent and Limit of Authority of Albany County Officials:

1. Albany County Fire Coordinator

- (a) Chief Fire Officer at the County level.
- (b) Administers the State Fire Training Program, and any and all training programs developed by the state or by his office throughout the county.
- (c) Selects and establishes locations for courses, determines need for existing courses and or new courses.
- (d) Supervises instruction by New York State Fire Instructors, and County Fire Instructors.
- (e) Maintains records indicating personnel and equipment in the county including the type and extent of training in each department.
- (f) Administers the Albany County Fire Mutual Aid Plan and is responsible for the efficient operation of the plan for intra-and-inter Albany County purposes at fires or where the services of firefighters are needed and acts as Regional Fire Administrator when required.
- (g) Maintains the inventory of personnel and equipment.
- (h) Acts as Liaison Officer between the fire service, the Legislature, Executive, Sheriff's Department, Fire Advisory Board of Albany County and the NYSDOS OFPC.
- (i) May appoint and remove Deputy Fire Coordinators in accordance with Section 401 of County Law, Section 3 of the Public Officers Law and the Civil Service Laws of New York State.
- (j) Plans and estimates the need for additional or unique equipment for the county, recommends the purchase of such equipment and maintains inventory control of such equipment.
- (k) Acts as aide to fire chiefs in cases of mutual aid alarms of fire or other incidents requiring the service of firefighters and orders the Albany County Fire Control Center to dispatch aid at the request of the fire chief.

- (l) Oversees the functioning of the New York State Fire Reporting Data System on the county level as conducted by the NYSDOS OFPC.
- (m) Issues statements to newspapers, radio, television, wire services, and other media sources when appropriate.
- (n) Arranges for speaking engagements and programs to present and maintain a favorable image for the fire service.
- (o) Acts as a liaison and advisor to the Albany County Office of Emergency Management in matters concerning fire, EMS, rescue and other emergencies.
- (p) Advises on the operations of the Albany County emergency communications system including personnel and equipment and also reviews necessary and required reports.
- (q) Coordinates and administers specialty programs in such areas as EMS, Hazardous Materials, Fire Prevention, Fire Education, Origin & Cause Investigation, Public Relations and any additional emergency service matters.

2. Chief Deputy Fire Coordinator

- (a) Reports directly to the Fire Coordinator.
- (b) Assists the Fire Coordinator in the performance of the above duties.
- (c) Supervises the activities of the Deputy Coordinators.

3. Deputy County Fire Coordinator(s)

- (a) Report directly to the Chief Deputy Fire Coordinator.
- (b) Assist Chief Deputy and Coordinator in carrying out the duties as previously outlined.
- (c) Interacts with local fire departments/companies.

4. Fire Instructors (SFI/CFI)

- (a) NYSDOS OFPC State Instructors - Recommended to the NYSDOS OFPC for appointment by the Fire Coordinator.

- (b) Albany County Instructors - Appointed by the Fire Coordinator.
- (c) Teaches state and/or county fire training courses.
- (d) Acts as a resource for current, new or revised state/county training courses.
- (e) Maintains proficiency and certification as required through NYSDOS OFPC parameters.

Section 4

LINE OF AUTHORITY

A. Absence of Albany County Fire Coordinator

The County Fire Coordinator shall designate in writing and file in the Office of the County Clerk and of the Clerk of the Albany County Legislature the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of the County Fire Coordinator during his absence or inability to act, pursuant to Section 401 of County Law (see Exhibit B).

B. Vacancy in Position of the Albany County Fire Coordinator

If the position of Albany County Fire Coordinator shall become vacant, the Chief Deputy County Fire Coordinator shall possess the powers and perform the duties of County Fire Coordinator until a successor is appointed by the County Legislature, pursuant to Section 401 of the County Law (see Exhibit B).

Section 5

STATUS OF THE LOCAL FIRE DEPARTMENT/COMPANY

A. Maintenance of Individuality

Each fire department/company participating in this plan shall retain its internal command structure and individuality working within the NIMS doctrine.

B. Authority of "Requesting" Fire Chief or Officer-in-Charge

1. A "requesting" fire chief or officer-in-charge is the one who requests mutual aid for his department in accordance with this plan.
2. The Chain of Command at a fire or other emergency in which the services of firefighters would be used when entering the area under mutual aid may remain with the home department/company requesting the mutual aid. Command may be transferred to incoming responders at the discretion of the Incident Commander (IC). Ultimately authority and responsibility rests with the fire department/company having jurisdiction.
3. The Incident Commander will work with all department/company officers providing mutual aid. The firefighters in the assisting departments/companies may be supervised by their own officers or officers designated by the Incident Commander.

C. Mutual Aid Procedures

1. Summons of Assistance

If after the initial size up, the fire department/company officer-in-charge/IC feels it is necessary to request assistance, that officer or his designee should request a mutual aid response following these procedures, in order of preference as follows:

- (a) Request assistance through your communication center who will contact appropriate agencies as requested by the IC including the Albany County Fire Coordinator at any fire, specialty rescue situation or hazardous materials incident where assistance or additional resources are needed(as per General Municipal Law) through the appropriate communication center.
- (b) Requests for specialized assistance can be made via the Albany County Communications Center or directly through the Coordinator or Deputy Coordinator on the scene.

2. Response

The officer-in-charge/IC of the department/company requesting assistance shall advise the communications center what assistance is needed and where it should be

sent. The officer-in-charge/IC should request the following:

- (a) Only equipment or personnel needed.
- (b) Specialized response teams and/or equipment shall be requested by name and type. If a particular item is needed and the requesting department/company knows where it can be located, the requesting department/company should relay that information.
- (c) The requesting department/company shall advise where personnel and/or equipment shall be delivered or staged. One or a combination of the following shall be stated as to location:
  - (1) Stand by in home quarters. This requires providing qualified personnel for the equipment requested by type.
  - (2) Stand by in one or more of the vacated quarters of the requesting department/company. This requires providing qualified personnel for the equipment requested by type. The responding department/company will relocate the required equipment and personnel to the requested location. When this option occurs an officer or delegated personnel from the requesting department/company should accompany the mutual aid department and act as a liaison.
  - (3) Locate the responding mutual aid equipment at a designated staging area. This requires the requested fire department(s)/companies(s) to go directly to a staging area and report to the Staging Area Manager.

The following shall be considered when establishing a Staging Area. The Staging Area shall be:

- a) Easily identified.
- b) Readily accessible.
- c) Remote from scene of the incident.

- d) Large enough to accommodate requested equipment and personnel.
  - e) Within three to five minutes of the scene.
  - f) Considerate of weather and personnel needs.
  - g) Staffed by personnel in radio contact with the Operations Section Chief/IC.
- (4) Response of assisting departments directly to the scene is the fastest method of receiving mutual aid assistance but can create issues with scene management and accountability. Responding departments/companies shall contact the Officer-in-Charge/IC and ascertain details of expected assignment(s).
- 5) Mutual aid departments shall not depart the scene, staging areas or stand by locations until directed to do so and shall advise when they have exited that particular location.

3. Local Mutual Aid Plans

Local mutual aid plans by fire departments/companies exclusive of the County Plan are in existence within the County. Departments/companies entering into such agreements should be mindful of the legal requirements of these agreements and have such agreements reviewed by counsel in order to protect the rights of firefighters under law, especially the VFBL, and also responsibility for apparatus and equipment.

4. Fire Police

The subjects included in this mutual aid plan as identified or relating to fire departments/companies are intended to pertain to fire police squads as an extension of that fire department/company. Fire police units should be utilized by the fire department/company as a key asset in traffic, crowd control, and scene protection. In addition, mutual aid by fire police only, as allowed under Section 209C of the General Municipal Law, shall participate in training for these operations.

Section 6

THE COUNTY FIRE CONTROL CENTER

- A. Location: Albany Country 911 Communication Center  
449 New Salem Road  
Voorheesville, NY 12186  
518-765-2352
  
- B. Supervision and Dispatching Service
  - 1. The County Sheriff's Department is responsible for all activities of the County Fire Control Center and is authorized to dispatch assistance as required.
  - 2. Dispatching service. Such service is provided by the County Sheriff's Department who shall designate an emergency communications coordinator.

Section 7

EQUIPMENT INVENTORY RECORDS

A. County Inventory

All equipment inventories shall be typed as per the NIMS Doctrine.

B. Location of County Inventory

The County inventory records shall be located as follows:

One Set: County Fire Coordinator and each Deputy

One Set: County Fire Control Center

One Set: County Fire Coordinator's Office

One Set: Critical Incident Coordinator Albany County Sheriff

C. Method Used in Maintaining Inventory

The County Fire Coordinator shall contact each fire chief on an annual basis regarding the equipment inventory. It shall be the responsibility of each fire chief to notify

the office of the County Fire Coordinator of any additions or deletions, to their equipment and personnel.

D. Inventory Review/Update

The inventory shall be reviewed annually by the County Fire Coordinator, then forwarded to the NYSDOS OFPC.

Section 8

PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN

A. Procedure to Activate State Fire Mobilization and Mutual Aid Plan

The County Fire Coordinator or a Deputy in the line of authority designated pursuant to Section 401 of the NYS County Law, after utilizing all available assistance from Greene, Rensselaer, Schenectady, Saratoga and Schoharie Counties, may call the Office of Fire Prevention and Control of the State of New York to obtain activation of the State Fire Mobilization and Mutual Aid Plan.

B. Authority and Responsibility of the Regional Fire Administrator

The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established by the NYSDOS OFPC. Under the plan the authority and responsibility is conferred on the Albany County Fire Coordinator as the Regional Fire Administrator.

C. Retirement Provision Relating to the Position of Regional Fire Administrator

Should the County Fire Coordinator be separated from his office for any reason, he is automatically retired as Administrator if he also holds the position of Regional Fire Administrator. The Fire Administrator of the NYSDOS OFPC is authorized by law to appoint a successor.

D. County Number Issued Under the State Fire Mobilization and Mutual Aid Plan

The County Fire Coordinator shall utilize county number 01 as assigned to Albany County by the State Fire Mobilization and Mutual Aid Plan through the NYSDOS OFPC.

Section 9

COORDINATION WITH OTHER EMERGENCY SERVICES UNDER THE UNIFIED COMMAND SYSTEM PER THE NIMS DOCTRINE

A. Under the Albany County Fire Coordinator, a list of all the fire agencies within the county and their contact numbers shall be reviewed and updated on an annual basis and maintained for distribution to all fire agencies and Public Safety Answering Points (PSAPS) within Albany County.

Section 10

FOAM BANK

A. The Office of the Fire Coordinator will endeavor to maintain an adequate supply of firefighting foam. This foam will be available to the County firefighting services as needed to supplement their existing resources in the event of an emergency. Foam can be obtained by contacting Albany County Fire Control Center.

## Enclosure "A"

COORDINATING STAFF  
Albany County Fire Coordinator's Office

PO Box A  
58 Verda Avenue  
Clarksville, NY 12041

24 Hr. Dispatch 518-765-5979  
Office 518-720-8028  
Fax 518-720-8031

Car #1	JJ Walsh Fire Coordinator 540 New Loudon Rd. Latham, NY 12210 <a href="mailto:jwalsh@albanycounty.com">jwalsh@albanycounty.com</a>	( C ) 466-9074 ( C ) 528-5195 ( W ) 720-8028 ( F ) 720-8031
Car #2	Joseph Fahd, Jr. Chief Deputy Coordinator 2 Aspen Court Albany, NY 12203 <a href="mailto:Fjoseph1@nycap.rr.com">Fjoseph1@nycap.rr.com</a>	( H ) 456-3126 ( W ) 237-1241 ( C ) 376-1434 ( F ) 237-2194
Car #3	Gerald "Gerry" Morigerato Deputy Coordinator 32 Sylvan Avenue Latham, N.Y.22210	( H ) 785-9873 ( C ) 573-5196 ( C ) 857-4205 ( W ) 233-3892
Car #4	Bill Bruno Deputy Coordinator PO Box 655 Coeymans, NY 12045 ICfire51@aol.com	(H) 756-6332 (P) 484-3966 (C) 429-7758 (W) 475-5437

Car #5            Arthur Shultes                            (H) 872-1230  
                     Deputy Coordinator                    (C) 573-0700  
                     67 Tabor Road                            (F) 872-0977  
                     Berne, N.Y. 12023  
                     [rahan@nycap.rr.com](mailto:rahan@nycap.rr.com)

Car #6            Kim Polcare                                (H) 456-0475  
                     9 Conrad Street                        (C) 857-6168  
                     Colonie N.Y. 12205  
                     [Chiefkim3@yahoo.com](mailto:Chiefkim3@yahoo.com)

Car #7            Guy Comparetta                            (H) 355-4735  
                     Deputy Coordinator                    (C) 365-3701  
                     3040 Williamsburg Dr.  
                     Schenectady, N.Y. 12303  
                     [gcompare@nycap.rr.com](mailto:gcompare@nycap.rr.com)

Car #8            Gerald ( Jerry ) De Luca(H) 756-2515  
                     J-FIRE Deputy Coordinator            (C) 441-8084  
                     105 BushendorfRoad                    (F) 756-2059  
                     Ravena, N.Y. 12143                      24 hr. 756-3303  
                     [gdeluca@albanycounty.com](mailto:gdeluca@albanycounty.com)

9-20-2010  
3-5-2012  
12-19-12

## ENCLOSURE "B"

### ALBANY COUNTY OFFICE OF THE FIRE COORDINATOR

#### STAFF ASSIGNMENTS/ function

County Car # 1 Fire Coordinator	Arson Legislation w/Car # 2 Fire Advisory Board Urban Search & Rescue Private Sector Support	Mutual Aid Budget w/Car # 2 Haz-Mat RFA
County Car # 2 Chief Deputy Coord.	EMS Planning Legislation w/Car # 1 Publicity	Career Mutual Aid Haz-Mat Budget w/ Car # 1 Action Reports
County Car # 3 Deputy Coordinator	Communications Fire Police Recruitment and Retention	Cave Rescue Fire Prevention Haz-Mat
County Car # 4 Deputy Coordinator	Training Haz-Mat Urban Search & Rescue	Confined Space Cave rescue
County Car # 5 Deputy Coordinator	Surplus Equipment Contact List	Personnel Fire Prevention
County Car # 6 Deputy Coordinator	Haz-Mat Foam Bank	Career Mutual Aid Haz-Mat Training
County Car # 7 Deputy Coordinator	Incident Reporting Public Education Equipment Inventory	Haz-Mat Fire Prevention Altamont Fair
County Car # 8 Deputy Coordinator	J-Fire Program Arson	Fire Prevention Fire Investigation

3-5-2012

**ENCLOSURE "B"**

**ALBANY COUNTY OFFICE OF THE FIRE COORDINATOR**

**STAFF ASSIGNMENTS/Geographic**

**City Departments:**

	<u>Id#</u>	<u>Coordinator</u>
Albany	01	Car #1 & #6
Cohoes	06	Car #2 & #1
Green Island	13	Car #2 & #1
Watervliet	36	Car #2 & #1

**Specialty Departments:**

	<u>Id#</u>	<u>Coordinator</u>
Albany Airport	37	Car #6 & #1
Watervliet Arsenal	41	Car #2 & #1
SABIC	42	Car #3 & #4

**Geographic Departments:**

**Bethlehem:**      **Id#**      **Coordinator**

Delmar	09	Car #3
Elsmere	10	Car #3
Selkirk	29	Car #3
Slingerlands	31	Car #3

**Guilderland:**

Altamont	02	Car #7
Fort Hunter	11	Car #7
Guilderland	14	Car #7
Guilderland Center	15	Car #7
McKownville	20	Car #7
North Bethlehem	24	Car #7
Westmere	40	Car #7

**Southern County:**

Coeymans	05	Car #3 & #3
Coeymans Hollow	06	Car #4 & #3
Medusa	18	Car #5
Ravena	26	Car #4 & #3
Rensselaerville	27	Car #5
Tri Village	38	Car #5

**Colonie:**

Boght	04	Car #6 & #2
Colonie Village	08	Car #6 & #2
Fuller Road	12	Car #6 & #2
Latham	17	Car #6 & #2
Maplewood	19	Car #6 & #2
Menands	21	Car #6 & #2
Midway	22	Car #6 & #2
Schuyler Heights	28	Car #6 & #2
Shaker Road	30	Car #6 & #2
Stanford Heights	32	Car #6 & #2
Verdoy	34	Car #6 & #2
West Albany	38	Car #6 & #2

**Hill Towns:**

Berne	03	Car #5
Knox	16	Car #5
New Salem	23	Car #3
Onesquethaw	25	Car #3
Voorheesville	35	Car #3
Westerlo	39	Car #5

## ENCLOSURE "C"

### Absence of the County Fire Coordinator

In accordance with authority designated by the Albany county Legislature the following line of authority is authorized:

John Walsh	Fire Coordinator
Joseph Fahd	Chief Deputy Fire Coordinator
Thomas Bergin	Deputy Fire Coordinator
William Bruno	Deputy fire Coordinator
Guy Comparetta	Deputy Fire Coordinator
David Briscoe	Deputy Fire Coordinator
Arthur Shultes	Deputy Fire Coordinator

### Vacancy in Position of County Fire Coordinator

In accordance with the authority designated by the Albany County Legislature, the Chief Deputy Fire Coordinator is authorized to act temporarily as County Fire Coordinator until the County Legislature shall appoint a County Fire Coordinator under Section 225A of the County Law.

**ENCLOSURE “D”**

RESOLUTION BY FIRE COMPANY OR FIRE DEPARTMENT ELECTING TO PARTICIPATE IN THE  
COUNTY FIRE MUTUAL AID PLAN

Mr. \_\_\_\_\_ offered the following resolution and moved its adoption:

RESOLVED that \_\_\_\_\_

(name of fire company or department)

elects to participate in the Albany County Fire Mutual Aid Plan, will agree to recognize a call for assistance through the County Fire Control Center and will comply with the provisions of such plan as now in force and as amended from time to time.

And be it further resolved that a copy of this resolution be filed with the County Fire Coordinator.

Mr. \_\_\_\_\_ seconded the resolution.

Voted: In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Not Voting \_\_\_\_\_

Carried: \_\_\_\_\_

Date

\_\_\_\_\_  
Officer

**ENCLOSURE "E"**

RESOLUTION BY THE MUNICIPALITY OR FIRE DISTRICT BODY HAVING JURISDICTION OVER THE FIRE COMPANY OR DEPARTMENT

Mr./ Mrs. \_\_\_\_\_ offered the following resolution and moved its adoption.

RESOLVED that this board has reviewed the \_\_\_\_\_

County Fire Mutual Aid Plan and encourages the

participation of the \_\_\_\_\_

in such County Fire Mutual Aid Plan as now in force and as amended from time to time and certifies to the \_\_\_\_\_

County Legislature through the County Fire Coordinator that no restrictions exist against "outside service" by such fire company or fire department named herein within the meaning of Section 209 of the General Municipal Law which would affect the power of such fire company or fire department to participate in such plan.

And be it further resolved that a copy of this resolution be filed with the County Fire Coordinator.

This resolution shall supersede all previous resolutions and shall take effect immediately.

Mr./Mrs. \_\_\_\_\_ seconded the resolution.

Voted: In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Not Voting \_\_\_\_\_

Carried: \_\_\_\_\_  
Date \_\_\_\_\_  
Officer \_\_\_\_\_

**ALBANY COUNTY  
HAZARDOUS MATERIALS EMERGENCY  
RESPONSE PLAN  
FOR THE  
FIRE SERVICE  
AND OTHER  
RESPONDING AGENCIES**  
*ALBANY COUNTY HAZMAT ANNEX APPENDIX A*



**PREPARED BY THE  
ALBANY COUNTY  
FIRE COORDINATOR'S OFFICE  
ALBANY COUNTY SHERIFF'S OFFICE CRITICAL INCIDENT  
EMERGENCY MANAGEMENT UNIT**

Revised  
July 21, 2000  
January 13, 2004  
August 21, 2008  
December 27, 2012

## COUNTY OF ALBANY

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### FORWARD

All of the positive features that make Albany County a major commercial, manufacturing and transportation hub also help make it a prime location for a possible major hazardous material incident. Albany County is no different than any other metropolitan commerce center of the Country and this being the case is susceptible to the type of incidents that have occurred and will continue to occur across the Country and around the world.

Albany County has experienced and will continue to experience hazardous materials incidents. The trained personnel and quality equipment that are in place and available to support the fire services and other county emergency agencies will assure the protection of the responders and citizenry of the county.

The hazardous materials program in Albany County has come a long way, however, there is more to do. Training must continue. The rapidly changing and technologically advanced world we have today brings challenges that require not only continued training, but also quality equipment and improved operations, tactics and increased efforts to mitigate possible occurrences.

In addition to the hazardous materials incidents that have been classified as traditional, meaning as a result of accidental spills or manufacturing errors, we are now faced with hazardous materials incidents as a result of terrorism.

The National Incident Management System (NIMS) has been adopted as the standard for incident management response to hazardous material incidents. The use of the Incident Command System (ICS) is the management tool for the command, control, and coordination of resources and personnel in an emergency within Albany County.

Terrorism today, using chemical, biological radiological, nuclear and explosive (CBRNE) is currently becoming a major point of concern. This is a new aspect of hazardous materials preparation and training. As the rapidly changing face of hazardous materials grows to include terrorism, we must begin to prepare not only for explosive occurrence and traditional hazardous material events but the unthinkable – Terrorism and the use of weapons of mass destruction (WMD).

## COUNTY OF ALBANY

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### CONTENTS

- 1.0 PRE-EMERGENCY PLANNING AND COORDINATION WITH OUTSIDE PARTIES
- 2.0 PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING AND COMMUNICATION
- 3.0 ALBANY COUNTY HAZARDOUS MATERIALS RESPONSE GROUP
- 4.0 EMERGENCY RECOGNITION AND PREVENTION
- 5.0 SAFE DISTANCES AND PLACES OF REFUGE
- 6.0 SITE SECURITY AND CONTROL
- 7.0 EVACUATION ROUTES AND PROCEDURES
- 8.0 DECONTAMINATION
- 9.0 EMERGENCY MEDICAL TREATMENT AND FIRST AID
- 10.0 EMERGENCY ALERTING AND RESPONSE PROCEDURES
- 11.0 CRITIQUE OF RESPONSE AND FOLLOW-UP
- 12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND EMERGENCY EQUIPMENT
- 13.0 HAZMAT GROUP PERSONNEL DUTIES AND GUIDELINES
  - Enclosure 1 – Glossary
  - Enclosure 2 – Medical Monitoring
  - Enclosure 3 – Team Request Procedures
  - Enclosure 4 – Suspicious Powder Guidelines
  - Enclosure 5 – Regional HazMat Endorsement by Fire Coordinators
  - Enclosure 6 – SOP for Regionally Owned TrueDefender Meter

Appendix-Comprehensive Emergency Response Plan

**1.0 PRE-EMERGENCY PLANNING AND COORDINATION WITH OUTSIDE PARTIES**

The Local Fire Departments should maintain a file and be knowledgeable of all reports received as required under New York State General Municipal Law 209u concerning the presence of hazardous materials at various locations within their community. The Albany County Hazardous Materials Operational Response Plan contains listings of hazardous materials regulated under SARA Title III, and the designated facility coordinators for those locations as reported to the Albany County Local Emergency Planning Committee (LEPC). **Please note** that this listing does not constitute an in-depth listing of all hazardous materials location within the County.

At often as possible, officials from the following response agencies should meet to discuss this plan and its implementation. The groups will be part of the Albany County LEPC and other interested parties:

- Fire Departments
- Police Departments
- EMS
- Department of Public Works
- Facility Representatives
- Appropriate County Agencies
- County Fire Coordinator
- County Emergency Manager

These meetings should include local hazardous materials manufacturers, users, transportation and storage locations as well as representatives from various Albany County agencies as required and noted above.

**2.0 PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING AND COMMUNICATION**

**2.1 PERSONNEL ROLES**

There is a high level of awareness of the dangers posed to the community and emergency responders as the result of an incident involving the release of a hazardous material. An effective, coordinated response is necessary to prevent loss of life, and damage to property and the environment. To insure this response, there must be a clear understanding of the roles and responsibilities of the various agencies (from all levels of government) involved in the response.

### **2.1.1 Participating Agencies/Roles and Responsibilities**

#### **A. Local Chief Executive/County Chief Executive**

- Overall community compliance with applicable regulations
- Emergency declarations per New York State Executive Law Article 2-B

#### **B. Incident Commander (Senior Fire Department Officer)**

- Pre-emergency planning and coordination
- Overall command of incident
- Training
- Incident debrief and critique

#### **C. Local Fire Department**

- First Responder – Operations Level
- Training
- Emergency recognition
- Scene operations
- Incident Command

#### **D. Albany County HAZ MAT Response Group**

- Albany F.D./West Albany F.D./Watervliet Aresenal F.D.
- Elsmere F.D., Cohoes F.D.and other decontamination units
- Colonie EMS- medical monitoring assistance and decontamination
- Pre-emergency Planning and Coordination
- Operational Control of Incident
- Emergency mitigation (plug & patch, containment)
- Training
- Decontamination
- County Wide Response Capability
- Technically Oriented
- Equipped for Level A response

#### **E. Capital Region Forensic Hazmat Unit**

- Police officers from the following tri county agencies: Albany County Sheriff, Albany PD, Bethlehem PD, Colonie PD, Cohoes PD, Guilderland PD, GE Waterford Emergency Services, Rensselaer County Sheriff, Troy PD, East Greenbush PD, Schenectady County Sheriff, and Schenectady PD.
- Evidence Technicians / Hazmat Technicians
- Contaminated crime scene and suspicious material response only.

F. Law Enforcement Agency

- First Responder – Awareness Level
- Pre-emergency planning and coordination
- Training
- Emergency recognition
- Site security and control
- Emergency alerting

G. Emergency Medical Services (EMS)

- First Responder – Awareness Level
- Pre-emergency planning and coordination
- Training
- Emergency recognition
- Emergency medical treatment

H. Department of Public Works (DPW)

- First Responder – Awareness Level
- Pre-emergency planning and coordination
- Training
- Emergency Recognition
- Resources

I. Albany County Office of Emergency Management

- Pre-emergency planning and coordination
- Implementation of Hazardous Materials Response Plan (LEPC)
- Coordination of county agency assistance
- Coordination of state agency assistance
- Liaison with local Emergency Coordinator/Fire Coordinator
- Liaison with State Emergency Management Office

J. Albany County Fire Coordinator / Regional Fire Administrator

- Pre-emergency planning and coordination
- Training
- Advise Incident Commander relative to response issues
- Implement County Mutual Aid Plan and County Haz Mat Operation Plan
- Liaison with State Office of Fire Prevention and Control

K. Capital Region Forensic Hazmat Team

- Training – Technician level
- Emergency recognition
- Crime scene processing
- Pre-emergency planning and coordination

L. Albany County Health Department

- Public health assessment
- Implement their plans as required

M. Facility Representatives

- Pre-emergency planning and coordination
- Facility response
- On-scene technical assistance
- It is imperative that the facility personnel, equipment and apparatus are used in the most advantageous manner possible and that the expertise of this group is utilized to the fullest extent.

N. Industry Team and Specialists

- On-scene technical assistance
- Cleanup and recovery

O. Outside County Assistance

- Agreements in place for mutual assistance with adjacent counties
- Mutual Aid Program for expertise, equipment and personnel
- Working with and familiarization with adjacent counties will strengthen overall ability to conclude an event successfully.

P. Responsible Party (product owner/shipper)

- Responsible for all cost associated with incident, clean up and recovery.
- May offer product technical assistance.

## 2.2 LINES OF AUTHORITY

### 2.2.1 National Incident Management System (NIMS) / Incident Command System (ICS)

A hazardous material emergency may require a broad range of on scene response organizations including: emergency services personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions, and environmental protections. Therefore, this plan calls for implementation of National Incident Management System (NIMS).

### 2.2.2 Establishing Command/Incident Commander

**In accordance with 29 CFR, OSHA 1910.120 [q] [3]: "the senior emergency response official shall become the individual in charge of a site specific Incident Command System " Unified Command should be considered because Hazardous Material incidents often involve other emergency concerns.**

Initial control of the incident will be the responsibility of the senior emergency responder in the first arriving piece of apparatus.

The Albany County Hazardous Material Response Group will be summoned to assist the local incident commander and will act in the roll of HAZ MAT Section Group Supervisor.

In consultation with appropriate agency representatives the Incident Commander, Operations Section Chief and Haz-Mat Section Group Supervisor will formulate strategic goals and objectives for the incident. An action plan will be developed. Action plan priorities will be:

- Life safety
- Stabilization of the incident
- Property preservation

Appropriate fire service resource will be allocated to meet tactical objectives following the Albany County Mutual Aid Plan.

All emergency responders and their communications will be coordinated and controlled through the Incident Commander as assisted by the senior official present for each responding agency.

A Safety Officer will be designated at each scene of operations, in accordance with 29 CFR, OSHA 1910.120 [q] [3] [vii]: **"provides that the IC shall designate a safety official, who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate hazards and to the safety of operations for the emergency at hand".**

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### **2.2.3 Command Post**

The Incident Commander will assess the emergency situation and, establish a command post. The Incident Commander should also declare a Response Level according to the response Level Criteria listed in this section.

Only one command post will be established for each incident.

All agencies and personnel responding to a hazardous materials incident shall do so in compliance with the provisions of this plan and the components of the National Incident Command System. In addition, responding personnel from other agencies and neighboring fire departments shall do so in compliance with the provisions of this plan and the Albany County Mutual Aid Plan and other material and agreements in place.

### **2.2.4 Weapons of Mass Destruction (WMD)**

As the threat of terrorism increases the need for vigilance grows even more acute. WMD is a major extension of hazardous materials, including even more deadly products, but one that if planned and exercised for can be successfully contained. The WMD threat brings together an even more diverse group of emergency responders, including major federal agencies, the military, health officials and law enforcement. Training, planning and exercises for WMD should be included in the ongoing process for hazardous materials response. Since WMD incidents will be classified as **crimes, as a result of terrorism**, the lines of authority during WMD may change or switch based on the situation at the time. Law enforcement will most probably take a leading role in investigations but HazMat responders will have to make sure that the scene is safe and the environment is not harmful to responders and the general public.

### **2.2.5 Common Terminology**

Responding agencies and personnel shall use common terminology as listed in the Glossary of this plan. (enclosure #1) Agency specific codes will not be used.

### **2.2.6 Modular Organization**

The Incident Commander will determine which response functions need to be assigned, based upon an evaluation of the incident. The Incident Commander retains responsibility for any unassigned functions, with the exception of Safety Officer, which must always be assigned. Functions will be assigned as follows:

Operations Section Chief (HAZ MAT)

- Directs tactical response
- Determines need for additional resources
- Evaluates efforts to confine, control or stop incident

- Evaluates rescue and evacuation efforts

#### Planning Section Chief

- Collects and evaluates incident related information for example,
  - chemical data bases
  - MSDS sheets
  - CHEMTREC
  - Meteorological information
- Predicts probable course of incident with technical expert
- Prepares alternative strategies for Incident Commander
- Maintains incident documentation and resource and situation status.

#### Logistics Section Chief

- Provides necessary tools, equipment, facilities and resources for the incident response

#### Finance/Administration Section Chief

- Provides for emergency purchases
- Maintains personnel and equipment logs for possible reimbursement

#### Safety Officer

- Evaluates overall incident relative to safety concerns
- Monitors hazards
- Has the authority to immediately suspend or correct operations.

#### Public Information Officer

- Provides factual information to medial representatives
- Prepares news releases

#### Staging Manager

- Manages resources in staging area
- Dispatches appropriate resources in support of scene operations
- Informs Incident Commander of resource status

### **2.2.7 Integrated Communication**

All communications will be coordinated at the command post. Individual agencies will utilize their allocated or talk around radio frequencies, The Albany County Emergency Services Interoperability Radio System (ESIRS) may be used for command and control. Telephone lines will be established as necessary to implement communications. Communication center will be utilized when available. The assortment of frequencies/systems within the County may create an extra demand on the Incident Command System.

### **2.2.9 Span of Control**

Span of control of personnel during the incident shall be between three (3) and seven (7) with an optimum of five (5).

### **2.2.10 Incident Response**

The Incident Commander will determine the incident response level based upon the following criteria or that of the local jurisdiction and implement the associated response actions.

#### Response Level I Controlled Emergency Condition

- Incident that can be controlled by the primary first response agencies of a local jurisdiction
- Single jurisdiction and limited agency involvement
- Does not require evacuation, except for the structure or affected facility
- Confined geographic area
- No immediate threat to life, health or property

#### Response Actions

- Senior emergency response officer of the Fire Department serves as Incident Commander
- Command Post established
- Incident Commander establishes liaison with the Facility Emergency Coordinator or appropriate contact person
- Safety Officer designated
- Incident Commander ensures that the Fire Coordinator, (deputy) Police Agencies and Health officials are notified.
- Fire Coordinator alerts and briefs the Health officials and Public Information Officer, if necessary.
- Incident Commander evaluates the need to declare a higher response level.
- Albany County HAZ MAT Response Group called if necessary.

#### Response Level II Limited Emergency Condition

- Potential threat to life, health and/or property
- Expanded geographic scope
- Limited evacuation of nearby residents or facilities
- Involvement of two or three jurisdictions
- Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area

- Albany County HAZ MAT Response Group is called to the scene
- Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care.

Response Actions

- Senior emergency response officer of the Fire Department serves as Incident Commander
- Command established
- Command Post established, Incident Commander evaluates the need for other on-scene functions such as; Operations, Planning, Finance, Logistics, PIO or Staging.
- Incident Commander designates a Safety Officer
- Local Emergency Coordinator and County Emergency Manager notifies and briefs the local and county chief executive
- Incident Commander briefs the PIO.
- County/Local Emergency Coordinator and Chief Executive evaluate the need to declare a local state of emergency under N.Y.S. Executive Law, Article 2-B.
- County Emergency Manager determines the need for activation of the Emergency Operations Center and notifies the State Emergency Management District Office of the 24-hour State Warning Point at: 518-292-2200
- Incident Commander, Fire Coordinator, Emergency Manager, Sheriff, Health and local officials evaluate the need to declare higher or lower Response Level.

Response Level III Full Emergency Condition

- Serious hazard or severe threat to life, health and property
- Large geographic impact
- Major community evacuation
- Multi-jurisdictional involvement
- State and Federal involvement
- Extensive resource management and allocation
- Multiple emergency operations

Response Actions

- Chief Executive declares a local State of Emergency under N.Y.S. Executive Law, Article 2-B.
- Command Post established
- Safety Officer appointed
- Incident Commander will designate key functions as required. They may include; Operations, Planning, Logistics, Finance, and Staging
- Emergency Manager activates the Emergency Operations Center
- Public Information Officer activated

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### **2.2.11 HAZ MAT Emergency Notification**

The Albany County Communications Center, upon notification of a hazardous material emergency, shall contact the County Fire Coordinator, the required Deputy Coordinator's and the Albany County Hazardous Materials Response Group departments through the respective dispatch location.

### **2.2.12 Authority Dynamics and Transfer**

Responsibility for command of the incident may be transferred during the incident based upon the following criteria:

- Geographic area involved
- Single or multiple political jurisdiction affected
- Number of response agencies
- Resource commitments
- Response operational requirements (fire fighting, environmental contamination, public health impacts, evacuation, containment, emergency medical)

Criteria for HazMat Section Team Leader will be based on qualifications of senior HAZ MAT personnel responding.

## **2.3 TRAINING**

The training provisions of this plan will insure that personnel involved in the response to a hazardous material incident have received the training necessary to perform the functions required.

Only appropriately trained members of the responding agencies will be involved in the response to a hazardous materials incident. Remember certain levels of HAZ MAT training and annual refresher training, as outlined in New York State protocol, is mandated prior to putting firefighters at risk.

## **2.4 RESERVED**

## **3.0 ALBANY COUNTY HAZARDOUS MATERIAL'S RESPONSE GROUP**

The Albany County Fire Coordinator's Office, in an effort to provide the residents of Albany County with an effective, technically proficient, qualified, well trained and equipped hazardous materials response effort has requested and received County Legislative authority and State funding to form a Countywide Hazardous Materials Response Group.

**3.1** Since it is more economical in terms of equipment, training, operations and response to build on existing assets the Hazardous Materials Response Group will consist of the HAZ MAT teams from:

**Albany F.D.**

**West Albany F.D.**  
**Watervliet Arsenal F.D.**  
**Colonie EMS**

- 3.2. This Response Group will respond together in all incidents requiring Level II or III responses.
- 3.2. The Response Group will be supplemented with the addition of the **Elsmere F.D.** and **City of Cohoes F.D.**, as a special call, when a need for additional decontamination assets are required. Elsmere F.D. can be activated through the Town of Bethlehem communications. City of Cohoes can be activated by calling the fire dispatch number.
- 3.3. All calls for the County Hazardous Material Team should be placed through Albany County Fire Control.
- 3.4. When Fire Control is notified of a request for the Group, they should intern notify Albany City Fire, Colonie Communications for West Albany Fire, and the Watervliet Arsenal.
- 3.5. Albany County Fire Control should immediately contact the County Fire Coordinator, Chief Deputy Fire Coordinator and the Deputy Fire Coordinator for Hazardous Materials. In addition the Deputy Fire Coordinator for the jurisdiction should also be notified.
- 3.6. The ranking qualified coordinator will coordinate the County Group's response. Once on the scene the officers of each unit will confer with the fire coordinator(s) to set up the necessary sectors.
- 3.7. Should a need for decontamination assets be required above the HazMat Group's initial response and a special call for Elsmere and Cohoes F.D. equipment, the Haz-Mat Section Group Supervisor will recommend a special call for the pre-positioned County WMD Decontamination trailers. These trailers will respond as needed to render what equipment and manpower available.
- 3.8 At no time will the County Group take charge of the overall incident.
- 3.9 The County Group will recommend to the incident commander the necessary steps needed to secure the incident. It will be the decision of the requesting agency to either accept or reject the proposal.
- 3.10 All Haz-Mat sectors will be established using officers from the (HAZ-MAT) Group whenever possible, this will ensure continuity of training and qualifications.
- 3.11 The County Group and special call assets will remain at the incident until such time as it is deemed that the host agency can handle the situation.

## **4.0 EMERGENCY RECOGNITION AND PREVENTION**

### **4.1. INITIAL RESPONDER ACTIONS**

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regard for personal safety and staying upwind, uphill of the incident scene. Materials shall be identified as soon as possible using generally accepted methods:

Responders shall wear full structural fire fighting protective clothing, including positive pressure SCBA. Responders should approach the possible hazardous materials incident from a safe distance, from uphill and upwind.

Contact with spilled, leaking, or burning materials shall be avoided.

Strategic objectives shall be to protect nearby persons, property, or the environment from the effects of the release. Personnel have been trained to respond in a defensive fashion without actually trying to stop the release.

Responders should avoid dangerous commitment and aggressive action.

### **4.2. ASSESSMENT AND EVALUATION**

The Incident Commander shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies.

### **5.0. SAFE DISTANCES AND PLACES OF REFUGE**

The Incident Commander will establish hot, warm, and cold or safe zones based upon recommendations from the Haz-Mat Section Group Supervisor, including, but not limited to: site conditions, including wind direction, environmental conditions, population, transportation routes, and the quantity, properties, extent, height, rate and method of release.

Cold or safe zones may also be designated in facility plans.

The command post, work zones, staging areas, safe distances, and places of refuge will be designated in the Cold, or Exclusionary Zone and their locations clearly delineated to responding personnel.

The cold or safe zone shall be established in concert with local police. This cold or safe zone will include a place of refuge to which emergency personnel can retreat.

## **6.0. SITE SECURITY AND CONTROL**

An incident involving the release of hazardous materials is potentially dangerous to those individuals and emergency workers not properly equipped or trained to respond to the situation. Therefore it is imperative that the site of the hazardous material incident be secured and that access to the scene be controlled.

### **6.1 SITE SECURITY**

Local police with assistance from county, state and fire police, as available, will respond simultaneously with the fire department to all hazardous materials incidents. An area around the scene will be secured. Size of the area will be determined by the Incident Commander based on available information. Police personnel will control access to the scene, keeping bystanders and non-essential emergency workers at the determined safe distance. Assistance will be obtained from local, county and state police agencies if required.

### **6.2 SITE CONTROL**

The Incident Commander, through the use of the Haz-Mat Group Site Access Control Leader, will limit the number of emergency response personnel at the emergency site, in areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations. Operations in hazardous areas will utilize the buddy system in groups of two or more.

The Safety Officer will identify and evaluate hazards at the site and provide direction with respect to the operations. The Safety Officer is authorized to alter, suspend, or terminate any activities judged to be an IDLH (Immediately Dangerous to Life and Health) condition and/or involve an imminent danger condition. The Safety Officer will immediately notify the Incident Commander or any actions needed to correct hazards at the scene.

### **6.3 CONTAINMENT/CLEAN UP**

The spiller of a hazardous material, either a fixed facility or transporter, has the primary responsibility to confine and contain the spilled hazardous material. Some facilities in the County of Albany have designated a Facilities Response Liaison to act as liaison to the Incident Commander in a hazardous materials emergency. This individual will facilitate the use of the facility's containment material(s) in a mutual aid situation.

The Incident Commander will make determinations regarding the need for resources and assistance, and the capability of on-scene personnel to safely perform confinement or containment activities. County and State assistance will be accessed and any on call resources may be utilized within the scope of their training and equipment.

## **7.0 EVACUATION ROUTES AND PROCEDURES**

A major hazardous materials incident may require evacuation and/or relocation. This is a major and very serious step that if taken will require exact planning and coordination of all parties.

### **7.1 EMERGENCY PERSONNEL**

A release of a hazardous material into the environment could quickly bring harm to public health and can immediately pose life-threatening dangers to emergency workers.

The Incident Commander will ensure that evacuation routes for emergency personnel working at the site are in place prior to commencing operations. Means of egress from the site will be marked/flagged and obstacles (e.g. gates, fences) will be removed or opened. Response personnel will be informed of site evacuation routes and the means by which they will be notified if site evacuation is necessary (radio, PA, siren signal, etc.).

Back-up personnel shall stand by with equipment ready to provide assistance or rescue if necessary.

### **7.2 GENERAL POPULATION EVACUATION/SHELTER IN PLACE**

Upon the decision to implement an evacuation as a protective action, the Incident Commander will be responsible for its implementation in concert with local police agencies. Evacuations, which demand urgent and immediate action, will be directed and managed by the Incident Commander. Evacuation of a major scope, which includes large populations and extensive relocation and support services, will be under the authority of the local chief elected official and coordinated by the County Emergency Manager. See the Albany County Comprehensive Emergency Plan for additional guidance.

## **8.0 DECONTAMINATION**

Response to a hazardous materials incident puts personnel and equipment at risk of being contaminated by those materials present. Once personnel or equipment are found to be contaminated, efforts are needed to check the spread of the contamination and to decontaminate where necessary.

The Incident Commander is responsible for establishing a decontamination area for contaminated personnel and equipment.

The area will be segregated into “clean” and “dirty” sections so as to prevent cross-contamination. A determination will be made as to the most appropriate decontamination procedure. If

decontamination is determined to not be possible at the site, contaminated personnel will be transferred to a higher level of care, and contaminated equipment will be segregated, bagged if possible and marked “contaminated”.

Personnel assigned to the decontamination area will take appropriate measures to ensure that they and the equipment they are using are not contaminated.

All decontamination efforts will be documented.

Decontamination procedures should be undertaken by the Albany County Hazardous Materials Response Group for all incidents where contamination of personnel or equipment is a major concern. Decontamination assets from special call units and WMD Trailer Units should be utilized when necessary.

## **9.0 EMERGENCY MEDICAL TREATMENT AND FIRST AID**

A release of a hazardous material into the environment or use of WMD agents could result in multiple casualties and deaths. Emergency medical assistance will be needed to provide medical care to employees of the facility or location, emergency workers, and the affected public.

Emergency medical services for on scene casualties will be provided by County and local (indigenous) EMS agencies and area hospitals.

The initial responding indigenous EMS/medical/ambulance personnel will be directed by the dispatcher to contact the Incident Commander. The Incident Commander is responsible for injured or contaminated personnel and emergency workers at the scene, and to minimize the health threats from exposure.

An EMS officer will report to the unified Command Post to assist in the coordination of EMS resources.

EMS personnel will operate only in the cold zone or designated safe area, unless qualified to perform tasks in contaminated or hot areas. Contaminated patients must be decontaminated by personnel with appropriate personal protective equipment prior to treatment by EMS personnel.

Indigenous EMS personnel, if available, may be asked to assist in cold zone rehab or medical monitoring efforts in support of operations.

Mutual aid assistance and multiple victim response will be handled in accordance with the Albany County EMS Mass Casualty Incident Plan in concert with REMO.

## **9.1 MEDICAL MONITORING-HAZMAT GROUP**

The local medical assets at a HazMat or WMD scene may be involved and possibly overwhelmed with the needs of those individuals who have been injured as a result of the incident itself. It would be inappropriate to think that the local medical assets would have the capabilities to perform the

additional function and tasks of HazMat Group medical monitoring. Medical monitoring of the HazMat Group will be supplied by the Group itself. Additional medical units needed for the injured exceeding the capabilities of the local or indigenous units will be requested through the normal medical protocols developed by REMO.

The HazMat Group medical monitoring will be accomplished using specific integrated assets of the medical organizations regularly associated with the members of the HazMat Group. Medical monitoring for team members requires significant background and baseline histories, which would not be available to other than the EMS units associated with the HazMat Group. These personnel records should be on file with the EMS unit that will respond as an integral part of the Group as noted below. The Medical Monitoring for the HazMat Group will be accomplished by the Albany Fire Department EMS and Colonie Emergency Medical Services. See enclosure #2 for details.

## **10.0 EMERGENCY ALERTING AND RESPONSE PROCEDURES**

### **10.1. EMERGENCY RESPONDER ALERTING**

Emergency responders will be notified via normal dispatch procedures of a hazardous materials incident.

The dispatcher will seek as much information as possible relative to the incident including:

- Wind direction and speed
- Correct name and spelling of materials involved
- Form of material (solid, liquid, gas)
- Specific location of the spill or release

Information will be relayed to the Incident Commander and/or responding apparatus.

### **10.2. ALBANY COUNTY HAZ-MAT RESPONSE GROUP**

The Albany County HAZ-MAT Response Group shall be notified to respond to all level II or III incidents or level I incidents where the initial local response effort is not sufficient due to the product individual, size of incident, lack of necessary training or where the Incident Commander feels that the Group's expertise is needed.

### **10.3. ALERTING OF ALBANY COUNTY HAZ-MAT RESPONSE GROUP**

All calls for the Response Group should be placed with the Albany County Fire Control Center, Voorheesville. County Fire Control will immediately notify:

- Albany City Communications for Albany City F.D. HAZ-MAT
- Colonie Communications for West Albany F.D. HAZ-MAT and Colonie EMS
- Watervliet Arsenal F.D. HAZMAT

- Elsmere F.D./Cohoes F.D. as a special call when required for decontamination assistance

Upon receipt of a request for HAZ-MAT assistance, Albany County Fire Control will contact:

- County Fire Coordinator
- Chief Deputy Fire Coordinator
- Deputy Coordinator for HAZ-MAT Operations
- Deputy Fire Coordinator for the jurisdiction

See enclosure 3 for further.

#### **10.4. GENERAL POPULATION EMERGENCY ALERTING**

Should the Incident Commander make a determination that an off-site protective action (evacuation or in-place sheltering) is required, residents will be warned by a combination of fixed sirens, route alerting, (emergency vehicles equipped with sirens and a public address capability), and residential door-to-door alerting. Public instructions on what to do may be broadcast over the Emergency Alert System (EAS), local cable television/radio service and will be supplemented by route alerting and residential door-to-door alerting.

#### **11.0 CRITIQUE OF RESPONSE AND FOLLOW-UP**

With multiple personnel and multiple agencies responding to hazardous materials incidents, it is necessary to provide a system for the critique of the response to the incident by the various agencies involved to gain additional insight relative to the adequacy of the plan, the roles of responding personnel and agencies, adequacy of equipment and trained personnel and all other aspects of the response.

An initial debriefing of all personnel will be conducted, prior to release from the incident, to ensure that major issues relative to the response are initially identified, including material(s) involved, as well as sign/symptoms of exposure.

All responding agencies will be asked to participate in the critique process.

The Incident Commander is responsible for initiating the critique process in the aftermath of an incident involving hazardous materials. Depending upon the magnitude of the problem and the response, the critique may be informal and in-house, or a formal written critique involving input from a number of agencies. The Incident Commander shall determine the extent and nature of the critique process.

The critique (and after action report) should include and recommended plan changes as well as any mitigative efforts that should be taken to improve the response to similar future incidents.

#### **12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND EMERGENCY EQUIPMENT**

Emergencies involving hazardous materials may present serious or life threatening risks to untrained or underequipped emergency responders. The safety of responding personnel is the highest priority to the Incident Commander.

During emergency operations, the Incident Commander will insure that proper personal protective equipment is worn, and that it is appropriate for all hazards encountered by all personnel. Personal protective equipment used by the Fire Departments when performing fire-fighting duties will meet those requirements spelled out in 29 CFR 1910.156.

Fire department personnel engaged in the emergency response who may be exposed to any hazardous substance presenting an inhalation hazard or potential inhalation hazard shall wear positive pressure self-contained breathing apparatus during emergency operations, until such time that the Incident Commander can determine that use of respiratory protection by personnel is no longer required based upon atmospheric and environmental monitoring.

All PPE must meet current certification standards.

The Incident Commander will also limit the number of emergency response personnel at the emergency site. Only trained personnel will be allowed to operate in the hazardous environment areas. Buddy system deployments will be utilized. A staging area will be established in the cold zone, to provide a safe area for additional forces, and to provide for accountability of personnel involved.

## 13.0 HAZ MAT INCIDENT POSITION CHECKLIST

### INCIDENT COMMANDER

#### GENERAL INFORMATION:

The Incident Commander shall be the Chief of the Department or in his absence, his designee.

The Incident Commander shall assume responsibility for all operations taking place at the emergency, radio identifier: **COMMAND**

#### INCIDENT COMMANDER FUNCTIONS:

The Incident Commander shall conduct his activities in accordance with the following:

1. The Incident Commander shall be positioned at the Incident Command Post, which shall be located in the Cold Zone away from all Tactical Operations. If a Command Post has not been established, the Incident Commander should do so.
2. The Incident Commander shall operate under the National Incident Management System (NIMS).
3. The Incident Commander shall appoint a Safety Officer.
4. The Incident Commander must give his authorization prior to any tactical operations taking place.
5. The Incident Commander shall follow and complete the Incident Commander Checklist.
6. The Incident Commander shall address issues of establishing a security perimeter.

#### INCIDENT COMMANDER RESOURCES:

1. Incident Commander Checklist
2. Clipboard and pencil
3. Binoculars, telescope



## Hazardous Materials Incident Check-in Sheet

Haz-Mat Team Leader _____	Assistant Safety Officer _____
Entry Team Leader _____	Site Access Control Leader _____
Decon Team Leader _____	
Reference Team Leader _____	

## HAZ MAT INCIDENT POSITION CHECKLIST

### **OPERATIONS OFFICER**

#### GENERAL INFORMATION:

When appointed, the Operations Officer shall assume responsibility for all operations directed at mitigating the emergency, Radio identifier: **OPERATIONS**.

The Operations Officer shall be trained to at least the technician level according to the latest OSHA standard.

#### OPERATIONS OFFICER FUNCTIONS:

1. The Operations Officer shall be positioned in the cool Zone away from all Tactical Operations.
2. The Operations Officer shall operate under the National Incident Management System (NIMS).
3. The Operations Officer shall appoint an Entry Group Leader as deemed necessary.
4. The Operations Officer shall appoint a research group as deemed necessary.
5. The Operations Officer shall follow and complete the Operations Officer Checklist.
6. The Operations Officer shall coordinate with Incident Command and remain aware of all incident related activities.
7. The Operations Officer shall coordinate with the Entry Group Leader, the decon officer, the safety officer and incident command prior to authorizing entry into the hot zone.

#### OPERATIONS OFFICER RESOURCES:

1. Operations Officer Checklist
2. Clipboard and pencil
3. Binoculars, telescope

HAZ MAT INCIDENT POSITION CHECKLIST

**OPERATIONS OFFICER CHECKLIST**

INCIDENT #: \_\_\_\_\_

DATE OF ALARM \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

TOTAL TIME OF ALARM \_\_\_\_\_ DAYS \_\_\_\_\_ HRS \_\_\_\_\_ MIN

NATURE OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

ENTRY GROUP LEADER

\_\_\_\_\_

Obtain incident briefing from Incident Commander

Research Group assigned:

Entry Group assigned:

Entry Group Leader \_\_\_\_\_

Safety Officer \_\_\_\_\_

Brief Entry and research groups

Approve and authorized implementation of incident action plan

Coordinate staff activity

Manage Haz Mat operations

Ensure Decon is set up prior to authorizing entry

Obtain approval from Safety and Incident Command prior to authorizing entry.

## HAZ MAT INCIDENT POSITION CHECKLIST

### **ENTRY TEAM LEADER**

#### GENERAL INFORMATION:

At any hazardous materials incident where personnel are to enter a hazardous atmosphere, the operations officer may appoint an entry group and leader. Radio identifier: **ENTRY**

Entry shall assume responsibility for operations with the hot zone

#### ENTRY OFFICER FUNCTIONS:

1. The Entry Officer shall be positioned in the cool zone at the entry point into the warm zone.
2. Entry into the WARM or HOT zone shall be restricted to hazardous materials trained personnel and individuals possessing particular knowledge of the problem/situation.
3. Entry shall follow and complete the Hazardous Materials Entry Checklist.
4. Entry shall remain in constant contact with the Operations Officer, and maintain an awareness of overall operations.

#### ENTRY RESOURCES:

1. Hazardous Materials Entry Checklist
2. Binoculars, telescope
3. Clipboard, pencil

## ENTRY TEAM LEADER

1. Assigned Entry Team Leader \_\_\_\_\_
2. Assigned Decon Team Leader \_\_\_\_\_
3. Assigned ASO \_\_\_\_\_
4. Assigned Reference Team Leader \_\_\_\_\_
5. Meet with IC / Op's Officer \_\_\_\_\_
6. Complete IAP (ICS 201) \_\_\_\_\_
7. Complete Site Safety Plan (ICS 208) \_\_\_\_\_
8. Complete Unit Log (ICS 214) \_\_\_\_\_
9. Confirm objective with ETL / DTL / ASO / RTL \_\_\_\_\_
10. Confirm rehab \_\_\_\_\_
11. Confirm communications check (ICS 205) \_\_\_\_\_
12. Confirm medical evaluations \_\_\_\_\_
13. Confirm ALS/EMS on site \_\_\_\_\_
14. Confirm decon \_\_\_\_\_

# Entry Team Checklist

Incident Name: \_\_\_\_\_

Date: \_\_\_\_\_

Team Name: \_\_\_\_\_

PPE:

Suit Level: \_\_\_\_\_

Type/Brand: \_\_\_\_\_

Gloves/Type: \_\_\_\_\_

Materials/Substance Involved: \_\_\_\_\_

\_\_\_\_ Action Plan Reviewed Pre-Entry Briefing

Assignment: \_\_\_\_\_

\_\_\_\_ Suit compatibility researched by \_\_\_\_\_

\_\_\_\_ Air Cylinder Pressure \_\_\_\_\_

\_\_\_\_ Complete SCBA Check

\_\_\_\_ Communication Check Channel/Frequency/Identifier assigned

\_\_\_\_ Complete Visual Check of Suit

Proper Donning \_\_\_\_\_ Zippers Fully Zipped \_\_\_\_\_

Vapor Seal In Place \_\_\_\_\_ Gloves \_\_\_\_\_

No Obvious Damage \_\_\_\_\_ Boots \_\_\_\_\_

\_\_\_\_ Back-up teams ready

\_\_\_\_ Additional teams as necessary

\_\_\_\_ Safely Plan Reviewed

Review man down procedures \_\_\_\_\_

Alternate egress routes & rally points \_\_\_\_\_

\_\_\_\_ Decon established & manned

\_\_\_\_ Total Time Allotted For Evolution: \_\_\_\_\_

Includes Entry, Activity, Exit, Devon, & Reserve

\_\_\_\_ Time back communicated to entry team (i.e. 10 mins **on air**, 20 mins **on air**.)



## Air Consumption Record

Incident Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Team:**

Members Name	Time on Air	Hot Zone Entry	Hot Zone Exit	Time Off Air	Total on Air

**Team:**

Members Name	Time on Air	Hot Zone Entry	Hot Zone Exit	Time Off Air	Total on Air

**Team:**

Members Name	Time on Air	Hot Zone Entry	Hot Zone Exit	Time Off Air	Total on Air

## Medical Monitoring Log

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Pre Entry #1 Medical Monitoring:

Time	BP	Pulse	Resp.	Skin	Mental Status

EMT's Comments: \_\_\_\_\_

### Post Entry #1 Medical Monitoring:

Time	BP	Pulse	Resp.	Skin	M.S.	Total Time on Air

EMT's Comments: \_\_\_\_\_

### Pre Entry #2 Medical Monitoring:

Time	BP	Pulse	Resp.	Skin	Mental Status

EMT's Comments: \_\_\_\_\_

### Post Entry #2 Medical Monitoring:

Time	BP	Pulse	Resp.	Skin	M.S.	Total Time on Air

EMT's Comments: \_\_\_\_\_

Employee is not to be released from the evaluation area until all vital signs return to pre-entry levels.

Vital signs returned to pre-entry level, Time \_\_\_\_\_

## HAZMAT INCIDENT POSITION CHECKLIST

### **SAFETY OFFICER**

#### **GENERAL INFORMATION:**

On all hazardous materials incident, a safety officer shall be assigned, radio designation: **SAFETY**.

SAFETY shall assume responsibility for ensuring that safe and accepted practices are adhered to throughout the course of the emergency. SAFETY is also responsible for the welfare of all persons operating in the HOT and WARM zones.

#### **SAFETY FUNCTIONS:**

SAFETY sector responsibilities and activities shall be conducted in accordance with the following:

1. The Safety Officer shall be positioned in the WARM zone at the entry point in the HOT zone.
2. Entry into the HOT zone shall be restricted to hazardous materials trained personnel and individuals possessing particular knowledge of the problem/situation.
3. SAFETY shall follow and complete the Hazardous Materials Safety Checklist.
4. SAFETY shall remain in constant contact with the Operations Officer, and maintain an awareness of overall operations.
5. SAFETY shall request additional personnel from Command as deemed necessary.
6. SAFETY RETAINS AUTHORITY TO HALT OPERATIONS AND ORDER PERSONNEL BACK TO THE WARM ZONE, IF UNSAFE CONDITIONS ARE OBSERVED.

#### **SAFETY RESOURCES:**

1. Hazardous Materials Safety Checklist
2. Binoculars, telescope
3. Clipboard, pencil
4. Watch, stopwatch

HAZMAT INCIDENT POSITION CHECKLIST

**SAFETY OFFICER**

INCIDENT #: \_\_\_\_\_

DATE OF ALARM \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

TOTAL TIME OF ALARM: \_\_\_\_\_ DAYS \_\_\_\_\_ HRS \_\_\_\_\_ MIN

NATURE OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

- Obtain briefing from Incident Commander
- Identify hazardous situations associated with the incident
- Participate in planning meeting
- Review Incident Action Plan
- Identify potentially unsafe situations
- Exercise emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within incident area
- Incident Command Post in Safe Location
- Operations Post in Safe Location
- Staging areas in Safe Location
- Evaluate WIND DIRECTION \_\_\_\_\_ and SPEED \_\_\_\_\_
- Operating Personnel in Proper Protective Clothing

HAZMAT INCIDENT POSITION CHECKLIST

**SAFETY OFFICER**

**ENTRY PROCEDURES – INITIAL ENTRY**

- Support Personnel designated for each entry person
- Hazard and procedures briefing completed by team leader
- Review assignment
- Review emergency signals – (hand, audible)
- Review emergency escape plan
- Review suit/SCBA failure procedure
- Review Decon set-up
- Entry Operations Coordinated with Decon
- Emergency warning signal known by all operational personnel
- Signs/symptoms of exposure communicated to all involved personnel by Medical Monitor.

Signs and Symptoms of exposure (obtained for Research)

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- Time on air \_\_\_\_\_ hours
- Review call back time with air controller

NOTES:

## HAZMAT INCIDENT POSITION CHECKLIST

### **SAFETY OFFICER**

#### **ENTRY PROCEDURES – SECOND ENTRY**

- Support Personnel designated for each entry person
- Hazard and procedures briefing completed by team leader
- Review assignment
- Review emergency signals – (hand, audible)
- Review emergency escape plan
- Review suit/SCBA failure procedure
- Review Decon set-up
- Entry Operations Coordinated with Decon
- Emergency warning signal known by all operational personnel
- Signs/symptoms of exposure communicated to all involved personnel by Medical Monitor.
- Time on air \_\_\_\_\_ hours
- Review call back time with air controller

NOTES:

## Assistant Safety Officer

1. Communication check \_\_\_\_\_
2. Complete Site Safety Plan (ICS 208) \_\_\_\_\_
3. Complete Unit Log (ICS 214) \_\_\_\_\_

<b>SITE SAFETY AND CONTROL PLAN</b> ICS 208 HM		1. Incident Name:		2. Date Prepared:		3. Operational Period: Time:							
<b>Section I. Site Information</b>													
4. Incident Location:													
<b>Section II. Organization</b>													
5. Incident Commander:			6. HM Group Supervisor:			7. Tech. Specialist - HM Reference:							
8. Safety Officer:			9. Entry Leader:			10. Site Access Control Leader:							
11. Asst. Safety Officer - HM:			12. Decontamination Leader:			13. Safe Refuge Area Mgr:							
14. Environmental Health:			15.			16.							
17. Entry Team: (Buddy System)				18. Decontamination Element:									
Name:		PPE Level		Name:		PPE Level							
Entry 1				Decon 1									
Entry 2				Decon 2									
Entry 3				Decon 3									
Entry 4				Decon 4									
<b>Section III. Hazard/Risk Analysis</b>													
19. Material:		Container type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment													
<b>Section IV. Hazard Monitoring</b>													
20. LEL Instrument(s):						21. O <sub>2</sub> Instrument(s):							
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):							
Comment													
<b>Section V. Decontamination Procedures</b>													
24. Standard Decontamination Procedures:									YES:		NO:		
Comment													
<b>Section VI. Site Communications</b>													
25. Command Frequency:			26. Tactical Frequency:			27. Entry Frequency:							
<b>Section VII. Medical Assistance</b>													
28. Medical Monitoring:		YES:	NO:	29. Medical Treatment and Transport In-place:				YES:		NO:			
Comment													

Section VIII. Site Map

30. Site Map:



Weather  Command Post  Zones  Assembly Areas  Escape Routes  Other

Section IX. Entry Objectives

31. Entry Objectives:

Section X. SOP S and Safe Work Practices

32. Modifications to Documented SOP s or Work Practices: YES: NO:

Comment

Section XI. Emergency Procedures

33. Emergency Procedures:

Section XII. Safety Briefing

34. Asst. Safety Officer - HM Signature: Safety Briefing Completed (Time):

35. HM Group Supervisor Signature:

36. Incident Commander Signature:



## **Site Access Control Leader**

1. Communication Check \_\_\_\_\_
2. Verify Site Refuge Area (SRA) Location(s) \_\_\_\_\_
3. Confirm Site Safety Plan (ICS 208) \_\_\_\_\_
4. Complete Unit Log (ICS 214) \_\_\_\_\_

<b>SITE SAFETY AND CONTROL PLAN</b> ICS 208 HM		1. Incident Name:		2. Date Prepared:		3. Operational Period: Time:							
<b>Section I. Site Information</b>													
4. Incident Location:													
<b>Section II. Organization</b>													
5. Incident Commander:			6. HM Group Supervisor:			7. Tech. Specialist - HM Reference:							
8. Safety Officer:			9. Entry Leader:			10. Site Access Control Leader:							
11. Asst. Safety Officer - HM:			12. Decontamination Leader:			13. Safe Refuge Area Mgr:							
14. Environmental Health:			15.			16.							
17. Entry Team: (Buddy System)				18. Decontamination Element:									
Name:		PPE Level		Name:		PPE Level							
Entry 1				Decon 1									
Entry 2				Decon 2									
Entry 3				Decon 3									
Entry 4				Decon 4									
<b>Section III. Hazard/Risk Analysis</b>													
19. Material:		Container type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment													
<b>Section IV. Hazard Monitoring</b>													
20. LEL Instrument(s):						21. O <sub>2</sub> Instrument(s):							
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):							
Comment													
<b>Section V. Decontamination Procedures</b>													
24. Standard Decontamination Procedures:										YES:		NO:	
Comment													
<b>Section VI. Site Communications</b>													
25. Command Frequency:				26. Tactical Frequency:				27. Entry Frequency:					
<b>Section VII. Medical Assistance</b>													
28. Medical Monitoring:		YES:		NO:		29. Medical Treatment and Transport In-place:				YES:		NO:	
Comment													

Section VIII. Site Map

30. Site Map:



Weather  Command Post  Zones  Assembly Areas  Escape Routes  Other

Section IX. Entry Objectives

31. Entry Objectives:

Section X. SOP S and Safe Work Practices

32. Modifications to Documented SOP's or Work Practices: YES: NO:

Comment

Section XI. Emergency Procedures

33. Emergency Procedures:

Section XII. Safety Briefing

34. Asst. Safety Officer - HM Signature: Safety Briefing Completed (Time):

35. HM Group Supervisor Signature: 36. Incident Commander Signature:



## HAZMAT INCIDENT POSITION CHECKLIST

### **DECON TEAM LEADER**

#### GENERAL INFORMATION:

A decontamination group will be assigned at all incidents where contamination is possible. The decontamination group leader will have the radio identifier: **DECON**.

DECON shall assume the responsibility for safe and acceptable methods of decontamination being used throughout the length of the emergency.

#### DECON FUNCTIONS:

DECON responsibilities and activities shall be conducted in accordance with the following:

1. DECON shall be positioned in the Warm Zone, near the access point to the Hot Zone. Ideally up wind and up terrain.
2. DECON shall follow and complete the Decon Checklist.
3. DECON is responsible for the removal of toxic or otherwise hazardous materials from personnel, equipment, supplies.
4. DECON is responsible for the isolation of equipment or supplies that cannot be determined.

#### DECON RESOURCES:

1. DECON Checklist
2. Appropriate protective clothing and SCBA
3. DECON Equipment Package
  - Buckets
  - Tarps
  - Wash Bins
  - Barrier Tape
  - garden hoses
  - shower heads
  - Brushes
  - Solution sprayer/applicators
  - Decon solutions
  - Plastic disposal bags
  - Trash barrels
  - decon hoop

**HAZ MAT INCIDENT POSITION CHECKLIST  
HAZARDOUS MATERIALS DECON**

Incident # \_\_\_\_\_

Date of Alarm \_\_\_\_\_ Time \_\_\_\_\_ hours

Date Completed \_\_\_\_\_ Time \_\_\_\_\_ hours

Total Time of Alarm: \_\_\_\_\_ DAYS \_\_\_\_\_ HRS \_\_\_\_\_ MIN

Nature of Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Decon Officer: \_\_\_\_\_

Decon Personnel:

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

THE FOLLOWING TO BE OBTAINED FROM RESEARCH:

Hazardous materials involved: \_\_\_\_\_  
\_\_\_\_\_

Level of Protection for Entry Team \_\_\_\_\_

Level of Protection for Decon Team \_\_\_\_\_

Distances Obtained for Zone set up.

Chemical                      Distance

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

- Evaluate WIND DIRECTION \_\_\_\_\_ and SPEED \_\_\_\_\_
- Suggestion(s) on decon solution and methods received from Research.

EFFECTS OF MATERIALS ON EQUIPMENT (Corrosion, Degradation, Etc.)

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

## HAZMAT INCIDENT POSITION CHECKLIST

### EFFECTS ON MATERIALS ON EQUIPMENT (CORROSION, DEGRADATION, ETC.)

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DECON SOLUTION D – A dilute solution of hydrochloric acid (HCl). Mix one pint of concentrated HCl into 10 gallons of water. Stir with wooden or plastic stirrer.

DECON SOLUTION E – A concentrated solution of Tide or other detergent and water. Mix into paste and scrub with a brush. Rinse with water.

The following is guideline for selecting degradation chemicals for the type of hazard identified.

1. Inorganic acids, metal processings water waste–A
2. Heavy metal: mercury, lead, cadmium, etc–B
3. Pesticides, chlorinated phenols, dioxins and PCB's-B
4. Cyanides, ammonia and other non-acidic inorganic waste-B
5. Solvents and organic compounds such as Trichlorethylene, Chloroform and Toluene.-C or A
6. PBB's and PCB's-C or A
7. Oily, greasy unspecified wastes not suspected to be contaminated with pesticides.-C
8. Inorganic bases, alkali and caustic wastes-D
9. Radioactive materials.-E
10. Etiologic agents-A or B

### **IMPORTANT NOTE**

- ❑ **Once Decon is complete it is the responsibility of Decon to thoroughly decontaminate themselves and bag all respective clothing and equipment for further decon or disposal.**

## HAZMAT INCIDENT POSITION CHECKLIST

### REACTIVITY OF MATERIAL WITH THEMSELVES OR OTHER MATERIALS:

1. Are any of these materials reactive with water?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are any on these materials reactive with other substances?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are any of these reactive substances a component in our equipment?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are any of these materials reactive with Decon solution?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. List specific reactions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ENVIRONMENTAL PROBLEMS ASSOCIATED WITH MATERIALS:

1. Will runoff contaminate ground water?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will runoff contaminate surface areas, such as soil, pavement, or surface water?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. List specific hazards to the environment: \_\_\_\_\_  
\_\_\_\_\_

### **SET UP OF THE DECON SITE**

- Decon personnel don proper level of protective clothing.
- Section off the Decon site with the appropriate barrier tape.
- Lay down tarps.
- Have all the proper brushes, decon hand sprayers, and hoses in place.
- Have a water supply source at the site if water is to be used.
- Have an adequate amount of the selected Decon solution made and ready.

### **DECON SOLUTIONS**

DECON SOLUTION A – A solutions containing 5% sodium carbonate ( $\text{Na}_2\text{CO}_3$ ) and 5% trisodium phosphate ( $\text{Na}_3\text{PO}_4$ ).

DECON SOLUTION B – A solution containing 10% calcium hypochlorite ( $\text{Ca}(\text{ClO}_2)$ ).

DECON SOLUTION C – A solution containing 5% trisodium phosphate ( $\text{Na}_3\text{PO}_4$ ). This solution can also be used as a general-purpose rinse.

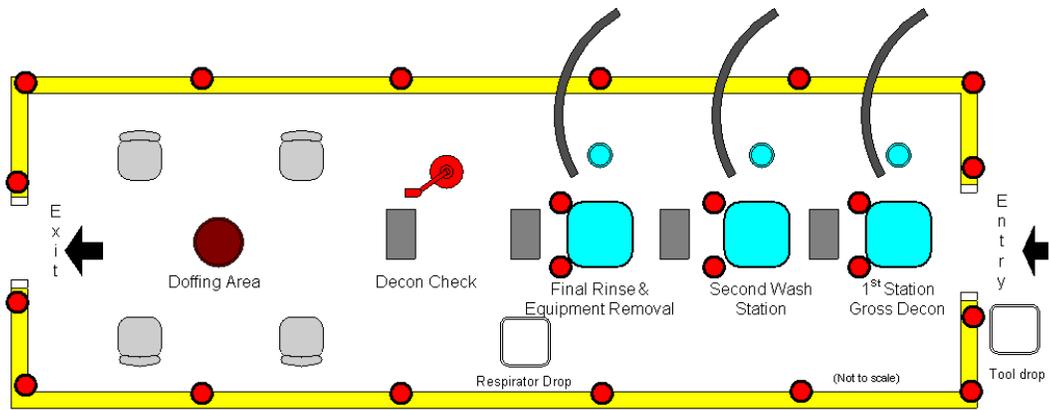
### **Decon Team Leader**

- 1. Assign Decon Team \_\_\_\_\_
- 2. Pre-suit medical evaluations \_\_\_\_\_
- 3. Communications Check \_\_\_\_\_
- 4. Confirm Decon Corridor Placement \_\_\_\_\_
- 5. Conduct Briefing \_\_\_\_\_
- 6. Confirm Rehab \_\_\_\_\_
- 7. Post-suit Medical Evaluations \_\_\_\_\_
- 8. Complete Unit Log \_\_\_\_\_

### **Decon Level**

- Gross Decon \_\_\_\_\_
- Technical Decon \_\_\_\_\_
  - Level A \_\_\_\_\_
  - Level B \_\_\_\_\_
  - Level C \_\_\_\_\_
  - Level D \_\_\_\_\_
  - Enhanced \_\_\_\_\_

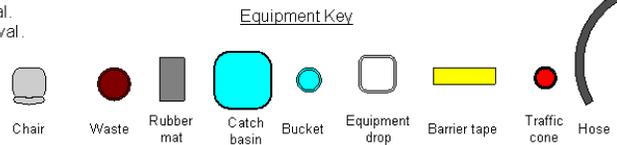




**Five Station Ambulatory Decontamination Line**



1. Station 1 - Gross Decontamination. Equipment is dropped and head to toe shower takes place. Soap and scrub applied.
2. Station 2 - Second Wash Station. Repeat of soap and scrub.
3. Station 3 - Final Rinse and Respirator Drop. SCBA or Filter cartridge is removed. Head to toe rinse, water only.
4. Decon Check - Visual inspection to ensure proper decon took place. Meters may be used to detect vapors, Ph, radiation, etc.
5. Doffing Area, Section I - Tape and partial suit removal.  
Doffing Area, Section II - Mask and inner glove removal.



**ALBANY COUNTY HAZMAT GROUP  
HAZMAT INCIDENT CHECKLIST**

**REFERENCE TEAM LEADER**

GENERAL RESEARCH:

On all hazardous materials incidents, a Research Group may be assigned by the Operations Officer.  
Radio identifier: **RESEARCH**

**RESEARCH** is responsible for the gathering of all possible information regarding the hazardous materials involved, once the materials are identified. Eg. chemical characteristics, firefighting techniques, suit compatibilities, incompatibilities and reactivity with other chemicals, etc.

**RESEARCH FUNCTIONS:**

**RESEARCH** responsibilities and activities shall be conducted in accordance with the following:

1. **RESEARCH** shall be positioned in the COLD Zone with the HazMat Library.
2. **RESEARCH** shall follow and complete the RESEARCH Checklist.
3. **RESEARCH** shall remain in constant contact with the Operations Officer and relay all Research to him. **RESEARCH** shall also maintain contact with Decon, Safety, and all other entry personnel in order to provide specific data needed.
4. **RESEARCH** shall also operate the Haz-Mat computer CAMEO II if it is on the scene.

**RESEARCH RESOURCES:**

1. Research Checklist
2. Clipboard and pencil
3. Haz-Mat Library
4. Haz-Mat computer

**HAZARDOUS MATERIALS REFERENCE CHECKLIST**

INCIDENT #: \_\_\_\_\_

DATE OF ALARM \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_ HOURS

TOTAL TIME OF ALARM \_\_\_\_\_ DAYS \_\_\_\_\_ HRS \_\_\_\_\_ MIN

NATURE OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

RESEARCH PERSONNEL: \_\_\_\_\_

**THE FOLLOWING TO BE OBTAINED FROM THE OPERATIONS OFFICER:**

HAZARDOUS MATERIALS INVOLVED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESEARCH MUST PROVIDE:**

COMPATIBLE SUIT MATERIAL(S): \_\_\_\_\_  
\_\_\_\_\_

RECOMMENDED LEVEL OF PROTECTION: \_\_\_\_\_  
\_\_\_\_\_

DISTANCES OBTAINED FOR EVACUATION

?

	<u>Chemical</u>	<u>Distance</u>
HOT ZONE _____		
WARM ZONE..... _____		
COLD ZONE..... _____		

Evaluate WIND DIRECTION \_\_\_\_\_ and SPEED \_\_\_\_\_

HAZMAT INCIDENT POSITION CHECKLIST

THIS RESEARCH SHOULD BE OBTAINED AS A PRINTOUT FROM THE CAMEO PACKAGE AS A SOURCE OF IMMEDIATE RESEARCH. ONCE THE HARDCOPY IS OBTAINED, CONTINUE TO REFERENCE RESEARCH FROM OTHER SOURCES AS WELL. ONE SET OF SHEETS SHOULD BE FILLED OUT FOR EACH CHEMICAL INVOLVED.

CHEMICAL: \_\_\_\_\_

Synonym(s): \_\_\_\_\_

General description: \_\_\_\_\_

\_\_\_\_\_

Fire Hazards: \_\_\_\_\_

\_\_\_\_\_

Firefighting Methods: \_\_\_\_\_

\_\_\_\_\_

Protective Clothing: \_\_\_\_\_

\_\_\_\_\_

Health Hazards: \_\_\_\_\_

\_\_\_\_\_

Non-Fire Response: \_\_\_\_\_

\_\_\_\_\_

Medical Treatment (First Aid): \_\_\_\_\_

\_\_\_\_\_

Signs and Symptoms of Exposure: \_\_\_\_\_

\_\_\_\_\_

Decon Solutions: \_\_\_\_\_

## HAZMAT INCIDENT POSITION CHECKLIST

Chemical Properties (all temperatures not in degrees F must be noted as degree C):

Flash Point (degree F) \_\_\_\_\_  
LEL \_\_\_\_\_ TO UEL \_\_\_\_\_  
Vapor Pressure \_\_\_\_\_  
Vapor Density \_\_\_\_\_  
Specific Gravity \_\_\_\_\_  
IDLH \_\_\_\_\_  
TLV/TWA \_\_\_\_\_  
TLV STEL \_\_\_\_\_  
Auto ignition Temperature (degree F) \_\_\_\_\_  
Melting Point (degree F) \_\_\_\_\_  
Boiling Point (degree F) \_\_\_\_\_  
Molecular Weight \_\_\_\_\_

- Relay copies of MSDS RESEARCH (copies to all parties would be preferable) to the ENTRY Team Leader
- If full RESEARCH is not readily available to be distributed to all personnel, distribute the following as a minimum
- ENTRY Team Leader – ALL RESEARCH
- Medical Monitor – signs and symptoms of exposure – Medical treatment (First Aid)
- DECON – Decon Methods, solutions





# ALBANY COUNTY HAZMAT GROUP

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## DEBRIEFING SIGN-IN SHEET

FOR INCIDENT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Please print your name and department and sign at the appropriate location on this sheet. By signing this form, you are acknowledging your attendance at this debriefing and that you have been supplied with substance exposure data including the agent name, routes of exposure, symptoms; and contact person and procedures should symptoms be exhibited.

NAME	SIGNATURE	DEPARTMENT	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
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16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
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23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____

# HAZMAT GROUP

## INCIDENT DEBRIEFING FORM

INCIDENT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
DEBRIEFING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
INCIDENT SYNOPSIS: \_\_\_\_\_

---

TIME	ACTIONS
	1. SITUATION STATUS:
	2. COMMUNICATIONS:
	3. ACTIONS TAKEN:
	4. BY WHOM:

TIME	ACTIONS
	1. SITUATION STATUS:
	2. COMMUNICATIONS:
	3. ACTIONS TAKEN:
	4. BY WHOM:

TIME	ACTIONS
	1. SITUATION STATUS:
	2. COMMUNICATIONS:
	3. ACTIONS TAKEN:
	4. BY WHOM:

TIME	ACTIONS
	1. SITUATION STATUS:
	2. COMMUNICATIONS:
	3. ACTIONS TAKEN:
	4. BY WHOM:

# ALBANY COUNTY HAZMAT GROUP

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## AFTER ACTION REPORT

INCIDENT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DEBRIEFING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INCIDENT SYNOPSIS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ATTACHMENTS:

SITE SAFETY PLAN [ ], DEBRIEFING [ ], CRITIQUE [ ]

OTHER [ ] SPECIFY \_\_\_\_\_

### PROBLEMS IDENTIFIED:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

SPECIFIC ISSUE	RESPONSIBLE PARTY	DATE DUE
----------------	-------------------	----------

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

## Enclosure #1

### Glossary of Terms

#### ATTACHMENT 1 GLOSSARY OF TERMS

**Absorption** – to take up or soak up a liquid and retain it; the taking up of liquids into the body; the process by which liquid hazardous materials are soaked up to limit the spread of contamination.

**Accident** – an unexpected event generally resulting in injury; loss of property; or disruption of services.

**Acute exposure** – a dose that is delivered to the body in a single event or in a short period of time.

**Air purification devices** – respirators or filtration devices which remove particulate matter, gases, or vapors from the atmosphere. These devices range from full-face piece, dual cartridge masks with eye protection, to half-mask, face piece mounted cartridges with no eye protection.

**Air reactive materials** – substances with very low autoignition temperatures.

**Air supply devices** – respirators that provide compressed air, at pressures that are greater than atmospheric pressure, to a face mask which is worn by the rescuer.

**Allocated resources** – resources dispatched to an incident that have not yet checked in with the Incident Commander or the Incident Communications Center.

**Alkali** – a substance that is basic and has the ability to neutralize an acid and form a salt.

**Assigned resources** – resources checked in and assigned work tasks at an incident.

**Autoignition temperature** – the lowest temperature at which a flammable gas or vapor air mixture will ignite from its own heat source.

**Acute exposure** – a dose that is delivered to the body in a single event or in a short period of time.

**Available resources** – resources assigned to an incident and available for an assignment.

**BLEVE** – Boiling liquid expanding vapor explosion, which occurs when a pressurized tank is heated.

**Boiling point** – the temperature at which liquid changes at a phase to a vapor gas; the temperature where the pressure of the liquid equals atmospheric pressure.

**Breach** – an opening in a hazardous materials container through which hazardous material matter can escape.

**Buddy system** – a system of organizing responders into work group of at least two members.

**Caustic** – substance that strongly irritates, burns, corrodes, or destroys living tissues.

**Chemical degradation** – the altering of the chemical structure of a hazardous material during the process of decontamination.

**Chemical protective clothing** – clothing specifically designed to protect the skin and eyes from direct chemical contact. The two types are nonencapsulating and encapsulating.

**Chemical resistance** – the ability of chemical protective clothing to maintain its integrity and protection qualities when it comes into contact with a hazardous material.

CHEMTREK – Chemical Transportation Emergency Center 1-800-424-9300 / Reference and research guidance on chemicals.

**Chronic exposure** – low doses repeatedly received by the body over a long period of time.

**Cold zone** – the uncontaminated area surrounding a hazardous materials incident location, where personnel should not be exposed to hazardous conditions.

**Combustible liquid** – any liquid that has a flash point at or above 100 degrees F (37.7 degrees C) and below 200 degrees F (93.3 degrees C).

**Command Post (CP)** – that location at which primary command functions are executed. Established by Incident Commander or Albany County HAZ-MAT Group Commander.

**Command** – the act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency or delegated authority.

**Confinement** – those procedures taken to keep a material in a defined or local area.

**Contamination** – the presence of hazardous material in an unwanted location.

**Coordination** – the process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be intra- or interagency) does not, in and of itself, involve command dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within limits as established by specific agency delegations, procedures, legal authority, etc.

**Debriefing** – a post incident review that primarily focuses on the adequacy of response plans and needs for systematic changes.

**Decontamination** – the process of removing or neutralizing from personnel or equipment.

**Degradation** – the loss in beneficial properties by exposing gloves, protective clothing.

**Diking** – application of a barrier which prevents passage of a hazardous material to an area where it will produce more harm.

**Dilution** – the use of water to flush a hazardous material from protective clothing and equipment.

**Dispatch center** – a facility from which resources are directly assigned to an incident.

**Diversions** – controlled movement of a hazardous material to an area where it will produce less harm.

**DOT** – the Department of Transportation, the federal agency which regulates the transportation of hazardous materials also publishes aids for emergency responses.

**DOT hazard classification** – the hazard class designations for specific hazardous materials as found in DOT regulations.

**DOT Emergency Response Guidebook** – Department of Transportation reference book which lists hazardous materials and indicates health hazards and emergency actions.

**Downwind** – in the direction in which the wind is blowing, unsafe in a hazardous materials incident.

**EOC** – Emergency Operations Center. Established by Incident Commander and/or Commander of Albany County HAZ-MAT Group.

**Environmental hazard** – a condition capable of posing an unreasonable risk to air, water, or soil quality, and to plants and wildlife.

**Evacuation** – a prolonged precautionary stay away from an area affected by hazardous material,

**Explosive** – any material that may suddenly and violently release mechanical, chemical or nuclear energy.

**Exposure** – in the vicinity of, without making contact with, a specific product. Personnel may be exposed to a radioactive substance by standing near an unshielded pile or radium dust. They become contaminated when a gust of wind covers them with radium dust.

**First responder awareness level** – individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate emergency response sequence by notifying the proper authorities, including the Albany County HAZ-MAT Response Group.

**First responder operations level** – individuals who respond to releases or potential releases as part of the initial response for the purpose of protecting persons, property, or the environment. They are trained to respond in a defensive fashion without actually trying to stop the release. This level should summon the Albany County HAZ-MAT Response Group.

**Flammable** – easily ignited and capable of burning with great rapidity.

**Flash point** – the minimum temperature at which a liquid gives off enough vapors to ignite and flash over, but not to continue to burn without the addition of more heat.

**Fumes** – fine particles of dust dispersed in air.

**Gas** – a state of matter distinguished by very low density, the ability to diffuse rapidly, and a tendency to distribute evenly throughout the container.

**Hazard area** – a geographically identifiable area in which a specific hazard presents a potential threat to life and property. (Inner perimeter)

**Hazardous material** – any substance or material in a quantity or form which poses an unreasonable risk to health, safety and property when transported in commerce. (USDOT)

**Hazardous materials group** – the Albany County Hazardous Materials Response Team, composed of the designated three (3) hazardous materials responders from Albany FD, West Albany FD and Watervliet Arsenal.

**Hazardous materials response** – a response effort by members of Albany County HAZ-MAT Group from outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. (Hazardous Materials Incident)

**Hazardous material (Substance/Waste)** – any substance that causes or may cause adverse affects on the health or safety of employees, the general public, or the environment; any biological agent and other disease-causing agent, or a waste or combination of wastes. (NFPA 472)

**Hazardous materials (Technical/Specialist)** – Individuals who respond to releases or potential releases for the purpose of stopping the release. They will approach the point of release in order to plug, patch, or otherwise terminate the release. Members of Albany County HAZ-MAT Group.

**Hazardous substance** – any substance designated under the Clean Water Act and the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as posing a threat to waterways and the environment when released (EPA).

**Hazardous substance release** – release of any substance defined, designated or listed under: A) CERCLA; B) any biological agent or other disease-causing agent which after release will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physical deformations to such persons or offsprings; C) any substance listed by; the USDOT as hazardous materials; and D) hazardous waste or combination of wastes (40 CFR 261.3 of 49 CFR 171.8) where exposure would result or may result in adverse affects on the health or safety of employees.

**Hazardous waste** – any waste or combination of wastes which pose a substantial present or potential hazard to human health or living organisms because such wastes are nondegradable or persistent in nature, or because they can biologically magnify or because they may otherwise cause or tend to cause detrimental cumulative effects (EPA).

**Hot zone** – the area at a hazardous materials incident within which contamination exists or could occur.

**IDLH** – Immediately Danger to Life and Health: atmospheric concentrations of any flammable, toxic, radioactive, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse effects or would interfere with an individual escaping from a dangerous atmosphere.

**Incident action plan** – the strategic goals, tactical objectives and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

**Incident command system** – a system developed to manage personnel and equipment resources at a hazardous materials incident.

**Incident command post** – that location at which the primary command functions of all executed and usually collocated with the operations post.

**Incident Commander** – the individual responsible for the overall management of all incident operations.

**Level A, B, C and D Personal Protection** – the four categories of personal protective clothing established by EPA, which provide different degrees of respiratory and body protection.

**Lower Explosive Limit (LEL)** - the lower part of the flammable range, or the minimum required to have a fire or explosion.

**Local emergency declaration** – in the event of disaster, involving hazardous materials within the territorial limits of Albany County, or city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the appropriate chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such municipality.

**MSDS** – Material Safety Data Sheet – a sheet required to be furnished by every manufacturer of hazardous materials.

**NFPA 704** – National Fire Protection Association identification system for categorizing health, flammability and reactivity hazard levels.

**NIOSH** – National Institute for Occupational Safety and Health.

**On-Scene Incident Commander** – Commanders who will assume control of incident scene beyond the first responder awareness level. Incident Commander or HAZ-MAT Group Commander.

**Oxidizer** – a highly reactive substance that may react with other materials to generate heat or ignition. Oxidizers may also accelerate fires to the point of explosions.

**Outer perimeter** – traffic control points designated to limit and control access to the incident area.

**Penetration** – is the flow of hazardous materials through zippers, stitched seams, and **pores** or other imperfections in clothing material.

**Permeation** – process of chemicals moving through protective clothing at the molecular level. The process consists of: absorption of molecules of liquid into the outside surface of the material, diffusion of absorbed molecules through the material, and desorption of the molecules of liquid out of the inside surface of the material.

**PPE** – Personal Protective Equipment

**PPM** – parts per million. The unit of measurement for particles of a contaminate within the ambient air.

**Polymerization** – a runaway chain reaction that can be violent if contained. Once started it can not be stopped until the chemical reaction has run its course.

**Release** – once a breach has occurred and the hazardous materials enter the atmosphere and/or environment.

**Route of entry** – one of four pathways for hazardous materials to enter the body, i.e. inhalation, absorption, ingestion or injection.

**Safety officer** – responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. Members of the command staff. Appointed by Incident Commander or HAZ-MAT Group Commander.

**SARA Title III** – Superfund Amendment and Reauthorization Act of 1986 – Emergency Planning and Community Right to Know – required health and safety regulations to be established for hazardous waste site operations.

**SITE** – any facility or location where hazardous materials operations occur,

**Solubility** – the ability of a solid, liquid, gas or vapor to dissolve in a solvent; the ability of one material to blend uniformly with another.

**Solvent** – a liquid substance capable of dissolving another substance.

**Specific Gravity** is defined as the ratio of the density of a given substance to the density of water, Water = 1, materials less than 1 will float.

**Spontaneous combustible material** – a material that is likely to heat spontaneously under conditions normally incident to transport or to heat up in contact with air and then likely to catch fire.

**Staging area** – that location where incident personnel and equipment are assigned on an immediately availability status.

**State disaster emergency** – means a period beginning with a declaration by the Governor that a disaster exists and ending upon the termination thereof. Once a State Disaster declaration is made, the State assumes direction of the incident response.

**Strategic goals** – the overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

**Triage** – the process of sorting sick or injured on the basis of urgency and type of condition present, so that they can be properly treated, stabilized and routed to medical facilities appropriately situated and equipped for their care.

**UN Number** – United Nations Number which identifies and is used to mark hazardous substances materials incident.

**Upper Explosive Limit** – (UEL) Upper part of the flammable range, above the UEL, fire or explosion cannot occurs there is too much fuel and not enough oxygen.

**Upwind** – away from the direction in which the wind is blowing, the safe area in a hazardous materials incident.

**Vapor density** – the weight of a given volume of vapor or gas compared to the weight of an equal volume of dry air, both measured at the same temperature and pressure. Less than 1 will rise.

**Vapors** – the gaseous form of substances which are normally in the solid or liquid state at room temperature and pressure.

**Warm Zone** – the transition area between contaminated and clean areas at a hazardous materials incident, where decontamination takes place.

**Water reactive materials** – any substance that readily reacts with or decomposes in the presence of water with substantial energy release.

**29 CFR 1910.120** – the OSHA regulation which established training requirements and procedures to be followed during hazardous waste site operations including emergency Response activities.

## ENCLOSURE#2

### Medical Monitoring / Incident Rehab

#### Key Points

- For all hazardous materials incidents and any other event where personnel are wearing protective gear and fluid loss is a concern.
- When a person arrives in rehab with no significant complaints:
  - Encourage the person to drink at least 8 ounces of fluid.
  - An EMT should do a visual evaluation for signs of heat exhaustion or fatigue. If the person exhibits any signs of heat exhaustion or fatigue, take their vital signs.
  - If any vital signs is out of the range listed below, protective gear should be removed, and the person should rest for at least 15 minutes, with continued oral hydration.
    - Blood Pressure: Systolic >150 mm Hg or Diastolic > 100 mm Hg.
    - Respirations: >24 per minute.
    - Pulse: >110 per minute.
    - Temperature > 100.6 (If monitoring equipment available)
    - Weight Record the pre-entry weight and monitor for change.
- If vital signs return to within criteria limits, the person may be released.
- If vital signs are still beyond the limits, continue rehab for another 15 minutes and determine if further intervention may be needed.
- If after 30 minutes the vital signs are above the limits, transport to the hospital should be initiated.
- If a person arrives at the rehab area with complaints of chest pain, shortness of breath or an altered mental status follow the appropriate protocol. The person may not return to duty.
- An irregular pulse mandates ALS intervention, cardiac monitoring, and removal from duty or the event.
- Names and vital signs for each person evaluated should be recorded on a log sheet for the incident.
- A PCR should be written on any person transported to the hospital
- More aggressive treatment should be used during extremes of temperature.
- If any questions exist regarding the treatment of a patient according to this protocol, contact Medical Control for advice.
- Agency procedures may be used in place of these guidelines as appropriate if in developed from industry standard models such as the NFPA or USFA or others.

## ENCLOSURE #3

### Albany County Hazardous Materials Request Procedures

The team is now comprised of the following agencies: City of Albany Fire Department, West Albany Fire Department, Watervliet Arsenal Fire Department, Elsmere Fire Company, City of Cohoes Fire Department, Sabic Emergency Response Team, Town of Colonie Department of Emergency Services and Capital Region Forensic Hazmat Unit.

#### **Request for the Albany County HazMat Team**

A request for the Albany County HazMat Team shall be made by the Incident Commander to Albany County Fire Control by radio transmission directly or via the local communications center who shall then forward the request to Albany County Fire Control at 765-2351 with the following information:

1. Location including address, cross street and building#
2. Type of incident including current status, spill, fire, explosion, contained or not contained
3. Number of injured and/or fatalities
4. Incident Commander and Agency making request
5. Recommended response: Emergency (Hot) Non-emergency (Cold)
6. Staging area

Albany County Fire Control will dispatch:

1. County cars 1, 2, 6 and the County car for the area of response
2. Contact the City of Albany Communications Center and request the Albany Fire Department HazMat Unit
3. Contact the Town of Colonie Communication Center and request the West Albany Fire Department HazMat/Squad and Colonie EMS Medical Support Team
4. Contact the Watervliet Arsenal Fire Department and request their HazMat Unit

In the event that any of the above departments are unable to respond or there are multiple locations or incidents to the Albany County Fire Control Center will immediately notify the senior responding county coordinator. The Senior County Coordinator will advise Albany County Fire Control of what additional units are needed at each incident.

1. County car for response area
2. \*Elsmere Fire Company and Cohoes Fire Department HazMat Decontamination Units.
3. \*\* Sabic Emergency Response Team
4. \*\*\*Capital Region Forensic HazMat Unit
5. Additional EMS Units

**\*When possible, the Elsmere and Cohoes HazMat Units will be dispatched as a team**

**\*\* Sabic Emergency Response Team is a reserve Level A HazMat Unit**

**\*\*\*Capital Region Forensic HazMat Unit-** This unit's primary function is to solely investigate and retrieve evidence in hazmat investigations that are criminal in nature. All routine hazmat incidents will continue to be handled by the respective locally-trained fire department personnel. The in-charge local law enforcement agency will make the request for this unit.

## ENCLOSURE #4

### **NYS Guidance on Initial Response to a Suspicious Letter/ Container Containing a Potential Public Health Threat**

**This is a Federal Bureau of Investigation (FBI), New York State Department of Health, New York State Police, New York State Department of Homeland Security – Coordinated Document**

Since the September 11, 2001, terrorist attacks against our country and state, and shortly thereafter, the response to intentional dissemination of the biological agent anthrax, there has been enhanced cooperation and coordination between all levels of law enforcement and the public health community. Collectively we must efficiently and effectively deter and prevent future attacks whenever possible, and properly respond to, and protect the safety and health of the public from chemical, biological, or radiological threats. With that philosophy in mind, this consensus guidance document has been created for use as a reference for the emergency response and public health community in planning for, and responding to, a potential biological threat agent.

A large number of suspicious letters and packages continue to be reported to federal, state, and local law enforcement and emergency response agencies nationwide, including New York State. In most instances these letters or packages may contain powders, liquids, or other suspicious materials. Analyses by approved testing laboratories has shown the majority of these items contain no hazardous substances. Federal, state, and local response agencies should be mindful of the potential for small-scale exposure, which could result from material contained in these packages. This guidance is generally focused on the initial response to potential chemical, biological, radiological, nuclear and improvised explosive devise (CBRNE) threats. Response agencies should follow standard law enforcement procedures and hazard risk assessments in response to calls, and should pre-identify the relevant HazMat and State and local public health points of contacts to be notified in the event of a potential terrorism event.

This document provides guidance on the initial response to a suspicious letter/container. Other follow-on response plans, such as portions of the National Response Plan (NRP), may be utilized if a threat is confirmed.

In general, these potential threats or incidents fall into one of five general scenarios.

	<b>Threat</b>	<b>Presence of visible material</b>	<b>A potential exposure/illness</b>	<b>Package of an unknown or suspicious origin</b>
1. Letter/container with unknown substance and threatening <u>communication</u> ( with our without illness)	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Y</b>

	Threat	Presence of visible material	A potential exposure/illness	Package of an unknown or suspicious origin
2.Letter/container with a threat but no visible powder or substances present				
3.Letter/container with unknown powder, no articulated threat, and no illness	N	Y	Y	N
4.Letter/container with no visible powder, no threat, but recipients are ill	N	N	Y	Y
5.Letter/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package	N	N	N	Y

In situations where biological threat agents are suspected, the item(s) must be field safety screened for explosive devices and, if possible, chemical and radiological material prior to transport under law enforcement chain of custody to the nearest approved Laboratory Response Network (LRN) facility. Field safety screening should be limited to ruling out explosive devices, radiological materials, corrosive materials toxic chemicals and volatile organic compounds.

**Currently, there are no definitive field tests for identifying biological agents. Biothreat field testing can mislead response efforts by providing incorrect or incomplete results, and destroy limited materials critical for definitive laboratory testing required to facilitate appropriate public health and law enforcement responses.**

Initial characterization of the suspicious material should be performed by trained members of a first responder agency in collaboration with partners appropriate for the specific incident.

Once activities to address immediate public safety concerns are completed, every effort must be made to preserve evidence necessary for public health and law enforcement investigations. Responding personnel should use defined PPE and follow established protocols. Each scenario will be discussed in detail below.

**1. Letter/container with unknown powder-like substance and threatening communication (with or without illness):**

Since there is a stated or implied threat, it is likely that the substance was intentionally introduced into the package in an effort to validate that threat. A stated or implied threat by itself (with or without the presence of a suspicious substance) is a federal crime and may also constitute a violation of state and/or local statutes. The closest state or local law enforcement agency should be contacted and appropriate resources dispatched. The responding law enforcement agency will notify the Upstate New York Regional Intelligence Center (UNYRIC) which will notify the local Federal Bureau of Investigation (FBI) Weapons of Mass Destruction (WMD) Coordinator and/or the

local FBI Joint Terrorism Task Force (JTTF). The responding law enforcement agency should also insure that an appropriately trained and equipped response unit (such as, a Hazardous Material (HAZMAT) response unit or similarly trained police unit such as the State Police Contaminated Crime Scene Team) is notified, as well as the local public health department. The first responding law enforcement agency should also ensure that a NYSPIN "BIO-1" message is dispatched as soon as possible.

If this incident involves an unopened container such as a box, it must be evaluated by a certified bomb technician/explosives ordinance disposal personnel prior to being handled by HAZMAT or similarly trained unit and/or delivered to an LRN laboratory.

The responding law enforcement agency, will ensure that a properly trained and equipped personnel have performed necessary field safety screening before transporting to an appropriate LRN laboratory. This field safety screening should be clearly documented and limited to screening for pH (for liquids), radioactivity, volatile organic compounds, flammable materials, and oxidizing agents. See attached Laboratory Response Network Biothreat Tracking Form. Definitive analysis will only be performed by the appropriate LRN laboratory.

A chain-of-custody form must be initiated along with an incident report. The responding law enforcement agency will then coordinate delivery of the evidence to the designated LRN laboratory for further testing and analysis.

If individuals immediately present with illness in this scenario, the public health departments will have an increased role in the initial response. These issues are further addressed in the 'Critical Response Issues for Scenario #1' included below. It is likely if serious illness occurs rapidly after exposure that a hazardous or toxic chemical is present.

If the FBI led threat credibility assessment indicates the threat to be credible, the FBI will immediately notify the Centers for Disease Control and Prevention (CDC), the Department of Homeland Security Operations Center (HSOC), and other appropriate federal agencies. Appropriate response guidelines to a credible threat will be utilized from the NRP, including the Biological Annex and Terrorism Incident Law Enforcement and Investigation Annex. Depending on the nature and scale of the incident, the Department of Homeland Security (DHS) may choose to help coordinate response activities based on NRP procedures which, at a minimum, may include coordinating a joint public affairs statement.

The role of Incident Commander (IC) will be assumed by the appropriate authority, as designated by state or local law. In many cases, the IC will be the most senior public safety officer (most likely the fire department chief or deputy chief, however, in many circumstances it may be a local sheriff or senior local or state police official). As such, it is the responsibility of the IC to establish the Incident Command System (ICS) and to ensure that notifications of the abovementioned responders have been made or are in the process of being made. As the referenced agencies arrive, the IC will evolve into a Unified Command, as necessary.

## **2. Letter/container with a threat but no visible powder or substances present:**

Merely threatening the use of a chemical or biological agent *is* a violation of

federal law and merits investigation. As in scenario #1, all of the responders should be notified of the threat and potential hazards. Although no substance may be visible to the eye, there could be trace amounts of material present that could represent a health risk and also provide critical forensic evidence required for further investigation and prosecution. Therefore, the guidance in Scenario #1 also applies to responses to a letter/container containing a threat with no visible powder or substance.

### **3. Letter/container with unknown powder, no articulated threat, and no illness:**

As there is no threat and no one is ill, it must be determined if there is a logical explanation for the presence of this substance. For example, HAZMAT teams have responded to a number of letters that contained crushed samples from vitamin and pain-relief companies attempting to mass market their product. If a reasonable and defensible explanation can be given as to the source of the substance, that there is no written or verbal threat, and that no one is ill, then no further actions are necessary.

If, however, a reasonable source cannot be determined, the steps outlined in scenario #1 should be considered.

### **4. Letter/container with no visible powder, no threat, but recipients are ill:**

This scenario has the most potential for ambiguity and confusion. Those who come in contact with *Bacillus anthracis* (anthrax), or other biological pathogens/toxins will not immediately appear symptomatic. Although no powder or substance may be available to be collected for environmental testing, public health officials may decide to utilize clinical samples from potentially exposed individuals. Additionally, in this scenario it may be difficult to determine if a letter/container is actually associated with the illness. As there is no specific threat to investigate, this is primarily a public health and medical issue; but this scenario also represents a potential criminal act that should be jointly investigated by public health and law enforcement. The initial notifications will largely be the same as scenario #1, with public health taking a primary role in the response. While the primary concern is the treatment and well-being of the recipient, public health and law enforcement should maintain close contact, while public health determines the nature of the illness and law enforcement examines any relevant intelligence. Depending on the scale and nature of the incident, if Department of Health and Human Services (DHHS)/Center for Disease Control and Prevention (CDC) is notified they will maintain close contact and coordinate with Department of Homeland Security (DHS). If a potential criminal nexus is identified, the FBI will conduct a threat assessment with State and local law enforcement agencies and initiate appropriate investigative actions and notifications listed under scenario #1.

### **5. Letter/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package:**

With strict regard to federal criminal statutes, no investigative actions are necessary in this matter. However, if other threat indicators are present such as excess postage, misspelled names, unusual odors/colors, etc., law enforcement and the United States Postal Inspection Service should be notified to evaluate it for potential hazards. If the assessment determines that the letter/container is

“suspicious,” then appropriate steps outlined in scenario #1 would be initiated.

### **Critical Response Issues for Scenario #1:**

1. Request the assistance of the nearest hazardous materials response team or properly trained and equipped law enforcement WMD team to conduct risk assessments, field safety screening, sample (evidence) collection, decontamination, and other mitigation activities. Any sample (evidence) collection must be coordinated with law enforcement (FBI).
2. Insure notification of the appropriate local law enforcement agency who will insure notification of the Upstate New York Regional Intelligence Center (UNYRIC) when a potential threat is identified.
3. Do not touch, move, or open any suspicious package until an initial hazard risk assessment of the package can be performed in coordination with HAZMAT personnel and law enforcement.
4. An initial threat credibility assessment will be coordinated via the local FBI WMD Coordinator and the FBI Counterterrorism Division’s Weapons of Mass Destruction Operations Unit (WMDOU). This will include the FBI Laboratory Division, Hazardous Materials Response Unit (HMRU) and other select interagency subject matter experts, tailored for the specific threat. This assessment includes an analysis of technical feasibility, operational practicability, behavioral resolve, and examination of any intelligence that might relate to the threat. If the threat is determined to be credible, other appropriate federal agencies will be notified, to include DHS and HHS/CDC. Additional information on this process is available from the NRP, including the Biological Annex and Terrorism Incident Law Enforcement and Investigation Annex.
5. Contact your local public health department (who should in turn notify state health authorities and the CDC) if there is a threat of public health exposure or environmental contamination exists. HHS/CDC will then notify the HSOC, where appropriate.
6. The investigating federal, state or local law enforcement agency should always notify the U.S. Postal Inspection Service, whenever it appears that the threat was delivered through the mail (U.S. Postal Service). Ensure that origin and tracking information is obtained from the package or envelope (ideally, photographs of the front and back).
7. Treat the scene as a crime scene. Preserve evidence in coordination with law enforcement and ensure that materials are safely packaged. Take steps to retain enough suspicious material for:
  - a. Definitive and comprehensive Laboratory analysis;
  - b. Forensic examination of criminal evidence, regardless of whether the threat is ultimately determined to be accompanied by a hazardous material.
8. Transfer custody of evidence to a law enforcement officer of the investigating agency as soon as possible. Ensure proper chain of custody by obtaining a record of names and signatures every time custody of a suspicious material or sample for laboratory analysis changes hands.

9. Perform basic field safety screening of the substance to rule out explosives, radiation, flammability, corrosives, and volatile organic compounds prior to transporting the materials to the appropriate LRN, as coordinated with the FBI WMD Coordinator. All field safety screening that is performed by responders should be clearly documented and shared with law enforcement and the LRN.

10. Fill out Laboratory Response Network Biothreat Tracking Form (NYSDOH form 4348); remove back two copies for law enforcement and local health officials. Send remaining copies to testing laboratory with items or samples. **Do not** put form in with sample.

11. In coordination with the local FBI WMD Coordinator (and/or a responding law enforcement entity), transport samples to the designated CDC-qualified LRN facility. If field safety screening detects the presence of chemical or radiological hazards, the FBI WMD Coordinator will contact FBI Headquarters for guidance regarding which laboratory is appropriate to perform the analysis. This will be done as part of the threat credibility assessment process noted above (see #4).

12. In coordination with public health and law enforcement, identify and list the names and contact information for anyone who may have been exposed to the suspicious substance so that they may be contacted when the LRN test results are available or if there is other additional information. If positive results are obtained, state and local public health departments will need to contact those potentially exposed as soon as possible to provide appropriate assistance (e.g., antibiotics, education, additional testing, vaccination, surveillance/symptom reporting).

13. In coordination with the FBI, identify a single point-of-contact for incident follow-up.

14. If LRN tests identify positive results for threat agents or a threat is determined to be credible, FBIHQ will immediately notify the DHS and other appropriate federal agencies to initiate relevant NRP actions, as necessary. The DHS will work closely with the FBI, DHHS/CDC and other agencies to ensure a coordinated response.

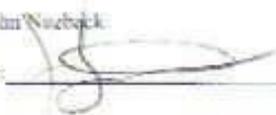
**Questions related to the context of this document can be addressed to your FBI WMD Coordinator or the New York State Police Office of Counter Terrorism**

# Enclosure "5"

## Appendix B: Notice of Endorsement Template

**Notice:** When signing off on this application, a County Fire Coordinator must ensure that a HazMat Team(s) applying for this grant from their County is identified in both the County HazMat Response Plan and the Fire Mobilization and Mutual Aid Plan, and that the HazMat Team(s) is authorized by the jurisdiction having the authority to provide HazMat response services.

### I. Submitting Partner

- Jurisdiction: Schenectady County
- County Fire Coordinator Name: John Nuebeck
- County Fire Coordinator Signature: 

### II. Participating Partners

- Jurisdiction: Rensselaer County
- County Fire Coordinator Name: Ivan Wagner
- County Fire Coordinator Signature: 

- 
- Jurisdiction: Saratoga County
  - County Fire Coordinator Name: Edward Tremblay
  - County Fire Coordinator Signature: 

- 
- Jurisdiction: Albany County
  - County Fire Coordinator Name: John J. Walsh
  - County Fire Coordinator Signature: 

## Enclosure “6”

### *Capital Region Haz-Mat Committee*

#### STANDARD OPERATING GUIDELINE TRUDEFENDER™ METER

Original – 12/09

#### **Purpose:**

The purpose of this procedure is to establish a standard operating guideline for storing, maintaining and providing, as requested, the TruDefender™ meter.

#### **Background:**

In 2008, personnel representing local Capital District municipalities joined together to form a Regional Hazardous Materials Committee. The original members included representatives from Albany, Rensselaer, Saratoga & Schenectady Counties as well as personnel from towns and cities located within these counties. The purpose of this committee was to demonstrate to State and Federal entities that these counties could come together, operate cooperatively on a regional basis and thereby be eligible for grant funding.

The committee was successful in applying for a statewide regional hazardous materials grant. One of the main purposes of the grant application was to purchase a meter that could be used in the “hot zone” to assist in identifying a potential hazardous material. Agency Representatives of the Capital District Regional Haz-Mat Committee determined and agreed that the TruDefender™ meter manufactured by Ahura Scientific meets all of the requirements as discussed in committee and would best serve as a tool in identifying haz-mat.

#### **Procedure:**

The TruDefender™™ meter is property of the Capital District Regional Haz-Mat Committee and any participating member may request use of the meter at any potential WMD/Haz-Mat event.

The meter will be stored for a minimum of two months at one of the committee member’s response agencies. A rotating schedule will be established by the members of the committee.

The schedule shall be published and all committee members’ principal contact will receive a copy of the schedule. That contact is responsible for informing their primary dispatch operation of the procedure for dispatching the meter. The primary dispatch center for the agency storing the meter will be the main contact when another agency requests the meter.

The agency storing the meter shall be responsible for any required checks, calibrations and ensuring the meter is ready for operation during the time they are storing the meter.

The agency storing the meter shall be responsible for delivering the meter to another member agency upon request and within a reasonable time frame. A reasonable time frame is that the meter shall leave the storing agency's location within 15 minutes of the request.

The agency storing the meter is **NOT** responsible for operating the meter at another agency's scene unless they agree to do so.

The agency storing the meter is **NOT** responsible for waiting at the scene of an event while the requesting agency uses the meter.

The requesting agency is responsible for ensuring the meter is decontaminated as required after use, is operational and returning the meter to the storing agency within 24 hours after use. If any problems are noted during use, the meter shall be taken out of service and Ahura Scientific 1-800-374-1992 [product.support@ahurascientific.com](mailto:product.support@ahurascientific.com) shall be contacted to have the meter repaired.

The agency storing the meter is responsible for effecting repairs to the meter if it breaks or otherwise does not operate as it should. That storing agency is also responsible for notifying other Capital District Regional Haz-Mat Committee members.

If any agency wishes to use the meter for a drill and/or training session, they are responsible for picking up and returning the meter to the storing agency's location. If there is a need for the meter at a potential event during this time, the agency using the meter for their training shall be responsible for delivering the meter to the requesting agency.

This procedure has been reviewed and agreed to by committee members on\_\_\_\_\_.

Agency Representative	Agency Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Capital District  
Haz-Mat Committee**

**TruDefender™ Meter  
Custody Form**

This form shall be completed each time the TruDefender™ meter is assigned to a storing agency.

The TruDefender™ meter has been assigned to \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_.

The receiver certifies that the meter was in proper working order upon receipt.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Relinquishing Custody: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Accepting Custody: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PERMANENT 2 MONTH ROTATION SCHEDULE FOR THE TRU- DEFENDER

4/1	-	5/31	ALBANY FIRE DEPT. 447-7879 – Dispatch 438-4000
6/1	-	7/31	TROY FIRE DEPT. 270-4471 – Dispatch 270-5252
8/1	-	9/30	SARATOGA FIRE DEPT. – 587-3550 Dispatch 885-5522 (County)
10/1	-	11/30	SCHENECTADY FIRE DEPT. – 382-5141 – Dispatch 374-3111
12/1	-	01/31	WEST ALBANY FIRE DEPT. – 438-4750 – Dispatch 783-2811
2/1	-	3/31	WATERVLIET ARSENAL FIRE DEPT. – 266-5990

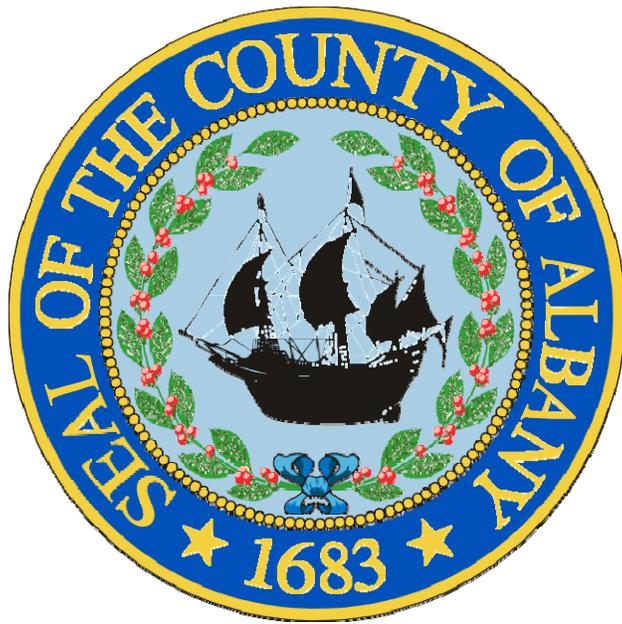
DURING THE 2 MONTH ROTATION ANY DEPARTMENT CAN REQUEST THE UNIT FOR TRAINING, BUT IT IS THE RESPONSIBILITY OF THE REQUESTING DEPARTMENT TO PICK-UP AND RETURN THE UNIT, AND WHILE THEY HAVE THE UNIT WILL BE RESPONSIBLE IF THE UNIT IS NEEDED AT THE SCENE OF AN EMERGENCY.

THIS ROTATION WILL CONTINUE ON AN ANNUAL BASIS UNLESS CHANGED BY A MAJORITY OF THE CAPITAL REGION HAZ MAT GROUP AND THE ABOVE DEPARTMENTS. AGREE TO HAVE THE UNIT READILY AVAILABLE TO A REQUESTING DEPARTMENT IN THE CAPITAL REGION HAZ MAT GROUP.

ADDITIONALY THERE WILL BE 2 MONTH RECORDS THAT WILL RECORD ANY USAGE OF THE UNIT FOR EITHER TRAINING OR EMERGENCY USE AND WILL BE COMPLETED BY THE RESPONSIBLE DEPARTMENT FOR THAT PERIOD.

# ALBANY COUNTY

## HAZMAT ANNEX



**An Annex to the  
Albany County Comprehensive Emergency Management Plan**

**Including the Hazardous Materials Emergency Response Plan  
For the Fire Service and Other Responding Agencies**

Daniel P. McCoy  
County Executive

Craig D. Apple, Sr.  
Sheriff

# HAZMAT ANNEX

## Contents

INTRODUCTION .....	2
SECTION 1 .....	3
SECTION 2: Emergency Response Procedures .....	4
SECTION 3: Emergency Notification Procedures .....	4
SECTION 4: Local Emergency Equipment, Facilities and Responsible Parties .....	5
SECTION 5: Evacuation Plans .....	5
SECTION 6: Training Program .....	5
APPENDIX A Albany County Hazardous Materials Emergency Response Plan for the Fire Service and Other Responding Agencies	

# **Albany County** **HAZMAT ANNEX**

## **(Comprehensive Emergency Response Plan)**

### **INTRODUCTION**

#### **PURPOSE**

This Comprehensive Emergency Response Plan for Albany County has been prepared to meet statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act of 1986, SARA Title III; Title 42, CHAPTER 116 -- Emergency Planning and Community Right To Know (, Subchapter I –Emergency Planning and Notification, Section 11003 Comprehensive Emergency Response Plans; and to provide for a higher degree of preparedness to deal with incidents involving extremely hazardous substances.

The plan has been specifically designed to serve as an addition to the County Comprehensive Emergency Management Plan (CEMP) and supplements that document.

#### **LEPC**

Albany County has developed a Local Emergency Planning Committee (LEPC) made up of representatives of fire, law enforcement, hazardous materials response teams, Emergency Medical System, emergency management, facility and transportation, and other concerned stake holders. The LEPC shall review this plan annually and update as needed. All updates will be forwarded to the State Emergency Response Commission (SERC) through the New York State Office of Emergency Management for review and recommendations.

## **SECTION 1:**

### **Section 1 A: FACILITIES**

Facilities that manufacture, store, and ship hazardous materials as outlined in Section 312 of SARA Title III (also referred to as extremely hazardous substances designated under Section 302 of SARA Title III) must report to New York State, County LEPC and local fire department. This is done utilizing Tier II Reporting Forms. The report will identify the facility, location, facility emergency contact person, hazardous materials involved, physical and health hazards, and amount on hand.

**Sub. 1:** The County's copies of the Tier II Forms are located at the Albany County Sheriff's Office, Critical Incident/ Emergency Management Unit (ACSO CI/EMU) located at 58 Verda Ave. Clarksville, NY 12047 and on the *E-Plan* Web Site. Attachment B of this annex contains a summary list of reporting facilities.

**Sub. 2:** The owner or operator of the facility shall promptly inform the emergency planning committee of any relevant changes occurring at such facility as such changes occur or are expected to occur.

**Sub. 3:** Upon receipt from the emergency planning committee, the owner or operator of the facility shall promptly provide information to such committee necessary for developing and implementing the emergency plan.

### **Section 1 B: TRANSPORTATION ROUTES**

Hazardous materials are a regular part of every day existence. Hazardous materials are therefore found throughout Albany County and are regularly transported over normal transportation routes. Hazardous materials of any significant quantity are generally transported by commercial truck and rail. Interstate 90, New York State Thruway, and the Adirondack Northway are major interstate highways that transverse Albany County. CSX Railroad maintains a large rail yard in South Bethlehem. This rail system along with CP Rail transverse Albany County and routinely transports hazardous materials. Other rail yards include West Albany, the Port of Albany and Schuyler Heights/Watervliet Yard. Facilities utilizing these materials are located throughout the county. Therefore, trucks containing these products in transit maybe encountered on primary and secondary roads leading to these facilities.

### **Section 1 C: POSSIBLE AFFECTED AREAS**

The majority of the fixed sites containing materials identified in the Chemical Emergency Preparedness Program Interim Guidance Appendix A are proximate to the major rail and highway transportation routes. Additional risks to hospitals are limited since all hospitals are located within the City of Albany in residential neighborhoods. However nothing precludes isolated incidents from affecting any area within the county due to a transportation accident, hazardous materials contact within their own setting or intentional exposure as result of a criminal or terrorist incident.

## **SECTION 2: Emergency Response Procedures**

### **A - RESPONSE**

1. Facilities: each facility is responsible for the development and maintenance of emergency response plans specific to their facility.
2. The county haz mat plan (Appendix “A”) established the methods and procedures of first responder response to a haz mat incident and their capability.
3. New York is a “Home Rule” State, therefore, the local agency has jurisdiction for emergency response.

### **B - RELEASE**

The Environmental Protection Agency (EPA) Emergency Planning and Community Right to Know Act, Section 313 specifies the provisions by which facilities must report.

The Facilities Emergency Response Plan identifies their method of response to releases. Methods of response include, but are not limited to, containment on site or report to 9-1-1 for first responder activation.

## **SECTION 3: Emergency Notification Procedures.**

### **NOTIFICATION**

1. Public warning and notification is described in the county Comprehensive Emergency Management Plan (CEMP) in Section III – II – E (Page 26 Appendix 4 of the Albany County Comprehensive Emergency Plan (CEMP) address public notification.
2. Notification determinations will be made by the Incident Commander on scene.

## **SECTION 4: Local Emergency Equipment, Facilities and Responsible Parties.**

- A. Initial local emergency response will be affected by the fire service serving the facility. Secondary response will be provided by the County HAZ MAT Team. Specifics of equipment are on file at the Fire Coordinator's Office for each fire service agency and are updated annually and as equipment is replaced and obtained. The chief officer of each agency is responsible for the equipment.
- B. The Albany county Hazmat Plan and Appendix 'A' identifies the available emergency responders, equipment, and area of response capability.
- C. Responsible Party is defined in New York State Environmental Law, Section 56-0101 21. The section states, " 'Responsible Party' means a party responsible under applicable principles of statutory or common law liability to remediate the contamination located at, or emanating from, real property subject to an environmental restoration project."

## **SECTION 5: Evacuation Plans.**

### **EVACUATION**

Appendix 6 of the Albany County Comprehensive Emergency Plan (CEMP) address evacuation.

## **SECTION 6: Training Program.**

### **TRAINING**

- A. Facilities: each facility is responsible for the development and maintenance of a training and exercise schedule relative to their facility.
- B. First responders: first responders shall develop and maintain their training and exercise schedule within their own agency. In concert with the county haz mat team as outlined in the County Haz Mat Plan (Appendix "A").



# **Regional EMS Mutual Aid Response Plan**

**Rev. 7/2012**

431 New Karner Rd – Albany, NY 12205  
518-464-5097  
[www.remo-ems.com](http://www.remo-ems.com)

## **TABLE OF CONTENTS**

Section 1:	Purpose	3
Section 2:	Participation	3
Section 3:	Definitions	3
Section 4:	National Incident Management System	4
Section 5:	Terms	4
Section 6:	Regional Mutual Aid Request Procedure	5
Section 7:	Regional Mutual Aid Response Procedure	5
Section 8:	Liability	6
Appendix A:	Listing of Primary Dispatch Point of Contacts	
Appendix B:	County Strike Team Definitions	

## **Section 1. PURPOSE**

To establish a formal means for requesting and deploying EMS assets to situations requiring regional support and response. Such a request may be caused by a temporary surge in EMS calls or multiple casualty incidents.

This document is a non-binding, regional plan to assist all New York State certified ambulance services and advanced life support first response agencies, within the REMO Region, to comply with New York State Public Health Law Article 30 and 10NYCRR Part 800 pertaining to agency mutual aid.

This document does not replace or supercede any existing County Mutual Aid agreements or plans.

## **Section 2. PARTICIPATION**

This plan is designed to be used for mutual aid EMS responses within the REMO region. While the design and terms used in this plan are similar in many ways to state or national emergency response plans, this plan and the commitment by participating agencies shall be limited to response within the REMO region. Requests for the deployment of EMS resources outside the REMO region, when regional resources are substantially depleted, even if similar in description (i.e. ambulance strike team), shall require activation of the Statewide EMS Mobilization Plan.

It is the understanding that deployment of ambulance strike teams within the REMO region will be limited in duration. Deployment of an ambulance strike team beyond four (4) hours will require approval of the County EMS Coordinator from which the strike team has been deployed and/or approval from the individual EMS agency operating command officers who have provided the resource (i.e. ambulance) as part of the strike team.

Any New York State certified ambulance service or advanced life support first response agency in the REMO Region (Albany County, Columbia County, Greene County, Rensselaer County, Saratoga County, Schenectady County) may act under the auspices of this plan.

## **Section 3. DEFINITIONS**

### Agency

A New York State certified ambulance service or advanced life support first response service participating in this agreement.

### Ambulance Strike Team

A group of five (5) ambulances of the same type with common communications and a leader. The strike team provides an operational grouping of ambulances complete with supervisory element for organization command and control. The strike team may be all ALS or BLS.

### Multiple Casualty Incident (MCI)

Any incident which produces a number of casualties necessitating assistance from outside the normal jurisdiction. This may be in the form of simple mutual aid for a localized incident or a more extensive response involving county or regional resources in the case of large scale incidents.

### Primary Operating Territory

The geographic area stated on a DOH ambulance service certificate or certificate of registration which defines the usual or normal operating area of an ambulance service.

### Resource Typing

Resources as defined by NYSDOH and REMO requirements for Basic Life Support and Advanced Life Support.

## **Section 4. NATIONAL INCIDENT MANAGEMENT SYSTEM**

This plan recognizes the National Incident Management System (NIMS) as the only appropriate system for managing multiple unit responses. Agencies who act under this plan must follow and act in accordance with NIMS requirements pertaining to incident management and resource typing.

Agencies and their personnel agree to work under, and follow the direction of, the command and control system at the incident they are called to.

## **Section 5. TERMS**

Agencies operating under the auspices of this plan agree to the following:

- A. Agency agrees to provide for the identification of it's pre-hospital certified members by badge, ID card, uniform, or other visible identification to insure rapid recognition of certified members and their authorized level of provider care and authorizing agency.
- B. Agency agrees to participate in QA/QI review of all responses for which a patient contact occurred during the activation and further to resolve any identified patient care issues through training, remediation, discipline or protocol review as appropriate to insure continued effective patient care and compliance with state and regional patient care protocols.
- C. Agency agrees to adhere to applicable state and regional policies, procedures and patient care protocols.
- D. Agencies must comply with the REMO MCI protocols and utilize the "SMART" triage tagging system.
- E. No agency will respond under the auspices of this plan without being requested by the jurisdictional agency to do so.

- F. Responding units will, on arrival, report to EMS Command (or other appropriate person in the chain of command). Personnel will perform duties within their scope of ability and practice.
- G. No provision of this agreement shall require an agency to respond if said agency is not adequately staffed and/or equipped to do so at the time of the request.
- H. In general, agencies that respond do so without expectation of remuneration from the requesting agency or municipality. Agencies that bill patients for service will do so following agency protocol, complying with all applicable state & federal laws, rules, and regulations.

## **Section 6. REGIONAL MUTUAL AID REQUEST PROCEDURE**

- A. Local agencies should use closest, routine mutual aid to the point local/surrounding resources are depleted.
- B. Request for regional mutual aid response is made from the Incident Commander to his/her county's Primary Dispatch Point of Contact, or "PDPOC" (Albany, Columbia, Greene, Rensselaer, Saratoga or Schenectady County dispatch centers). The request should be made for strike teams (grouping of 5 ambulances).
- C. The requesting PDPOC will contact the nearest adjoining county's PDPOC to request regional mutual aid support. The following information should be provided at time of the request:
  - Location of incident and staging area
  - Nature of the incident
  - Number of strike teams requested
- D. All additional requests (other than the regional EMS mutual aid strike team request) will be handled using routine protocol and procedure.
- E. The requesting and supplying PDPOC will notify their County EMS Coordinator (or designee) according to local protocol and maintain system status coverage of the county as necessary. In addition, activation of this plan shall require the immediate notification of the REMO Regional EMS Medical Director (or designee).

## **Section 7. REGIONAL MUTUAL AID RESPONSE PROCEDURE**

- A. Once a request for regional mutual aid has been received by a PDPOC, the dispatcher will attempt to fill the request using predefined strike team definitions. If an agency listed on the strike team definition is unavailable, the PDPOC should attempt to provide an appropriate replacement to complete the strike team.
- B. The strike team unit closest to the incident location shall act as strike team leader.
- C. All communications shall be on frequency 155.715 CSQ.

- D. Once a strike team unit calls enroute with their local dispatcher, no other communications are necessary to the dispatch center until the unit returns to service from the mutual aid assignment. Each unit shall log their own times of arrival, etc.
- E. Mutual aid units responding to the incident should not contact the affected county's PDPOC for any reason.

## **Section 8. LIABILITY**

### **A. Insurance**

It shall be the responsibility of any agency responding outside of their primary response area to maintain appropriate insurance coverage as required by Law. Each agency should insure their personnel and vehicle(s) regardless of their location, or the location of the call.

### **B. Hold Harmless**

Any agency requesting mutual aid shall be held harmless by the responding agency. The responding agency shall be responsible for the negligent performance or failure to perform as if such negligence occurred within the area regularly served and protected by such responding agency. With respect to services covered under Section 209 (2) of the General Municipal Law (municipal agencies), any loss or damage to equipment of the responding agency sustained in answering a call for mutual aid, shall be a charge and paid by the agency from which issued the call for assistance. With respect to agencies not covered under Section 209 (2) of the General Municipal Law (independent, commercial and/or incorporated agencies), those agencies shall be responsible for their own loss or damage to their vehicles and equipment sustained in answering a call for mutual aid.

### **C. State and Federal Law**

In relation to this document, all state and federal laws shall be complied with. In the event of a conflict between this document and a state or federal law, regulation, standard, or requirement, that state or federal law, regulation, standard, or requirement shall supersede.

## APPENDIX A

### Listing of Primary Dispatch Point of Contacts

Albany County: Albany County Sheriff's Office  
518-765-5979

Columbia County: Columbia County 911  
518-828-4114

Greene County: Greene County 911  
518-622-3344

Rensselaer County: Rensselaer County 911  
518-270-5252

Saratoga County: Saratoga County Sheriff's Office  
518-885-5522

Schenectady County: Schenectady County Fire Control  
518-374-7744

## APPENDIX B

### County Strike Team Definitions

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# Albany County

## PDPOC: 518-765-5979

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<u>Team/Agency</u>	<u>Dispatch Point:</u>	<u>Phone or radio</u>
<b>ALBANY COUNTY STRIKE TEAM-1:</b>		
Western Turnpike 1 <sup>st</sup> unit	Guilderland PD	CDERN
Altamont Ambulance 1 <sup>st</sup> unit	Guilderland PD	CDERN
Colonie EMS 1 <sup>st</sup> unit	Colonie PD	CDERN
Delmar EMS 1 <sup>st</sup> unit	Bethlehem PD	CDERN
Mohawk Ambulance 1 <sup>st</sup> unit	Albany PD	CDERN (374-4401)
<b>ALBANY COUNTY STRIKE TEAM-2:</b>		
Bethlehem Ambulance 1 <sup>st</sup> unit	Bethlehem PD	CDERN
Colonie EMS 2 <sup>nd</sup> unit	Colonie PD	CDERN
Watervliet Fire Dept. 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Mohawk Ambulance 2 <sup>nd</sup> unit	Albany PD	CDERN (374-4401)
Ravena Rescue Squad 1 <sup>st</sup> unit	Coeymans PD	CDERN
<b>ALBANY COUNTY STRIKE TEAM-3:</b>		
Delmar EMS 2 <sup>nd</sup> unit	Bethlehem PD	CDERN
Western Turnpike 2 <sup>nd</sup> unit	Guilderland PD	CDERN
Helderberg Ambulance 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Albany County EMS 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Watervliet Arsenal 1 <sup>st</sup> unit	Watervliet Arsenal	518-266-5222
<b>ALBANY COUNTY STRIKE TEAM-4:</b>		
Onesquethaw Ambulance 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Mohawk Ambulance 3 <sup>rd</sup> unit	Albany PD	CDERN
Westerlo Rescue 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Rensselaerville Ambulance 1 <sup>st</sup> unit	Albany County SO	518-765-5979
5 Quad Ambulance 1 <sup>st</sup> unit	SUNY PD	CDERN
<b>ALBANY COUNTY STRIKE TEAM-5:</b>		
Delmar EMS 3 <sup>rd</sup> unit	Bethlehem PD	CDERN
Delmar EMS 4 <sup>th</sup> unit	Bethlehem PD	CDERN
Bethlehem Ambulance 2 <sup>nd</sup> unit	Bethlehem PD	CDERN
Altamont Ambulance 2 <sup>nd</sup> unit	Guilderland PD	CDERN
Western Turnpike 3 <sup>rd</sup> unit	Guilderland PD	CDERN
<b>ALBANY COUNTY STRIKE TEAM-6:</b>		
Helderberg Ambulance 2 <sup>nd</sup> unit	Albany County SO	518-765-5979
Helderberg Ambulance 3 <sup>rd</sup> unit	Albany County SO	518-765-5979
5 Quad Ambulance 2 <sup>nd</sup> unit	SUNY PD	CDERN
Voorheesville Ambulance 1 <sup>st</sup> unit	Albany County SO	518-765-5979
Colonie EMS 3 <sup>rd</sup> unit	Colonie PD	CDERN

**ALBANY COUNTY STRIKE TEAM-7:**

Western Turnpike 4 <sup>th</sup> unit	Guilderland PD	CDERN
Mohawk Ambulance 4 <sup>th</sup> unit	Albany PD	CDERN
Mohawk Ambulance 5 <sup>th</sup> unit	Albany PD	CDERN
Capital District Ambulance 1 <sup>st</sup> unit	Capital District	518-434-4444
Ravena Rescue Squad 2 <sup>nd</sup> unit	Coeymans PD	CDERN

**ALBANY COUNTY STRIKE TEAM-8:**

Voorheesville Ambulance 2 <sup>nd</sup> unit	Albany County SO	518-765-5979
SABIC Plastics 1 <sup>st</sup> unit	Bethlehem PD	CDERN
Bethlehem Ambulance 3 <sup>rd</sup> unit	Bethlehem PD	CDERN
Empire Ambulance 1 <sup>st</sup> unit	Empire Ambulance	518-272-3161
Empire Ambulance 2 <sup>nd</sup> unit	Empire Ambulance	518-272-3161

**ALBANY COUNTY STRIKE TEAM-9:**

Mohawk Ambulance 6 <sup>th</sup> unit	Albany PD	CDERN
Mohawk Ambulance 7 <sup>th</sup> unit	Albany PD	CDERN
Western Turnpike 5 <sup>th</sup> unit	Guilderland PD	CDERN
Colonie EMS 4 <sup>th</sup> unit	Colonie PD	CDERN
Colonie EMS 5 <sup>th</sup> unit	Colonie PD	CDERN

**ALBANY COUNTY STRIKE TEAM-10:**

Colonie EMS 6 <sup>th</sup> unit	Colonie PD	CDERN
Colonie EMS 7 <sup>th</sup> unit	Colonie PD	CDERN
Albany County 2 <sup>nd</sup> unit	Albany County SO	CDERN
Watervliet Fire Dept. 2 <sup>nd</sup> unit	Watervliet PD	CDERN
Capital District Ambulance 2 <sup>nd</sup> unit	Capital District	518-434-4444

**ALBANY COUNTY STRIKE TEAM-11:**

Colonie EMS 8 <sup>th</sup> unit	Colonie PD	CDERN
Colonie EMS 9 <sup>th</sup> unit	Colonie PD	CDERN
Mohawk Ambulance 8 <sup>th</sup> unit	Albany PD	CDERN (374-4401)
Mohawk Ambulance 9 <sup>th</sup> unit	Albany PD	CDERN (374-4401)
Altamont Fair Amb. 1 <sup>st</sup> unit	Guilderland PD	CDERN

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## Columbia County

### PDPOC: 518-828-4114

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**Team/Agency****Dispatch Point:****Phone or radio****COLUMBIA COUNTY STRIKE TEAM-1:**

Greenport Rescue Squad 1 <sup>st</sup> Unit	Columbia County 911	518-828-4114
Greenport Rescue Squad 2 <sup>nd</sup> Unit	Columbia County 911	518-828-4114
Valatie Rescue Squad 1 <sup>st</sup> Unit	Columbia County 911	518-828-4114
Chatham Rescue Squad	Columbia County 911	518-828-4114
NDP EMS 1 <sup>st</sup> Unit	Columbia County 911	518-828-4114

**COLUMBIA COUNTY STRIKE TEAM-2:**

Greenport Rescue Squad 3 <sup>rd</sup> Unit	Columbia County 911	518-828-4114
Greenport Rescue Squad 4 <sup>th</sup> Unit	Columbia County 911	518-828-4114
Valatie Rescue Squad 2 <sup>nd</sup> Unit	Columbia County 911	518-828-4114
Copake Rescue Squad	Columbia County 911	518-828-4114
NDP EMS 2 <sup>nd</sup> Unit	Columbia County 911	518-828-4114

## Greene County

**PDPOC: 518-622-3344**

<u>Team/Agency</u>	<u>Dispatch Point:</u>	<u>Phone or radio</u>
<b>GREENE COUNTY STRIKE TEAM-1:</b>		
Catskill Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Coxsackie Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Durham Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Windham Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Greene County EMS (Fly Car) 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
<b>GREENE COUNTY STRIKE TEAM-2:</b>		
Catskill Ambulance 2 <sup>nd</sup> Unit	Greene County 911	518-622-3344
Cairo Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Greenville Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Ashland Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Greene County EMS (Fly Car) 2 <sup>nd</sup> Unit	Greene County 911	518-622-3344
<b>GREENE COUNTY STRIKE TEAM-3:</b>		
Hunter Ambulance 1 <sup>st</sup> Unit	Greene County 911	518-622-3344
Coxsackie Ambulance 2 <sup>nd</sup> Unit	Greene County 911	518-622-3344
Cairo Ambulance 2 <sup>nd</sup> Unit	Greene County 911	518-622-3344
Ashland Ambulance 2 <sup>nd</sup> Unit	Greene County 911	518-622-3344
Greene County EMS (Fly Car) 3 <sup>rd</sup> Unit	Greene County 911	518-622-3344

## Rensselaer County

**PDPOC: 518-270-5252**

<u>Team/Agency</u>	<u>Dispatch Point:</u>	<u>Phone or radio</u>
<b>RENSELAER COUNTY STRIKE TEAM-1:</b>		
North Greenbush	Rensselaer County 911	518-270-5252
Hoosick Valley	Rensselaer County 911	518-270-5252
Pittstown	Rensselaer County 911	518-270-5252
Castleton	Rensselaer County 911	518-270-5252
W. F. Bruen	East Greenbush PD	CDERN

**RENSSELAER COUNTY STRIKE TEAM-2:**

Nassau	Rensselaer County 911	518-270-5252
Poestenkill	Rensselaer County 911	518-270-5252
Mohawk	Rensselaer County 911	518-270-5252
Rensselaer	Rensselaer County 911	518-270-5252
W. F. Bruen 2 <sup>nd</sup> Unit	East Greenbush PD	CDERN

**RENSSELAER COUNTY STRIKE TEAM-3:**

Empire	Rensselaer County 911	518-270-5252
RPI Ambulance	Rensselaer County 911	518-270-5252
Hoag's Corners	Rensselaer County 911	518-270-5252
Town of Hoosick	Rensselaer County 911	518-270-5252
Sand Lake	Rensselaer County 911	518-270-5252

## Saratoga County

**PDPOC: 518-885-5522**

<b><u>Team/Agency</u></b>	<b><u>Dispatch Point:</u></b>	<b><u>Phone or radio</u></b>
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*Saratoga County Dispatch Center will contact on-duty EMS Coordinator who will create and deploy Strike Team.*

## Schenectady County

**PDPOC: 518-374-7744**

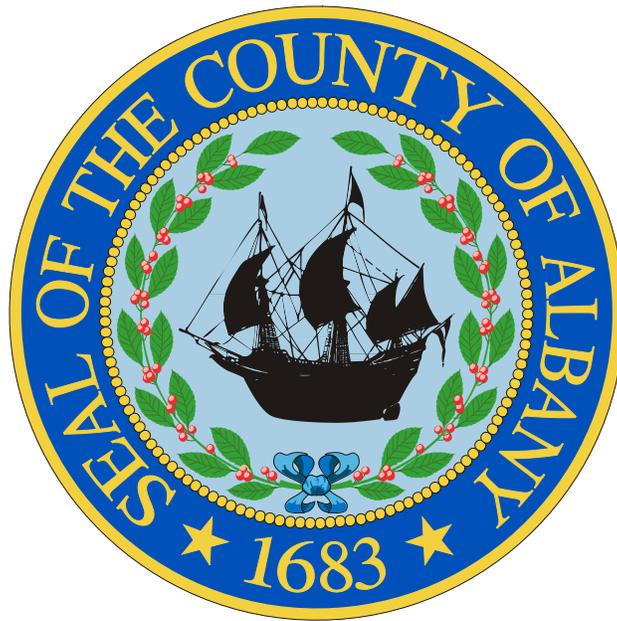
<b><u>Team/Agency</u></b>	<b><u>Dispatch Point:</u></b>	<b><u>Phone or radio</u></b>
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**SCHENECTADY COUNTY STRIKE TEAM-1:**

Mohawk Ambulance	Mohawk Amb Dispatch	518-374-4401
Mohawk Ambulance	Mohawk Amb Dispatch	518-374-4401
Niskayuna Fire District #1	Niskayuna Police Dept	518-374-3159
Rotterdam EMS	Rotterdam Police Dept	518-355-7331
Duanesburg Ambulance Corp	Rotterdam Police Dept	518-355-7331

# ALBANY COUNTY

## ANIMAL EMERGENCY DISASTER ANNEX



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County Executive

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Sheriff

**Cornell Cooperative Extension**

**February, 2013**

# Albany County Animal Emergency Disaster Annex

## Contents

A. .... Purpose .....	2
B. .... Scope.....	2
C. .... Situation and Assumptions .....	2
D. .... Roles and Responsibilities .....	3
E. .... Additional Resources: .....	7
F. .... Response:.....	8
G. .... Review and update: .....	8
SECTION A: ALBANY COUNTY ANIMAL RESPONSE TEAM (CART).....	9
A. .... Concept of Operations .....	9
B. .... Search and Rescue: .....	10
C. .... Shelters:.....	10
D. .... Staff/ Supplies:.....	11
E. .... Medical: .....	11
F. .... Bites/ Disease Control: .....	11
G. .... Disposal of Animal Carcasses: .....	12
SECTION B: EMERGING INFECTIOUS DISEASES IN ANIMALS.....	13
Authority: .....	13
Determination of public health threat .....	13
Quarantine and isolation of infected animals: .....	16

# Albany County Animal Emergency Disaster Annex

## **A. Purpose**

To protect livestock, domesticated animals including companion animals, the public health, the environment, and to ensure the humane care and treatment of animals in case of a large scale natural, manmade or technological emergency or other situations that cause animal suffering.

## **B. Scope**

This plan is intended to take immediate action in providing a means of care and control to minimize animal (owned, stray, domestic, or wild) suffering and disease control in the event of a large-scale emergency.

## **C. Situation and Assumptions**

- a. Any disaster that threatens humans, threatens animals, and it will be necessary to provide water, shelter, food and first aid.
- b. Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
- c. Emergency shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
- d. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry to facilitate this need.
- e. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- f. Natural, technological, or manmade disasters could affect the well being of domesticated or non-domesticated animals.
- g. Albany County will plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large scale emergencies affecting the area.
- h. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
- i. Public information statements will be issued through the various media outlets. This information will include locations where domestic and non-domestic animals (including livestock) may be accepted during emergency situations.
- j. A large-scale emergency in the State may warrant immediate response from state and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.

- k. Numerous local, State, and federal agencies will play a role in eradicating the disease response effort by encompassing the culling of livestock and potentially infected animals. Containment and eradication will require proper sanitary and disposal procedures for carcasses.
- l. There is a potential for the farming community, as well as county officials to receive a threat of a disease as a mechanism for terrorism.
- m. Positive detection of such a disease elsewhere in New York State will prompt Albany County and the State of New York to employ additional preparedness measures to prevent or mitigate the possibility of occurrence in Albany County.
- n. The operational modality for the CART in Albany County shall be the National Incident Management System (NIMS) as adopted by Resolution 208 of the Albany County Legislature on June 13<sup>th</sup>, 2005.

## **D. Roles and Responsibilities**

### **1. CART Animal Response Team:**

Coordinate support agencies to manage animal protection in large-scale emergencies. Provide and coordinate personnel, equipment, and shelter as required to protect domestic and sick and/or injured non-domestic animals.

Implementation of the CART will be incident driven and may be requested to be activated as a response asset by any member of the Team through the Emergency Manager as part of a Declaration of a State of Emergency, Emergency Order (Article 2B). The Team may be utilized in the planning modality as needed and requested by the Emergency Manager or by any of its members through the Emergency Manager.

### **2. Albany County Emergency Management:** The County Emergency Manager is a required member of the CART, will be actively involved in the response, and will coordinate with the New York State Emergency Management Office (SEMO).

- a. Activate the Emergency Operations Center (EOC), if necessary.
- b. May place into effect established plans and procedures and direct both the emergency and recovery aspects of the incident.
- c. The County Comprehensive Emergency Management Plan (CEMP) provides the framework for the county's jurisdictions response to emergencies and disasters.

### **3. Humane Organizations, Small Animals**

- a. Provide volunteers to assist in the protection of animals during an emergency shelter situation. Work with CART personnel in the coordination of animal shelters in the area of responsibility.
- b. Coordinate personnel, equipment, and shelter as required to shelter and care for domestic pets.

**4. Cornell Cooperative Extension of Albany County:**

- a. Aid in the protection of livestock during an emergency situation. Coordinate with CART in identifying and procuring additional resources and volunteers.
  - 1. The Cornell Cooperative Extension may assist in coordinating efforts with local veterinarians, State officials, and/or the United States Department of Agriculture.
  - 2. Providing information on local agricultural conditions, producers and resources.
  - 3. Assist in identifying the locations for the sheltering of large animals.
  - 4. Provide advice regarding farms within the infected area.

**5. New York State Department of Environmental Conservation:**

- a. Provide personnel and equipment needed to protect exotic and sick and/or injured non-domestic animals. Coordinate measures to minimize damage and danger to wildlife, as appropriate.
- b. New York State Department of Environmental Conservation (DEC) may assist Albany County Department of Health (ACHD) and New York State Department of Agriculture and Markets (NYSDAM) with the disposal of diseased animals.

**6. Albany County Department of Health:**

- a. Shall coordinate the disposal of unclaimed deceased animals that may impact the public health, in conjunction with NYSDAM and DEC.
- b. Provide services to prevent the spread of zoonotic diseases to humans.
- c. Coordinate with CART in minimizing zoonotic disease outbreaks during an emergency.
- d. The County Health Department will assist in:
  - 1. Providing advice regarding public health aspects of eradication operations.
  - 2. Providing public health technical assistance to the New York State Department of Health to assist in approving disposal sites within local jurisdictions.
  - 3. Providing advice regarding health effects of the outbreak to the public.
  - 4. In conjunction with the New York State Department of Health, coordinate the provision of special medications for humans exposed to zoonotic diseases.

**7. United States Department of Agriculture:**

The Farm Service Agency offers an array of programs to help farmers and ranchers' recover losses suffered due to Natural Disasters. Producers may apply for low-interest emergency (EM) loans in counties named as primary or contiguous under a disaster designation. They may also qualify for other programs such as Crop Disaster Program (when funded), Emergency

Conservation Program, Livestock Assurances Programs (when funded) and Noninsured Crop Disaster Assistance Program. These programs provide grants and payments to agriculture producers to help in their recovery from the impact of the disaster. In the event of a disaster:

- a. The Farm Service Agency (FSA) can provide emergency response information to producers quickly having on hand an up-to-date database on most agricultural producers in the county.
- b. FSA maintains a listing of food and feed facilities in the county that can be accessed in event of emergency.

## **8. Veterinarians**

Albany County CART Veterinarians will coordinate NYSDAM and private veterinarians to:

- a. Assist as practical in medical evaluation of animals during search and rescue operations;
- b. Provide on-farm/at site medical evaluations for animals that cannot be transported from an emergency area where possible;
- c. Provide expertise in animal handling, housing, and medical evaluation of animals during and after an emergency;
- d. Provide expertise and assistance in the epidemiological investigation of an animal disease outbreak;
- e. Accredited veterinarians may apply quarantines on animals where appropriate;
- f. Provide any information or education concerning an animal disease via the ICS Information Officer;
- g. Provide expertise in the selection of appropriate disinfectants for cleaning and disinfecting efforts;
- h. In conjunction with the Albany County and NYSDOH and NYSDAM, assist in collection and packaging of appropriate samples in an emerging infectious animal disease outbreak, both zoonotic and non-zoonotic. Where appropriate, the CART will provide a suitable area for collection of samples.

## **9. New York State Agriculture and Markets**

The NYS Department of Agriculture and Markets (NYSDAM) is primarily responsible for and has authority to respond to any animal disease outbreak or concern in NYS.

a. Coordinate deployment of trained personnel in the investigation of any disease outbreak in domestic, agricultural animals, both zoonotic and non-zoonotic.

b. Assist, in conjunction with the Albany County and NYS Departments of Health and local Albany County CART veterinarians, in both the determination of proper laboratory samples to be collected and the identification of appropriate laboratories to receive those samples for testing.

c. Direct and assist in enhanced surveillance of surrounding areas in order to detect the possibility of and/or limit the spread of an animal disease agent.

d. Provide assistance in the epidemiologic investigation of an animal disease agent.

e. Apply quarantines to animals and animal products as determined by the state veterinarian.

f. Provide information and assist in communication as determined by ICS command regarding the processes concerning both the disease agent and the measures employed by the state veterinarian concerning the incident.

g. Shall assist in coordinating the disposal of unclaimed deceased animals that may impact the public health, in conjunction with ACHD, DEC and USDA.

## **10. Local Animal Control**

Local Animal Control and Mohawk and Hudson River Humane Society (MHRHS) will operate under the recognized ICS structure developed and in operation for the Albany County CART and may assist in:

- a. Recovery of animals from homes and barns, and domestic animals that are in an emergency area and unrestrained as directed in each area by the ICS coordinator;
- b. Proper identification of animals for later reuniting with owners in accordance with procedures designated by Albany County CART;
- c. Transporting animals to available shelters designated by the CART;
- d. Manage temporary care of animals at designated shelters until such time as the final disposition of each animal is determined.

## **11. County Public Works**

The County Department of Public Works may assist in:

- a. Providing traffic control, and controlling access and movement.
- b. Supporting response operations with specialized, heavy equipment.
- c. Providing equipment to haul cargo or personnel.
- d. Providing guidance for re-routing of traffic in and around the affected area.
- e. Providing equipment for transport of soil and debris.

## **12. Albany County Soil and Water Conservation District and USDA Natural Resource Conservation Service**

The County Soil and Water Conservation District, in conjunction with the NRCS, may assist in identifying:

- a. Issues relative to disposal, water quality, aquifers, and watersheds.
- b. Erosion control, composting requirements, and drainage assistance.
- c. Information on soil types, wetlands, and flood mapping.

## **13. Joint Information Center**

Public information will be disseminated as authorized by the Incident Commander through one Joint Information Center (JIC) representing the needs and expertise of all agencies involved. (Re: CEMP section III, II E-6)

Joint Information Center responsibilities may include:

- a. Notifying the public of appropriate shelters to drop lost/ stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
- b. Delivering instructions to the public to prepare their pets for an impending emergency and/ or instructions for minor “at home” medical responses for pets injured in an emergency situation.
- c. Initiating a system to direct inquiries on lost pets to the appropriate animal shelter. Other information as appropriate to the situation.
- d. In coordination with the CART leader, develop public appeals for funds, personnel, equipment, etc. as needed for the emergency.

## **E. Additional Resources:**

### **1. New York State Animal Response Personnel**

- a. Provide personnel, equipment, and services as required to protect animals.
- b. Coordinate with Federal and other agencies involved with the emergency.

### **2. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs**

Provide personnel, equipment, and housing as required to shelter and care for companion animals of evacuated citizens and in cases when established animal shelters are filled or destroyed.

### **3. Private Farms**

Provide shelter and supplies to care for displaced livestock.

#### **4. Feed Mills, Farm Stores, Fencing suppliers.**

- (1) Provide supplies, feeds, etc. for displaced animals
- (2) If possible, have contracts in place to purchase needed items on short notice.

#### **5. Livestock transport vehicles: trucks, vans, trailers.**

- (1) Locate and keep a list of transport vehicles that could be used to transport animals, especially farm animals, during an emergency.
- (2) Keep an updated list of locations of such equipment and check regularly for any changes that might alter the availability of the equipment.

#### **6. Local Municipal Officials and Agencies**

- 1) Local municipalities shall initially utilize their appropriate agencies (i.e. fire , police, animal control, dog warden) to initiate evacuation and sheltering operations to include at a minimum companion animals. Contact with the CART will be made through the Albany County Sheriff's Office Critical Incident Unit Emergency Management Office). The CART will provide such assistance through use of plan protocols.

#### **F. Response:**

This plan endorses the development of one response organizational structure that will include all responding agencies. County agencies will be organized under the framework of the National Incident Management System (NIMS) Incident Command System as outlined in the Albany County Comprehensive Emergency Management Plan.

#### **G. Review and update:**

This annex will be updated and exercised as appropriate by the County Emergency Management Director, the County Animal Response Team, and County Health Department, as well as any other cooperating agency.

## **SECTION A: ALBANY COUNTY ANIMAL RESPONSE TEAM (CART)**

Albany County has developed a County Animal Response Team (CART) made up of local animal professionals and other interested parties. The CART Team shall only be activated at the direction of the Emergency Manager. The CART Team will be utilized as a response organization solely as part of a Declaration of a State of Emergency, Emergency Order (Article 2B). The CART Team will be utilized in the planning modality as needed and requested by the Emergency Manager or by its members through the Emergency Manager.

### **A. Concept of Operations**

The primary and support agencies identified in this section will manage and coordinate local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resources needs for a large-scale emergency lies primarily with the area Emergency Management Director in cooperation with the CART Team leader and local incident coordinators.

Request for animal protections assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local emergency management office to the state emergency management office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the request for assistance.

Animal protection operations will be managed by the CART in cooperation with other agencies, such as Albany County Department of Health and Law Enforcement. Public health concerns will take precedence over others and will be coordinated between the CART team leader and an appropriate public health official.

The sheltering and protection of domestic animals (including livestock) and non-domestic animals are the responsibility of their owners.

Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of the designated Albany County CART officials. These animals will be sheltered, fed, and if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of the natural habitats that are in danger either to themselves or the public will be the responsibility of the Department of Environmental Conservation (DEC) personnel, in cooperation with local animal control officials, veterinarians, and licensed rehabilitators. They should be returned to their natural habitat, if possible. Concerns of zoonotic diseases in wildlife should be coordination with the Health Department.

The designated CART will be the lead agency for situation assessment and determination of resource needs. As needed the CART will protect animals (to the extent possible) affected by any disaster: to include rescue, shelter, control and feeding of animals left homeless, lost or strayed as a result of the disaster. Local humane organizations or similar groups will be asked to assist in this effort.

During emergencies, requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Albany County Emergency Operations Center.

Shelters that have been established for disaster victims may not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general population and to provide proper care. The local ART should have lists of available housing sites, and may also provide temporary housing in proximity to an emergency shelter for people.

## **B. Search and Rescue:**

Domestic pets loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by CART, who will work with local Humane Societies, local law enforcement and dog control officers. Various humane groups may also provide personnel and funds to assist. All efforts must be made to identify owners of stray/ lost animals. Local humane organizations representatives will attempt to arrange adoption of unclaimed animals in accordance with state and local law.

Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by the CART.

Wild animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of New York State Department of Environmental Conservation personnel.

In the event that animals cannot be rescued due to the emergency situation (i.e. stranded animals), food and medical assistance may be delivered to the animals by humane groups, farm organizations, and others appropriate to the emergency, if possible.

## **C. Shelters:**

### **(1) Stray/ lost domestic pets-**

All stray/ lost domestic pets recovered in the Albany County will be sheltered at Mohawk and Hudson River Humane Society and other appropriate shelters. A list of these shelters will be compiled and kept on file by the CART. Pets whose owners cannot provide care for them and domestic pets found by citizens will also be sheltered at these locations. Unclaimed animals will be managed in accordance with NYS Health or Agriculture and Markets regulations and procedures.

## **(2) Evacuated and stray/ lost livestock-**

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals. Also, private farms located throughout the county may be used as shelter facilities for livestock. In advance of an emergency situation, The CART and Cornell Cooperative Extension will compile a list of farms able to house stray livestock. These contact farms will be called and asked for their assistance in the sheltering operation. A list of appropriate transport vehicles, vans, and trailers will be kept for this purpose.

## **D. Staff/ Supplies:**

### **Staff-**

Private boarding kennels and veterinary hospitals will be responsible for the staffing and operation of their individual facilities. Animal owners will be responsible for any compensation due for use of the animal shelter according to the established policies of the kennel or veterinary hospital.

### **Supplies-**

Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency situation. The CART will coordinate and keep lists current.

A list of prearranged domestic and non-domestic animal feed companies, medical suppliers, water suppliers and cleaning product suppliers will be maintained. In an emergency they will be contacted and asked to begin shipment of supplies to an established delivery point. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals. The County Emergency Manager will be responsible for managing the Distribution Center. He/she may delegate this task to the CART, if appropriate.

## **E. Medical:**

The Albany County Emergency Management Director and CART will coordinate the resources for medical facilities for domestic animals that cannot be accommodated by the various shelters or farms, due to the animals' injuries. Private veterinary hospitals may serve as alternative medical facilities and animal shelters as space permits.

## **F. Bites/ Disease Control:**

Rabies and other zoonotic diseases may be a threat during an emergency situation. Appropriate steps to control such threats to humans will be implemented by a cooperative effort between the CART, the Albany County Department of Health, and in consultation with the NYS Dept. of Agriculture and Markets, the New York State Department of Health and New York State Department of Environmental Conservation.

**G. Disposal of Animal Carcasses:**

Disposal of deceased animals will be the responsibility of the owners of the animals. . Disposal must be accomplished in accordance with all federal, state or local laws.

NYSDAM, in conjunction with the ACHD and DEC, shall coordinate the disposal of unclaimed deceased animals that may impact the public health.

New York State Department of Environmental Conservation (DEC) may assist Albany County Department of Health (ACHD) and New York State Department of Agriculture and Markets (NYSDAM) with the disposal of diseased animals.

## **SECTION B: EMERGING INFECTIOUS DISEASES IN ANIMALS**

Epidemiologist investigations of animal related zoonotic disease may be necessary because illness detected in animals may indicate a potential threat or illness to human health.

Zoonotic diseases affect both animal and humans. Some instances of zoonotic disease may be naturally occurring, some of those may be emerging diseases, and still other situations could signal an intentionally released disease (i.e., bioterrorism event).

### **Authority:**

The New York State Department of Agriculture and Markets (NYSDAM) requires all persons to report to the Commissioner of Agriculture any cases of zoonotic disease occurring in animals (Article 5, Section 73 of the NYS Agriculture and Markets Law). Typically these reports are submitted to the Office of the State Veterinarian in the NYSDAM Division of Animal Industry (DAI, 518-457-3502). In practice, only “program diseases,” those diseases for which specific control and eradication efforts are in place, are routinely reported. However, any unusual cluster of disease occurrence would warrant reporting. Table 1 lists the zoonotic NYSDAM program diseases. Some veterinarians are accredited through NYSDAM to perform specific duties under a U.S. Department of Agriculture – Animal and Plant Health Inspection Service (USDA-APHIS) veterinary accreditation program (e.g., performing health examinations and issuing health certificates prior to interstate movement of animals.). Accredited veterinarians are provided the list of diseases in Table 1 along with other, non-zoonotic program diseases.

- While NYSDAM has primary responsibility for, and authority in response to, any animal disease in NYS, both NYSDOH and the Albany County Health Department may be the primary responders in cases where animal-to-human transmission is the primary concern.

### **1. Determination of public health threat**

#### **a) Agent involved or suspected**

##### **Select Agents**

Suspected or confirmed presence of a select agent in an animal must be immediately reported to the State Veterinarian’s office (518-457-3502). Illness suspected to be caused by Category A Select Agents (e.g., anthrax, plague, tularemia, viral hemorrhagic fevers) will require rapid communication between local and state health to determine the most efficient means of diagnostic testing. Arrangements should be made in advance to have specimens collected by a veterinarian based on the clinical presentation of the animal. Alternatively, a euthanized or dead whole animal may be the appropriate specimen. Protocols should also be in place for rapid transport of specimens, typically either to the Wadsworth Center in Albany or to the New York State Veterinary Diagnostic Laboratory (NYSVDL) in Ithaca. The appropriate laboratory will be determined based on consultation with NYSDOH, NYSDAM and the respective laboratories.

### **Other Disease Agents**

For illness not suspected to be due to a CDC Category A Select Agent as referred in Table 2, it still may be necessary to arrange rapid specimen collection and transport based on other circumstances, such as:

- Suspected agent is a CDC Category B or C Select BT Agent,
- Suspected agent is not naturally occurring in the area,
- Sick animals have recent travel history to an area endemic for suspected agent,
- Animal illness is spreading rapidly and/or illness is unusually severe,
- Human illness related to animals is already suspected or highly likely based on suspected agent,
- Human exposure is widespread (e.g., due to animal in a public exhibit, fair, etc.), or
- Treatment and control may depend on rapid diagnosis.

#### **b) Suspected source of infection**

Infections that are likely to be acquired naturally (e.g., leptospirosis, psittacosis) and for which animal history suggests natural exposure (e.g., suspected leptospirosis in a dog with frequent exposure to wet, rodent-infested habitats) may have lower public health implications than a case lacking a likely infection source or where the infection source may implicate a public setting (e.g., psittacosis likely acquired at a pet store).

#### **c) Human cases detected or likely**

Concern is highest if human cases are already epidemiologically linked to an animal exposure, particularly if the animal is ill. However, agents highly likely to spread (e.g., *Salmonella*) could have a high potential public health impact regardless of presence or absence of identified human cases.

Similarly, if many people were exposed to a sick animal (e.g., local fair, 4-H show, animal exhibit), public health impact is high until zoonotic potential can be fully determined.

#### **d) Potential for environmental contamination/long-term infection of animals**

Diseases for which heavy environmental contamination is a concern (e.g., cattle with anthrax) or for which long-term shedding by animals may be possible (e.g., salmonellosis) will have a higher potential public health impact than diseases resulting in limited environmental contamination or animal shedding.

## **2. Level of response:**

The necessity of public health intervention will depend on the potential for human illness based on the determination of the public health threat. In general, response will fall into several categories, including:

- Communication (locally and with state agencies)
- Case investigation
- Enhanced surveillance
- Control and prevention of additional cases

### **a) Communication**

Regardless of whether a zoonotic agent is reportable in NYS, it is advisable to communicate with the NYSDOH Zoonoses Program regarding any inquiries or concerns about a potential zoonotic disease threat. Zoonoses Program responsibilities include:

- Communication with other NYSDOH programs as well as other state agencies (NYSDAM and NYSDEC) to determine the need for additional involvement at the state level.
- Coordination with appropriate laboratories (Wadsworth Center or NYSVDL) for diagnostic testing that may be required for animal specimens.
- Assisting with field investigation of the animal source, site visits, interviews etc., particularly investigations of zoonotic disease outbreaks related to animal facilities.
- Communication and reporting to appropriate federal agencies such as USDA, CDC, FDA, and others.

In addition, consideration should be given for notification of local veterinary hospitals and other human healthcare providers, law enforcement, animal/dog control officers, and the public. These decisions should be made in consultation with state agencies, and will depend on the circumstances of the incident and level of human health threat. In all cases, it is important to bear in mind the confidentiality of patient records at veterinary hospitals, and privacy concerns of individuals.

### **b) Case investigation**

Similar to human-only disease reports, investigations of human illness linked to potential animal sources or involving potentially relevant illness in animals should be done by the local health department, with assistance as needed from NYSDOH and/or NYSDAM. As with non-zoonotic diseases, basic case investigation requires gathering the appropriate information about the patient(s) (human or animal) involved, including:

- Clinical history.
- Exposure History
- Contact tracing.

### c) **Enhanced Surveillance**

Based on the circumstances of the case, it may be necessary to consider efforts for additional case finding, enhanced surveillance for related disease in people or animals, and/or environmental testing and animal/human diagnostic screening.

Enhanced animal disease surveillance includes:

- Requesting veterinary clinic(s) to report additional cases meeting a case definition provided to them, and providing instructions regarding reporting procedures.
- Inquiries to local shelters, kennels, animal control agencies, pet dealers, etc. to identify suspected cases.
- Contacting NYSDAM and NYSDEC staff members based in the area, to determine if they are aware of similar suspect cases in agricultural animals or wildlife.

Environmental testing will depend on the agent suspected or identified, and implementing this should be done in collaboration with NYSDOH and other state agencies.

Human and animal testing might be indicated for contacts of sick or infected animals/people, and also should be done in collaboration with NYSDOH and other state agencies.

### d) **Control and prevention of additional cases**

If needed, mechanisms should be put in place to prevent further spread of infection. This section will only address animal interventions. Human disease control should be handled as for any other communicable disease. Possible interventions with animals include:

- Treatment of infected animals.
- Quarantine of infected animals/premises during communicable period. (See below for information regarding authority of the state veterinarian to order quarantine of animals.)
- Isolation of exposed animals until infection status can be determined.
- Euthanasia of infected animals because communicable period is long or unknown.
- Cleaning and disinfection of premises that may be contaminated.

Any determination of isolation, quarantine and euthanasia should be made in consultation with NYSDOH and other state agencies. Legal authority for any action should ideally be determined before such events occur, however in many instances local health department and state agency legal counsel will need to be involved in such decisions at the time of occurrence.

### **Quarantine and isolation of infected animals:**

It may be necessary to impose isolation or quarantine on animals until they can be treated. If an owner is unable or unwilling to have an animal treated, quarantine or euthanasia may need to be considered. Appropriate medical treatment for an animal should be determined

by a licensed veterinarian, in conjunction with NYSDOH and NYSDAM.

Decisions regarding animal quarantine are the purview of the State Veterinarian at NYSDAM. In situations where human health is the primary concern, decisions to quarantine or isolate may involve state and local health departments. In some circumstances, decisions may be made at the federal level (e.g., monkeypox). Once the quarantine decision has been made, a suitable facility should be identified (preferably in advance of any case) where animals may be quarantined as needed. These need not be dedicated facilities for quarantine. Options include:

- The home of the owner.
- A room at a local animal shelter, kennel or veterinary hospital.
- A room in a municipal facility that can be sufficiently isolated and secured.

One or more considerations may be necessary in establishing an appropriate quarantine location:

- Access for appropriate husbandry and medical care of the animal.
- Security from the public.
- Ventilation not in common with other areas (for airborne agents).
- Hand washing/changing “anteroom” where PPE can be applied and removed (including footbaths, if necessary).
- Means of transport of animals to facility, if necessary.

### **Euthanasia of infected animals**

In cases where treatment and quarantine are not options, it may be necessary to order euthanasia of infected or potentially infected animals. This determination will require significant discussion between local and state agencies, and should be used only as a last resort. If a decision to have animals euthanized is made, considerations include:

- Identifying a veterinarian who can perform euthanasia . This person should be working under an agreement (preferably written) with local health, and should be prepared in advance to use proper infection control when handling the animal(s).
- Documentation of need for euthanasia, and written orders to have animal(s) euthanized, including description of the animal(s).
- Plans for disposal, possibly as biohazardous (“red-bag”) waste.
- Plans for specimen collection and testing, if needed.
- Appraisal of animal(s) and trucking receipts for possible indemnity
- Notification of any lien holders

## Cleaning and disinfections of premises that may be contaminated

Cleaning and disinfections recommendations should be made in consultation with NYSDOH, NYSDAM, NYSDEC.

<http://www.health.state.ny.us/nysdoh/zoonoses/guide.htm>.

"Compendium of Measures To Prevent Disease and Injury associated with Animals in Public Settings")

**Table 1. New York State Department of Agriculture and Markets Zoonotic Program Diseases**

Anthrax
Avian Chlamydiosis (Psittacosis and Ornithosis, <i>Chlamydophila psittaci</i> )
Avian Influenza
B Virus (Cercopithecine Herpesvirus 1)
Bovine Brucellosis ( <i>Brucella abortus</i> )
Botulism
Caprine and Ovine Brucellosis (excluding <i>B. ovis</i> )
Equine encephalomyelitis (Eastern (EE) and Western (WE))
Glanders ( <i>Pseudomonas mallei</i> )
Hendra virus infection
Japanese Encephalitis
Nipah virus infection
Ovine epididymitis ( <i>Brucella ovis</i> )
Plague
Porcine Brucellosis ( <i>Brucella suis</i> )
Q Fever
Rabies
Rift valley fever
Tuberculosis
Tularemia
Venezuelan equine encephalomyelitis (VEE)
Viral hemorrhagic fevers
West Nile virus infection

## Table 2. Bioterrorism Diseases / Agents by Category

### Category A Diseases/Agents

The U.S. public health system and primary healthcare providers must be prepared to address various biological agents, including pathogens that are rarely seen in the United States. High-priority agents include organisms that pose a risk to national security because they

- can be easily disseminated or transmitted from person to person;
- result in high mortality rates and have the potential for major public health impact;
- might cause public panic and social disruption; and
- require special action for public health preparedness.

- » [Anthrax](#) (*Bacillus anthracis*)
- » [Botulism](#) (*Clostridium botulinum* toxin)
- » [Plague](#) (*Yersinia pestis*)
- » [Smallpox](#) (variola major)
- » [Tularemia](#) (*Francisella tularensis*)
- » [Viral hemorrhagic fevers](#) (filoviruses [e.g., Ebola, Marburg] and arenaviruses [e.g., Lassa, Machupo])

### Category B Diseases/Agents

Second highest priority agents include those that

- are moderately easy to disseminate;
- result in moderate morbidity rates and low mortality rates; and
- require specific enhancements of CDC's diagnostic capacity and enhanced disease surveillance.

- » [Brucellosis](#) (*Brucella* species)
- » Epsilon toxin of *Clostridium perfringens*
- » [Food safety threats](#) (e.g., *Salmonella* species, *Escherichia coli* O157:H7, *Shigella*)
- » Glanders (*Burkholderia mallei*)
- » Melioidosis (*Burkholderia pseudomallei*)
- » Psittacosis (*Chlamydia psittaci*)
- » [Q fever](#) (*Coxiella burnetii*)
- » [Ricin toxin](#) from *Ricinus communis* (castor beans)
- » Staphylococcal enterotoxin B
- » Typhus fever (*Rickettsia prowazekii*)
- » Viral encephalitis (alphaviruses [e.g., Venezuelan equine encephalitis, eastern equine encephalitis, western equine encephalitis])
- » Water safety threats (e.g., *Vibrio cholerae*, *Cryptosporidium parvum*)

### Category C Diseases/Agents

Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of

- availability;
- ease of production and dissemination; and
- potential for high morbidity and mortality rates and major health impact.

- » Emerging infectious diseases such as Nipah virus and hantavirus

## **Recovery:**

The response to an outbreak of a disease that impacts the agricultural community may be short-lived, or could extend for some period of time. Emergency response activities may include control measures that have been rapidly employed, and may result in a slow demobilization of response agencies and activities.

A variety of forces may influence the direction of the recovery process. Albany County will endeavor to assist businesses and citizens in recovering from the impacts of any emergency, including an Infectious Disease that impacts Non-Human Populations. Where possible, hazard mitigation measures will be incorporated into recovery activities in order to lessen the impact of reoccurrence, or eliminate it entirely.

### **1. Assessment of Eradication Activities**

To assess the effectiveness of response activities, sentinel animals may be placed and closely monitored at contaminated or suspected areas. These animals should have contact with all parts of the premises and objects that might have been contaminated with a pathogen. In some cases, sentinel animals may be maintained on the suspected contaminated areas for 60 days, and then collected for evidence of a disease.

The timing of sentinel placement may be governed by disease status and would normally not commence until all identified contaminated and suspected areas have been decontaminated. The removal of a quarantine restriction and restocking of a clean premise may only be permitted after a thorough examination has deemed the area safe to inhabit.

### **2. Social and Economic Effects**

The economic effects of an outbreak of a disease, even on a small scale, may be enormous to individuals, the farming industry as a whole and to subsidiary and support industries. Employment may be affected over a wide range of industries, and any industry based on agriculture. The impact on the local economy may have a cascading effect. The potential exists for all businesses that rely upon the agriculture industry to be severely impacted, including distributors, processors, and any reliant business, market, or industry. All exports of susceptible animals and their products would cease for an undetermined period of time. The export of grain and other foodstuffs would also be affected by an occurrence of some diseases, such as Foot and Mouth Disease (FMD). Further, consumer confidence may fall if consumers feel that the safety of their food has been jeopardized.

#### **(a) Funding and Compensation**

Some diseases, such as Foot and Mouth Disease, are included in the list of

diseases for which arrangements exist for compensation. In addition to existing disaster relief funding and programs, there are provisions under law to provide compensation to response agencies and farmers. Appraisal teams composed of industry representatives and State and federal officials, will assemble and coordinate with the United States Department of Agriculture to consider provisions for compensation.

While State Law allows for compensation for bovines only, federal statutes allow for fair market value compensation for animals and carcasses, as well as products and articles that were destroyed in an effort to effectively control or eradicate a disease. In addition, federal law also allows for compensation of milk and milk products, foodstuffs, board fences, feed racks, and contaminated buildings.

Other federal programs are being explored, and may reveal additional programs that can be implemented to support disaster recovery.

#### (b) Zone Designation

Zone designation is a measure that may help reduce the adverse economic effects as a result of an endemic disease. If a disease is only established in part of the county, it may be possible to establish infected and disease-free zones in order to retain some economic benefit.

Disease-free zones may be identified as a 'free zone', which must be effectively sealed off from disease-affected zones by extremely tight movement and quarantine controls. In the long term, it may be possible to eradicate a disease from an impacted zone.

### **3. Risk Reduction in Recovery**

#### (a) Tracing

Tracing may play an important role in identifying infected and in-contact animals to determine if the disease is still present. Trace-back and trace-forward procedures that have been employed in the response may identify possible future or potential threats.

This activity may include inspection of stock, investigation of reports of suspect disease, and a serological survey. The level and direction of surveillance will be driven by the epidemiological information being collected.

#### (a) Surveillance

Surveillance after an outbreak should be carefully coordinated to optimize the

available resources. Many factors, such as potential spread by wind or wildlife, could warrant increased surveillance in some areas. The intervals between inspections and surveys may depend on the observed incubation period, the resources available, and the level of exposure risk. In addition, efforts must be made to educate producers about the clinical signs of a disease and to report such information to veterinary officials.

Surveillance within an area will be primarily by inspection of livestock. Surveillance may involve abattoir surveillance, serological surveys, and investigation of reports of suspected disease.

#### (b) Vaccination

In some cases, vaccination may be an effective risk reduction measure. Consideration should be given to strategic vaccination around outbreaks (ring vaccination) to help contain a disease, or a general vaccination over a wide area (blanket vaccination) where other disease control methods may be infeasible. However, vaccination is not always practical. With some diseases, such as Foot and Mouth Disease (FMD), vaccination is not a preferred option due to the nature of the pathogen, and its potential to disrupt the economy.

#### (c) Public Awareness

A media campaign may be conducted to reemphasize the importance of farmers inspecting susceptible animals regularly and of reporting suspicious lesions and unusual deaths promptly. Further, information and education materials may be disseminated to sportsmen's groups to reinforce the goals of the media campaign. The importance of movement controls and what this means to individuals needs to be strongly emphasized. In addition, media releases coordinated through the County Joint Information Center (JIC) should address issues regarding the safety of food, and attempt to reassure the general public that the food is safe to consume.

### **Case investigation**

Similar to human-only disease reports, investigations of human illness linked to potential animal sources or involving potentially relevant illness in animals should be done by the *local health department*, with assistance as needed from NYSDOH and/or NYSDAM. As with non-zoonotic diseases, basic case investigation requires gathering the appropriate information about the patient(s) (human or animal) involved, including:

- **Clinical history:** In the case of animals that have been seen by a veterinarian, chart review by the veterinarian will be the best way to determine clinical history. If the animal has not been evaluated, the owner should provide the LHD with as much information as possible regarding illness onset, clinical signs, any recent travel or other exposures outside the home, and relevant illness in other pets or family members.

- Exposure history: It is important to consider likely activities for owners and their animals. Sources of exposure might include
  - foods (e.g., raw food diets)
  - dietary indiscretion (e.g., trash eating, knowing if the animal roams unattended or has a tendency to hunt small animals)
  - places visited (e.g., dog parks, animal shelters, boarding facilities, veterinary offices, animal shows)Note that the owner may not have all of the animal's exposure history. Consider others who may care for the animal while the owner is away (e.g., pet sitters, dog walkers, etc.)
- Contact tracing: Similar to exposure history, tracing animals and people who may have been in contact with an infected animal involves first determining who is most knowledgeable about the time period of interest, and then evaluating the appropriate activities and likelihood of contact.

**Keep in mind that a local veterinarian, even if not the patient's veterinarian, may be a valuable source of knowledge regarding local activities, animal interest groups, dog parks, popular kennels, etc.**

# ALBANY COUNTY

## MEDICAL RESERVE CORPS ANNEX



Daniel P. McCoy  
County Executive

Craig D. Apple, Sr.  
Sheriff

December 19, 2012

# Medical Reserve Corps Annex

## Contents

Authority .....	2
Concept of Operations .....	2
Command and Control .....	3
Situation and Purpose .....	4
Volunteer Recruitment, Training and Retention.....	4
Request for Volunteer Resources.....	4
Volunteer Notification and Activation.....	5
Deployment of Local Volunteer Resources .....	5
County Depletes Medical Volunteer Resources .....	5
Volunteer and Worker’s Compensation and Immunity .....	6

## **Authority**

New York State (NYS) Executive Law, Article 2B provides for State and local natural and man-made disaster preparedness, establishes the existence of the Disaster Preparedness Commission and its powers and responsibilities and provides the duties and responsibilities of local chief executives.

NYS Executive Law 2-B, Section 24 authorizes the County Executive/Chief Presiding Officer to proclaim a local state of emergency in the event of a disaster or emergency or in the event of a reasonable threat of immediate danger where the public is imperiled.

The County Executive/Chief Presiding Officer, under NYS Executive Law Article 2-B, Section 25, is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other resources in such manner as may be necessary to cope with any emergency requiring activation of this plan.

The County Executive/Chief Presiding Officer may request and accept assistance from any other political subdivision on such terms and conditions as may be mutually agreed to by the requesting and assisting political subdivision.

Upon receipt of a request for assistance from any political subdivision the County Executive / Chief Presiding Officer may lend, or lease, resources to promote the public welfare and protect the interests of the requesting political subdivision consistent with agreed terms and conditions.

Under a declared state of emergency, local laws, ordinances, and regulations, which may prevent, hinder, or delay necessary action in coping with the disaster or recovery from the disaster may be suspended within the limitations of federal and state constitutional, statutory, and regulatory laws.

## **Concept of Operations**

The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.

Local governments and the emergency service organizations play an essential role as the first line of defense.

Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.

The local chief executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.

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.

The County Executive may coordinate responses for requests for assistance for the local governments.

The County Executive has the authority to direct and coordinate County disaster operations.

The County Executive may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Albany County.

The County Legislature has assigned to the Office of the Sheriff the responsibility to coordinate County emergency management activities.

Albany County will utilize the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Albany County recommends and encourages all local governments in Albany County to utilize ICS.

A request for assistance to the State will be submitted through the Region III Office of the New York State Emergency Management Office (SEMO) located in Queensbury, New York and presupposes the utilization and expenditure of personnel and resources at the local level.

State assistance is supplemental to local emergency efforts.

Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.

Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

## **Command and Control**

New York State has established the National Incident Management System (NIMS) as the States' standard command and control system during emergency operations, which is set forth by Executive Order Number 26 signed by the Governor March 6, 1996. The NIMS and Executive Order 26 established a unified command structure that is scalable to the emergency. Pursuant to Article 2-B of the New York State Executive Law, Section 23, each county is authorized to prepare disaster preparedness plans consistent with the NIMS incident command structure.

The Albany County Legislature established on June 13, 2005 (Resolution No. 208) the use of the National Incident Management System (NIMS) as the standard for incident management and planning. The use of the Incident Command System (ICS) is the management tool for the command, control and coordination of resources and personnel in an emergency.

The Albany County Comprehensive Emergency Management Plan (CEMP) and Albany County Public Health Emergency Preparedness and Response Plan (PHEPR) an Annex to the CEMP outline the County's response to emergency situations.

## **Situation and Purpose**

A local health emergency might range from single-jurisdictional events, to regional events, to statewide or national events. They may include natural disasters, accidents, influenza pandemic or terrorist attacks, and include events where operations are compromised by physical damage, loss of electrical power, or other cause. A large-scale disaster has the potential to overwhelm personnel, medical, and mortuary services. Volunteers will be necessary to perform some essential tasks; their efforts must be anticipated, training provided and services coordinated.

## **Volunteer Recruitment, Training and Retention**

The Albany County Medical Reserve Corps actively recruits volunteers in accordance with its mission statement. Recruitment strategies include: distribution of program brochures, marketing to targeted clinical professions, participation in volunteer fairs, recruitment presentations and media campaigns. Volunteers must register with ServNY, New York State Department of Health's (NYSDOH) registry of clinical and non-clinical professionals available to assist in an emergency or disaster response. ServNY verifies all active clinical licenses and ensures there are no adverse actions against the volunteer.

Registered volunteers are highly encouraged to complete the following trainings:

- New Volunteer Orientation
- ICS 100 and 700
- Point of Dispensing Training
- Psychological First Aid
- Weapons of Mass Destruction
- Creating a Family Preparedness Plan

Trainings are scheduled quarterly and volunteers are provided additional opportunities to participate in drills and exercises.

Albany County Medical Reserve Corps recognizes the value of trained and willing volunteers to assist in a public health emergency response. Strategies to retain volunteers focus on additional trainings to promote professional development and leadership, consistent communication via quarterly newsletter, social network sites and email, and volunteer recognition events.

## **Request for Volunteer Resources**

A request for volunteer resources could occur in one of two ways. In a large-scale public health disaster effecting the entire community, region or state, the public health infrastructure could be overwhelmed resulting in the need for volunteers to support the response capabilities of health and safety entities in the community. In such an event, emergency response organizations including but not limited to hospitals, municipalities, and community based organizations may request volunteer resources through the Albany County Emergency Manager. The Albany

County Emergency Manager will contact the Albany County Department of Health's Planning Section Chief to communicate the request. The ACDOH Planning Section Chief will collaborate with the Volunteer Coordinator to assess the availability of volunteers and activate the Albany County Medical Reserve Corps. Responding volunteers will receive specific instructions from ACDOH regarding their assignments and reporting location. The MRC volunteers deployed to designated response sites in the county would be under the direction of the requesting agency. Special considerations are warranted when deploying MRC volunteers to American Red Cross Shelters. Appendix D outlines additional information that must be obtained in consideration of deploying MRC volunteers to an American Red Cross Shelter.

In a public health emergency in which the Albany County Department of Health is the main response organization, ACDOH may determine internally that volunteer resources are necessary to augment staffing shortages. The ACDOH Planning Section Chief will collaborate with the Operations Section Chief to assess the type and quantity of volunteers needed. The ACDOH Planning Sections Chief will request the Volunteer Coordinator to activate the Albany County Medical Reserve Corps. Responding volunteers would be under the direction of the Operations Section.

### **Volunteer Notification and Activation**

Once the volunteer need is quantified, the Volunteer Coordinator will activate the Albany County Medical Reserve Corps through a notification process. The Notification process will begin by sending an alert to the MRC through the ServNY system and/or the Albany County Community Emergency Support System (ACCESS). The alerting process allows volunteers to electronically communicate their availability to report to the designated location.

### **Deployment of Local Volunteer Resources**

Responding volunteers will report to a pre-identified staging area where they will be deployed to their assignments by the ACDOH Operations Section Chief and/or Logistics Section Chief. Upon arrival at their designated assignment site, volunteers will be provided with Just In Time Training as indicated in Appendix A.

### **County Depletes Medical Volunteer Resources**

As indicated in Appendix C, if an emergency depletes Albany County's clinical volunteer resources, the county may submit a request for assistance to the State Office for Emergency Management (SOEM). The County Emergency Manager submits the request on behalf of the requesting organization or entity. SOEM may activate the State Emergency Coordinating Center (SECC), which is comprised of a representative from all State agencies to serve as information disseminators and to provide resources as directed. Whether the SECC is activated or not, the request for additional clinical volunteer resources will be assessed and validated.

### **SECC Contacts New York State Department of Health (NYSDOH) Health Desk**

The NYSDOH is a key agency on the State's Disaster Preparedness Commission and has a primary role at the (SECC). NYSDOH has two desks at the SECC. There is an Emergency Medical Services (EMS) desk that is the link to the EMS Bureau to coordinate EMS missions during an emergency. There is a Health Desk that is the link to pass information to NYSDOH Executive Staff and Program Staff during an emergency response. These desks are staffed at the request of SOEM or by the direction of the Office of the Commissioner. If the SECC is activated, the Health Desk will be notified that additional medical volunteer resources are needed at the local level.

### **SOEM Contacts Department of Health**

If the SECC is not activated, SOEM will contact the NYSDOH to request additional clinical volunteer resources at the local level.

### **NYSDOH Activates and Deploys Volunteer Medical Resources**

The NYSDOH Health Desk/Department coordinates the request for additional clinical volunteer resources from SOEM/SECC by:

1. Identifying clinical volunteer resources needed;
2. Determining resource availability;
3. Assessing skill set(s) required; and
4. Activating and deploying clinical volunteer medical through the ServNY system.

NYSDOH will initiate the activation of clinical volunteers in the event there are multiple, simultaneous demands from different parts of the state. Participating clinical volunteers will then provide services under the direction of the State, City or local health department or emergency management office or hospital to which they have been assigned by NYSDOH. SOEM will coordinate logistics and transportation of volunteers to site.

### **Spontaneous Unaffiliated Volunteers**

Spontaneous volunteers will be directed to [www.RegisteredandReady.com](http://www.RegisteredandReady.com), Albany County's virtual volunteer reception center. Once appropriately registered and credentialed, the use of spontaneous volunteers will be considered based on staffing needs.

### **Volunteer and Worker's Compensation and Immunity**

State volunteer physicians, physician assistants, pharmacists, and nurses licensed in the State of New York, acting in their professional scope, at the request of the NYS Department of Health are entitled to POL § 17 protection. Public Health Law § 14(i). In addition, volunteers who are part of the NYS Department of Health Volunteer Healthcare Professional Program are also entitled to POL § 17 protection when they are activated and deployed by NYSDOH to assist with emergency response activities, regardless of location (e.g., state or county staging site, or hospital). POL § 17 treats these volunteers as "employees" because they are expressly authorized to participate in a state-sponsored volunteer program. On April 19, 2004, the New

York State Attorney General issued an opinion stating that the NYSDOH Volunteer Healthcare Professional Program is a state-sponsored volunteer program. See also Op. A.G. F 2004-3.

State volunteer healthcare professionals may receive workers' compensation coverage under Workers' Compensation Law § 3. Volunteers fall under group 16, which states that "the head of any department of the state government may ... accept or approve the acceptance ... of the services of a volunteer worker without salary, and such a volunteer worker shall be deemed to be an employee in the employment of the state." WCL § 3 group 16.

New York is a home rule state, therefore, liability coverage for county employees and volunteers engaged in emergency response activities may vary from county to county. Public Officers Law § 18 provides defense and indemnification for county employees and volunteers, but only if the county legislature has adopted its provisions. The county employee/volunteer would be provided defense by the county for any alleged act or omission which occurred while the employee/volunteer was acting within the scope of his/her public employment or duties. POL § 18(3)(a). The county would indemnify its employees/volunteers for the amount of any judgment obtained against the employee, provided the injury or damage did not result from intentional wrongdoing. POL § 18(4)(a) & (b). An employee/volunteer would not be indemnified for punitive or exemplary damages, fines or penalties.

Changes to Executive Law Article 2-B effective July 2010 provide immunity for disaster emergency response personnel. §29b (2) e states "When performing disaster assistance pursuant to this section, county disaster response personnel shall operate under the direction and command of the county emergency management director and his or her duly authorized deputies, and shall possess the same powers, duties, rights, privileges and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the civil or political subdivision in which they are enrolled, employed or assigned emergency response responsibilities." Disaster response personnel are defined in §20 (4) g to mean "agencies, public officers, employees, or affiliated volunteers having duties and responsibilities under or pursuant to a comprehensive emergency management plan."

At this time, there is no clear workers' compensation coverage for county volunteers. However, it is important to note that the individual's status as a volunteer is not dispositive. The Workers' Compensation Board looks at all indicia of employment when determining a claim. Compensation is one factor for consideration, others include, but are not limited to, supervision, control, assignment of duties, and assignment of hours (shift) worked.

Clinical and nonclinical members of the Albany County Medical Reserve Corps (ACMRC) are covered by a patchwork of protections. The ACMRC is the recognized volunteer program in the County's CEMP; therefore ACMRC volunteers are covered by the protections provided by Article 2-B. In addition, the County has adopted POL § 18 which provides indemnification for punitive or exemplary damages, fines or penalties.

**New York State**

**Radio Amateur Civil Emergency Service**  
**(RACES)**

**Standard Operating Procedure**

**2011**

## **Introduction**

This manual will provide a standard of operation and a guide for training and message handling techniques and net procedures for Radio Amateur Civil Emergency Service (RACES) operators in New York State RACES Nets for statewide nets as well as local county and city RACES nets.

Instructions and general operating procedures presented in this Standard Operating Procedure (SOP) are applicable to message traffic handling by RACES and used in all RACES events. All amateur radio operators are encouraged to use this document in training and/or activated net operations.

This RACES SOP will be followed for all drills and activations. Proper procedures and proword use will help to avoid confusion and will be used by all RACES participants.

Proficiency is developed by practice using good procedures. Since message handling is the primary function of a RACES net, efficiency in this regard is the major goal toward which this SOP is directed.

## **Description and Authority**

RACES is an organization of Federal Communication Commission (FCC) licensed amateur radio operators who volunteer to provide radio communications for state and local governments during times of emergency. Created in 1952 primarily to serve in civil defense emergencies, RACES provides essential communications and warning links to supplement State and local government agencies during emergencies.

RACES is organized to provide emergency communications for civil preparedness purposes only. RACES is a special part of the amateur radio service sponsored by the Federal Emergency Management Agency (FEMA), and is conducted by amateur radio operators using their primary station licenses or by existing RACES stations. In the event that the President invokes the War Emergency Powers Act, amateur radio operators enrolled with their local emergency management offices would become limited to certain frequencies, while all other amateur operations would be silenced.

During an emergency, RACES is operated under the direct control of the local emergency management office, as authorized by the FCC and the Director of the New York State Emergency Management Office (SEMO).

RACES is authorized by Section 606 of the Communications Act of 1934 as amended by Part 97.407 of the Federal Communications Commission. A copy of FCC Part 97.407 can be found in Appendix I of this document. RACES guidance is also provided by FEMA document CPG1-15 March 1991.

NOTE: FCC rules, Part 97, still apply to all RACES stations and RACES operators participating in RACES operations.

## **NYS RACES and ARES**

The Amateur Radio Emergency Service (ARES) is the national amateur radio emergency preparedness organization sponsored by the American Radio Relay League (ARRL). This organization is completely different from RACES, although many goals are in common. In many cases, ARES will be used as a public service organization to assist with communications during non-emergency events such as parades, foot and bicycle races, and community events.

Membership in the ARRL is not required for amateur radio operator to be an ARES member. In general, ARES is organized to serve the public, while RACES is organized to serve the government. It is desirable for RACES members to be enrolled in the ARES program. The additional training received during ARES public service events can be of great value during times of emergency. In addition, there are times of emergency when ARES will be the first organization to activate for communications assistance.

As an emergency escalates, the local emergency manager may call for a RACES activation. At this time, with radio operators already activated, the operation can smoothly go from an ARES operation to a RACES operation. It must be noted that when this happens, the RACES members are now under the supervision of the County RACES Radio Officer and the County Emergency Manager, and are no longer directly involved with the ARES operation. At this point, operations will usually move to the EOC if the radio operators are not already there. It is suggested that one operator on each shift remain with the ARES operation to act as liaison between RACES and the non-RACES stations which may be involved supporting other agencies or organizations.

Whenever possible, RACES and ARES communications should be on different net frequencies. Cooperation between the ARES and RACES organizations is of high importance and cannot be understated.

### **RACES Eligibility**

Any United States citizen who possesses a valid FCC Amateur Radio Operator License – Technician Class or higher – is eligible to become a member of RACES. All RACES operators are required to operate within the restrictions of their license class as per FCC Part 97.

### **RACES Membership**

Membership in RACES is based on a county level. Individual members will register with the RACES Radio Officer of their county. The Radio Officer will provide a list of RACES members to the county emergency manager, who will approve the individual's membership in RACES. The County Radio Officer, as well as the county emergency management office, will maintain this list.

RACES members should be registered in one county only. If a member is registered in more than one county, and there is a need for RACES volunteers in multiple counties, it would be impossible for individual county emergency managers to know the number of volunteers available.

## **Insurance**

New York State does not provide insurance of any type (worker's compensation or otherwise) for RACES volunteers. The county where the RACES member is registered may elect to provide insurance for RACES volunteers. This is solely at the discretion of each individual county's legislature or board of supervisors.

## **RACES Activation**

All RACES activation must be through the appropriate civil defense (emergency management) office. The statewide RACES high frequency net will be activated upon direction of the State RACES Radio Officer or other proper authority at the State Emergency Management Office. Only the Senior Civil Defense Official (county emergency manager in most counties) or the person acting directly on behalf of this official has the authority to activate RACES on a county level.

## **Location of RACES Operations**

Since RACES serves the government with a means of supplemental communications, it is vital that RACES radio operators be available at the emergency operations center or command post, as requested by the emergency manager. The emergency manager or the County Radio Officer will determine additional deployment of RACES operators. In most situations, RACES operators will be working in the field, and not from their homes.

No RACES volunteer will ever travel to any disaster site without prior approval of the emergency manager through the Radio Officer. Travel into an area under a declaration of an emergency may violate certain laws in effect by the declaration of emergency.

## **Inter-County Operation**

As of this date, there is no statewide mutual aid agreement for inter-county operation. Any inter-county operational details must be determined between the counties involved. If a county has chosen to provide insurance coverage for RACES volunteers, it must be determined by the county's insurance carrier if the insurance will cover a RACES volunteer for out-of-county operation.

## **New York State RACES Nets**

A list of the HF RACES training nets can be found in Appendix III of this document. Updated information on HF and local VHF nets can be found on the New York State Emergency Management Office website at [www.semo.state.ny.us](http://www.semo.state.ny.us).

## **Radiotelephone (Voice) Procedures**

Specific instructions for the conduct of communications employing radiotelephone procedures are found in Appendix IV of this document. Departures from these procedures may result in confusion, and thus reduce accuracy and efficiency of message handling.

### **Procedures for Other Digital Modes**

Other digital modes such as Packet, Pactor, Pactor II, etc., may also be used for the transmission of RACES messages. Due to the built-in error checking in these modes, plain language will be used at all times. The use of Q-Signals and Prowords are to be avoided. If an error is made during a keyboard-to-keyboard digital transmission, the sending operator will send: "The following was sent in error," followed by the words sent in error. This will be followed by the words "correction follows," followed by the proper text. If an error is discovered in a message sent to a bulletin board, the message will be withdrawn, if possible. If this is not possible, a subsequent message outlining and correcting the error will be sent.

A message is not considered as delivered until the receiving station acknowledges receipt of the message. A message left on a public or personal bulletin board is not considered as delivered until acknowledged by the station for which it was intended. For this reason, keyboard-to-keyboard transmission is encouraged whenever possible.

### **RACES Message Format**

Effective January 1, 2000, New York State RACES must use the standard message form as used by the American Radio Relay League (ARRL) and the National Traffic System (NTS). At the option of the net manager, individual nets may use this format immediately. The use of the pre-printed ARRL Radiogram message form is suggested, but not mandatory.

Specific instructions on the ARRL Radiogram message form can be found in Appendix VIII of this document.

### **RACES Training Sessions**

RACES HF training nets will be held once each week as noted in the net schedule in the appendix of this document. These will be conducted to improve the efficiency and operation of net procedures and message handling.

The Net Control Station (NCS) of any RACES net involving more than one county will provide a weekly report of net activities to the State Radio Officer (this may be bi-weekly if the same station is NCS for both weeks).

This report will include the following:

- a. Date and time of each training session
- b. Roll call of all stations in the net, indicating NCS and assistant NCS
- c. Copy of drill message sent
- d. Any other remarks or comments deemed necessary by NCS

The time permitted for RACES training is listed in FCC Part 97.407, E 4. A copy can be found in Appendix I of this document.

### **Net Control Station Duties and Authority**

RACES nets are directed nets and will be treated accordingly. The authority of the NCS extends only to the operation of the net on the air. However, within this scope and while the net is in session, the authority of the NCS is absolute. It is the duty of the NCS to maintain strict discipline and adherence to standard operating procedures. The decisions of the NCS are final and its instructions must be complied with strictly and immediately.

The NCS will clear traffic within the net and dispatch traffic to points outside the net as is required.

The NCS derives authority from the State Emergency Management Radio Officer (or, in a local net, the County Radio Officer). The Radio Officer is responsible for the conduct of the net. The success or failure of net operations depends on keeping the net in order and operating swiftly and smoothly by use of the powers invested in the NCS for this purpose. The NCS may break into the net at any time if it is necessary to aid in the functioning of the net. NCS must keep a written record of all stations in the net and the traffic they have for transmission.

### **Items Not Covered By This SOP**

For all items not covered by this SOP, stations will follow established “on the air” RACES net procedures wherever possible.

### **Questions, Comments and Updated RACES Information**

Questions or comments regarding the New York State RACES program can be directed to the State Radio Officer via e-mail at the New York State Emergency Management Office (SEMO) web site. The internet address of the SEMO web site is [www.semo.state.ny.us](http://www.semo.state.ny.us). Net schedules and general information about the New York State RACES program can be found at this site.

# **Appendix I**

## **FCC Rules Governing RACES**

### 97.407 Radio Amateur Civil Emergency Service

- A. No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC-issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.
  
- B. The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency which necessitates invoking the President's War Emergency Powers under the provisions of section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the frequency segments authorized pursuant to part 214 of this chapter.
  
- C. A RACES station may only communicate with:
  - 1. Another RACES station;
  - 2. An amateur station registered with a civil defense organization;
  - 3. A United States Government station authorized by the responsible agency to communicate with RACES stations;
  - 4. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.
  
- D. An amateur station registered with a civil defense organization may only communicate with:
  - 1. A RACES station licensed to the civil defense organization with which the amateur station is registered
  - 2. The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:
    - i. A RACES station licensed to another civil defense organization;
    - ii. An amateur station registered with the same or another civil defense organization;
    - iii. A United States Government station authorized by the responsible agency to communicate with RACES stations; and
    - iv. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

E. All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:

1. Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies;
2. Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;
3. Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and
4. Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organization served. Such drills and tests may not exceed 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.

All other rules governing operation in the Amateur Radio Service must also be followed.

## **Appendix II Phonetic Alphabet**

Alpha  
Bravo  
Charlie  
Delta  
Echo  
Foxtrot  
Golf  
Hotel  
India  
Juliet  
Kilo  
Lima  
Mike  
November  
Oscar  
Papa  
Quebec  
Romeo  
Sierra  
Tango  
Uniform  
Victor  
Whiskey  
X-Ray  
Yankee  
Zulu

**Appendix III**  
**New York State RACES HF Training Net**

**New York State RACES HF SSB Net**  
Sundays at 0900 local time  
3993.5 kHz, LSB

## **Appendix IV Radiotelephone (Voice) Procedures**

All operators will transmit messages exactly as written or received. Prosigns, prowords, operating signals or abbreviations will not be substituted for text words or groups as written by the message originator.

An operator who receipts for a message is responsible for the timely delivery or relay of that message. Any long delay in delivery or relay of the message, or non-delivery of the message, must be immediately reported to the message originator.

The speed of transmission will be attained by employing standard voice phraseology and authorized prowords. Operators will transmit messages only as fast as the receiving operator can record the message. In a net operation, the speed of the slowest operator will normally govern the speed of all stations in the net. This rule may be suspended by the Net Control Station (NCS) when practical reasons dictate urgency and a higher speed.

The inherent break-in capability of modern equipment makes it possible to adopt CW break-in methods for voice transmissions. The break-in procedures outlined here are basically the same as for CW operation. Break-in is a procedure whereby a receiving station may interrupt a transmitting station to request the transmitting station to wait, repeat, shift frequency, etc. Break-in will not be used when more than one station is receiving a message. To enhance this capability, the transmitting operator should occasionally pause for two or three seconds to permit the receiving operator to break-in as needed. Any transmission ending with the proword "out" will also be followed by a five-second pause for possible "breaking" stations. During the transmission of a message, short pauses should occur between the heading and the text, at the end of phrases or sentences, and for every ten groups in long messages. An operator requiring a break-in will do so by transmitting his or her call sign. In an urgent situation regarding "Immediate" or "Priority" traffic, the word "break" followed by the call sign will be used. For example: "Break W 2 X Y Z."

VOX operation will not be used in any RACES operation. Standard push-to-talk methods will avoid inadvertent keying and interference from extraneous station noises.

### **Procedure for Voice Operation of a RACES Net**

- A. Open with net prologue. The Net Control Station (NCS) will ask for any stations with traffic. If any traffic is present, NCS will ask for stations able to handle the traffic to check in. After clearing any such traffic, stations will call into the net in the order as designated by the NCS.
- B. After station call-up, NCS will appoint an assistant net control station.
- C. Upon completion of the net, the RACES net closure will be used.

- D. All stations in the net will maintain a written log, and be prepared to assume the duties on NCS or assistant NCS if the need arises.

## **Prowords and Radiotelephone (Voice) Net Techniques**

**Operating Signals:** Operating signals (Q Signals) will not be used for voice operation. In all voice operation, the operating information will be conveyed by concise phrases, procedures, and prowords as described in the following pages.

**Signal Strength and Readability:** A station assumes it has a readability of “good” unless otherwise notified. Signal strength and readability reports will not be exchanged unless communication is unsatisfactory. When a report is necessary, concise phrases such as “weak but readable” or “strong but distorted” or “loud and clear” are to be used. Reports such as “Q5” or “59” will not be used. A station suspecting a problem and desiring a signal report should transmit “How do you read?” or “How is my signal?” or “What is my readability?”

**Test Signals for Receiver or Transmitter Adjustment:** When it is required for a station to perform on-the-air testing for transmitter or receiver adjustment, such signals should not continue for more than fifteen seconds. Testing will be followed by the call sign of the transmitting station and the proword “out.” If this is to be done on a net frequency, permission must first be obtained from the NCS. As good operating practice dictates, tune up should be done off the air with a “dummy load” whenever possible.

**Phonetic Alphabet:** The standard phonetic alphabet will be used when necessary for purposes of clarity to spell difficult words or groups, or to identify any letter of the alphabet. The word or group to be spelled will be preceded by the words “I spell.” If the operator can pronounce the word or group to be spelled, this will be done before and after the phonetic spelling to identify the word. A single letter of the alphabet will be identified phonetically, preceded by the proword “initial.” The phonetic alphabet can be found in Appendix II of this document.

**Use of Numbers:** Numbers may be either sent as digits or spelled out. When spelled out, numbers are expressed in words for each digit except even hundreds or thousands. Examples: 123.4 is said as “one two three decimal four” and is thus unmistakable. However, if this were said as “one twenty-three decimal four,” it could be mistaken as 1203.4. Cardinal numbers rather than ordinal numbers will be used whenever practical (i.e., for the number 62, “six two” will be said instead of “sixty-two”).

**Prowords:** Prowords are pronounceable words or phrases, which have been, assigned a very specific meaning for expediting message handling where radiotelephony (voice) procedure is used. A list of prowords authorized for general RACES use is in the appendix of this document.

**Note on Prowords “Over” and “Out”:** “Over” and “out” are never used together to end a transmission. Every transmission will end either with “over” or “out.” The proword “over” is to be used when an answer is requested or expected. When no answer is expected, transmissions will end with the proword “out.”

**ARL Numbered Radiogram Messages:** The use of ARL Numbered Radiogram Messages is authorized for RACES use. A list of these messages can be found in Appendix IX of this document.

**Tactical Call Signs:** Tactical call signs will be employed for all multi-county and statewide emergency nets. The use of tactical call signs does not relieve the operator from station identification requirements as listed in FCC Part 97. These tactical call signs will identify the location of the station, rather than the individual RACES operator. This is especially important when operations extend for more than one operational period or operator shift.

## **Appendix V**

### **Format for a RACES Radiotelephone (Voice) Training Net**

This is (*NCS call sign*), New York State Division of Homeland Security and Emergency Services Net Control in the Radio Amateur Civil Emergency Service, operating on 3993.5 kilohertz (or other frequency of operation) by authority of the Federal Communications Commission and the Commissioner of the State Division of Homeland Security and Emergency Services. This is a directed net, alerted for the purpose of a RACES training drill. Those not directly concerned with this RACES exercise are requested to keep this frequency clear. I will pause for 10 seconds to allow stations to adjust equipment ... Out.

Any stations with traffic of higher than routine precedence, call ... Over.

*If any traffic higher than routine is present, NCS asks for stations able to handle the traffic to check in, and the traffic is now handled.*

This is (*NCS call sign*), net control. I now request stations to check in by region. Stations in Region 1, call ... Over.

*NCS will record all stations checking in from Region 1.*

I roger (*calling stations are acknowledged; call signs are given phonetically*).

Are there any other stations in Region 1, or relays from Region 1? ... Over.

*Additional stations are acknowledged as above, with the proword "I roger".....*

*This procedure is repeated for Regions 2, 3, 4, and 5.*

Any station, in any Region, wishing to check in, give your Region followed by your call sign.

*Acknowledge these stations as above and give call sign of station – they will follow and be followed by in the net listing.*

*Appoint an assistant NCS.*

All stations, prepare to copy drill message ... Out.

*Drill message is now given. All drill messages will begin with the proword "drill".*

(*Call sign of assistant NCS or any other station in the net*) read back the message ... Over.

Are there any stations requiring fills? ... Over.

*Do necessary fills for message.*

All stations beginning with (*call sign*) in Region (*first region in net*) roger the message ... Over.

*After stations have rogered the message, verify the station count with the assistant NCS.  
Release any stations that have requested to secure after the message.*

This is (*NCS call sign*), net control for the New York State RACES net. Are there any other stations wishing to check into this net? If so, call ... Over.

*Have assistant NCS critique the session.*

*Add any additional information deemed necessary by the NCS.*

*Ask for additional comments or words for the net.*

Closing: This is (*NCS call sign*), New York State Division of Homeland Security and Emergency Services Net Control in the Radio Amateur Civil Emergency Service, operating on 3993.5 kilohertz by authority of the Federal Communications Commission and the Commissioner of the New York State Division of Homeland Security and Emergency Services. All units close station. This is (*NCS call sign*) closing net and station ... Out.

## **Appendix VI**

### **Net Prologue and Closure for an Emergency Net**

This is (*NCS call sign*), New York State Emergency Management Office Net Control in the Radio Amateur Civil Emergency Service, operating on 3993.5 kilohertz (*or other frequency of operation*) by authority of the Federal Communications Commission and the Director of the State Emergency Management Office. This is a RACES net activation. This is not a drill. I say again, this is not a drill. Those not directly concerned with this RACES activation are requested to keep this frequency clear. I will pause for 10 seconds to allow stations to adjust equipment ... Out.

Any stations with traffic of higher than routine precedence, call ... Over.

*Traffic of precedence higher than routine is now handled.*

*NCS will now take check-ins and appoint an assistant net control station.*

*Any routine traffic is now handled.*

*Additional net business will be conducted as required.*

Closing: This is (*NCS call sign*), New York State Emergency Management Office Net Control in the Radio Amateur Civil Emergency Service, operating on 3993.5 kilohertz (*or other operating frequency*) by authority of the Federal Communications Commission and the Director of the State Emergency Management Office. All units close station. This is (*NCS call sign*) closing net and station ... Out.

## Appendix VII Prowords

<b>Proword</b>	<b>Meaning</b>
Affirmative	Permitted, granted, yes
All after	Say again all that part of your transmission after _____
All before	Say again all that part of your transmission before _____
ARL	ARL numbered radiogram message follows
Break	I hereby indicate the separation of the text from other portions of the message. This is used at the beginning and end of text in a message. Also used to mean, "I desire you to stop your transmission."
By authority of ____	Name of official who is authorizing the transmission
Correct	You are correct, that is correct
Correction	An error has been made in this transmission, transmission will continue with last word correctly transmitted; an error has been made in the transmission (or message indicated), the correct version is _____; that which follows is a corrected version in answer to your request for verification
Disregard this transmission	This transmission is in error, disregard it. (This proword will not be used to cancel any transmission that has been completed and received for)
Drill	The proword <i>drill</i> will be the first word given in the body of all drill messages. This proword will be included in the word count.
Figure(s)	Numeral(s) or number(s) to follow
From	The originator of this message is indicated by the designation immediately following
Groups	This message contains the number of groups indicated by the numeral following
Incorrect	You are incorrect; that is incorrect; the correct version is _____

<b>Proword</b>	<b>Meaning</b>
Initial	A single letter or initial follows
I read back	The following is my response to your instructions to read back, meaning, I read back everything exactly as transmitted
I say again	I am repeating transmission or portion indicated
I spell	I shall spell the next word phonetically
I verify	That which follows has been verified at your request and is repeated (to be used only as a reply to “verify”)
Message follows	A message which requires recording is about to follow (transmitted immediately after the call)
More to follow	I have more messages, traffic, or information for you
Negative	Not received, no
Out	This is the end of my transmission to you. No response is required or expected; after the proword “out,” all stations will pause for a five-second interval to listen for stations desiring to break-in
Over	This is the end of my transmission to you; a response is required or expected
Read back	Repeat this entire transmission exactly as received
Relay	Station called transmit to _____
Roger	I have received your last transmission satisfactorily. The proword <i>roger</i> is also used by stations confirming receipt of a message and by NCS when checking stations into a net.
Say again	Repeat all of your transmission. Followed by identification data means: “Repeat ----- (portion indicated)”
Speak faster	Your transmission is too slow – increase speed of transmission
Speak slower	Your transmission is too fast – decrease speed of transmission
This is	This transmission is from the station whose designation follows

<b>Proword</b>	<b>Meaning</b>
Time	That which immediately follows is the time or date-time group of the message
To	The addressees, whose designations immediately follow, are to act on this message
Unknown station	The identity of the station with whom I am attempting to establish communications is unknown
Verify	Verify entire message (or portion indicated) with the originator and send correct version. To be used only at the discretion of the addressee to whom the questioned message was directed
Wait	I must pause for a few seconds (not to exceed 30 seconds)
Wait _____	I must pause for _____ minutes (expressed in numerals)
Word after	Repeat the word after _____
Word before	Repeat the word before _____
Word twice	Communication is difficult. Transmit (ting) each word twice; this proword may be used as an order, request, or as information

## **Appendix VIII**

### **ARRL Standard Message Form as Adapted For New York State Races**

**Number:** This is the message number as assigned by the originating operator.

**Precedence:** This is the order of transmission of messages.

The following sequence will be used:

- A. Emergency: any message having life or death urgency to any person or group of persons that is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials, or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. When in doubt, do not use it.
  
- B. Priority: important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost importance. Notification of death or injury in a disaster area, personal or official.
  
- C. Welfare: a message that is either
  - 1. An inquiry as to the health and welfare of an individual in the disaster area; or
  - 2. An advisory or reply from the disaster area that indicates all is well should carry this precedence.

These messages are handled after Emergency and Priority traffic, but before Routine.

- D. Routine: most traffic in normal times will bear this designation. In disaster situations, traffic labeled "Routine" should be handled last, or not at all when circuits are busy with "Emergency," "Priority," or "Welfare" traffic.

**HX (optional):** These are the handling instructions, and are optional.

HXA - (followed by number)

Collect landline delivery authorized by addressee if within \_\_\_\_ miles. (If no number, authorization is unlimited)

HXB – (followed by number)

Cancel message if not delivered within \_\_\_\_\_ hours of filing time; service originating station.

**HXC**

Report date and time of delivery to originating station.

**HXD**

Report to originating station the identity of station from which received; plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date and time and method of delivery.

**HXE**

Delivering station get reply from addressee, originate message back.

**HXF** – (followed by number)

Hold delivery until \_\_\_\_\_ (date).

**HXG**

Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

**Station of Origin:** This is the call sign of the station originating the message.

**Check:** This is the word count of the message. To maintain accuracy of transmitted messages, each transmitting station must assign an accurate word count to the message. All messages will include a word count. The following rules are used for counting word groups:

- A. Count the proword word “Drill” in the word count.
- B. Count text groups.
- C. Punctuation and symbols are not counted unless spelled out. Punctuation or symbols included in web names or chemical names are an integral part of the name and will not be counted as separate groups (see items “D,” “F” and “H” below. The use of an “operator’s note” may be of assistance in sending web addresses or long chemical names.
- D. Any sequence of characters not interrupted by a space is counted as one group.
- E. Proword “break,” which precedes and follows the text, is not counted in the word count.
- F. An internet address or web site address will count as one word group.
  - a. Examples:  
[John.Doe@anynet.com](mailto:John.Doe@anynet.com) (Group count = 1)  
<http://www.abcde.com/~def> (Group count = 1)

G. Each word and initial of the proper names of persons and places (countries, states, counties, cities, streets, etc.) consisting of two or more separate words will be counted.

a. Examples:

- i. New York (group count = 2)
- ii. 123 Main Street (group count = 3)
- iii. Robert A. Jones (group count = 3)
- iv. 12AU7 (group count = 1)
- v. 48 dash 321A (group count = 3); here, a space is on either side of the dash (48 – 321A); therefore, this example equals three word groups
- vi. Telephone numbers will count as three (3) words  
(area code, prefix, number)

H. Chemical names and formulas

a. Chemical names and formulas will follow the protocol listed in item D

b. Examples:

- i. Sulfuric Acid (group count = 2)
- ii. 1,3-Dichloropropanol-2 (group count = 1); said as “figures one comma figures three dash delta india charlie ... etc ... dash figures two)
- iii. H<sub>2</sub>SO<sub>4</sub> (group count = 1); said as “hotel subscript figures two sierra oscar subscript figures four”

**Punctuation:** Punctuation will not be used unless it is necessary to attain clarity. If used in other than an internet address or URL, punctuation will be spelled out. If used in an internet address or URL, punctuation may be spelled out if required (operator discretion). At times, the letter “X” in place of specific punctuation may appear in messages originated by military and non-RACES stations. In this case, the letter “X” will be counted as one group. This will not be used by originators of RACES messages in lieu of punctuation.

**Place of Origin:** All RACES operators will use this field as the “From” field for the location requesting the message to be sent. Example: “SEMO” or “Greene County EOC”

**Time Filed:** The local time the message is generated. This will be given in 24-hour notation.

**Date:** The month and date in which the message was created. The use of the year in the date is optional.

**To:** Person or agency the message is being sent to.

**Body of Text:** The text will be given as plain language whenever possible. ARL numbered radiograms are permitted, and are encouraged in times of poor propagation conditions. A list of these ARL numbered radiograms can be found in Appendix IX of this document. This list should be posted at all radio operating positions.

**Signature:** This is the name of the person requesting the message to be sent. This name will be followed with the prowords “By authority of,” followed by the name of the emergency manager or other official authorizing the message to be sent.

**Use of Operator’s Note:** If the sending operator believes that a clarification is needed within a message, an “operator’s note” may be added to any message being sent. This will be added after the signature and will not be counted in the word count. The use of an operator’s note may be useful when sending long chemical names or web addresses. Care must be taken by the operator to be certain that the operator’s note does not infer a change in meaning of the text as written by the originator of the message.

## **Appendix IX**

### **ARL Numbered Radiogram Messages**

The letters "ARL" are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals.

#### **Group One: For Possible "Relief Emergency" Use**

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in ____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional ____ mobile or portable equipment for immediate emergency use.
NINE	Additional ____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exits here.
FOURTEEN	Situation here becoming critical. Losses and damage from ____ increasing.

- FIFTEEN                    Please advise your condition and what help is needed.
- SIXTEEN                    Property damage very severe in this area.
- SEVENTEEN                REACT communications services also available.  
Establish REACT communication with \_\_\_\_\_ on channel \_\_\_\_\_.
- EIGHTEEN                 Please contact me as soon as possible at \_\_\_\_\_.
- NINETEEN                 Request health and welfare report on \_\_\_\_\_.  
(State name, address and telephone number)
- TWENTY                    Temporarily stranded. Will need some assistance.  
Please contact me at \_\_\_\_\_.
- TWENTY ONE              Search and Rescue assistance is needed by local authorities here.  
Advise availability.
- TWENTY TWO              Need accurate information on the extent and type of conditions now  
existing at your location. Please furnish this information and reply  
without delay.
- TWENTY THREE            Report at once the accessibility and best way to reach your location.
- TWENTY FOUR            Evacuation of residents from this area urgently needed.  
Advise plans for help.
- TWENTY FIVE             Furnish as soon as possible the weather conditions at your location.
- TWENTY SIX              Help and care for evacuation of sick and injured from this location needed  
at once.

**Group Two: Routine Messages**

- FORTY SIX                Greetings on your birthday and best wishes for many more to come.
- FIFTY                      Greetings by Amateur Radio.
- FIFTY ONE                Greetings by Amateur Radio. This message is sent as a free public service  
by ham radio operators at \_\_\_\_\_. Am having a wonderful time.
- FIFTY TWO                Really enjoyed being with you.  
Looking forward to getting together again.

FIFTY THREE      Received your \_\_\_\_\_. It is appreciated. Many thanks.

FIFTY FOUR      Many thanks for your good wishes.

FIFTY FIVE      Good news is always welcome. Very delighted to hear about yours.

FIFTY SIX      Congratulations on your \_\_\_\_\_, a most worthy and deserved achievement.

FIFTY SEVEN      Wish we could be together.

FIFTY EIGHT      Have a wonderful time. Let us know when you return.

FIFTY NINE      Congratulations on the new arrival. Hope mother and child are well.

\* SIXTY      Wishing you the best of everything on \_\_\_\_\_.

SIXTY ONE      Wishing you a very Merry Christmas and a Happy New Year.

SIXTY TWO      Greetings and best wishes to you for a pleasant \_\_\_\_\_ holiday season.

SIXTY THREE      Victory or defeat, our best wishes are with you. Hope you win.

SIXTY FOUR      Arrived safely at \_\_\_\_\_.

SIXTY FIVE      Arriving \_\_\_\_\_ on \_\_\_\_\_. Please arrange to meet me there.

SIXTY SIX      DX QSLs are on hand for you at the \_\_\_\_\_ QSL Bureau.  
Send \_\_\_\_\_ self-addressed envelopes.

SIXTY SEVEN      Your message number \_\_\_\_\_ undeliverable because of \_\_\_\_\_.  
Please advise.

SIXTY EIGHT      Sorry to hear you are ill. Best wishes for a speedy recovery.

SIXTY NINE      Welcome to the \_\_\_\_\_. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

\* Can be used for all holidays.

# **Appendix X**

## **RACES Service Plan for the Support of Local Government During Emergencies**

(Based on the plan developed at Tacoma, Washington)

The following plan was provided by FEMA in CPG 1-15, March 1991, as a guide for the establishment of a local RACES plan.

To convert this plan for use in your community, replace the appropriate portions of the sample plan with the information you compile in completing the worksheets, and provide annexes applicable to your community.

For statistical information purposes, it is requested that a copy of your community's amateur plan be sent to the FEMA region and the State Emergency Management Office. Limited planning assistance is also available by contacting the FEMA Region that supports your state.

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### APPROVALS

This plan has been reviewed and approved by the following authorities: (name and date)

FEMA Regional Communications Officer

Director, State Emergency Management Office

State RACES Officer

County Emergency Manager

County RACES Radio Officer

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#### 1. Introduction

- a. Scope – this plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency conditions.
- b. Purpose – this plan is intended to provide coordinated operation between the City of Tacoma government officials and the RACES organization during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned

and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organization in local emergency plans and programs.

- c. Operations – this plan becomes official for the City of Tacoma, Washington when signed by the Federal Communications Commission (FCC); Director of Emergency Services; Chairman of the State Emergency Area Emergency Communications Committee; and authorized RACES representatives. Under this plan, the Director of Emergency Services is empowered to request the use of Available volunteer communications facilities and personnel. Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service licensee or broadcast licensee from exercising independent discretion and responsibility in any given situation under the terms of its license.
2. Authority – Part 97, Subpart A, Federal Communications Commission Rules and Regulations.
  3. Authentication – the form of authentication that will be used between the activating official and the RACES organization is personal identification or knowledge of the individuals involved.
  4. Identification – the methods used to identify a RACES member and key personnel during a communications support operation are the following:
    - a. Local Emergency Services Identification Card; and
    - b. Personal Acquaintance.
  5. Implementation Procedures
    - a. Procedures for Government Officials – upon notification or determination of an emergency condition or situation posing an extraordinary threat to life and/or property, the City of Tacoma, Washington Director of Emergency Services will contact the RACES Liaison Officer.

The Director of Emergency Services will use the following format when contacting the RACES Liaison Officer:

"This is Lee Clark, Director of the City of Tacoma Department of Emergency Services. I request that the RACES organization be activated for Tacoma, Washington because of (description of situation)."

In order to speed personnel activation during emergency conditions or provide other announcements, an authorized official may contact the Tacoma / Pierce County Operational Area emergency broadcast system station and request that a

public service announcement be made to assist activation of the RACES organization.

Upon request of the emergency condition, a termination notice will be issued by appropriate government officials.

- b. Procedures for Amateur Radio Operators – upon request by authorized authorities, the designated RACES member(s) will report to the EOC and activate the required emergency nets using the frequencies below:

Shelter net                      29.5 MHz USB

*In a net supporting Red Cross shelter activities, the use of Nationally Coordinated Red Cross frequencies is advised.*

Evacuation net                146.52 MHz FM

Hospital net                    223.5 MHz FM

*Local coordination and discretion will be used in all frequency choices.*

RACES members missing a designated assignment by the EOC network control are encouraged to check in at any time.

In the event that assistance is offered by amateurs not living within the immediate area, amateurs will contact the EOC on the previously listed simplex frequencies or locally used repeater frequencies for assignment and dispatch.

At the cessation of the emergency, authorized officials initiate roll call from the EOC using any one or more of the previously listed simplex frequencies and local repeater frequencies. RACES members will then acknowledge and confirm receipt of termination message.

6. Tests – tests of the system include:

- a. One test per week of the RACES organization
- b. Annual emergency exercises

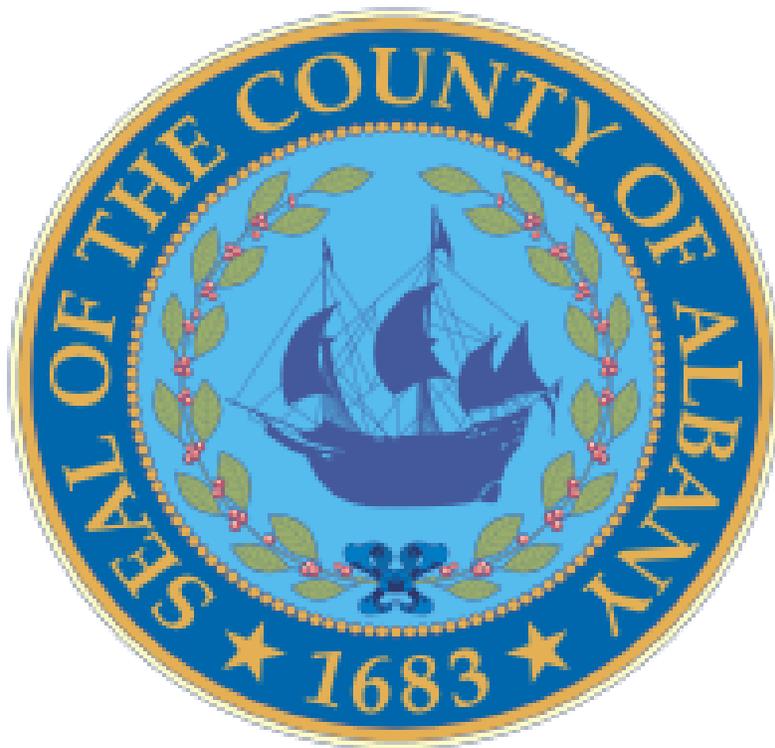
7. Annexes

- a. Annex A: Lists agencies supported, key personnel and their telephone numbers
- b. Annex B: Lists authorized RACES radio frequencies
- c. Annex C: Lists RACES members, telephone numbers and resources
- d. Annex D: Functional block diagram of agencies that interface with the emergency organization
- e. Annex E: Local checklists
- f. Annex F: Glossary of terms

Last update: November 18, 2011

**ALBANY COUNTY CORONER'S PLAN  
FOR THE  
HANDLING OF MASS DISASTERS**

**REVISED 2013**



**PREPARED BY  
THE ALBANY COUNTY CORONER'S OFFICE**

## **PURPOSE**

A trained and qualified mortuary response team is formed to aid those who are in charge of human remains. The team will be available to provide support in disaster recovery, evacuation and identification of remains, as well as assist in notifying families of deceased victims. They shall prepare and file death certificates and facilitate ways for preparing, processing and releasing human remains to the next of kin under emergency conditions.

Wherever possible, those actions and responsibilities carried out on a day-to-day basis will continue during periods of emergency. To meet additional requirements, fire and ambulance units will call in extra personnel and equipment in accordance with their established operational procedures. Individual hospital capabilities during non-emergency periods are known and will be used initially in delivering patients to hospitals in mass casualty situations. Deliveries will continue until a hospital announces via radio that it has reached capacity. Naturally, follow-up announcements will be made in the event that the hospital's situation changes.

The purpose also of this plan is to establish policy and procedures to be utilized, to the extent practicable, during mass disasters such as aircraft crashes, explosions, chemical accidents, bioterrorism, large fires, train, bus or truck wrecks, or radiation accidents.

The services of many agencies may be required and the degree of participation might vary due to the size or severity of the disaster. But normally – rescue, first aid, evacuation, possible identification of the deceased, etc., are common to all such disasters.

## **POLICY**

It is the policy of the Albany County Coroner's Office to provide quality services to the citizens of our community at all times. We must recognize and prepare to provide these same services under trying circumstances related to the following circumstances:

- Disasters, both man-made and natural that might occur in our community at any time. As such, a plan dealing with procedures for internal operations, as well as intergovernmental cooperation, coordination, and jurisdiction is needed.
- In general, multiple agencies have concurrent scene responsibility and authority. Such will vary according to function and time. For example, police maintain security and fire departments control rescue. The Albany County Coroner's Office coordinates recovery of the dead and their disposition.

- This order establishes such a plan. It must be emphasized however, that our role is and must be predicated upon a cooperative and coordinated effort with all facets of our community that would be involved in a disaster.

### **OBJECTIVES**

This order establishes a major disaster plan for the Office of the Albany County Coroner. Our office seeks to do the following:

- Define terms and relationships.
- Establish areas of responsibility.
- Establish procedures in the event of either man-made or natural disasters.
- Make certain that there is compliance with New York State Coroner's Law.
- Provide for security, communications, human relations, transportation, facilities, and coordination with the New York State Association of Funeral Directors for assistance.
- Following removal of all injured personnel, the Albany County Coroner's Office will assume on-scene command functions and supervise the removal of any dead from the scene. The Coroner will set up temporary morgue facilities, if necessary, near the disaster site.

### **ACTION**

There is hereby established a Major Disaster Plan which is a part of this order.

### **EFFECTIVE DATE**

April 1, 2003 (revised edition of March 12, 2013)

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TIMOTHY J. CAVANAUGH  
CORONER

---

PAUL L. MARRA  
CORONER

---

JOHN G. KEEGAN  
CORONER

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KENNETH SADDLEMIRE  
CORONER

### **TABLE OF CONTENTS**

Preface	I
Purpose of Plan	II
Policy of Plan	III
Objectives of Plan	IV
Action of Plan	V
Effective Date of Plan	V

### **SECTION I – INTRODUCTION**

I. Scene Oversight	1
II. Sites of Operation under the direction of the Coroner	2

### **SECTION II – SCENE RESPONSIBILITIES**

I. Develop a Plan	2
II. Equipment (Getting things organized before attempting to move bodies)	
III. Body Recovery Teams – Evaluation	3
IV. Body Recovery Teams – Removal and Transfer	3
V. Search and Body Recovery (Documentation)	3
VI. Role of the Scene Registrar	4
VII. Off-Site Processing	4

### **SECTION III – MORGUE/EXAMINATION CENTER**

I. Equipment – Early Considerations	
II. Flow at Processing Center	5
III. Cause of Death	6
IV. Medical Identification	6
V. Storage of Bodies	6
VI. Release of Bodies to Families	6
VII. Coroner Facility Security	
• Albany County Law Enforcement Departments	7
• Security	7
• Emergency Lighting	8
VIII. <b>Disaster Plan</b>	
• Definition	8
• Declaration of Disaster	8

•	Notification/On-call List	8
•	Agency Notifications	8
•	Parking	9
•	Press Policy	9
IX.	<b>Notification</b>	9-11
X.	<b>Responsibilities of Command</b>	12
•	Senior Albany County Coroner	12
•	Pathology Division	12
•	Designated Assistant Senior Coroner	12
•	Pathologists	13
•	Operations Division	14
•	Director of Operations	14
I.	Morgue Bureau	14
II.	Forensic Investigations Bureau	15-16
III.	Forensic Imaging Bureau	17
IV.	Special Services Division	17
V.	Laboratory Bureau	17
VI.	Records and Transcription Bureau	18
VII.	Business Office	18
VIII.	Computer Unit	19
IX.	Public Interment Program	19
X.	Disaster Scene Procedures – General	19-23
XI.	Body and Property Release Procedures	23-24
XII.	Unidentified Remains	24
XIII.	<b>Specific Disaster Procedures</b>	
•	Hurricanes	25
•	Fires	26
•	Nuclear Incidents	26-27
•	Aircraft Crashes	27-29
	<b>Chemical and Pathogen Incidents</b>	29
•	Scene	29
•	Pathogen and Neurotoxin Precautions during Autopsy	30

#### **SECTION IV – FAMILY ASSISTANCE CENTER**

I.	Site Selection	30
II.	Security	30
III.	Transportation Services	31
IV.	Administrative Staff	31
•	Family Assistance Center Team Leader/Coordinator	31
•	Coroner Representatives	31
•	Family Interview Personnel	31

- Computer Specialists 31
- Communication Specialists 31
- Support Services 31-32
- Death Notification Procedure/Release of Body
- Identified Parts and Effects 32

**Sources of Information in Preparing Manual** 33-34

**APPENDIX** 35-38

ATTACHMENT #1 - FUNERAL DIRECTORS 39-42

ATTACHMENT #2 - REFRIGERATION – TRUCKING COMPANIES 43

**SECTION 1 – INTRODUCTION**

I. **Scene Oversight**

- Upon notification of an incident, an evaluation team consisting of a minimum of Coroner, Operations Director, and Chief Investigator should proceed together to the disaster site. The safety of the scene must be assessed and clearance issued by the appropriate agency before an evaluation team may enter.

**Upon arrival at the scene, the Coroner will contact the Coroner’s Office to relay the following information:**

- Exact location of the disaster
- Date and time of disaster
- Potential or real number of fatalities
- Condition of the bodies
- Level of difficulty in recovery—types and numbers of personnel and equipment needed
- Accessibility of the incident scene
- Possible biological, chemical, physical, or radiological hazards
- Begin the formulation of a plan for documentation, body recovery and transportation
- Select a site for a temporary morgue and estimate personnel needs. This morgue can be used as a holding area until the examination center is prepared to receive additional bodies.
- Select a site for the Morgue Examination Center—estimate personnel needs
- DMORT (Disaster Mortuary Operational Response Team) – If it appears advisable, DMORT can provide a Multidisciplinary Assistance Team to aid in the

evaluation of the need for additional personnel and equipment. The team should be available and on site in less than 24 hours. During an emergency response, DMORT works to support local authorities, provide technical assistance, personnel to recover identify and process deceased victims. The main unit may proceed by a DMORT Evaluation Team. A part of National Disaster Medical Services (NDMS), DMORT may be activated under several legal authorities including the Federal Response Plan (FRP), the Public Health Services Act, the Aviation Disaster Family Assistance Act, Presidential Mandate, Federal, and State Agreements. The Coroner through a request to the Emergency Management Agency accesses DMORT. DMORT also has temporary portable morgue facilities available.

## II. **Sites of Operation Under Direction of the Coroner**

- The Scene(s): Body and initial evidence recovery: site of a temporary morgue if indicated.
- The Morgue Examination Center: Body identification and processing.
- The Family Assistance Center will assist in:
  - Acquisition of ante mortem information.
  - Positive Identification Notification.
  - Assist with care of the families.
  - Provide information to Public Information Officer for media release.

### **The Long Term Examination Site:**

- Processing biological specimens and evidence not originally accessed at the scene or Morgue Examination Center.

## **SECTION II – SCENE RESPONSIBILITIES**

- I. **Develop a Plan:** In conjunction with police, fire, and rescue personnel. Incident Command System (ICS) will be instituted; this assures a unified command center with a specific individual in charge through which all activities are coordinated. It follows the standard military model.
- II. **Equipment:** Getting things organized before attempting to move bodies.
  - Designate an Equipment/Supply Officer(s).
  - Protective Clothing: gloves, boots, coats, hard hats, rain suits and respirators (etc.) as dictated by the situation.

- Substantial Body Bags: number and type.
- Refrigerated Trucks with metal floors which allow decontamination: 20 bodies per 40 foot trailer at 35-38\*.
- Transportation: Personnel, equipment, and bodies (military, other government, contract services, funeral homes).
- Tents & Storage.
- Paint for numbering (1, 2, 3; P1, P2, P3; E1, E2,E3...).
- Flags for marking locations.
- Plastic toe tags; Sharpie permanent pens.
- Biohazard bags & boxes.
- Photography equipment.
- Gridding, laser survey. GPS systems.
- Critical incident stress debriefing.
- Rest stations & food.
- Worker Safety-health provisions in place (includes having appropriate immunizations-Tetanus, Hepatitis B-up to date).
- Communications devices: radio, cell phones.
- Writing or computer equipment for scene log maintenance.

### III. **Body Recovery Teams – Evaluation**

- Coroner Assistant(s) – police, fire, military.
- Coroner Investigator.
- Scribe.
- Photographer: IDENTIFIED. Personal cameras are not allowed at the site or scene of mortuary operations.
- Physical Anthropologist.
- Evidence Technician.
- Scene Registrar.

### IV. **Body Recovery Teams – Removal & Transfer**

- Recovery Evaluation Teams.
- Up to 4-transport personnel/body to move a deceased from the site to the temporary morgue.
- Scene Log required in addition to individual case records and paperwork.

### V. **Search and Body Recovery**

- Appoint a Body Recovery Team Supervisor.
- Assure overall security of the area.
- Establish and execute an adequate search pattern.

- Grid and consider the use of aids, such as global positioning devices for each body or body part discovered early in the discovery process.
- Utilize engineering/surveying consultants as indicated.
- Document, process and recover bodies, fragments and associated evidence (scribe and photographer).
- Transport to and storage in temporary morgue and refrigerated truck, pending transportation to the Examination Center.

#### VI. **Role of the Scene Scribe**

- Arrange for scene data entry into the total record system.
- Have a system in place to electronically track used supplies throughout your system.
- Assure replenishment and billing information.
- NDMS can have acquisition programs rapidly in place to assist.

#### VII. **Off-Site Processing**

The Coroner or his designee will determine if “off-site processing” will be required, following notification by the Communication Unit. If it is determined and so ordered that “off-site processing” will take place the following steps will be taken:

- Twelve sets of sawhorses are to be brought to the “off-site processing” location to be established.
- Electric power will have to be assured, in order to run the dental x-ray unit and processor.
- Scene Log will be required, in addition to individual case records and paperwork.

### **SECTION III – MORGUE/EXAMINATION CENTER**

This material applies in part to both the Temporary Morgue and the Morgue/Examination Center.

#### **Equipment: Early Considerations**

- Site selection based on the findings of the Evaluation Team.
- Security/ID Badges: different colors, reference function and access.
- Unique numbering system separate from your usual case numeric system.
- Refrigerated trucks with ramps to allow access and egress.

## **Flow at Processing Center**

- **Station #1**

The above staff (except the dental team) along with police personnel will be placed into working groups. The number of working groups will be determined based on the number of fatalities. Each working group at Station #1 will consist of one police photographer, two missing person detectives, one police officer or technician and one Coroner Medical Legal Investigator.

- Photos for Identification and evidence are taken. A general description of the decedent is completed.
- All items of clothing, personal effects and jewelry are inventoried, logged, bagged and secured.
- Fingerprinting is completed.

- **Station #2**

- Dental examinations and charting of all cases
- Dental films will be taken and processed
- After completion of work from Station #1 and #2 remains will be transported to the morgue at Albany Medical Center Hospital. Based on the number of fatalities and following a request by the Albany County Coroner, Police Department to close off certain streets and remove parked vehicles. Refrigerated trailers to hold victims will be ordered from private vendors and placed on the streets closed off.
- Mass fatality cases will be separated from ongoing daily casework. If necessary mass fatality autopsy/examination will be completed in the decomposition autopsy suite to ensure separation.
- Personnel from the Coroner's Office will do identification data entry into a computerized database at the Temporary Morgue Processing Center.

## **Cause of Death**

A Coroners Pathologist will determine cause of death, after a physical examination of autopsy of the deceased is completed. A uniform cause, manner, and line 27 information, is established prior to any death certificate being completed. The Coroners Pathologist or his designee will accomplish this determination.

### **Medical Identification**

All bodies and body parts will be sequentially numbered at the scene and transported to the designated Coroner's Mortuary. In conjunction with the Police or Sheriff Department's Missing Persons Unit, the Coroner will attempt to make verifiable identification (via dental, x-ray, prints, photos, etc.) of each deceased person.

The Albany County Coroners and the Missing Persons Unit will jointly agree upon identification of victims. Any subsequent name changes made by the Coroner must be relayed to the Missing Persons Unit and vice-versa for proper coordination.

### **Storage of Bodies**

When feasible, all disaster victims will be stored at the Albany Medical Center Mortuary facilities or at another appropriate facility.

### **Release of Bodies to Families**

The Office of the Albany County Coroner will be responsible for conducting the identification process, contact next-of-kin, and the release of the bodies for burial. All cases that are ready for release, and the Death Certificate signed, are to be pre-approved for cremation or foreign shipment to prevent possibility of delays.

### **Coroner Facility Security**

- Albany County Law Enforcement Departments
- At the scene of an emergency or disaster, the police department will be assigned specific duties and responsibilities. These are, but not limited to:
  - Prevent unauthorized entry into the area.
  - Maintain order in and around emergency areas.
  - Control traffic in and around areas maintained.
  - Safeguard deceased bodies at the scene.
  - Safeguard deceased's personal property.

### **Security**

The Director of Special Services for the Office of Coroner will be responsible for:

- The overall security procedures at the Coroner's position during a declared disaster situation.
- Act as a Liaison Officer between the police and the On Scene Coordinator and request their assistance as needed.
- Request assistance from area police department for traffic control.

- Coroner evidence division will maintain security at the Mortuary entrance and will be assisted by the area police department as needed. The lobby will have an identification staff member assigned, as well as a police officer for security.

### **Emergency Lighting**

The area police department, Telephone Company and the area power company shall supply all security, emergency lighting, and electric and communications services.

### **Disaster Plan**

**Definition:** For the purpose of this plan, a disaster shall be defined as any single incident, in which ten (10) or more persons are killed, unless otherwise determined by the Coroner.

**Declaration of a Disaster:** The Albany County Coroner and/or his designee will appoint an individual to coordinate all activities in conjunction with the Albany County Office of Emergency Management to ensure that all items in this disaster plan are covered as outlined. In the event that an incident arises to a level requiring a declaration of an emergency, the County Emergency Management Office will be notified.

**Notification/on Call List:** LIST of all pertinent Office of Coroner key personnel (see appendix) Upon receipt by the communications unit of 10 or more notifications of facilities at one or more locations, Albany County 911 Communications Center (518) 765-5985 will follow the on-call priority listing as directed by the Coroner or his designee. Communications will be the primary staging location.

**Agency Notifications:** All Albany County Coroner staff may be needed to come into work in the event of a major disaster. In the event of a disaster, staff on call should contact the office to see if they are needed on-site, particularly if they are away from home.

**Parking:** Arrangements will be made with hospital facilities to obtain parking spaces in the event of a disaster.

**Press Policy:** All calls, inquiries, will be directed to the Public Information Office established by the Command Post.

### **IX. Notification**

Any member of the office of Albany County Coroner who receives a call during routine office hours involving a disaster incident (10 or more deaths) shall immediately notify:

- All four (4) Coroners.
- All Pathologists associated with the Coroner's Office.
- Removal Services.

- The date, time, caller's identification noted, and logged on the Department Case Information Sheet.
- In the event the incident is reported during non-routine office hours the above shall be notified at home, as provided in appendix II Albany County Coroner's Office Personnel Listing and table of organization.
- The Coroner receiving the initial call will request detailed information as to the following:
  - The type of incident, (i.e., plane crash of a 747; if a military plane crash is there weaponry on board; fire at a 20-story building; incident at a nuclear power plant; boat collision at the river, train derailment, etc).
  - Potential or real number of fatalities.
  - Condition of the bodies.
  - Level of difficulty in recovery—types and number of personnel and equipment needed.
  - Any known hazards to responders, ( i.e., poison gas, explosion threat, radiation levels, biological, chemical, physical or radiological hazards).
  - Accessibility of the incident scene.
  - Exact location of the incident, (i.e., 2-1/2 miles north of the Northway at exit number).
  - Route access to the command post at the disaster site if necessary or due to unusual location.
  - Which agency (ies) is (are) involved and handling the case and the key personnel.
  - Time of the occurrence (if known).
  - Any other information that may affect the call.

Based upon the type of incident the Coroner who is on duty at that time shall be responsible to notify the other (3) coroners in order that they may determine as to:

- Who shall report for duty?
- Where they shall report for duty?
- Supplies that they will need and where they may be obtained.
- Special routes that may be taken (if necessary to avoid disturbance areas).

The removal service is also to be notified by the Albany County Coroner's Office with the information set out in II Notification above. In some cases they will be told to stand by until

requested by the Coroner's Office to respond to the scene so that the necessary scene processing may be completed.

The appropriate agencies communications center will also be notified by the Albany County Coroner's Office to verify that in fact they are aware of the incident being worked and that the proper Coroner personnel are responding as necessary.

Albany County Office of Emergency Management is to be contacted in order to provide family interview facilities and telephones as may be needed where a large number of victims are involved and our facilities cannot handle or process their numbers, (i.e. family members, friends, the media, etc).

In the event there is an interruption in paging or telephone communications, Albany County Coroner Personnel learning of an event-taking place should report to the Coroner's Office for instructions and assignments.

The following are the telephone numbers assigned to those members of the Albany County Coroner's Office and other units with interest shown in Appendix.

<u>Name</u>	<u>Home</u>	<u>BeeperWork</u>	<u>Cell</u>
Timothy Cavanaugh 908-25th Street Watervliet, N.Y. 12189	274-8255	458-4648	428-8284
Paul L. Marra 282 Columbia Street Cohoes, N.Y. 12047	237-5931	454-8852	428-8357
John G. Keegan 282 Columbia Street Cohoes, N.Y. 12047	364-9869	458-3542	596-0606
Kenneth Saddlemire 169 Becker Road Knox, N.Y. 12023	859-5068	458-0562	423-3950
Jane Skinner 616 7 <sup>th</sup> Street Watervliet, N.Y. 12189	271-1990	445-7604 (Office)	857-3526
Dr. Jeffrey Hubbard 182 Van Wies Point Glenmont, N.Y. 12077	463-6496	446-2358	525-1480 428-1957

<u>Name</u>	<u>Home</u>	<u>Beeper/Work</u>	<u>Cell</u>
Dr. Michael Sikirica 170 Stevens Mill Road Broadalbin, N.Y. 12025	883-5912	467-5957/237-3211	527-6346
Dr. Bernard Ng 18 Great View Terrace Voorheesville, N.Y. 12186	475-7644	475-7644	469-6803

X. **Responsibilities of Command Organization**

**Senior Albany County Coroner**

- Will determine whom he wishes to go to the scene, (i.e., other Albany County Coroners, Pathologists, Forensic Odontologist (if available), or any other Albany County Coroner Office Personnel).
- In the event the Senior Coroner (or his designee) responds to the scene, he will be in charge at the scene of Albany County Coroner's Office Personnel and will direct them as required by the circumstances.
- Albany County Coroners Personnel ordered to the scene will report immediately to the established Command Post and to the Senior Coroner for direction and instructions. These personnel will wear their badges and Albany County Coroner identification on an outer garment easily discernible as well as any clothing, which will have Coroner markings on them.
- In the event the Senior Coroner reports to the office of the Coroner, the designee of the Senior Coroner will have command of the scene. The Senior Coroner then direct and coordinate activities from the Coroner's Office.
- He will designate an Albany County Coroner who will assist and act as liaison to the Emergency Command Communications Director. The Communications Director will handle all news releases and media requests. The Coroner's Office shall first approve such releases.
- In the event the Senior Coroner is not immediately available, he will be notified as soon as possible. In his absence, his designated Coroner shall be in charge.

## **Pathology Division**

### **Designated Assistant Senior Coroner**

- Will respond as requested by the Senior Albany County Coroner.
- In the event the Senior Coroner is not available, the designated Coroner shall take command and act in his place in all matters as indicated in Responsibilities of Command.
- Will designate which (if any) Albany County Coroner's are to report to the Office of the Coroner (to meet the requirements as outlined in # 2 below.
- The records and Identification Bureau of the police involved will assist the Coroner's in identifying and tagging the dead.

### **Pathologists**

- Shall respond as requested by the Senior Coroner or designated Assistant Senior Coroner.
- The Pathologists requested to the scene shall report immediately to the designated Command Post for instructions and directions.
- Pathologist(s) will wear their Albany County Identification in an appropriate area that is easily discernible.
- The Pathologist(s) directed to the office shall coordinate with the Director of Operations. The immediate removal of all bodies from the refrigerated storage areas to prepare for the arrival of bodies from the disaster scene.
- The Pathologist(s) will then determine which bodies in the refrigerated storage area can be released immediately to hospital morgues and/or funeral homes, and convey this information to the Director of Operations for his action.
- Those bodies requiring further examination in the opinion of the Pathologist(s) will be temporarily removed under the direction of the Director of Operations, who will be responsible for their administrative processing (establish a log and tracking system) to determine where the non-disaster bodies are located and their eventual return to the Office of the Coroner, (i.e., homicide or suicide cases, etc).

- Alternatively, the bodies, which should and can be autopsied or processed prior to arrival of the disaster dead, should be processed.
- Alternative morgue facilities, (i.e., one of the other hospitals should be used for temporary storage of non-disaster pathology cases).

### **Operations Division**

- Director of Operations
- The Director of Operations will be responsible for:
  - **Morgue Bureau**
  - The chief Autopsy Technician will assist the supervisor of the Morgue Bureau as necessary. The supervisor of the morgue will be responsible for the following:
    - Arrangements to be completed to remove all bodies on hand in the refrigerated storage space in anticipation of the arrival of the bodies from the disaster scene. These activities should be coordinated with:
      - Albany Medical Center Hospital Morgue.
      - St. Peter's Hospital Morgue.
      - Albany Memorial Hospital Morgue.
      - Other refrigerated body storage facilities as needed.
      - Funeral Homes
    - Establish a log and tracking system to determine where non-disaster bodies (III RESPONSIBILITIES) are sent and their final disposition.
    - Contact an appropriate number of Forensic Technicians to staff the Bureau's function.
    - Establish shifts as necessary for the Forensic Technicians to accommodate the work situation and their fatigue.
    - Set aside a pre-selected block of case numbers for the disaster and notify all concerned personnel and the Bureau of these numbers.

- Arrange for adequate supplies to accommodate the situation including but not limited to the following:
  - Film (all types).
  - Cameras and Flashes.
  - Body Bags.
  - Surgical supplies, (i.e., rubber gloves, scalpels, saws, etc).
  - X-ray plates.
  - Cleaning supplies (soap, bleaches, etc).
  - Heavy duty electric cord extensions.
  - Departmental forms, toe tags, finger print cards and other stationary supplies.
  - Dental charts.
  - Property bags.
  - Toxicology-laboratory containers, tubes, additional trays, and stretchers from emergency rooms to meet demands as needed.
  - Have on hand an adequate supply of disaster kits, rubber boots, jump suits, gloves, and body bags.
  - Arrange for the transportation of these kits to the disaster scene as requested by the Senior Coroner or his designee.
  - Upon request of the Senior Coroner, arrange for the necessary equipment to excavate a mass grave as indicated by the fact situation, including but not limited to, the transportation of bodies to certain preselected sites for temporary burial.

## II. Forensic Investigations Bureau

The Director of Operations will assist the supervisor of the Forensic Investigations Bureau as necessary. The secretary to the Coroners will act as the supervisor of the Forensic Investigations Bureau and will be responsible for the following:

- Forensic Investigations will be responsible for the acquisition of building security arrangements.
- Contact an appropriate number of Forensic Investigators to staff the Forensic Investigations Bureau.
- Establish shifts as necessary for the Forensic Investigations to accommodate the work situation and their fatigue.
- Establish an Information Desk to refer all inquiries to the Emergency Command Communications Director who will release news information as provided in (III RESPOSIBILITIES).

- Establish a log of all telephone traffic into the Coroner Office as to major facts related to the disaster (i.e. 9:40 p.m. Notified by telephone that the first six (6) bodies are leaving the scene in route to the hospital).
- Each investigator will initial their individual log and submit them to the case file as necessary.
- Forensic Investigations will establish in cooperation with the appropriate agency (ies) a radio line to be kept open and monitored at all times during the operation. The necessary equipment (radios, batteries, chargers, etc.) will be obtained by the Director of Operations.
- Forensic Investigations will establish additional telephone company installations in the Office of the Albany County Coroner as needed.
- Forensic Investigators will establish in cooperation with Albany Medical Center Hospital authorities (Emergency Department Administration) a waiting area near the Coroner's Morgue area. It will have a direct (hot line) phone link-up to the Forensic Investigations Bureau. The Albany County Coroner's office personnel will staff these positions, as needed.
- Relatives, friends and the news media will be directed to the appropriate area for identification, informational news releases and other necessary formalities and procedures.
- Certain disasters will require specific information to aid in the identification of the deceased. This information will be obtained in the major disaster designated area so as to free the morgue for operational requirements. Information will be obtained (using the identification/Personal History of Disaster Victim Form by department personnel from friends or relatives referred to the Information Center that pertain to:
  - Full Name of victim and prior names.
  - Address.
  - Age.
  - Date of Birth.
  - Race, sex, color of eyes, hair, weight, height.
  - Names, addresses, telephone numbers of next-of-kin
  - Employer
  - Names and location of family, dentists and doctors.
  - Name, place and approximate dates of hospitalization.
  - Scars, tattoos, old injuries, and surgical procedures.

- Shoe size.
- Clothing description and sizes.
- Smoking habits including brand of tobacco.
- Jewelry worn.
- Any other identifying data  
(See Appendix V – Identification/Personal History of Disaster Victim).
  
- The Forensic Investigations Bureau will maintain close liaison with the Morgue Bureau to have identification, photographs, clothing descriptions, etc., forwarded to them to aid in body identifications as well as copies of Identification/Personal History of Disaster Victim forms.
  
- Volunteers should be utilized where possible to provide assistance and comfort to surviving relatives and assistance in funeral home interactions.
  
- Make funeral homes aware as they call, that routine cases will be handled in due time by the Albany County Coroners and request their cooperation in deferring their calls for the duration of the disaster.

### III. Forensic Imaging Bureau

- Will be made aware of where to report by the Director of Operations, (i.e. disaster scene or Coroner's Office).
- Will have an adequate supply of:
  - Camera equipment, including video if necessary.
  - Appropriate lenses.
  - Various film – 35mm, Polaroid.
  - Flashes, including dry cell batteries.
- This should also include the needs of the Morgue Bureau as may be necessary to meet the existing situation.

### IV. Special Services Division

- For the purpose of disaster processing, the Secretary to the Coroners of Albany County will be responsible for:
  - Laboratory Bureau.

- Clerical Bureau.
- Records and Transcription Bureau.
- Office Maintenance and Security.

#### V. **Laboratory Bureau**

- The Laboratory Bureau will provide laboratory service as deemed necessary by the Albany County Coroner or the attending Pathologist(s).
- The Laboratory Bureau will be responsible for the orderly transfer of specimens from the autopsy room to the laboratory. In addition, the laboratory will be responsible for the proper security and storage of laboratory specimens.
- Laboratory personnel will be responsible for providing liaison with responsible agencies in the event of the presence of hazardous materials, (i.e. pesticides, radioactive materials, etc).
- The laboratory personnel not actively engaged in analytical activities may serve in such areas as:
  - Autopsy Room
  - Scene
  - Building Security
  - Forensic Investigations

#### VI. **Records and Transcription Bureau**

- The Records Bureau will be responsible for establishing a central records depository.
- The Transcription Section may be required to provide additional personnel for telephone services, if necessary.
- The clerical staff will provide other clerical functions as needed, (i.e. typing notes of autopsies, transcribing dictation and typing correspondence).

#### VII. **Business Office**

- Will be responsible for providing an accurate measure of time spent by individuals on the job.

- Will be responsible for providing a central depository for the security of valuables obtained from the victims.
- Will act as liaison with the Operations Director in providing needed services, supplies and materials or personnel, including all emergency purchases, as may be needed with approval of the Coroner or Director of Operations.
- Will provide for adequate telecommunications services.

#### VIII. **Computer Unit**

Will respond if requested by the Coroner or Director of Operations.

#### IX. **Public Interment Program**

Will respond if requested by the Coroner or Director of Operations.

#### X. **Disaster Scene Procedures – General**

- The Albany County Coroner’s Office will be in charge of the body removals at the disaster scene.
- The Coroners will be supported by an identification team composed of:
  - Albany County Coroner’s Physician.
  - Senior Forensic Pathologist.
  - Other Forensic Pathologist.
  - Dentist (if needed).
  - Anthropologist (if needed)
  - Law Enforcement identification personnel.
  - Photographer (if needed)
- The Disaster I.D. Form will be utilized by the team and attached to the deceased or body bag indicating the following: (SEE APPENDIX 4) – (sample blank forms) (Detailed External Body Examination Form)
  - Identifying body number.
  - Location where found.
  - Time found.
  - Date found.

- Name of person finding body.
  - Identifying stake number.
  - Approximate height of victim.
  - Approximate weight of victim.
  - Color of hair.
  - Color of eyes.
  - Scars, tattoos, birthmarks, etc.
  - Description of jewelry.
  - Description of clothing.
  - Description of personal property found with clothing.
  - Any other items of interest.
  - Transfer of negotiable cash or valuables not essential for identification to an authorized agent for safekeeping. This is to be properly receipted and noted on the disaster I.D. Form.
- All bodies will be tagged at the scene with individual numbers. The same numbers should be posted on stakes at the location where the body was found.
  - All bodies will be transported in sealed disaster bags with proper tag attachments. Making certain personal effects that will aid in the identification, are placed inside the bag (i.e. wallet, purse, etc.).
    - After the forms, photographs, measurements or other necessary procedures have been tended to; the bodies will be transported to the collecting area for eventual transfer to the Medical Examination Unit for complete examination.
    - The Senior Coroner may order a temporary morgue facility at the scene. The Director of Operations shall then arrange for:
      - (a) Refrigerated trailer(s)
      - (b) Stretchers
      - (c) Plywood boards
      - (d) Saw horses
      - (e) Emergency lighting
  - Depending of the situation and the number of victims, two or more refrigerated vehicles may be needed, they will be utilized for the following:
    - Identified bodies and parts (in one refrigerated unit).
    - Bodies and parts waiting further examination and identification (in another refrigerated unit).

## **Body Removal Service**

- Once the Senior Albany County Coroner or his designee approves for transportation to begin, the Body Removal Service will be notified. Every effort will be made to advise the Body Removal Service of the numbers involved.
- They will have available:
  - Sufficient vehicles, all radio equipped.
  - Sufficient drivers and assistants.
  - Body bags, stretchers, toe tags, etc.
  - Proper identification to enter the scene.
- No more than four (4) bodies, may be transported in one (1) vehicle. This is necessary in order to:
  - Protect identity.
  - Avoid confusion at the morgue-loading ramp.
- The Senior Albany County Coroner or his designee will appoint a Coroner's Associate at the scene who will log the following information:
  - I.D. number given to the body.
  - Where the body was found.
  - Name of the person who removed the body from the scene to the removal vehicle.
  - Name of the vehicle driver.
- This log is to be (later) turned over to the Forensic Investigations Bureau for the case file processing.
- The Albany County Coroner designated will either telephone or radio the office. As to the number of bodies being moved and estimating (ETA), the time of arrival, at the morgue ramp.

- In the event contact cannot be made in this fashion. The body removal service will contact their dispatcher who will notify the office as to the number of bodies being transported and the (ETA) estimated time of arrival, at the morgue ramp.
- In the event helicopters may be needed to transport bodies from a remote scene, (i.e., plane crash). The supervisor of Civil Defense will be contacted to arrange for such helicopter transportation.
- Upon arrival at the morgue, the body unloading will be directed the Albany County Coroner Morgue Bureau Supervisor.
- In accordance with the **Body Management Chart** (See Appendix III). The following events will take place. Under direction of the Morgue Bureau Supervisor.
- **Entry and Processing - Triage:**
  - Log in body scene numbers, names of removal service employees, and the number of cases received in each vehicle. Maintain accurate records of the total numbers of victims received.
  - Assign Pathology (Morgue) Case Number – receive paper work from Body Removal Service.
  - Weight.
  - Measure height.
  - Take photos, including identification photos.
  - Fingerprint, palm print (foot print, if necessary).
  - Take x-rays, if appropriate –head/neck/frontal view.
  - Document identifiable property and receipt it.
- The Coroner at Triage (in morgue) will record the following information, if applicable. See Appendix IV for a sample of data collection forms.
  - Weight of victim.
  - Height of victim.
  - Color of hair.
  - Color of eyes.
  - Scars, tattoos, birthmarks, etc.
  - Jewelry.
  - Clothing.
  - Personal property found in clothing.

- Any other items of interest.
- Cash or valuables not essential for identification to a member of the Forensic Investigations Bureau for safekeeping. This is to be property receipted and noted on the disaster I.D. form.
- Identification photos, clothing descriptions, jewelry, scars, etc., will be made available to members of the Forensic Investigators as they become available. The investigator will document identifiable property and receipt for it in the Morgue (Appendix IV).
- Remove body, still in its bag to:
  - The building's refrigerated coolers, or where necessary because of volume, to refrigerated trailers.
  - In the unlikely event these coolers do not provide sufficient storage space, the Director of Operations will immediately take steps to obtain additional space as necessary.
- In the event that another building is to be utilized, e.g., New York State National Guard Armory, the following guidelines will be established:
  - A minimum space of six feet by two feet (6'x2') for each body with a minimum of two feet (2) between each body will be maintained for easy access to each body.
  - There will be five feet (5') aisles between the row (experience has shown that approximately 4,500 square feet would be needed for 50 bodies.
  - To utilize state assets. The County Executive must declare a State of Emergency and a request will be forwarded through the County Emergency Management Office, then to the State Emergency Management Office (SEMO).

### **Autopsy**

- The Coroner (s) will indicate to the Morgue Bureau Supervisor when they wish to view a body.
- This will be done in a numerical order (as brought in) for purpose of control. Exception may be made when it would expedite identification or disaster causation investigation.
- As soon as the autopsy and other necessary examination steps are completed the Forensic Investigation Bureau will be notified to begin release steps of the bodies to funeral homes.
- Additional x-rays will be taken if necessary.

## XI. Body and Property Release Procedures

- Bodies shall be released to funeral homes as soon as positive identification has been made and the medical examination has been completed.
- All personal property that may arrive with a body will be inventoried (utilizing existing Albany County Coroner Forms) in the presence of a witness. Such property shall be placed in an appropriate bag or envelope, marked (case number, name, etc.), sealed and secured.
- Personal property will not be released to anyone other than a legitimate police representative, a proven next-of-kin, or a third party, which produces a court order authorizing release. All property released shall be receipted on the appropriate Albany County Coroner's Form.
- All other property that may have been brought in with the body will be released in the usual manner. Effort will be made to immediately transfer large sums of cash, in excess of \$100, to police or the insurance representative for safe custody.

## XII. UNIDENTIFIED REMAINS

- There may be cases in some disasters where limbs or tissue may be found separate and apart from bodies at a scene. In such cases:
  - The procedure outlined in **X DISASTER SCENE PROCEDURES-GENERAL** shall be followed.
  - The limb or other body part (s) in question will be tagged and bagged separately for transportation to the Albany County Coroner's Medical Examination Unit.
  - Upon arrival the part (s) in question will be:
    - Logged.
    - Photographed.
    - Weighed.
  - Placed in an appropriate storage area with other properly tagged parts and remains until the Albany County Coroner has made some determination as to proper disposal.
  - Unidentified body parts and tissue will not be assigned to identify remains.
  - Where there is a body (ies) that is/are unidentified the Morgue Bureau Supervisor will take the necessary and appropriate steps to prepare and store such body (ies) until a final determination is made by the Albany County Coroner for disposal.

### XIII. OPERATING GUIDELINES FOR SPECIFIC DISASTERS

- The following is meant to be a guideline for operating while all of the potential occurrences are not specifically mentioned. The procedures outlined can become useful guidelines for any disaster.

#### Hurricanes

- Once the National Weather Service transmits a Hurricane Alert for our local area, the following will immediately take place:
  - The Senior Coroner or his designee will advise which employee will report for work.
  - Some employees may be released from work to secure their homes and personal effects and then may be ordered back to the Medical Examination Building.
  - The Medical Examination Building is to be made secure. All loose objects and equipment outside the building will be brought into the facility.
  - The Director of Operations or his designee will arrange for the following:
    - (a) Emergency lighting
    - (b) Water
    - (c) Hot food
    - (d) Cots and blankets for sleeping
    - (e) Department vehicles to be gassed and made secure
    - (f) Emergency generator (s) if needed to maintain cooler
- In the event a disaster is proclaimed by the Albany County Executive/Emergency Management Director. The Senior Albany County Coroner will determine (based upon the number of deaths involved) if:
  - The numbers can be adequately processed as in **III RESPONSIBILITIES** without affecting health and sanitation requirements.
  - The number of victims is so great that the Albany County Coroner's Office cannot adequately process them. He shall make provisions for the mass burial or disposal of the dead as may be required in the best interest of the community.

- Pre-selected sites will be identified in cooperation the Albany County Public Works and the Albany County Office of Emergency Management to bury large numbers of bodies where both the fact situation and numbers so require.
- The Director of Operations will arrange for Panoramic x-rays of the victims teeth for identification purposes if deemed necessary.
- In the event, the situation and caseload permits, the Senior Albany County Coroner may order the dead brought to the Coroner's facilities.

In such cases **Part III RESPONSIBILITIES**, **Part IV DISASTER SCENE PROCEDURES-GENERAL**, and **PART V BODY AND PROPERTY RELEASE PROCEDURES** shall be implemented.

### **Fires**

- In the event the situation and caseload permits, the Albany County Coroner may order the dead brought to the Coroner's facilities. In such case **Part III** of this plan, **RESPONSIBILITIES**, **Part IV DISASTER SCENE PROCEDURES-GENERAL** and **Part V BODY** and **PROPERTY RELEASE PROCEDURES** shall be implemented.

### **Nuclear Incidents**

- This type of incident will require very specific information in order to assist the Albany County Coroner in reaching certain decisions as to scene responsibilities and body transportation.
  - In the event a communication is received from either:
    - (a) Office of Emergency Management
    - (b) Military Authorities
    - (c) Electrical Power Corporation
    - (d) Albany County Department of Public Health and other parties concerning a nuclear-related death the following information must be obtained:
      - Was the victim's body impregnated with radioactive material?
      - If yes, what is the level of radiation?
      - Number and location of bodies involved.
      - The number and location of the injured that might die.
      - Once the Albany County Coroner has obtained the above information he shall determine which personnel shall go to the scene location. These personnel must:

- Be under the direction of the Office of Emergency Management for radiation protection and assistance during scene visitation
- Trained and certified in radiological monitoring techniques.
- Have disposable protective clothing available to take to the scene. This clothing and radiological monitoring equipment will be found in the Medical Examination Disaster Kits.
- Coordinate their efforts with Emergency Management Office, the Military, or Electric Power Corporation as the situation may require.
- If the dead are still at the scene of the incident with high radiation readings from the body, arrangements will be made for lead containers to be made available for transportation purposes and final disposal arrangements in cooperation with the appropriate agencies.
- In the event a person (s) who was injured later dies at a hospital, the State Radiological Emergency Unit will be notified.
- The Albany County Coroner will be notified and:
  - The Coroner will respond to that hospital designated to determine if an autopsy(ies) may be performed. In the event the radiation readings are:
    - (a) High and dangerous.
    - (b) Where the body is impregnated with the radioactive Material and the likelihood of an autopsy may be Marginal, the Albany County Coroner will again Participate with appropriate agencies involved as To proper disposal solutions.

### **Aircraft Crashes**

- This is usually a localized disaster involving coordination of local, Federal, and sometimes private airline agencies.
- The local National Transportation Safety Board (NTSB) Regional Office has legal authority to investigate and to determine cause of air crashes. It also has absolute authority over the aircraft wreckage. The dead bodies are the sole responsibility of the Albany County Coroner's Office. The local NTSB office will be contacted by the Albany County Coroner to determine:
  - Location of investigative team headquarters.
  - Time of the organizational meeting.
  - Name of the chief investigator.
  - Name of the Human Factors Team Chairman.

- This information will be made available to the Albany County Coroners.
- The Albany County Coroner is an ex officio member of the structures and systems of the NTSB. (Other team members may include an engineer from the Washington Office, a representative of the airlines, the Airline Pilots Association, a representative of the FAA Regional Flight Surgeon's Office and others).
- (The NTSB investigation involves a coordination of various teams, human factors, weather, witnesses, power, airframe, etc., with evening meetings of the Team Chairman to coordinate the day's activities and information. Each team usually has an organizational meeting with duty assignment and thence coordination through the chairman.
- Notification of a crash may be received from the local NTSB Office, police agency or other sources. Upon notification the Albany County Coroner should ascertain the following:
  - Approximate location.
  - Estimated magnitude.
  - Type of aircraft, (i.e. military or civilian).
  - Presence of hazardous cargo or weaponry, if any.
  - Location of the police command post and the officer in charge.
  - The procedures in **IX NOTIFICATION** this plan will then be implemented.
- The Albany County Coroner should contact the local NTSB and the Albany International Airport Tower to ascertain the accuracy of the data above.
- The general department plan will then be followed:
  - **IX- NOTIFICATION, X- RESPONSIBILITIES,**
  - **X-DISASTER SCENE PROCEDURES-GENERAL,**
  - **And XI- BODY AND PROPERTY RELEASE PROCEDURES**
- The objectives of the Human Factor Team, including the Albany County Coroner component, are to determine:
  - Identity of the deceased.
  - What human factors, if any, caused or contributed to the initiation of the crash:
    - (a) Chemicals – drugs, alcohol, carbon monoxide, etc.

- (b) Physical disease – cardiac, nervous system, etc.
- (c) Psychological factors.
- (d) The human factor effect resulting from the crash kinetics, correlated injury patterns.
- (e) Suggested aircraft design or rescue modifications to minimize death and injury in the event of a future crash.

## **CHEMICAL AND PATHOGEN INCIDENTS**

### **Scene**

- **Parts IX-NOTIFICATION, X-RESPONSIBILITIES, X-DISASTER SCENE PROCEDURES-GENERAL, and XI-BODY and PROPERTY RELEASE PROCEDURES** will be implemented as indicated.
- Albany County Coroner personnel reporting to the scene of either a chemical or gas incident, will go directly to the Command Post on the scene of the disaster. The ranking Fire Officer on the scene will advise if protective clothing and self-contained breathing devices will be needed and issue them as necessary.
- Special contamination problems involving bodies will be coordinated with the Fire Department and other related agencies that may be involved.

## **PATHOGEN AND NEUROTOXIN PRECAUTIONS DURING AUTOPSY**

- **Pathogen Containment** (i.e. anthrax)  
The autopsy will be conducted in the Decomposition/Infection control Morgue using universal precautions.
- **Neurotoxin Exposure**  
The body will be carefully and slowly washed with an adequate volume of bleach solution (10%) and alkaline soap (e.g., standard dish soap solution). The cleansing and disposition of any potential toxic wastes will be handled in accordance with the departmental plan. Personal protection for employees will also be described in the departmental plan.

## **SECTION IV – FAMILY ASSISTANCE CENTER**

A representative of the Corners Office should be in charge during the initial setting up of the Family Assistance Center (FAC). Personnel may be recruited from the local Funeral Homes Association. The FAC is a multi-agency organization and cannot be handled by the Coroner alone. In the case of Aviation disasters, the National Transportation Safety Board (NTSB)

requires the airline involved to set up the FAC. DMORT has members assigned to this “go team”.

### **Site Selection**

- Functional for the specific incident.
- Close to the actual scene.
- Easily accessible for families.
- Adequate parking.

### **II. Security**

- Sheltering families from possible media intrusion.
- Secure parking lot, inside and outside the FAC.
- Use of military personnel, as well as police.

### **III. Transportation Services**

- Secure, sensitive, and professional.
- Knowledgeable of the area.
- Serve family, friends and staff needs .

### **IV. Administrative Staff**

- Family Assistance Center Team Leader/Coordinator.
- Overall operation supervisor.
- Establishes ante mortem data acquisition and entry plan.
- Coordinates operation with Registrar/Records Supervisor.
- Conducts daily briefings with families before media briefings.
- Conducts daily briefings with media in a secure area away from family and friends.
- Establishes and supervises death notification procedures with medical, psychological, and religious personnel.
- Coordinates center transportation and security plans.
- Coordinates roles of family assistance team members.
- Coordinates relations with outside agencies.
- Serves as a member of the death notification team.
- Provide for critical incident stress debriefing.

### **Coroner Representatives**

Function in liaison and general inquiry needs. Outside staff, such as, funeral directors, familiar with Coroner operations are desirable.

- Family interview personnel for ante-mortem data acquisition.
- Computer specialists for ante-mortem data entry and transfer to the Morgue/Examination Center.
- Communications Specialists.
- Telephone services for the Center.
- Referring media inquiries to the FAC Team Leader from addressing at the daily briefings.

### **Support Services**

- Red Cross/Salvation Army/other service organizations.
- Communications Companies.
- Food Services.
- Religious Services.
- Mental Health Support.
- Physical Health Support.
- Therapy Animals.
- Site Support – Janitorial/Plumbing/Electrical.
- Translators, Embassy and Consulate Representatives when international victims are involved.

### **Death Notification Procedure/Release of Body, Identified Parts, and Effects**

- All families should be counseled with regard to their wishes for disposal should additional body parts be identified. Their decision must be recorded on an appropriate form.
- After positive identification has been established by the ID Team and approved by the Coroner.
- Conducted preferably by the staff of the Family Assistance Center according to an established protocol.
- A Release Authorization Form should be completed and placed in the Victim Disaster Packet.
- Associated personal effects not deemed to be evidence should be released with the body and documented according to the standard operating procedure of the Coroner jurisdiction involved.
- Unassociated personal effects will be handled through a contact with a recovered property company (i.e., Kenyon International).
- Unidentified body parts will be documented and stored.

## **APPENDIX FORMS**

- A-1 Albany County Coroner Office Personnel and Table of Organization
- A-2 Anthropology Examination Form
- A-3 Anthropology Log
- A-4 Assistance from the FBI Disaster Squad (2 of 2 pages)
- A-5 Autopsy Body Release
- B-1 Body Management Chart Verification of Scene Number Upon Receipt of Remains
- B-2 Body Tag Sample
- B-3 Body Identification Wall Chart Sample
- C-1 Choosing an Incident Morgue
- D-1 Dental Chart (2 of 2 pages)
- D-2 Detailed External Body Examination Form (3 of 3 pages)
- D-3 Disaster Scene Death Investigation Record
- E-1 Emergency Activation Contact Sheet (10 of 10 pages)
- F-1 Fingerprint Chart-Record of Identification Processing
- F-2 Albany County Office of Coroner Flow Chart of Major Disaster Responsibilities at a glance

## **APPENDIX CONTINUED**

G-1	General Message Form
G-2 - G-6	Glossary of Incident Command System (5 of 5 pages)
H-1	Jewelry Recovered Description
I-1	Request for use of Mobile Morgue
I-2	Missing Person Report
I-3	Medical Plan Form
I-4	Sample Morgue Flow of Operations
I-5	Morgue Admission Log
I-6	Morgue Reception Log
I-7	Morphology Examination Form—Fragmented Remains
I-8	Mortuary Report (2 of 2 pages)
J-1	Sample Next of Kin Interview Sheet (11 of 11 sheets)
J-2	Notification of Mass Disaster
J-3	Sample Letter Official Notification of next of kin regarding Positive Identification of victim
K-1	Organization Assignment List

## **APPENDIX CONTINUED**

L-1	Pathology Report - Personal Effects
L-2	Pathology Report - Physical Characteristics
L-3	Pathology Report - Recovered Clothing Description
L-4	Pathology Examination of Partial or Complete Remains (2 of 2 pages)
L-5	Pathology Log
L-6	Personal Information (8 of 8 pages)
L-7	Photography Log
L-8	Preliminary Case Report
L-9	Personal Effects
M-1	Radiology Log
M-2	Radiology Report
M-3	Release Authorization
M-4	Release Log (2 of 2 pages)
M-5	Release Form Sample
M-6	Release Form Designation
M-7	Policy on Release of Incomplete Human Remains
M-8	Resource Summary Sheet

**APPENDIX CONTINUED**

M-9	Requested Records List
N-1	Scene Dispatch Log
N-2	DNA Specimen Taken
N-3	Staging Reception Log for Vehicles
N-4	Status Change Card
N-5	Skeletal Chart
N-6	Statement of Recognition---Record of Identification Processing
O-1	Tracking Form
O-2	Transportation Log
O-3	Unit Log (2 of 2 pages)

## **LOCAL FUNERAL DIRECTORS**

The Albany County Coroner's Office will utilize local Funeral Directors to assist with the transportation and processing of remains.

The Albany County Coroner's Office has developed a list of Funeral Directors in Albany County and also surrounding counties that have pledged to assist as part of the Mass Fatality Response Plan (see attachment 1- Albany County and Surrounding Counties Funeral Directors).

The Albany County Coroner's Office will assess the scene and will determine the number of individuals and vehicles needed to accomplish the task of recovering and evacuating remains to the morgue or incident morgue site.

The Albany County Coroner's Office will notify the Incident Commander of the needed resources. The Incident Commander will request that the EMO (Emergency Management Office) request the local Funeral Directors and request that they respond. All Funeral Directors will report to the incident staging area for identification and to sign in. The Emergency Management Office will provide the location of the staging area.

## **REFRIGERATION – TRUCKING COMPANIES**

The Albany County Coroner's Office will identify refrigeration-trucking companies that could provide refrigerated trailers for the storage of human remains if needed (see attachment 2, Refrigerated trucking Companies).

**Attachment 1****Funeral Directors**

<u>Name &amp; Address</u>	<u>Telephone #</u>	<u>Contact Person</u>	<u>Available</u>	<u>As Needed</u>
Adirondack Cremation & Burial Services, Inc. 1 Mohawk Avenue Scotia, NY 12302	346-5802-office 346-7861-fax	Don Bekkering	2	Yes
Bekkeering-Ellis Funeral Home, Inc. 1 Mohawk Avenue Scotia, NY 12302	346-5802-office	Don Bekkering	2	Yes
Bond Funeral Home 1614 Guilderland Avenue Schenectady, NY 12306	346-8424	Robert Bond	2	Yes
Bowen Funeral Home 970 Old Loudon Road Latham, NY 12110	273-4162	Arthur Bowen	2	Yes
Philip J. Brendese Funeral Home #1 Broad Street Waterford, NY 12188	237-8296	Phil or Gerry Brendese	2	Yes
Capital District Funeral Service 336 – 3rd Street Troy, NY 12180	272-3541	Roman Harasymiah	2	Yes
Chase Funeral Home 173 Main Street Schaghticoke, NY 12154	753-4511	Bob or Alisha Chase or James Smith	2	Yes

<u>Name &amp; Address</u>	<u>Telephone #</u>	<u>Contact Person</u>	<u>Available</u>	<u>As Needed</u>
Chicorelli Funeral Home 331 Delaware Avenue Albany, NY 12209	463-6656	Athur Fagnoli	1	Yes
DeMarco-Stone Funeral Home, Inc. 5216 Western Avenue Guilderland, NY 12084	346-5925	Michael DeMarco	4	Yes
Dufresne Funeral Home 216 Columbia Street Cohoes, NY 12047	237-3231	David or Mark Dufresen	1	Yes
Dunn Funeral Homes, Inc. 319 Park Avenue Mechanicsville, NY 12118	664-3731	Bob or Alisha Chase	2	Yes
Fredendall Funeral Home P.O. Box 458 Altamont, NY 12009	861-6611	James Yohey	2	Yes
Gordon C. Emerick Funeral Home 1550 Route #9 Clifton Park, NY 12065	371-5454	Kelly Sanvidge	6	Yes
W. J. Lyons Jr. Funeral Home, Inc, 1700 Washington Avenue Rensselaer, NY 12144	286-3400	Bill Lyons or Wayne Simmons	2	Yes
McLaughline & Mason Funeral Home 8 – 109th Street Troy, NY 12182	235-1722	Mike or Mary McLaughlin	2	Yes
McVeigh Funeral Home Inc. 208 North Allen Street Albany, NY 12206	487-0188	David Parente	2	Yes

<u>Name &amp; Address</u>	<u>Telephone #</u>	<u>Contact Person</u>	<u>Available</u>	<u>As Needed</u>
Magin & Keegan Funeral Home, Inc. 891 Madison Avenue Albany, NY 12208	482-2698	Jim or John Keegan	2	Yes
Marra Funeral Home 246 Remsen Street Cohoes, NY 12047	237-0206	Paul Marra	2	Yes
Thomas P. Mooney Funeral Home 11 Elm Street P.O. Box 490 Nassau, NY 12123	766-3828	Tom Mooney	3	Yes
Newcomer-Cannon 343 New Karner Road Albany, NY 12205	456-4442	John Cannon	2	Yes
Parker Brothers Memorial 2013 Broadway Watervliet, NY 12189	273-3223	Vincent Fronczek	5	Yes
Reilly & Son Funeral Home, Inc. 1200 Central Avenue Colonie, NY 12205	459-1200	Herb or David Reilly	2	Yes
Reilly & Son Funeral Home, Inc. 9 Voorheesville Avenue Voorheesville, NY 12186	765-3633	Herb or David Reilly	2	Yes
William J. Rockefeller Funeral Home 168 Columbia Turnpike Rensselaer, NY 12144	499-7047	Marshall or Mike Wagner	4	Yes
Rossi & Ditoro Funeral Home 501 Union Street Schenectady, NY 12305	374-0854-office 377-0621-fax	David Ditoro	2	Yes

**Attachment 2**  
**REFRIGERATED TRUCKING COMPANIES**

<b><u>Name &amp; Address</u></b>	<b><u>Telephone #</u></b>	<b><u>Contact person</u></b>	<b><u>Available</u></b>	<b><u>Price per day</u></b>
Leroy Holding Co. 20 North Street Albany, NY Maintenance & Drivers Provided - Logos Covered on trailer -	434-0109 758-6792	William H. Brow	Vans Trailers No Insurance	N/A N/A
Penske Truck Leasing 11 Warehouse Row Albany, NY 12205 Maintenance Provided – NO Drivers – NO Insurance - Logos covered for a fee	459-8090 1-800-526-0798	Josh Lombardo	Trailers	N/A
Price Chopper Supermarkets 501 Duanesburg Road Schenectady, NY 12106 NO Maintenance – Drivers provided - Logos covered – Decon prior to return	379-1320 365-3978-cell	Robert Doyle	Trailers	Negotiable
Refrigerated Trailer Leasing Corporation 14 Rotterdam Industrial Park Schenectady, NY 12306 Maintenance & Drivers Provided - Logos NOT covered	355-9700 1-877-269-8367	Brian Laguardia Mark Chauvin	Trailers	Negotiable
Ryder Truck Rental, Inc. 10 Erie Blvd. Albany, NY 12204 Maintenance Provided - Logos NOT covered	436-9715, 1-888-715-7272	Joseph Cahill	Trailers	Negotiable
Tandem Axle Tractor			16-24 Refrigerated Straight Truck	

**(Rates Do Not include insurance, fuel or appropriate taxes)**

## **SOURCES OF INFORMATION IN PREPARING MANUAL**

Center for Disease Control and Prevention

Center for the Study of Bio-terrorism and Emerging Infections

Federal Emergency Management Agency  
500 - C Street, SW  
Washington, D.C. 20472

Monroe County Emergency Management  
Irene Toner, FPEM, Director  
490 – 63rd Street  
Ocean Suite 150  
Marathon, Florida 33050

Miami-Dade Medical Examiner Department  
Number One on Bob Hope Road  
Miami, Florida 33136-1133

Mr. Daniel C. Stevelman, MPA  
The City of New York Department of Health  
Office of Chief Medical Examiner

Major David McBath, Division Headquarters  
New York State Police  
Albany, New York

Department of Health Office of Medical Examiners  
48 Orms Street  
Providence, Rhode Island 02904-2284  
Elizabeth A. Laposata, M.D.  
Chief Medical Examiner

Lakshmanan Sathyavagiswaran, M.D.  
Chief Medical Examiner – Coroner  
County of Los Angles  
1104 North Mission Road  
Los Angeles, California 90032

Mr. John Layton, Albany County Emergency Operations Center  
58 Verda Avenue  
Clarkesville, New York 12041