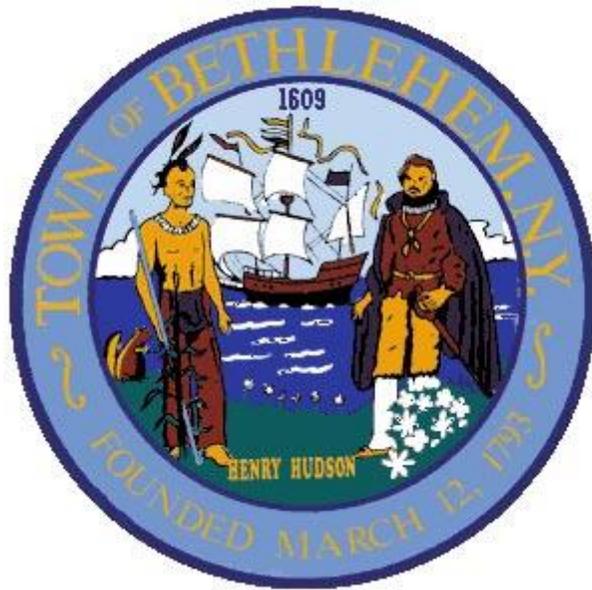


Appendix 8

TOWN OF BETHLEHEM

Emergency Management Office



EMERGENCY FUELING & FUEL STOCKS FOR EMERGENCY OPERATIONS

Revised November 2023

Appendix 8

EMERGENCY FUELING & FUEL STOCKS FOR EMERGENCY OPERATIONS

TOWN OF BETHLEHEM

A. INTRODUCTION

The ability to provide for gasoline and diesel fuel during emergencies cannot be overemphasized. The emergency responder groups must have adequate supplies of fuel in order to carry out their assigned mission, tasks and duties. Disaster situations and emergencies over extended periods of time require fuel stocks that may be inadequate under normal circumstances and operations. Should one or more agencies, required to respond to emergency calls, be unable to perform their duties due to lack of fuel inventory, steps must be taken to supply the necessary fuel on a mutual aid basis. Since the emergency responder groups and the Town of Bethlehem departments and/or other critical entities, individually or collectively have fuel inventories in place, it is agreed that mutual fueling assistance will be available amongst the participating agencies.

Prior emergencies, particularly Super Storm Sandy, created restricted supplies and exhausted most fuel stocks for the general public. Those emergencies caused additional stress and concern for the residents and businesses, as well as for emergency service responders, particularly fire, EMS and police agencies. While planning for supplying fuel stocks for emergency responders, town government and other critical entities, planning should also be initiated that would allow the private sector to maintain their fueling and continue commerce.

B. READINESS

All of the emergency responder groups within the town, including police, EMS, fire and town departments, which would be activated during an emergency, individually have supplies of fuel. Should a disaster or major emergency occur that would require periods of operation in excess of the norm, a stress would be placed on these inventories. Additionally, depending on the disaster or emergency one or more of these fueling locations might be damaged or unusable. Also there is a question of the fuel mix at these locations. While the fire stations have stocks of diesel not all have gasoline. It is therefore prudent that this mutual aid and fueling assistance be put into place.

C. ACTIVATION

Upon the declaration of a town wide emergency or at the request of a participating response agency, during a localized, or specialized emergency, the Emergency Fueling Program, will take effect. The following information provides the process for the emergency service responder groups, town departments and other critical and necessary entities to obtain fuel stocks within the town under these emergency situations.

D. AGENCIES INVOLVED

a. Host Agencies, Locations, Storage Capability (gallons)

Town of Bethlehem

- BPD, Town Hall 4000 gas
- DPW, Kenwood Ave. 2000 gas, 1000 diesel
- Highway Dept., Elm Ave. East 6000 gas, 8000 diesel
- Parks Department, Elm Ave. 500 gas, 250 diesel*

Fire/Ambulance Departments

- Delmar, Adams Street 1000 diesel
- Delmar-Beth Ambulance, Rt. 9W 500 diesel
- Elsmere, Poplar Drive 500 diesel
- Slingerlands, New Scotland Road 250 diesel
- Selkirk, Selkirk #1 450 diesel
- Selkirk, Glenmont #2 450 diesel
- No. Bethlehem, Russell Road 450 gas, 450 diesel

Bethlehem Central School District

- School Bus Garage, VanDyke Rd. 10,000 diesel
8,000 gas

b. Requesting Agencies

- All TOB Departments
- All TOB Fire & Ambulance Departments
- Bethlehem Central School District
- Other agencies or entities as required

*Not under generated power.

E. STAFFING

Since the need for the activation of this program will not be immediate, it is assumed that staffing by all agencies will be undertaken in anticipation and that resource personnel will be available to assist in the fueling effort if needed. All participating organizations will be given as much time as possible to prepare to carry out their respective roles in this program.

F. REQUESTING FUEL STOCKS

The Requesting Agency needing fuel should follow these steps;

- a. The Requesting Agency should advise the need for fueling assistance, including the type of fuel and quantity needed to the Bethlehem Dispatch Center.
- b. The On-Duty Telecommunicator will contact one of the predesignated Host Agencies, by the radio or phone to communicate this request.
- c. The Host Agency will advise the Telecommunicator of their ability to fill the request.
- d. The Telecommunicator will advise the Requesting Agency of the Host Agency's reply and either direct the Requesting Agency to proceed to the Host Agency for the necessary fuel or to continue to query the next Host Agency.
- e. Should the dispatch/communications situation be such, due to call volume, which would not allow for their involvement in the process, the Requesting Agency(s) will therefore be directed to go directly to the Host Agency or through BEMO if available, to obtain fuel stocks needed.
- f. The Host Agency should maintain records of fuel stocks distributed to the Requesting Agencies.

G. USE AND EXPENSE REPORTING

As noted, quantities and expenses for fuel will be forwarded by the Host Agency to the Requesting Agency as soon as practicable after the incident.

- a. The Host Agency should track fuel distributed by type, quantity and price per gallon and invoice the Requesting Agency accordingly.
- b. The Host Agency must identify the vehicle receiving the fuel stocks when invoicing the Requesting Agency.
- c. The Host Agency must have a signed receipt with the above information when invoicing the Requesting Agency.
- d. It should be noted that the expenses for such an operation, if meeting the federal criterion, may well possibly be borne by FEMA, but, in any case, must be paid to the Host Agency by the Requesting Agency.

H. SECURITY

Security of fuel stocks and their locations must be maintained at all times. Security during times of emergency should be increased to a heightened level. Even during emergency operations, when time is critical, it is necessary to record and track fuel stores and maintain records that will stand the test of review. Fuel stores must be used and expended only for emergency purposes. During conditions of a declared state of emergency, reimbursement funding may well be available from state (DHSES) and/or federal (FEMA) sources.

I. TERMINATION/DEACTIVATION

The termination or cessation of the emergency situation itself may not necessarily cause or warrant the deactivation of the Emergency Fueling Program. A review of the adequacies of fuel stocks should be the deciding factor.

An implementation process review and critique should be held as part of the overall incident review by command authority.

J. COMMERCIAL FUELING LOCATIONS

It is very important that plans be initiated that would encourage the private sector's commercial fuel locations to take necessary steps to allow them to maintain their ability to service the public and the emergency responder groups during emergencies. It should be our goal to have a number of these commercial town locations equipped to operate under disaster conditions with generated power facilities.

November 2023