4 Phases of Emergency Mgmt

Mitigation	- standards to prevent industry from impacting residential areas, sub-standard construction; educate public
Preparedness	- disaster planning, recognition of hazards, training
Response	- direct assistance to disaster area, or as a support agency to first-responders
Recovery	- agencies determine impact; identify needs to return to pre-disaster condition; may need State/Fed. assistance

Potential Hazards

Hazard	Rating
Water Supply Contamination	292
HazMat in transit	270
Severe Storm	270
Flash Flood	252
Epidemic	242
Tornado	234
Utility Failure	212
Ice Jam	208
Terrorism	199
Transportation Accident	198
Fire	194
Ice Storm	186
Winter Storm (severe)	181
Hurricane	176
River Flood	168
HazMat (Fixed Site)	158

High Hazard:	321 - 400
Moderately High:	241 - 320
Moderately Low:	161 - 240
Low Hazard:	44 - 160

Agency Representatives

*Responsibilities – **CHECKLIST***

✓
- ☐ Assist with emergency operations
- ☐ Appoint representative to LEPC
- ☐ Ensure actions in accordance with EOP
- ☐ Utilize parent organization's resources
- ☐ Inventory emergency staff/equipment
- ☐ Maintain staff contact/recall alert rosters
- ☐ Maintain "language interpreter" list
- ☐ Maintain *Disaster Ready Team* list
- ☐ Maintain succession line for sr. positions
- ☐ Able to assist other organizations
- ☐ Maintain "additional person/resource" list
- ☐ Pre-contract for resources
- ☐ Maintain SOP/Gs that support EOP
- ☐ Maintain safety guide for your facilities
- ☐ Maintain SOPs to protect infrastructures
- ☐ Maintain "vital records" list
- ☐ Safeguard vital records
- ☐ Provide for continuity of operations
- ☐ Maintain SOP to record expenditures
- ☐ Liaise with nearby munic./county/military
- ☐ Initiate mutual aid agreements
- ☐ Familiarize staff with emerg. responsibilities
- ☐ Hold annual hurricane awareness training
- ☐ Conduct periodic emergency exercises
- ☐ Provide representative to EOC
- ☐ Provide admin./logistical support
- ☐ Report to ES Dir. on missions assigned
- ☐ Maintain "relevant info." documentation
- ☐ Report information collected to ES Dir.
- ☐ Inform ES of injuries/fatalities/ damages
- ☐ Issue media releases through County PIO
- ☐ Recovery: return to pre–emerg. conditions
- ☐ Participate in "after action" reviews
- ☐ Identify improvements; update plans
- ☐ Maintain plans/policies/procedures

Broome County

Key Infrastructure

Government Facilities
- Governmental Complex
- Federal Building
- Arena/Forum/NYSEG Mets Stadium
- Chenango Valley State Park

Major Highways
I-86 (NY17), I-81, I-88

Railroads
Norfolk Southern, CP Rail, NYS&W

Gas Lines
Columbia Transmission, NYSEG

Public Utilities
BuckEye, Mobile Oil Pipelines, NYSEG, Endicott Muni. Electric

Emergency Contact List

County for HazMat, Sheriff, Radiological, DOT	778-1911
Health	778-2802
Weather	729-2142
NY State	
Police	775-1241
DEC	1-800-457-7362
DOT	775-0522
OFP&C	1-518-474-6746
EPA	1-201-548-8730
Binghamton HazMat	778-1911
Chem Trec	1-800-424-9300

TV Stations
WBNG/WBXI
WICZ
WIVT/WBGH
WSKG

Radio Stations
WAAL WBBI WCDW WENE WHWK WINR WKGB WKOP WLTB WMRV WMXW WPEL WSKG WWYL WMXN/WMXW

Press & Sun Bulletin

Line of Succession

County Executive
↓
Deputy Executive
↓
County Attorney
↓
Comm., Public Works
↓
Exec. Asst to Cty Exec.
↓
Budget Director
↓
Dir., E.S.
↓
Comm., Planning
↓
Dir. Security
↓
Chief Asst to Attorney

Legislature

Broome County is composed of 19 elected Legislators representing Broome County residents.

Animal Control/Protection

To control/protect care, shelter and treatment of animals (domestic/wild)
a) Owner responsible for protection of companion animals/livestock
b) *Agricultural Service Agency* – to assess/determine resources; protect animals; aided by USDA, Humane agencies
c) Assistance requested through local SPCA and BCART (Broome County Animal Rescue Team)
d) No animals in shelters; efforts to locate away from general populace

Authorization Information

To be accessible during an emergency
1. NY State Executive Law – Article 2-B
2. NY Defense Emergency Act
3. County Executive Order 1 & 2
4. County laws and ordinances
5. Disaster Relief Act
6. Federal Civil Defense Act
7. Presidential Order 11490
8. Correction Law, Sec. 93
9. NYS-Fire Mutual Aid Plan

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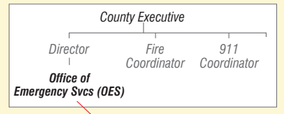
Broome County

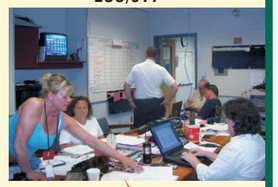
EOP Snapshot

February 14, 2008

Emergency Operations Plan (EOP)



EOC/911



Introduction

This *Snapshot* is to serve as a quick reference and *"road-map"* through the *EOP* for the various officials, agencies and departments within the community. It provides high-level guidelines for an initial response and various responsibilities during an emergency situation.

Having a formal *EOP* encourages an integrated approach to disasters, and fosters prompt, efficient and coordinated response operations by the different elements of the emergency organization. It requires a system-wide integration of skills, people and resources. By pre-defining roles for each response agency reduces confusion, chaos and conflict during an emergency and significantly decreases vulnerability of the public and their property to hazardous threats.

This *EOP Snapshot* does not replace the detailed *EOP* which may be found at: gobroomecounty.com. It serves as an easy-to-read conceptual overview, showing how all the components come together in response to an emergency. Important components of this EOP overview are the individual ESF/Annex/Incident SNAPSHOT Cards.

Background

The *Broome County EOP* assigns responsibilities for actions to be taken at the local level by government and private organizations to reduce vulnerability to disaster and to establish effective response capabilities. Consistent with the model provided in the *National Response Plan (NRP)* and *National Incident Management System (NIMS)*, the *Plan* can be partially or fully implemented for an anticipated or actual disaster.

The EOP applies an all-hazards approach to emergency management planning and preparedness and follows the structure established by the NRP:

- *Base Plan* – describes the structure and processes designed to integrate the efforts and resources of first responder organizations; includes planning assumptions, roles/responsibilities, concept of operations, incident management actions, and *Plan* maintenance
- *Emergency Support Functions (ESFs)* – details the missions, policies, structures, and responsibilities of organizations during disasters e.g. Transportation, Communications, Firefighting, Public Safety and Security, Search and Rescue
- *Support Annexes* – describes the functional processes necessary to ensure an effective implementation of EOP incident management objectives e.g. Financial Mgmt, Logistics Mgmt, Public Affairs, Volunteer Mgmt
- *Incident Annexes* – describes specialized responses requiring additional considerations e.g. Biological, Oil/Hazardous Materials, Terrorism

It provides a flexible structure for responding to all types of emergency and disaster events, both natural and manmade. The *EOP* applies to all local government departments or private organizations that may be requested to provide assistance or conduct operations during an emergency or disaster event. These events require a coordinated and consistent response by participants at all levels.

Planning Assumptions

Broome County - is exposed to many hazards, all of which have the potential to develop into a disaster situation; may need to respond using only local resources, although outside assistance may be available for larger disasters

Disasters - could occur at any time with little/no warning; may strike one or more locations; have potential to cause many casualties, displace people, property loss, infrastructure/public services disruption, and environmental damage; might overwhelm local capabilities; require substantial information sharing and resource coordination

Incident response - typically managed at lowest geographic/organizational/jurisdictional level; adhere to NIMS principles; could require prolonged, sustained operations/support activities; may require volunteers/supplies

Priorities - to save lives; protect health/safety of public/responders/recovery workers; protect property; mitigate damages/impact; protect/restore critical infrastructure and key resources; facilitate recovery of individuals, families, businesses, gov'ts and environment; conduct necessary law enforcement investigations

EOP Objectives

1. Early response – by all services
2. Control emergency operations
3. Eliminate sources of potential danger
4. Rescue persons affected
5. Provide first-aid treatment
6. Distribute casualties to Hospitals
7. Control crowd at scene
8. Release timely/factual information
9. Evacuate building(s), deemed hazardous
10. Evacuate part/all of County, if necessary
11. Involve service agencies, as required
12. Authorize/control expenditures
13. Restore services to normal

County Services

- Audit & Control
- Aviation
- Board of Elections
- Buildings & Grounds
- Code Enforcement
- Coroner/Med. Examiner
- County Clerk
- County Court
- District Attorney
- Emergency Services
- Environmental Health
- Fire Coordinator
- Information Technology
- Law
- Legislative
- Mental Health
- Motor Vehicle
- Office for Aging
- Parks & Recreation
- Personnel
- Planning/Development
- Probation
- Public Defender
- Public Health
- Public Library
- Public Works
- Purchasing
- Records Mgmt
- Risk & Insurance
- Sheriff's Office
- Social Services
- Tax Department
- Transit
- Veterans
- Youth Bureau

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Broome County — Emergency Operations Plan (EOP) – How it works

Activation

Alert Sources –
- On-the-scene personnel
- Nat'l Weather Svc
- State Police
- General Public
- ES Coordinator
- News Media
- Hazardous materials fixed facilities

1st Level Response

Emergency Services (Affected Municipalities)

Utilize their facilities/equip./ supplies/resources

notify

Emergency Svcs (ES) Director

authorizes Request

Dir. ES if ***Activate***, initiate procedure

activates → Initial Disaster Situation Report → report → County Executive

If major event (e.g. Hurricane) notify

- prepare broadcast text
- req. *EAS activation*

if needed → Declare ***State of Emergency*** → notify → **SEMO**

1. Coordinated with affected munic.
2. County directives supercede local

Declaration of Disaster — *if needed*

SEMO

Once authenticated, activates EAS

Emergency Alert System (EAS)

Broadcast Emergency AM/FM/TV

General Public

NYSPIN

- Cable TV interrupt
- Alert Cast
- Weather Alert Radios
- PA Sys./Sirens/Horns
- Tel/Pagers
- House to House

notify

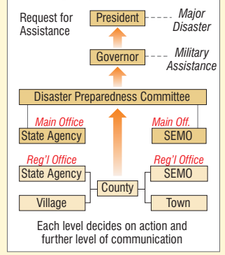
EOC Staff

notify

Activation Level	*Auth.*	*EOC Staffing*
0 Normal	n/a	Readiness
1 Local	Town	Specific Reps notified
2 Limited	Cty Exec.	Level-1 Reps
3 Full	Cty Exec.	Full staffing

Emergency Operations Center (EOC)

Emergency Information Flow



Each level decides on action and further level of communication

ARC	American Red Cross
BOS	Board of Supervisors
CEPC	County Emerg. Planning Comm.
DPC	Disaster Preparedness Comm.
EAS	Emergency Alert System
EPG	Emergency Policy Group
EMS	Emerg. Medical Services
EOC	Emerg. Operations Center
ESF	Emerg. Support Function
FCO	Federal Coordinating Officer
ICS	Incident Command System
NAWAS	National Warning System
NIMS	National Incident Mgmt Sys.
NRP	National Response Plan
NWS	National Weather Service
NYSPIN	NY State Police Info. Net
PIC	Public Information Center
RACES	Radio Amateur Civil Emerg. Svc
SCO	State Coordinating Officer
SEMO	State Emerg. Mgmt Office
SERT	State Emerg. Response Team
SOP	Standard Operating Procedure
SWP	State Warning Point

Selected Key Responsibilities

County Executive
a) Activate *Policy Group*; designate *Public Information Officer*
b) Direct emergency operations; respond to request for assistance
c) Declare emergency; request state assistance
d) Waive restrictions/codes; establish line of succession
e) Order evacuations and opening of shelters
f) Designate representative to administer state/federal assistance

Public Information Officer (PIO)
a) Establish/manage PIC; designate public emergency tel. no.
b) Authenticate information sources; provide essential information
c) Coordinate/clear all news releases with Executive
d) Monitor/control rumors; arrange interviews/tours of emergency sites
e) Provided missing person contact information
f) Maintain EPI materials; make available to public/ news media

Emergency Services Director
a) Represent County Executive in administering *Disaster Operations Plan*, resource utilization, assistance requests (local/State/Fed.)
b) Maintain emergency alert list; coordinate alert/warning
c) Conduct hazard vulnerability study; monitor for disaster potential
d) Activate *ECG*; brief *ECG/County Executive*; coordinate public warning
e) Notify State EMO on major incidents
f) Establish information contacts; coordinate requests for assistance
g) Coordinate multi-organizational mitigation, response and recovery
h) Identify/coord. gov't/private resources for emergency support
i) Conduct periodic evaluation/briefing to *Executive*; participating agencies
j) Advise *County Executive* on evacuation or in-place shelter
k) Notify *Red Cross* re: using congregate care centers
l) Coordinate evacuation/sheltering; damage assessments; document
m) Coordinate *Disaster Relief Assistance; Individual Assistance*

Coordinator, Fire Prevention & Control
a) Activate *Fire M.A.P.*; request activation of *State Fire Mobilization Plan*
b) Maintain resource lists; coordinate required *Fire Services* resources
c) Brief Dir. E.S. on status; notify *State Field Fire Rep.* of major incident
d) Liaise with EOC; provide technical information as required
e) Coordinate rescue activities; notify ES of HazMat spills, incidents, etc.

Emergency Medical Services *In addition to regular duties -*
a) Provide emergency medical treatment/transportation
b) Diagnose/treat; as per set priorities; report casualties to EOC
c) Establish/operate nearby medical centers for essential workers
d) Provide Dir. ES with road/bridge closings, for evacuation planning
e) Provide technical/medical advice; coordinate use of *Fire, Police*
f) Assist *Law Enforcement* in alert, warning, rescue and evacuation
g) Coordinate *EMS* response for mass casualties; liaise with EOC
h) Report *EOC* activation to *State Health Regional Office*
i) Maintain injured/killed list; brief Dir. ES
j) Activate *County Ambulance Mutual Aid Plan*; coord. with other services
k) Request notification of *Tioga/Chenango Fire Ctrl* for med. emergencies
l) Maintain resource lists; coordinate ambulance deployment
m) Maintain adequate ambulance coverage in other parts of County
n) Assess disaster impact and support needed for elderly; provide support
o) Refer special needs to approp. agencies; provide for their transportation

Aviation
a) Coordinate emergency operations with *Federal Aviation Admin.*
b) Coordinate aviation operations; liaise with local airports
c) Provide *Crash Fire Rescue Operations* on airport property

On-Scene Commander
a) Responsible for field operations and on-scene response force
b) Contact building owners; establish on-scene *Command Post*
c) Establish perimeter for disaster area; control area; staging area
d) Arrange for radio, tel. and b/u power; establish EOC communications
e) Establish/control emergency routes; arrange security / crowd control
f) Recommend/direct evacuation; update *County EOC* regularly
g) Arrange protective clothing; accommodations/food for personnel

Sheriff's Department *In addition to regular duties -*
a) Maintain order at disaster area; reception centers; shelters
b) Assist evacuations; enforce *Executive* orders; coord. with law agencies
c) Maintain public security at disaster area/shelters/critical facilities
d) Control disaster area access; traffic/evacuation movement
e) Provide communications support; help notify public; identify dead

Department of Public Works *In addition to regular duties -*
a) *Highways/Bridges* – maintain/close; clear debris; replace signs; provide resources e.g., trucks, heavy equipment
b) *Buildings/Grounds* – maintain; repair utilities; provides skilled staff
c) *Security* – for county buildings & facilities, including traffic control
d) *Sanitation* – provide sanitary landfill disposal facility
e) *Engineering* – assess roads/bridges/culverts/buildings; assist design in planning reconstruction/recovery

Health *In addition to regular duties -*
a) Enforce *Health/Environ./Sanitary* codes; issue health advisories
b) Assist with health/envir. evaluation; waive/restrict health/envir. codes
c) Monitor water supply, sewage control, HazMat, decontamination, disease/pest control, food sanitation
d) Liaison with nursing assistance; provide referral information
e) Determine radiation levels/decontamination/treatment/care
f) Coord. health facility evacuations; determine new treatment centers
g) Supervise identification/disposition of dead

Department of Social Services *In addition to regular duties -*
a) Provide income maint., medical assistance, food stamps, counseling
b) Coordinate programs with agencies; deploy field teams
c) Coordinate resources; assess/document effect and social impact

American Red Cross *In addition to regular duties -*
a) Manage temporary *Red Cross* shelters; reception/care center teams
b) Provide food service for disaster victims and emergency workers
c) Assist families/individuals with clothing, food, housing, household needs, transportation, occupational supplies
d) Provide community information/referral service; recruit volunteers

Parks & Recreation
a) Monitor county water shed projects during heavy rain / spring thaws
b) Provide damage assessment; provide resources

Department of Transit
a) Provide evacuation transportation; provide resources
b) Coordinate needs with public and private transportation services

County Warning Point (CWP) *(operates 24/7)*

Emergency Communications Center (9-1-1)

RADIO TOWER — **County Comm. Sys.** — 2-way

MUN. POLICE | EMS | FIRE DEPTS | PUB./WORKS

SEMO | RACES | PARKS/REC. | SHERIFF | NYSPIN

WEBEoc — Disaster LAN

TV & VCR | Satellite Phones | Mobile | Verizon Sprint Dobson | Telephones | Fax | INTERNET | Communications | e-mail | Firewall | Switch | Computers | WEBEoc | NYAlert | Disaster LAN | SEMO

Communications | Mgmt Info. Systems

Incident Command System (ICS) — *NIMS Model*

ICS Forms
201 BRIEFING
203 ORG. ASSIGN.
204 ASSIGN. LIST
205 COMM. PLAN
206 MED. PLAN
207 ORG. CHART
214 UNIT LOG
RESOURCES
ORGANIZATION
ACTIONS
PLAN W/SHEET
OBJECTIVES
CHECK-IN LIST

Administrative Support
- ***Staff*** – EOC trained County employees
- ***Housekeeping*** – bedding, food supplies, meal prep.
- ***Office supplies*** – as needed
- ***Transportation*** – individual responsibility
- ***Registration***/Status Information

Current Maps

EOC Standard Operating Guide

- HIGHWAYS
- HAZ. RISKS
- ARENAS
- MORGUES
- FIRE STNS
- POLICE STNS
- AMBUL. STNS
- FUEL SUPPLIES
- P/WORK YARDS & FUEL PUMPS

Display Board

Status
- *weather*
- *traffic control*
- *decontam. stns*
- *other*

HazMat: Agencies | Haz-Mat'ls | Equipment | Notif. List | Rad. Levels | Exposures | Decontam. | Other Info.

Emergency: Personnel | Resources | Requests | Shelters | Damage | Other info.

EXPENSES | ACTION CL. | WARNING RTS | TRAFFIC CTL | WEATHER | SHELTERS | AFTER ACTION | DAM. ASSESS | OPER. LOG | REGISTRATION | SITUATION | INCREASED READINESS

SEMO

Villages and Towns

Council — ***Mayor*** | Police | Fire | Town Supvr | Public Works

May declare "Local State of Emergency"

ACTIVITY LOGS

- Resources; Situation Rep'ts
- Damage Assessments
- County Assistance

Emergency Policy Group (EPG)

County Executive | *Attorney* Legal | *Sheriff* Law | *PIO* Information | *Dir.* ***Emergency Services***

ACTIVITY LOGS

- Formulate policies/strategies
- Locate in EOC; direct EOC
- Gather/analyze information
- Evaluate alternatives
- Inform public (thru PIO)
- Communicate with County/ Towns/Villages

continuous coordination

Unmet Needs Committee *Chair*

SCO — SEMO Region IV — Executive(s) — Other County(ies)

Commissioner ***Planning*** | *Coordinator* ***Liaison***

Public Information Centre *Rumor Control Group* — Information Officers — *ESF: 15*

Support Staff (as needed)

Emergency Coordination Group (ECG)

Operations Section

Public Safety
Coord. Dis. Preparedness
Sheriff Law Enforcement
Town/City/State Coord. Fire Prev./Control
Director EMS
Comm. Transit
Comm. Aviation
Coord. Hospital

Human Needs
Dir. Social Svcs
Dir. Off. for Aging
Coord. Red Cross
Coord. Salvation Army
Coord. Volunteers

Medical Health
Dir. Public Health
Dir. Mental Health
Dr. Med. Examiner

Infrastructure
Comm. Public Works
Comm. Parks & Recr.
Coord. Utilities
- *Electric* • *Gas*
- *Phone* • *DOT*

ESFs: 1, 2, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15

ACTIVITY LOGS

Damage Assessment / Recovery Group

Tax Office | IT/GIS | Damage Assessment | Other Support | Code Enforcement | Agriculture Service

- *Engineers*
- *Soil & Water*
- *Real Property*
- *Public Works*

ESFs: 11, 14

ACTIVITY LOGS

Logistics Section

Service Branch
Food Unit — Area Agency on Aging
Communications Unit — E911 Coordinator
RACES | NWS

Support Branch
Supply Unit — General Services
Facilities Unit — School Superintendent
Ground Support Unit — Public Works

ESFs: 1, 2, 6, 13, 15

ACTIVITY LOGS

Finance/Admin. Section

Time/Cost Unit — Treasurer's Office
Procurement Unit — County Purchasing
Compensation Claim Unit — Board Clerk

ACTIVITY LOGS — *ESF: 7*

Planning Section

Situation Unit — Economic Devel'mt
Resource Unit — Personnel Dept.
Documentation Unit — County Clerk

ESFs: ??, ??

ACTIVITY LOGS

Technical/Special Services *(as needed)*

Haz. Materials | NY Radiological | Environmental | FEMA | USDA | DOE

ACTIVITY LOGS

On arrival, *EOC members;*
- sign-in; open personal log
- check tel./communications
- contact their Area for status
- participate in initial briefing
- help-plan initial response
- inform their Area of decisions

On leaving EOC, members, handover to reliever, sign-out, and indicate where to reach

Emergency Termination – declared by Cty Executive; to notify towns/villages, neighboring communities, SEMO

EOC Security
- Picture I.D.s
- Visitors escorted
- Accurate logs
- Parameter checks

Provided by County Sheriff

Emergency Generator

Selected based on emergency nature, location & magnitude

On-Scene Command Post

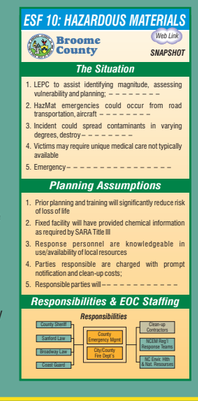
On-Scene Commander

Personnel
a) report to their Sr. Rep.
b) assist Commander
c) support debriefing

ACTIVITY LOGS

ESFs activated in modules depending on event

Responsibilities *of ESF organizations:*
- Pre-incident planning and coordination
- Maintain ongoing contact with other organizations supporting ESF mission
- Provide staffing and resources for on-scene and EOC operations as appropriate
- Manage mission assignments
- Coordinate with supporting agencies
- Plan for short/long-term incident management and recovery operations
- Maintain personnel to support emergency response and recovery efforts
- Conduct operations using their own authorities, expertise, capabilities



Emergency Support Functions (ESFs)

Each ESF identifies the agencies responsible for providing resources to meet that particular ESF mission. Several ESFs incorporate multiple components and agencies, with primary agencies designated for overall coordination of ESF functions.

ESFs
1. Transportation
2. Communications
3. Public Works/Utilities
4. Fire
5. Info. Mgmt & GIS
6. Shelter & Mass Care
7. Resource Mgmt
8. Public Health & EMS
9. Search & Rescue
10. HazMat
11. Agriculture & Nat. Res.
12. Energy & Utilities
13. Public Safety/Security
14. Recovery
15. Public Information

Annexes
1. Vital Facilities
2. Evacuation/Re-entry
3. Special Medical Needs
4. Mass Fatalities
5. Airport Emergency Plan
6. Terrorism
7. Donated Goods
8. Animal Control
9. Damage Assessment
10. Debris Management

Major Incidents
1. Biological
2. Hurricane
3. Terrorism

Associated Plans
- School Emergency
- IT Disaster Recovery
- Continuity of Operations

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