

TOWN OF BEDFORD EMERGENCY MANAGEMENT PLAN

Executive Summary

Introduction

This plan results from the recognition on the part of the Town Board of the Town of Bedford in cooperation with the local emergency services and various other departments and community organizations that a comprehensive plan is needed to enhance the Town's ability to manage an emergency/disaster situation.

This document was prepared by the Town Safety & Risk Management Committee appointed by the Town Supervisor. It was formally adopted in September 2006 by Resolution of the Bedford Town Board. This plan contributes to the overall effectiveness of local, county, state, and federal emergency management programs. Authority is provided by Article 2-B of the New York State Executive Law and the New York State Defense Emergency Act

The development of this plan included an analysis of potential hazards which could affect the Town, and an assessment of the capabilities existing in the Town of Bedford, Westchester County and New York State.

Comprehensive Approach

Coping with wide scale emergencies and disasters is an ongoing and complex undertaking. Through the 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, lives can be saved and property losses can be minimized.

Government Responsibilities

Town departments and emergency management responsibilities are outlined in this plan. Assignments and designations are made within the framework of present Town capabilities and existing responsibilities. The Town government responsibilities are closely coordinated with County government organizations to help manage and effectively coordinate all phases of an emergency.

The County government has the responsibility to assist local governments in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State government is obligated to provide assistance to the County government after resources have been exhausted and the County and Town are unable to cope with the disaster.

This plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most involved by any emergency is required to involve itself prior to requesting outside assistance.

Conclusion

This plan provides for a general "all-hazards" management guidance using existing organizations, resources etc... to allow the Town government to meet its responsibilities before, during and after a wide scale emergency or disaster.

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General Considerations and Planning Guidelines

Policy Regarding Comprehensive Emergency Management

1. A variety of emergencies, natural or man-made, can result in loss of life, property and income. They can disrupt the normal functions of government, communities and families and cause human suffering.
2. The Town government must provide effective leadership and direction to prevent, mitigate, respond to, and recover from emergencies.
3. Authority is given under Section 23 of the Executive Law of New York State.
4. 3 phases of the Emergency Management Plan
 - a. **Risk Reduction** (includes prevention and mitigation)
 1. Reduce and prevent short and long term activities which eliminate or reduce the number of occurrences of disasters
 2. Reduce the effects of disasters when they do occur
 3. Activities that may prevent or minimize the impact of hazards in Bedford
 - b. **Response**
 1. Response operations may commence before an actual emergency materializes, for example, in the event of a major weather event such as floods, hurricanes, tropical storms, major ice or snow storms that could impact the Town of Bedford. This increased readiness response may include such "pre-impact operations " as:
 - a. Detecting, monitoring and assessing any hazard or storm
 - b. Alerting and warning of any endangered populations
 - c. Protective actions for the public
 - d. Allocation and distribution of equipment and resources
 2. 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 as appropriate.
 3. Response operations in affected area are the responsibility of and controlled by the local municipalities, supported by both the Town, County and State if necessary
 4. If the magnitude of the emergency is such that the Town is unable to adequately respond, the County may be called upon to assume a leadership role.

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c. *Recovery*

1. Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct the 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 to the extent necessary to prevent the recurrence of the emergency.

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PURPOSE AND OBJECTIVES OF THE PLAN

This plan sets forth the basic requirements for managing emergencies and/or disasters in the Town of Bedford.

Objectives

1. To identify, assess and prioritize local vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to and recover from them.
2. To outline short, medium and long range measures to improve the Town's capability to manage hazards
3. To provide that Town government will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them, when an emergency or disaster occurs.
4. To provide for the efficient utilization of all available Town resources during an emergency
5. To provide for the utilization and coordination of local government, county and state and federal programs to assist disaster victims and to prioritize the response to the needs of the elderly, disabled, and other groups which may be affected
6. Provide for utilization and coordination of local, county, state and federal programs for recovery from a disaster with attention to the development of the mitigative programs.

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. Bedford Town Board Resolution
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
5. Federal Civil Defense Act of 1950, as amended

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Concept of Operations

1. The primary responsibility for responding to emergencies rests with the Town of Bedford.
2. Local government and local 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 government chief executive (Town Supervisor) 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 Westchester County.
9. The County Executive has assigned to the County Emergency Manager the responsibility to coordinate County emergency management activities.
10. A request for assistance to the State will be submitted through the Region 2 Office of the New York State Emergency Management Office (SEMO).
11. State assistance is supplemental to local emergency efforts.
12. 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.
13. 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 Town Safety & Risk Management Committee is responsible for maintaining and updating this plan.
2. The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

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Section II

RISK REDUCTION

A. Identification and Analysis of Potential Hazards

1. The Town Safety & Risk Management Committee will:
 - (a) identify potential hazards in the Town of Bedford
 - (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.
3. This hazard analysis:
 - (a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards
 - (b) establishes priorities for planning for those hazards receiving a high ranking of significance
 - (c) is to be reviewed and updated every three years
4. The rating and ranking results of the hazard analysis are found in Attachment I.
5. Paper and computerized maps identifying the location of hazard areas are located in the Town Clerk's Office.
6. The complete Hazard Analysis results are located in the Town Clerk's Office.

B. Risk Reduction Policies, Programs and Reports

1. Town government departments 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 the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the town.
 - Encourage lending institutions to require risk reduction as a condition of funding in areas prone to hazards

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- 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 participate in municipal stream channel maintenance programs
2. The Town Board is responsible for land use management of town owned land and the review of land use management actions throughout the town including:
 - authorizing town land use management programs
 - advising and assisting in the 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
 3. In all of the above activities, the Town Board will take into account the significant hazards in Bedford.
 4. The Town Safety & Risk Management Committee will identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
 5. For each hazard reduction action identified, the following information is to be included by the Committee:
 - (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 monetary value of each benefit
 - (e) an estimate of the level of community support for the action
 6. The information obtained in # 5 above will be consolidated into a Risk Reduction Report.
 7. The Risk Reduction Report will prioritize and make recommendations concerning the identified action.
 8. The Risk Reduction Report will be presented to the Town Board for review, revision, and approval or disapproval no later than October 1st.
 9. An approved Risk Reduction Report will be presented to the Town Board for consideration and funding.
- C. Emergency Response Capability Assessment**
1. Periodic assessment of the Towns capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.

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2. The Town Safety & Risk Management Committee will, on a tri-annual basis:
 - (a) assess the town'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 in its assessment, the Committee 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 Town Board.

D. Training of Emergency Personnel

1. The Town of Bedford, in coordination with the County Emergency Manager, has the responsibility to:
 - (a) arrange and provide, with the assistance of the New York State Emergency Management Office, the conduct of training programs for emergency response personnel as designated by the Emergency Manager.
 - (b) Encourage and support training for town emergency response personnel, including volunteers.
 - (c) Such training 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
 - include Incident Command System (ICS) training, focusing on individual roles
 - 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 situation, that requires additional specialized training and refresher training
 - (d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that test a major portion of the elements and responsibilities in the Emergency Management Plan, and regular drills to test readiness of warning and communication equipment.
 - (e) consult with the county departments and agencies, in developing training courses and exercises

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- (f) receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.

All 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.

Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, CERT, will be trained by these services in accordance with established procedures and standards.

Public Education and Awareness

The Town Safety & Risk Management Committee is responsible for:

- (a) providing education on hazards to the young adults and adult public in the Town of Bedford
- (b) making the public aware of existing hazards in their communities
- (c) familiarizing the public with the kind of protective measures the Town has developed to respond to any emergency arising from the hazard.

This education will:

- (a) cover all significant hazards
- (b) be available free of charge

Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by the New York State Emergency Management Office (SEMO) and other State departments, as appropriate, will be made available for use in the program.

Monitoring of Identified Hazard Areas

1. Each Town department, within their scope of responsibilities, will develop, with the necessary assistance of other 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 Town Safety & Risk Management Committee, as appropriate.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible for perform the monitoring tasks can be stationed.

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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 ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program.
5. All hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry and utility companies, and volunteer agencies and individuals, as appropriate.

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Section III

RESPONSE

I. Response Organization and Assignment of Responsibilities

A. Town Supervisor Responsibilities, Powers, and Succession

- (1) The Supervisor is ultimately responsible for Town government emergency response activities and:
 - (a) may take personal command of the Town 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 Town owned resources and facilities for disaster response,
 - (c) may declare a local state of emergency in consultation with the Town Safety & Risk Management Committee and may promulgate emergency orders and waive local laws,
 - (d) may request assistance from the County and the State when it appears that it will escalate beyond the capability of Town resources.
 - (e) notification to the Town Board as soon as soon as time permits
- (2) If the Town Supervisor is unable, due to absence or incapacitation, to perform the functions described in the preceding section A(1), the following line of command and succession has been established to ensure continuity of government in the direction of emergency operations: **Supervisor, Deputy Supervisor, Town Board Member by Seniority.**

B. The Role of the Emergency Manager

- (1) The Town Safety & Risk Management Committee coordinates Town emergency response activities and:
 - (a) activates the Towns response organization and initiates Town response activities
 - (b) maintains and manages an Emergency Operations Center (see Appendix 1)
 - (c) recommends 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

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(d) notifies and briefs departments, agencies and other organizations involved in an emergency response

(e) facilitates coordination between the Town and:

- Westchester County
- the State of New York
- private emergency support organizations

C. The County Emergency Response Organization

(1) The Incident Command System (ICS)

(a) Westchester 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. ICS should be initiated by the emergency forces first responding to an incident:

(b) ICS is organized by functions. There are five:

- Command
- Operations
- Planning
- Logistics
- 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 more 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 ICS with all five functions organized as sections is depicted as follows:

INCIDENT COMMANDER

OPERATIONS
SECTION CHIEF

PLANNING
SECTION CHIEF

LOGISTICS
SECTION CHIEF

FINANCE/ADM
SECTION CHIEF

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- (g) During an emergency, response personnel must be cognizant of the Incident Command System in place and their role in it. Some personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other personnel may be assigned to the Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All response personnel not assigned to the on-scene ICS will be coordinated by or through the Emergency Manager.
 - (h) Response personnel operating at the EOC will be organized by ICS function and interface with their on-scene counterparts, as appropriate.
 - (i) 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 Town official could be designated as the IC.
 - (j) 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 Town official could be designated as an Incident Manager and numerous response personnel assigned to the Area ICS.
- (2) Emergency Response Not Utilizing ICS
- (a) Whenever there is an emergency response involving Town personnel and, for whatever reason, an ICS has not been established, the Emergency manager, under the authority of the Town Supervisor, will coordinate the response with the various agencies as needed.

II. Managing Emergency Response

A. Notification and Activation

- (1) Each emergency is to be classified into one of three Response Levels according to the scope and magnitude of the incident.

Response Level 3: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited areas, usually within one municipality or involving small population.

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Response Level 1: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

- (2) Emergency response personnel will be activated according to the Response Level classification.

For **Response Level 3**, only the staff of the Town Safety & Risk Management Committee is activated.

For **Response Level 2**, the staff of the Town Safety & Risk Management Committee is activated and augmented by select members of the response organizations as determined by the Emergency Manager at that time.

For **Response Level 1**, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of response personnel to other locations including the emergency scene will be made through the EOC.

B. 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 Town Supervisor may proclaim a **state of emergency** pursuant to section 24 of the State Executive Law (see Appendix 2 on page 22 and 23).
- (2) Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of 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) Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

C. 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**.

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- (a) **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.
- (b) **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 Binghamton. 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 and automated alarm capabilities are generally available. NWR broadcast signal can be received County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials. See Appendix 3.
- (c) **Stationary Sirens** – There is one type of stationary warning siren in use in Bedford.
 - Fire sirens** – Located at fire stations for alerting volunteer firefighters. The sirens can be used in conjunction with EAS. They can be activated, individually or in combination, from the County Warning Point to sound a special public warning signal. Signal means turn on radio or TV for emergency instructions.
- (d) **Emergency service vehicles** with siren and public address capabilities- Many police and fire vehicles in the Town 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 but should not be relied upon for public warning.
- (e) **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.

Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.

- (4) The Public Information Officer, if established, or its function, a part of the Command section, may, in coordination with on-scene Incident Command:

- establish and manage a Joint News Center (JNC) to respond to inquiries from the news media and coordinate all official announcements and media briefings

- authenticate all sources of information being received and verify accuracy

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-provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press

-coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene

-check and control the spreading of rumors

-arrange and approve interviews with the news media and press by emergency personnel involved in the response operation

-arrange any media tours of emergency sites

- (5) The JNC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

E. 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 disease, and exposure to extreme temperatures.
- (2) There may be established within the Operations section an Emergency Medical/Public Health Group to ensure that health and medical problems are being addressed.

F. 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 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.

G. Restoring Public Services

- (1) The Operations section is 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 ensuring that restoration of services is accomplished without undue delay.
- (2) There may be established within the Operations section a Public Infrastructure Branch to perform the tasks associated with (1) above.
- (3) The Operations section may assign a representative to other utility operations centers as appropriate with the consent of the utility.

H. Resource Management

- (1) The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.

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- (2) Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
- (3) All Town resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.
- (4) Resources owned by other municipalities can be utilized upon agreement between the requesting and offering government.
- (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 an emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.
- (6) Resources identification and allocation will be conducted according to the Disaster Plan.

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Appendix I

STANDARD OPERATING GUIDE FOR BEDFORD EMERGENCY OPERATIONS CENTER (EOC)

A. INTRODUCTION

1. This Guide is a supplement to the Bedford Emergency Management Plan.
2. The Emergency Operations Center (EOC), located at the Town Offices, 321 Bedford Road, Bedford Hills, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities in support of on-scene operations.
3. The Town Supervisor is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

B. READINESS

The Town Supervisor maintains at the EOC:

- a. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC.
- b. A current chart and/or checklist of response activities required during emergencies.
- c. Current maps and data, including a map depicting municipal boundaries, main roads and waterways.
- d. Current copies of agencies' response plans/procedures.
- e. A situation display board for recording and reporting during the progress of an emergency.
- f. A "daily activities" log
- g. A current resource inventory.
- h. EOC space is to be maintained in an emergency operations mode by the Town Supervisor at all times.

C. ACTIVATION

1. Each emergency should be classified into one of three Response Levels, according to the scope and magnitude of the situation:

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Response Level 3: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

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

Response Level 1: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

2. Initial notification of an emergency is usually received at the Westchester County Communications Center/Warning Point where the information is recorded.
3. Upon initial notification of an emergency (or a potential emergency), the Communications Center will immediately ascertain if a Response Level has been assigned.
4. For Response Level 3, no additional activation of the EOC is required. During off-hours, the person managing the emergency (or substitute) can operate from wherever they are.
5. For Response Level 2, staff of the Town Safety and Risk Management Committee will report to the EOC as determined by the Town Supervisor (or substitute) depending on the type of emergency.
6. For Response Level 1, the full staff of the Town Safety and Risk Management Committee will report to the EOC.
7. In every situation, the Town Supervisor (or substitute) can modify the EOC staffing as the situation requires.
8. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

D. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
2. For a Level 1 emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, planning, Logistics, and Finance/Administration.
3. For a Level 1 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation de-escalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (6:00a to 6:30p and 6:00p to 6:30a).
5. Upon the initiation of the 12 ½ hour shifts by the Town Supervisor (or substitute), each agency will update its shift rosters to the designated Operations Officer.
6. For lesser emergencies (Levels 2 and 3), where there is no need for a major response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the

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person managing the emergency will normally be responsible for all ICS functions and may utilize distinct ICS groups as needed.

E. SITUATION REPORTING

1. The ICS Planning function is responsible for emergency situation reporting and will:

Provide a uniform reporting format for all situation reporting to ensure that the information reported is precise, concise, and clear.

After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.

Receive copies of all messages and/or situation reports from the Incident Commander and local, State and County government officials sent to the EOC pertaining to an emergency situation.

Periodically request situation reports from each participating agency represented at the EOC.

Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.

Analyze the situation reports and prepare an overall situation report. The report should contain the following information:

- date and time of emergency
- type, response level, and location
- specific area affected (including number of people)
- number of injured (estimated)
- number of dead (estimated)
- extent of damage (estimated)
- damage or loss of municipal response equipment
- roads closed
- states of emergency declared
- emergency order issued
- mutual aid called upon
- major actions taken

Provide the report to the Town Supervisor and the County Office of Emergency Management

Based upon the report, conduct regular briefings to the Command and Operations Groups.

Prepare and provide follow-up situation reports on a regularly scheduled basis to the Town Supervisor.

Maintain an event log to include all pertinent disaster-related information.

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F. SECURITY

1. Internal security at the EOC will be provided by the Police Department during a Level 1 and 2 emergency; during a Level 3 emergency, any security requirements will be provided by regular building personnel.
2. All persons entering and exiting the EOC will be required to check in and out
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. .Anyone seen in the EOC without a visible pass will be dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.

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Appendix 2

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

A. Instructions for declaring a local State of Emergency

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

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B. Sample Declaration of a local State of Emergency

A **State of Emergency** is hereby declared in the Town of Bedford effective at
_____ on _____
(time) (date)

This **State of Emergency** has been declared due to _____
(description of situation)

This situation threatens public safety.

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

As the Town Supervisor of Bedford, I, _____,

exercise the authority given me under section 24 of the New York State Executive Law to preserve public safety, and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this Town.

I hereby direct all departments and agencies of Bedford to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

(signature)

(name)

(title)

(date)

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(c) Post-emergency -

- 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
- submitting damage assessment reports to the County Emergency Management Office

4 .Damage assessment teams will consist primarily of local government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the teams.

5. There will be two different types of damage assessment teams: Infrastructure teams assess damage to public property and the infrastructure. Individual assistance (IA) teams assess impact on individuals and families.

6. Each damage assessment team will have a designated team leader who will report to the Town Assessor at the EOC.

7. Personnel from Town 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 Town Assessor during emergency conditions.

8. All assessment activities in the disaster area will be coordinated with the Incident Commander.

9. The Town Assessor 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
- institutions and private schools

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(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, dams
- public buildings, equipment, and vehicles
- publicly-owned utilities
- parks and recreational facilities

© 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

10. The Town Supervisor, will submit the Damage Assessment Report to the County Emergency Management Office. It is required for establishing the eligibility for any State and/or federal assistance.

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

- labor used
- use of owned equipment
- use of borrowed or rented equipment
- use of materials from existing stock
- contracted services for emergency response

12. The Town Supervisor will serve as the Town's authorized agent in disaster assistance applications to state and Federal government.

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14. The Town's authorized agent will:

- Attend public assistance applicant briefing conducted by Federal and State Emergency officials.
- Review SEMO's **Public Assistance Handbook of Policies and Guidelines for Applicants.**
- Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
- Prepare and submit Notice of Interest in applying for Federal Disaster Assistance
- Assign local representative(s) who will accompany the Federal Survey Team(s).
- Follow up with governor's authorized representative and FEMA.
- Submit Proof of Insurance, if required.
- Prepare and submit project listing if small project grant.
- Follow eligibility regarding categorical or flexibly funded grant.
- Maintain accurate and adequate documentation for costs on each project.
- Observe FEMA time limits for project completion.
- Request final inspection of completed work or provide appropriate certificates.
- Prepare and submit final claim for reimbursement.
- Assist in required state audit.
- Consult with governor's authorized representative (GAR) for assistance.
- 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 the Town planning board
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. Local 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.

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7. A recovery task force will:

- (a) Direct the recovery with the assistance of county departments and agencies coordinated by the Town Supervisor.
- (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) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

© 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

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-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 circumstances that led to the disaster.

2. Long term reconstruction and recovery includes activities such as:

- Scheduling planning for redevelopment
- Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
- Conducting of public meetings and hearings
- Providing temporary housing and facilities
- Public assistance
- Coordinating State/Federal recovery assistance
- Monitoring of reconstruction progress
- Preparation of periodic progress reports to be submitted to SEMO

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

- What kind of emergency assistance is available to the public.
- Who provides the assistance.
- Who is eligible for assistance.
- What kind of records are needed to document items. which are damaged or destroyed by the disaster.
- What actions to take to apply for assistance.
- Where to apply for assistance.

2. The following types of assistance may be available:

- Food stamps (regular and/or emergency)
- Temporary housing (rental, mobile home, motel)
- Unemployment assistance and job placement (regular and disaster unemployment)
- Veteran's benefits
- Social Security benefits
- Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
- Tax refund

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Individual and family grants
Legal assistance

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