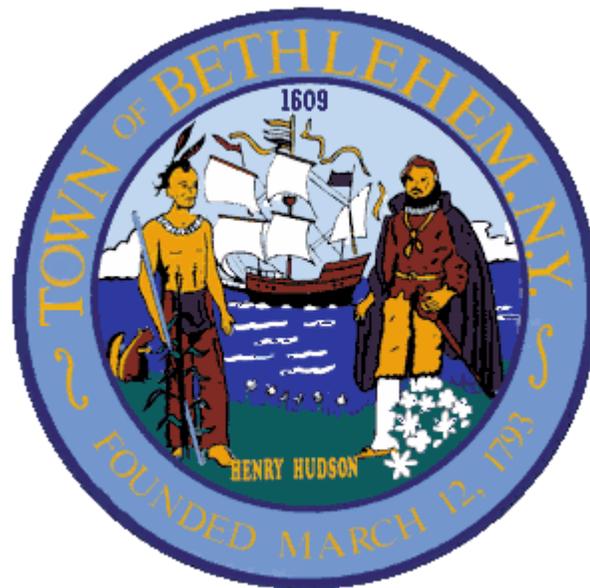


APPENDIX 7

TOWN OF BETHLEHEM

EMERGENCY MANAGEMENT

DECISION GUIDE



INITIAL PROCEDURES FOR THE SUPERVISOR and MANAGEMENT PERSONNEL

**EMERGENCY MANAGEMENT OFFICE
445 Delaware Ave. Delmar, New York 12054
518-439-4955
Fax 518-439-1699**

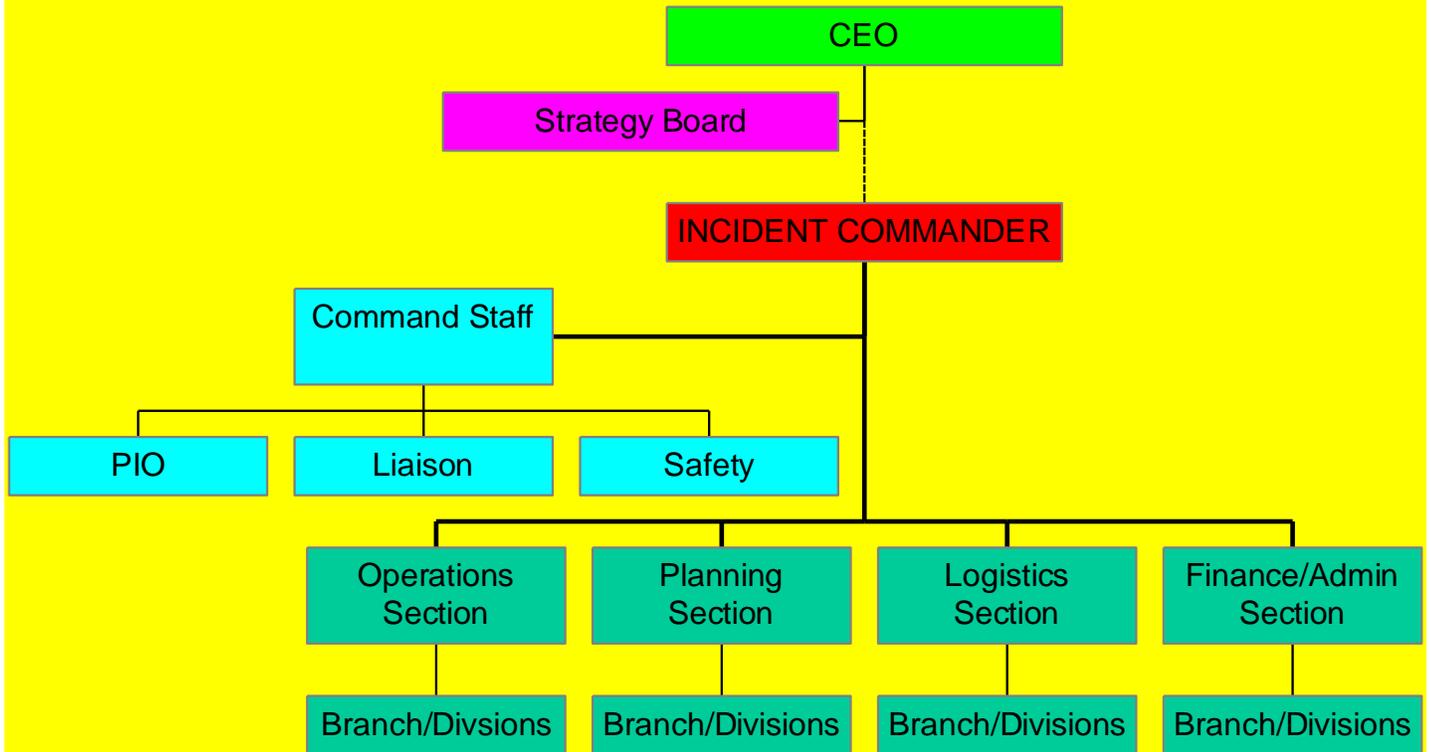
**David VanLuven
Supervisor**

**John E. Brennan
Director**

January, 2019

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

ORGANIZATIONAL CHART



TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

INTRODUCTION

The information and material included in the Town of Bethlehem Emergency Management Decision Guide has been produced by the Town's Emergency Management Office to assist its elected officials, and help management and supervisory personnel, to familiarize themselves with the various aspects concerning the *initial actions* of emergency management decision-making and preparation. This Guide is not an all-inclusive text and should be supplemented with knowledge of the Town Comprehensive Emergency Management Plan (CEMP), the implementation of emergency actions pursuant to the NIMS structure and other related resources.

This Guide should be used as a primer or reminder of key questions, actions or decisions that should be reviewed during an emergency situation. Officials involved, will each have a different role and involvement, in disaster response or management and will need to personalize this Guide to reflect their anticipated participation. In that regard, this Guide or checklist should help by offering suggestions in four areas;

- Assist CEO or Town Managers react to initial reports of an emergency
- Encourage development of companion checklists
- Provide a format or template for initial and follow-on actions
- Encourages CEO or Managers to know their roles

The immediate change from the normal day to day operational aspects of town government to an emergency mode with the possibility of life threatening decisions, can be difficult for the most talented of emergency managers and responders, and will be very difficult for those not fully oriented to emergency response and disaster management. However, the residents of the Town expect their leaders to lead and perform in their best interests. Town managers particularly elected officials, specifically the Chief Elected Official or Chief Executive Officer (CEO), while relying on emergency responders for technical expertise, is responsible for the overall conduct and outcome of a disaster and the well being of the residents. To this end, the Town's Emergency Management Decision Guide should be reviewed on a regular basis, companion notes compiled and plans made as to your immediate response to and role at an incident.

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

BACKGROUND

Notified by: _____

Time: _____

Situation: _____

Site: _____

LOCATION

- Report to Location
- Available Travel Routes
- Radio Communications Channels
- Phone Numbers
- Map(s)

INCIDENT SIZE-UP

- Type
- Time Began
- Magnitude
- Best/Worst Case

DAMAGE

- Injuries/Deaths
- Area (size)
- Property damage
- Exposures

RESOURCES

- Incident Command Structure
- Radio Identifiers
- Resources Committed
- Resources Required
- External Resources Needed
- Appropriate Authorities Notified

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

IMMEDIATE ACTIONS

- Begin Personal Log
- Establish Contact with Incident Command (IC)
- Request Brief by IC or BEMO
- Review Command Structure
- Assess Need To Convene Strategy Board
- Establish/Confirm PIO
- Establish/Confirm Safety Officer
- Direct staff as required
- Issue Declarations as Needed
- Set Reporting Procedures
- Request Staff Logs
- Designate Financial Officer
- Review Need for External Liaisons

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

PERSONAL

- Advise family of destination and contact information
- Try to predict time away from home (medicines etc)
- Take personal and professional phone lists
- Official identification
- Town radio, and/or cell phone
- Review personal calendar for appointments
- Dress for the weather
- Take personal items based on time expectations
- Pencils, pens, writing material or recorder
- Bottled water

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

LEGAL

- Confer with Town Attorney or designee
- Convene Strategy Board if needed
- Review need for Emergency Declaration
- Review and establish order of succession
- Meet with inter-governmental liaisons
- Issue emergency orders if needed
- Review need for social controls
- Review any continuation of government issues
- Monitor quality and extent of required services
- Maintain balance between public welfare and citizens rights
- Continual IC updates
- Have legal review of any emergency contracts, orders or Inter-municipal Agreements, if applicable

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

POLITICAL

- Recognize the accountability needs of other public officials
- Make provisions for the extension of assistance to these other officials
- Update involved officials on a regular basis
- Provide EOC space to other officials, if necessary
- Require periodic staff updates on sensitive issues
- Identify and consider political aspects of policies and remedies
- Seek legal advice as necessary
- Confer with and reach out to political peer groups
- Use political relationship when “normal channels” are restrictive

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

PUBLIC INFORMATION

- Designate, pre-designate if possible, a single Public Information Officer
- PIO should be a senior official who can credibly speak for the IC and CEO concerning the situation at hand
- PIO should be familiar in dealing with the media
- If pre-designated, alternative individuals for PIO should be considered
- Evaluate media capabilities, make sure you are reaching the public
- Establish media center, convenient, accessible, safe but not in the way
- All formal releases should be approved by IC and CEO
- Care should be taken with any release impacting public safety
- Avoid any statements that could be misinterpreted
- Establish new media update and access policy
- Media pools should be considered
- Written release forms should be formulated before hand
- Don't rely only on media on site, make sure information is sent to established media locations by fax and/or email

NOTES

TOWN OF BETHLEHEM EMERGENCY MANAGEMENT DECISION GUIDE

SUPERVISOR'S STRATEGY BOARD

The Strategy Board was instituted to afford the Supervisor and the Town Board the needed resources to aid in the decision-making process prior to, during and after an emergency. Under NIMS and the Incident Command System (ICS), adopted by the Town of Bethlehem, the Strategy Board will play an important role in any emergency event through their advice and counsel.

The Strategy Board consists of the following individuals, by virtue of their position or appointment:

- Police Chief
- Commissioner of Public Works
- Superintendent of Highways
- Director Office of Economic Development and Planning
- Fire Marshall
- Director of Emergency Management Office
- Town Attorney
- Fire Service Representative
- Medical Advisor

The following individuals serve as ProTemp delegates for the duration of the incident in question:

- Ranking Fire Service Representative for the immediate affected area
- Ranking Medical Service Representative for the immediate affected area
- Industrial Representative from the immediate affected area
- Any individual deemed prudent to response and/or recovery efforts

NOTES

Important Telephone Numbers

Bethlehem Police/Communications/Animal Control	439-9973
Bethlehem Town Hall	439-4955
Supervisor	x 1164
DPW	x 2014
Fire Marshall/Bldg. Dept.	x 1108
Highway	x 1598
Emergency Management	x 1166
Senior Services	x 1176
Town Clerk	x 1183
Assessor	x 1101
Court	x 1147
Parks & Recreation	x 2131
Comptroller	x 1125
Delmar FD	475-7310
Elsmere FD	439-9144
Selkirk FD	767-0010
Slingerlands FD	439-4734
No. Bethlehem FD	489-6556
Delmar-Bethlehem Emergency Medical Services	475-7317
Bethlehem Police	439-9973
Bethlehem Central School District	439-7098
Ravena-Coeymans Central School District	756-5200
Albany County Sheriff	765-5979 (518-487-5400)
Albany County Fire Coordinator	720-8028
Albany County Emergency Management Office	720-8025
Albany County EMS Coordinator	720-8027
Albany County Executive	447-7040
Albany County Dept. of Health	447-4580
Albany County DPW	765-2055
NYS OEM Watch Center	292-2200
NYS OEM Regional Office	793-6646
National Weather Service (NOAA)	435-9580
Office of Fire Prevention & Control	474-6746
NY State Police	477-9333
FBI	465-7551
Secret Service	427-0400
DHS-FEMA	212-680-3600
Federal Aviation Administration	202-267-3333
NYS DEC Spill Hotline	457-7362
NYS Dept. of Health.	474-2160
Salvation Army	463-6678
American Red Cross	212-875-2102 (518-458-8111)
Operating Engineers	431-0600
Poison Control Center	800- 222-1222
CHEMTREC	800- 424-9300
NYS DOH-Wadsworth Lab	474-4177
NYS DOH-Duty Officer	866-881-2809
National Grid	800-892-2345
Mohawk Hudson Humane Society	434-8128

The Town of Bethlehem Emergency Management Office wishes to thank the Office of Homeland Security, Federal Emergency Management Agency and the United States Fire Administration for assistance with the publication of this Decision Guide, and particularly the use of information from the CEO's Disaster Survival Kit and IEMS National Advisory Committee reports.