

**Erie County**

**Comprehensive Emergency**

**Management Plan**

****

**July 2019**





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**Mission Statement**

It is the intention and the goal of the County of Erie, it’s elected officials, department heads, and personnel in conjunction with the County Emergency Services responder network,(encompassing three cities, twenty five towns, and sixteen villages ) of 97 fire agencies, 23 EMS agencies, to provide for the protection of the life, and the property of its residents. By planning and preparing for, the mitigation of, response to, and the recovery from any natural or man-made disaster or emergency, and to do so in a safe and orderly manner with as little disruption of essential County service as possible.

**Executive Summary**

**Introduction**

This plan results from the recognition on the part of County government that a comprehensive plan is needed to enhance Erie County’s ability to manage emergency and/ or disaster situations. It was prepared by County Emergency Management personnel, in a planning effort recommended by the New York State Division of Homeland Security and Emergency Services – Office of Emergency Management. Authority to undertake this effort is provided by both Article 2-B of the State Executive Law and New York State Defense Emergency Act.

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

In the past, government action was taken primarily only during a disaster and after a disaster struck. Today, there is a need for a comprehensive emergency management system to be in place at the local, state, and federal levels of government that deals effectively with emergency situations not only during and after an emergency, but alsobefore, one occurs. This CEMP outlines actions to be taken by the county to establish such an approach to emergency management.

**Comprehensive Approach**

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

**Who has Management Responsibility during an**

**Emergency**

The role and responsibilities of county departments and related agencies, both emergency and non-emergency management related, are outlined in this plan. Assignments are made within the framework of Erie County’s capability and existing organizational responsibilities. Erie County Department of Homeland Security & Emergency Services is designated to coordinate all emergency management activities of the county.

Erie County intends to use the National Incident Management System (NIMS), as a guideline to coordinate the response to emergencies, and the periodic testing of this plan. NIMS, is a core set of concepts, principles, and terminology for incident command and multi-agency coordination. Compliance with the components of NIMS, as required by Presidential Declaration offers a system for incident management, and testing as promulgated through the Department of Homeland Security for nationwide usage.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resource may be addressed in separate annexes attached to this plan. Examples of this type of situation are emergencies resulting from hazardous materials, dam failure, and power outage.

**Conclusion**

The plan provides a general all-hazards management guide, using existing county departments and related agencies to allow Erie County to meet its responsibilities before, during, and after an emergency.



**1 General Considerations and**

**Planning Guidelines**

**1.1 Why Prepare a Comprehensive Emergency Management Plan?**

A wide variety of emergencies, caused by nature’s acts or mankind’s

 own acts can result in loss of life, property, and income; disrupt

 the normal functions of government, communities, and families;

and cause great human suffering. Erie County must provide

 the leadership and direction to prevent, mitigate, respond to, and

 recover from the dangers and problems that arise from such emergencies anywhere in Erie County. Under the authority of

 New York State Law, Erie County may develop a Comprehensive

Emergency Management Program to prevent, mitigate, respond to,

and recover from emergencies and disasters. To meet this responsibility, the county has developed this all hazards Comprehensive Emergency Management Plan (CEMP).

**1.2 Legal Authority**

New York State Executive Law, Article 2-B, Section 23 authorizes

Erie County to prepare a CEMP in order to enhance the county’s

ability to manage emergency and disaster situations (see Appendix

B). The Erie County CEMP is part of a statewide emergency management program promulgated under the auspices of the New York State Division of Homeland Security and Emergency Services – Office of Emergency Management and is being developed in accordance with New York State Executive Law, Article 2-B; the New York State Defense Emergency Act, as amended; the

Robert T. Stafford Disaster Relief and Emergency Assistance Act;

and the Federal Civil Defense Act of 1950, as amended and Presidential Executive Order 11490, as amended.

 **1. General Considerations and Planning Guidelines**

**1.3 Objectives of the CEMP**

This CEMP sets forth the basic information required by persons

involved in an emergency caused by a natural or man-made disaster

in Erie County. The objectives of the plan are to identify, assess,

and prioritize local and regional vulnerabilities to emergencies

or disasters and the resources available to prevent or mitigate, respond to and recover from them.

 **1. General Considerations and Planning Guidelines**

* Provide guidance for county and local governments so they will take necessary actions to prevent or mitigate the effects of disasters and will be prepared to respond to and recover from them when an emergency or disaster occurs;
* Provide for the utilization of all available public and private resources to protect against and deal with an emergency or threatening situation;
* Provide for the utilization and coordination of state and federal programs to assist victims of disasters and prioritize response to the needs of the elderly, disabled, poor, and other groups, which may be especially affected; and
* Provide for the utilization and coordination of state and federal programs for recovery from an emergency or disaster with particular attention to the development of mitigation action programs.

**1.4 The Elements of the CEMP**

 The concept of comprehensive emergency management includes

 three interrelated elements, which interact in an ongoing cycle, one

 leading naturally into another. They include disaster prevention

 and mitigation, disaster response, and disaster recovery.

 **1.4.1 Disaster Prevention and Mitigation**

 Prevention refers to those short or long-term activities that eliminate or reduce the number of disasters. Mitigation refers to all activities that reduce the effects of disasters when they do occur. The

latter also includes preparedness measures such as the development

of plans and conducting of training to save lives and minimize disaster damage. Many such measures enhance the quality of response operations.

 **1. General Considerations and Planning Guidelines**

**1.4.2 Disaster Response**

Response activities follow the initial impact of an emergency or

disaster. Generally, they are designed to minimize casualties and

protect property to the extent possible through emergency assistance. Response activities may reduce the probability of secondary

damage and speed recovery operations.



**1.4.3 Disaster Recovery**

Recovery activities continue until all systems return to pre-emergency levels or better. Short-term recovery returns vital life support systems to minimum operating standards. Long-term recovery may continue for many years after a disaster. Recovery activities should include measures to prevent or mitigate a recurrence.

**1.5 Responding to an Emergency – Who is in Control?**

 Local governments and their emergency services organizations

 play the most important essential role as the first line of defense in

 rests with the local government of towns, incorporated villages,

 and cities and with their chief executives, such as the mayor and/or

 the town supervisor. When responding to a disaster, the local

government is required to make full use of its own facilities, equipment, supplies, personnel, and the resources of private entities.

The local chief executive, who acts as the key the authority during

a disaster, directs and coordinates disaster operations and may assign this authority to a coordinator. When an emergency or disaster is beyond the local capability of the local government and local resources are inadequate, the chief executive of the political subdivision may obtain assistance from other neighboring towns and villages and county government. The responsibility for responding to an emergency then rests with the county executive and county agencies in coordination with the affected local government. This CEMP describes how to request assistance and reflects the understanding that the governmental jurisdiction most affected by an emergency is required to address the emergency before requesting assistance. The Commissioner of the Department of Homeland Security & Emergency Services and/or the Deputy Commissioner of the Civil Defense/Office of Disaster Preparedness has been designated as the coordinating office for all emergency management activities within the county and is responsible for assisting individual towns and villages within Erie County if they have fully committed their resources and are still unable to cope with a disaster. When an emergency or disaster is beyond the response capability of the county and its resources, the county executive may request assistance from other counties or New York State. A request for assistance to the state will be submitted through OEM Region V. Upon the occurrence of an emergency or disaster clearly beyond the response capability and resources of state and local governments, the governor may find that federal assistance is requiredand may request such assistance from the president by requestinghim to declare a “major disaster” or an “emergency” under theprovisions of Public Law 93-288 (see Figure 1-1).

**Figure 1-1 Informal Contact and the Centralized**

**Direction of Assistance**

**1.6 Reviewing and Updating the CEMP**

The Commissioner of Homeland Security & Emergency Services, Deputy Commissioner of HSES - Civil Defense/Office of Disaster Preparedness, and staff shall review this plan at least annually. As part of this review, the commissioner of the Department of Homeland Security & Emergency Services (ECDHSES) will seek input and recommendations from county departments and local agencies participating in this plan, as well as the New York State OEM. If necessary, the Commissioner of ECDHSES will also conduct appropriate meetings to assure critical issues are addressed, and that changes are appropriately implemented (see Appendix C).

**1. General Considerations and Planning Guidelines**



Departments and agencies maintaining annexes that are part of this

plan shall also perform independent reviews of their policies, procedures, and documents on an annual basis. A report of this review

and any changes shall be submitted to the Commissioner of ECDHSES. The plan for distributing CEMP updates is contained in Appendix D.



**2 Prevention and Mitigation**

**2.1 Identifying What and Where the Risks Are:**

**2.1.1 The Department of Emergency Services/Civil**

**Defense/Office of Disaster Preparedness**

The Department of Homeland Security & Emergency Services/Civil Defense/Office of Disaster Preparedness (ECDHSES CD/ODP) has the responsibility to identify the sources of potential danger in the county that may cause emergency and disasters. The ECDHSES CD/ODP is also responsible for:

* Determining the probable impact each potential disaster could have on people and property;
* Delineating the areas affected by potential disasters; and
* Plotting potential disasters on maps and designating them as risk areas. Erie County Department of Environment and Planning/GIS is responsible for this task.

Significant potential hazards that have been identified and analyzed are in the following categories shown in Table 2-1:

**2.2 Managing Resources**

The commissioner of the ECDHSES and the Deputy Commissioner of the Homeland Security/Office of Disaster Preparedness will designate the following Erie County agencies and department heads to be responsible for providing resource management support:

* Commissioner of Senior Services;
* Deputy Commissioner of Fire Safety;
* Commissioner of Mental Health Services;
* Commissioner of Health;

**2. Prevention and Mitigation**

* Deputy Commissioner of Emergency Medical Services;
* Commissioner of Parks;
* Commissioner of Public Works;
* Purchasing Director;
* Commissioner of Environment and Planning(GIS)
* Sheriff; and
* Commissioner of Social Services.

**Table 2-1 Significant Potential Hazards by Category**

**for Erie County, New York**

 **Potential Hazard Types**

Geophysical and Weather Winter storm; blizzard; ice jam; ice storm;

Related wind storm; flood; drought; tornado;

earthquake; wave destruction (erosion,

overtopping of structures)

Industrial Related Petro-chemical industry; bioinformatics

(including fixed-site industry; oil spill; major fire; explosion;

hazardous materials) biological agent release (accident);

radiological accident; power failure; dam

failure; water supply failure; water

contamination; fuel shortage; food

shortage; chemical release; chemical fire;

chemical explosion

 Transport Related Highway; rail; waterway; pipeline; airport

(including hazardous

materials in transit)

 Malicious-intent Related Terrorism; civil disturbance; weapons of

mass destruction (domestic preparedness)

 **Category**

The county’s department heads are responsible for assisting the

Commissioner of the ECDHSES and the Deputy Commissioner of the

Civil Defense/Office of Disaster Preparedness in identifying and

analyzing potential hazards. Additionally, duties of the department

heads will include:

* Identifying and inventorying all available county volunteer and

private resources including personnel, equipment, and supplies

that are under the control of, or available to, the county that

will be marshaled when disaster threatens or strikes;

* Developing emergency resource lists, which will include heavy

equipment such as bulldozers, graders, tractors, specialized

**2. Prevention and Mitigation**

equipment (e.g., tower-ladder, crane truck, boom truck, excavator truck, crawler shovel, crane shovel), vehicles, and temporary shelters (e.g., schools, churches, etc.);

* Developing a standard resource inventory format including:

classification, quantity, location of resources; and

names/addresses/phone numbers of persons to be contacted in

the event that resources are required for support during an

emergency;

* Updating the inventory lists of resources annually and maintaining lists at each Emergency Operations Center (EOC) location;
* Coordinating resource identification system with private sector

organizations and volunteers in order to maintain adequate reserves such as supplementary shelter facilities (e.g., churches,

motels, sports arenas, and assembly halls), heavy equipment,

and emergency medical services and supplies; and

* Establishing control and delivery procedures for requested resource assistance to local jurisdictions.

**2.3 Preparing the CEMP**

The preparation of comprehensive plans to deal with emergencies

is a preventive and mitigative activity. New York State Executive

Law Article 2-B, Section 23 authorizes counties to develop disaster

preparedness plans with assistance and advice from the New York

State Disaster Preparedness Commission (DPC). Accordingly this

CEMP has been prepared by Erie County to prevent and mitigate

potential disasters and their effects by:

* Identifying appropriate local measures to prevent disasters;
* Developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters, as well as the delivery of services to aid citizens and reduce human suffering resulting from a disaster; and
* Providing for recovery and redevelopment after disasters.

The CEMP constitutes an essential part of the New York State

Disaster Preparedness Plan (DPP). The DPP considers each function from a comprehensive emergency management perspective.

Key county departments and agencies will play an important role in

**2. Prevention and Mitigation**

prevention and mitigation of those hazards, which received a high

ranking for concern in the hazard analysis. The county departments and agencies are responsible for preparing and recommending improvements to prevention and mitigation capability.

**2.4 Developing Policies and Programs to**

**Prevent and Mitigate Disasters**

Erie County may prevent and mitigate disasters in two distinct

ways:

* Identifying, developing, and implementing policies, programs,

and projects for county-owned resources and assets – those resources and assets under its direct control; and

* Advising and supporting local jurisdictions, as authorized by

General Municipal Law, or as requested by local jurisdictions

or private entities.

Examples include:

* Land-use management policies for assuring that county construction activities comply with state floodplain and coastal zone management regulations;
* Building regulations to insure the health and safety of residents of the county including regulations and codes for flood proofing;
* Federal and state regulations compliance, as appropriate, to maximize prevention and mitigation; and
* Participation through the advice of the NYS OEM Region V, in the state agency’s programs that have a direct effect on preventing and mitigating disasters in the county.

**2.4.1 Land Use Management**

The Department of Environment and Planning and other county departments and agencies are authorized to promote policies, programs, and activities to reduce hazards and risks in

their area of responsibility. Examples of these include New York

State laws, such as the General Municipal Law Article-12 B, enable the local jurisdictions to manage and control land use in the

community. Land use management, among other things, may prevent loss and endangerment of human lives and private and public

property due to disasters caused by flooding and erosion. Through

control of developing and building on hazardous areas such as

**2. Prevention and Mitigation**

floodplains, beaches, dunes, barrier islands, and erodible bluffs,

disasters may be prevented or mitigated. Local zoning ordinances, building permits, building codes, sub-division regulations, and floodplain and shore land regulations are effective land use management tools to implement control of development in hazardous areas such as floodplains, wetlands, and coastal areas. The National Flood Insurance Program (NFIP) is available to local communities along with effective land use management programs for mitigating the loss of, or damage to, private and public property through floods. In order to participate in the NFIP, local floodplain management regulations should be consistent with section 60.3(b) of the NFIP regulations.

The New York State Coastal Zone Management Program (CZMP)

coordinates existing laws and programs to regulate development

occurring within areas subject to coastal flooding and erosion.

The Commissioner of the County Department of Environment and

Planning has responsibility for land use management activities

within the county such as:

* Directing county land use management programs;
* Advising and assisting local jurisdictions in developing and

adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations, and building codes;

* Assisting and advising local planning boards in their review of

local zoning and subdivision actions;

* Assisting local jurisdictions in the preparation of recovery and

redevelopment plans after a disaster; and

* Coordinating local recovery planning activities with the federal state planning team.

**2.6 Monitoring of Identified Risk Areas**

The Commissioner of the ECDHSES and the Deputy Commissioner of the Homeland Security/Office of Disaster Preparedness, along with the assistance of key county departments, will develop the capability to

**2. Prevention and Mitigation**

monitor identified risk areas in order to detect a hazardous situation and protect the population at risk.

As a hazard or emergency situation develops, specific information will be obtained by monitoring the disaster effects. Where appropriate, monitoring stations will be established as part of other existing facilities for this purpose. Individuals will be designated by the responsible responding county departments to perform the monitoring tasks and man the stations. Monitoring tasks include the detection of hazardous potential as well as measurements or observations of a known hazard. Examples of such are rising water levels, radiation exposure levels, toxic exposure levels, seismic activities, formation and breakup of ice jams, erosion, and dam conditions. County departments responsible for monitoring specific hazardous conditions will coordinate their activity with private industry and utility companies as situations warrant.

**2.7 Training of Emergency Personnel**

The ECDHSES CD/ODP has the responsibility to arrange and provide for prevention and mitigation training and response and recovery activities for county and local key personnel involved in disaster related emergency functions. To meet this responsibility, the following efforts will be made:

* Identify local training needs and requirements;
* Plan, with the assistance of the training section of NYS OEM, the conduct of training programs for public officials; emergency management staff; key county personnel; other local key personnel from cities, towns, and villages; other emergency support services personnel; and volunteers providing assistance to local government;
* Ensure training that will include knowledge of disaster characteristics and their consequences and the implementation of emergency management; and
* Explain what the Incident Command System (ICS) is, how it

works, and when to use it.

**2.8 Education and Public Awareness**

The Erie County ECDHSES CD/ODP will provide public education and

awareness activities that will focus on:

* Disaster preparedness for youth and adult populations;

**2. Prevention and Mitigation**

* Public awareness of existing hazards in local communities; and
* Public awareness of protective measures developed by the

county to respond to potential emergencies.



**3 Response**

**3.1 A Roadmap for Emergency Response**

**Operations**

A disaster threat may be initiated at the village, town, or city level. Each level of government has the first line of responsibility to respond

 to such a threat as well as the obligation to utilize all available resources to protect its citizens. Should the threat turn into an emergency that grows beyond the capability of the government involved, the next level of government will be apprised of the need

of support.

The ECDHSES CD/ODP will be notified of any emergency situation by the Medical Emergency Radio System (MERS) communication

center, phone or radio, or Sheriff’s Office Communication

Center as a backup (see Figure 3-1). The ECDHSES CD/ODP will keep the County Executive and the Region V office of NYS OEM apprised of the situation. If the situation expands to a need for county involvement, the county executive will take command to direct and control emergency operations. The county emergency management

organization, as shown on Figure 3-2, will be activated as needed.

The Commissioner of Emergency Services and/or the Deputy

Commissioner of Civil Defense/Office of Disaster Preparedness

serve as the chief of staff to the county executive for coordination

of all emergency response operations. ECDHSES CD/ODP will alert response personnel on a priority basis according to the disaster. A

Disaster Response Team (DRT) comprised of representatives of

county response agencies will be activated to report to the scene of

the emergency (according to the nature of the emergency), or the

EOC, as directed by the Commissioner of the ECDHSES and/or the Deputy Commissioner of the Civil Defense/Disaster Preparedness Division.

**3. Response**

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**Commissioner of Homeland Security and Emergency Services**

**&**

**Deputy Commissioner of Homeland Security/ Disaster Preparedness**

Commissioner of

Environment and Planning(GIS)

Commissioner of

Public Works

Deputy Commissioner of

EMS

Deputy Commissioner of

Fire-Safety

Sheriff

County Executive

Commissioner of

Senior Services

Director

Of

Purchase

Commissioner of

Parks

Commissioner of

Health

Commissioner of

Social Services

Commissioner of

Mental Health

Commissioner of

Senior Services

Commissioner of

Senior Services

Deputy Commissioner of

EMS

 **Figure 3-1 Emergency Notification**

Sheriff

Deputy Commissioner of

Fire-Safety

**3. Response**

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**Figure 3-2 Primary Erie County Emergency**

**Response Agencies**

**3. Response**

**3.2 Incident Command System (ICS)**

Erie County endorses the use of the 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 (see Figure 3-3). ICS allows flexibility in its implementation so that

structure can be tailored to the specific situation at hand (see Appendix E). Table 3-1 describes county agencies ICS functions during an emergency situation. The incident commander will coordinate operations on the scene of emergency and will keep the EOC apprised of the emergency conditions, response operations, and resource requirements. Response operations may start before the disaster event takes place (for emergencies caused by floods, blizzards, ice storms, etc.) and will continue throughout the emergency to maximize effectiveness. This increased readiness response phase may include such pre-event operations as:

* Assessing and monitoring the hazard;
* Alerting and warning endangered populations;
* Alerting response forces to stand by; and
* Evacuation.



**Figure 3-3 Incident Command System (ICS)**

**3. Response**

**Table 3-1 ICS Function and Response Activities by**

**Agency**

**Agency/**

**Department ICS Function Response Activities**

County Executive Command Command of County Response

Forces; Declaration of State of

Emergency; Promulgation of

Emergency Orders

Public Emergency Public Information

Information

Emergency Operations Activation and Coordination of

Management Response Personnel EOC

Management Warning Liaison and

Coordination with other

Governments and Organizations

Sheriff’s Office Operations Communications; Warning

Logistics Law Enforcement

Health Department Operations Medical Care and Treatment;

Disease and Pest Control

Safety Emergency Worker Protection

Public Works Operations Debris Removal and Disposal;

Damage Assessment; Sewage

Control

Fire Coordinator Operations Fire Suppression and Control;

Search and Rescue; HazMat

Exposure Control

Social Services Operations Human Needs Assessment

Senior Services Operations Human Needs Assessment

Planning Division Planning Situation Assessment and

Documentation;

Preparedness/Mitigation Planning

Mental Health Operations Crisis Counseling and Stress

Debriefing

American Red Cross Operations Temporary Housing and Shelter;

Emergency Food and Clothing

DISS Logistics Supply and Procurement;

Information Systems

Personnel Logistics Human Resources

Purchasing Finance/ Purchasing; Accounting; Record

Administration Keeping

Environment and Planning Sewage Control; GIS, Situation

Planning Assessment and Documentation;

Preparedness/Mitigation Planning

**3.3 Emergency Operations Center (EOC)**

EOC operations provide for centralized coordination of support

agencies’ activities. Primary and alternate EOC sites in Erie

County have been established and are listed in the EOC Plan. Agencies’ plans will identify personnel as

**3. Response**

signed to staff the EOC and desks will be assigned for each agency

represented at the EOC (see EOC Plan). Specific duties of the Deputy Commissioner of the ECDHSES CD/ODP with regard to EOC operations will include:

* Activate and manage the EOC during emergencies;
* Establish a line of command and succession for continuity of

operations of the EOC;

* Maintain a current chart of activities and coordination required

during emergencies;

* Maintain maps and data on the location and the effects of the

emergency for assessment and evaluation of protective response options; maintained by County GIS ;

* Coordinate information and requests for state assistance

through NYS DHSES OEM Region V;

* Maintain a general-purpose checklist, situation board, and daily

activity log at the EOC for record and reporting purposes; and

* Establish and maintain a communications link to all response

agencies.

**3.4 Emergency Communications**

Communications for emergencies in Erie County will be based on

the particular type of incident encountered. Demand for communications in disasters and emergencies take three primary forms:

* DISPATCH - Systems for reporting emergency events and assigning personnel, services, and equipment sites.
* INFORMATION EXCHANGE - Systems for sending or reporting data, messages and other routine but critical information regarding emergency events and response activities.
* DIRECTION AND CONTROL - Systems for exchanging information and analysis regarding the status, priorities and

evaluation of emergency actions among decision makers and

key officials managing response operations.

Communication systems available for emergency management and

response operations in Erie County include the Medical Emergency

**3. Response**

Radio System at Public Safety Campus (ESU), Erie County Sheriff’s Office - Local Law Enforcement, Local Government - Radio Communications (see Figure 3-1).

Emergency management direction and control networks based

at the Erie County ECDHSES CD/ODP (designed for an emergency operational center) include:

 – direction and control networks for emergency management staff including limited access for key public officials,

 – systems for coordination of emergency operations with

NYS OEM and emergency management officials in nearby counties,

 – access and limited backup capability for local emergency service networks (fire, police, and emergency medical services),

 – a vehicle equipped with emergency management and emergency service networks designed as a mobile communications command post,

 – emergency services command vehicles, and

 – Erie County Sheriff’s command vehicles.

* Emergency radio service systems used by fire, police, and

emergency medical networks located at MERS Control

45 Elm Street Buffalo, New York 14203-Public Safety Campus, as well as programs such as DisasterLan and Charms Chat.

 – dispatch and information exchange among stations and vehicles routinely providing emergency services as a function of their daily operations,

 – direction and control of personnel and resources within a specific emergency service agency (within a police department or a local fire company) by two-way radio communication,

 - alert and warning of ECDHSES CD/ODP personnel and other emergency staff,

 – direction and control among agencies providing similar

emergency services in a mutual aid operation (among several police agencies, or among a group of fire departments),

 – coordination among police, fire, emergency medical services and Erie County ECDHSES CD/ODP;

* Support Systems

 – primarily public works departments and related agencies with communication systems designed for daily internal operations with the capacity to provide equipment, vehicle

**3. Response**

, and manpower for emergency communications in support of public works, utility, and transportation activities.

Control of communications in disasters and emergencies remains

with the primary dispatch center for each frequency, although integration of systems can be achieved by coordinating operations at

the Sheriff’s Communications Control Center and by interaction

among the communications officers of each department and agency

involved (Sheriff’s Office in county response planning). The

emergency communications system will operate on a 24-hour basis.

**3.5 Warning the Public**

A timely, reliable, and effective method for warning and informing

the public is necessary in order to implement public-protective actions. Erie County utilizes several modes of communication to provide warnings and information depending on the nature of the situation and the population that needs to be informed.

 Emergency warnings may be received at the Sheriff’s Communication Center through the National Warning System (NAWAS) or

 the New York State Police Information Network (NYSPIN) on a

 24-hour basis. Warnings and information are given to the public

 over the Emergency Alert System (EAS) which has evolved into

 NY-ALERT. EAS is the voice of emergency public information.

 The National Weather Service activates EAS/NY-ALERT for Erie

 County. The primary EAS program public information station serving Erie County is WBEN (930AM) and NY-ALERT. Notification of the

 public residing within an area exposed to a disaster will be

 accomplished by using public address systems of local police and fire

 vehicles or door-to-door notification in rural and urban areas. Special

 institutions such as schools, hospitals, nursing homes, major industries,

 and places of public assembly will be notified individually.

 Arrangement will be made for warning the hearing impaired as

 conditions warrant. Emergency warnings may be received at the EOC

of the ECDHSES CD/ODP Division, Erie County Sheriff’s Office - Communication Center, and the NYSPIN on a 24-hour basis.

**3.6 Situation Reporting**

The Commissioner of the ECDHSES, working with the Civil Defense/Office of Disaster Preparedness will prepare the initial disaster situation report to be submitted to the county executive and the Region V of the NYS OEM.

**3. Response**

The report will contain the following information:

* Date and time of disaster;
* Type of disaster;
* General location of disaster;
* Specific area affected including number of people;
* Number of injured (estimate);
* Number of deceased (estimate);
* Damage or loss of municipal response equipment – assessment;
* Roads closed; and
* Actions taken.

The Commissioner of ECDHSES CD/ODP or his designee will prepare follow-up reports to be submitted at regularly scheduled intervals to the Region V of NYS DHSES OEM and to the county executive. Statewide emergency situation reports will be received through the NAWAS, the National Weather Service, and NYSPIN.

**3.7 Emergency Public Information**

 In consultation with the Commissioner or his designee of the ECDHSES CD/ODP, the county executive will designate a county Public Information Officer (PIO) as the authoritative spokesperson for the county. The county PIO will establish a Joint Information Center (JIC) for responding to inquiries from the general public and news media and coordinate all official announcements, statements, and briefings. The PIO will also address the following:

* Making arrangements with EAS to broadcast the location of the JIC and designating a telephone number for the public to use to obtain information during the major emergency or disaster;
* Being in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press;
* Authenticating all sources of information being received;

**3. Response**

* Providing essential information and instructions including the appropriate protective actions to be taken by the public, broadcast media, and press;
* Coordinating the release of official announcements concerning public safety to the public involving the key departments and agencies;
* Clearing all news releases with the county executive;
* Checking and controlling the spread of rumors;
* Arranging and approving interviews with the news media and press by emergency personnel involved in the response operation;
* Arranging any media and public tours of emergency sites with law enforcement personnel;
* Informing the public about places of contact for missing persons and continued emergency services with the Red Cross;
* Developing and keeping Emergency Public Information (EPI) materials updated (e.g., pamphlets with instructions as to what action to take including instructions to groups when primary language is not English). Resources include the Linguistics Department – State University of New York at Buffalo and International Institute;
* Making EPI materials available for distribution to the public and the use by the news media, including for the visually impaired;
* Making written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact; and
* Conducting annual information meetings with the news media to acquaint them with current emergency plans and procedures.

The JIC may be established at the EOC or at any location where

information flow can be maintained without interfering with emergency operations. The JIC may be located at a “one-stop” center

where citizens and news media can obtain information and assistance.

**3. Response**

**3.8 Immediate Protective Action**

Protective action for emergency workers involved in containment,

mitigation, assessment, and response operations will be specific to

the situation and the organization involved. The purpose of all

protective actions will be to minimize the hazard to emergency response workers and the general public. Depending on the type of

disaster, the County Health Department, State Health Department,

and/or other designated local or state agencies will combine their

efforts for monitoring and exposure control. Private response

groups and resources may be called upon if necessary. The initial

protective action recommendations will be made to the county

EOC and to the incident commander. Reports and records will be

communicated to and coordinated by the EOC. The assessment of

data will be done at the EOC as follows:

All monitoring data received at the EOC will be plotted on overlays by County GIS;

Meteorological data received from the agencies and local National Oceanic Atmospheric Administration (NOAA) stations will be recorded and correlated with monitoring data to construct downwind hazard predictions;

These analyses will be compared to the more complex and definitive assessments received from state and federal sources;

The county executive, on recommendation of county/state health and/or other state technical assistance agencies, will order proper exposure control.

**3.9 Evacuation as a Protective Action**

**Response**

Evacuation is, by its nature, a localized operation and will normally

be conducted at the local government level. The need to evacuate may initiate at the village, town, city, or county level. The order to evacuate will be given by the local chief executive in conjunction with the incident commander, law enforcement, and the ECDHSES CD/ODP. The Erie County Disaster Preparedness Division, in conjunction with the County Department of Health, Fire Coordinator, Red Cross, County GIS, Sheriff’s Office, and local law enforcement evaluates the hazard and its effects. This information will be utilized in the decision making process for evacuation and to determine:

**3. Response**

* Populations to be notified;
* Time, direction, and distance to evacuate;
* Evacuation routes;
* Reception centers and shelters to be opened; and
* Resources needed and available for utilization.

*NOTE: The key to evacuation is coordination with public safety*

*agencies and the Civil Defense/Disaster Preparedness Division.*

The County Evacuation Annex is the operational foundation for all types of hazards requiring mass evacuation

management procedures.

**3.10 In-Place Sheltering as a Protective Action**

**Response**

When an emergency situation does not require evacuation or if

time and circumstances renders evacuation impractical, the citizens

of the county residing in or near a hazard area may be directed by

the county executive. Direction may include protection against

potential dangerous exposure generated at the hazard area by taking

shelter in citizens own homes or other designated buildings located

within the hazard area.

**3.11 Declaration of State of Emergency**

When responding to an emergency, the local jurisdiction is required to make full use of its own facilities, equipment, supplies, personnel, and other resources of private agencies. The local jurisdiction should notify the Commissioner of the ECDHSES and/or the Deputy Commissioner of Civil Defense/Office of Disaster Preparedness immediately of any emergency situation so:

The potential of county assistance can be monitored, identified, and placed on a standby mode for immediate deployment;

Potential sources of assistance can be notified and prepared;

Limited sources for immediate assistance can be summoned; and

NYS DHSES OEM can be notified.

**3. Response**

 The Chief Executive officer of a town, village or city may issue a

 declaration of a local state of emergency – New York State Law, Article 2B. Article 2B outlines policy objectives with respect to local governments and emergency service organizations during the time of disaster. This includes but is not limited to authorizing the

 Chief Executive to issue local emergency orders when a state of

emergency has been declared. The Chief Executive is defined as a

County Executive or Manager, chairman or other presiding officer

of a county legislative body: a mayor or village or city manager, or

a town supervisor or town manager. These orders allow the Chief

Executive to:

* Establish curfews control and/or prohibit pedestrian and vehicular traffic (except for essential emergency vehicles);
* Designate specific zones within which the occupancy and use of buildings or vehicles by persons may be regulated or prohibited;
* Activate and use of the Corporate Emergency Access System (CEAS), to safely allow the business community to return to their buildings;
* Regulate and/or close places of amusement and assembly;
* Suspend and/or limit the sale, dispensing, use, and transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
* Prohibit and control the presence of persons on public streets and places;
* Suspend within all or part of its boundaries any local ordinances, laws, or regulations or parts thereof which would prevent or hinder necessary action to cope with the disaster; and
* Utilize any and all facilities, equipment, supplies, personnel and other resources of the political subdivision as may be appropriate to cope with the disaster or any emergency resulting from the disaster.

It further empowers chief executives to loan or borrow such resources

for the purpose of coping with a disaster from other municipalities by mutual agreement. It also exempts the municipality from liability based upon the exercise or performance or lack thereof of any discretionary function or duty of any officer or employee in dealing with the disaster.

**3. Response**

When a declaration of emergency is made, it must be published in

 a local newspaper and transmitted to both television and radio media. A copy must also be sent to the office of the secretary of state

 as soon as reasonably possible. These orders may be in effect for a

. maximum of five days and can be renewed, amended, modified, or

rescinded at any time during that period. A chief executive may request aid from the next higher level of government when he or she determines that the disaster is beyond the capacity of that government to save lives, protect property, and protect public health and safety. A county executive may request the governor to provide assistance under this provision when county resources are exhausted. Should the emergency escalate beyond the capability of the government involved, authority exists under New York State Executive Law Article 2-B for local jurisdictions to obtain aid from other political subdivisions. If assistance beyond local capability is needed, the chief executive of the local jurisdiction may request aid from the county executive.

The county executive coordinates local requests for assistance within the county through the commissioner or his designee of the ECDHSES CD/ODP. When seeking and accepting assistance from another

subdivision, the terms and conditions of such assistance are mutually agreed to by the chief executive of the requesting and subdivision. A subdivision offering assistance may provide any services, equipment, facilities, supplies, personnel, or other resources of the subdivision on terms and conditions mutually agreed to by the chief executives of the participating jurisdictions.

The county executive may issue a declaration of a “local state of

emergency” (New York State Executive Law, Article 2B.) In the

event that the response required is beyond the county’s capability,

the county will refer the request for assistance to the Region V of

NYS DHSES OEM in Newark, New York.

Requests for state assistance should indicate:

* Local facilities, equipment, supplies, personnel, and other resources of private agencies that are fully utilized;
* Type and amount of equipment and supplies needed; Where and when the aid is to be sent;

 **3. Response**

* Name and position of the person responsible for the equipment;
* Acknowledgment of responsibility for the maintenance and return of the equipment as appropriate; and
* Acceptance of responsibility of expenses incurred in transporting equipment to and from the local area, and for operating cost involved as appropriate.

Whenever the governor finds that extraordinary state assistance is

needed to cope with a disaster, a gubernatorial declaration of “state

disaster emergency” may be issued. The governor may direct any

or all agencies of State government under the coordination of

NYS DHSES OEM to use, lend, or give, with or without compensation there, facilities, equipment, supplies, personnel, and other resources, except the extension of credit.

In the event of a disaster of sufficient magnitude, in which local

and state resources are clearly inadequate to respond to the emergency, the governor may request the president to declare an “emergency” or a “major disaster” under the provisions of Public Law 93-288 (the Stafford Act). Upon such a presidential declaration, various types of assistance from federal agencies are available to state and local jurisdictions in addition to those federal programs which do not require the presidential declaration. With the requirement of the federal government, no public entity will receive federal financial assistance without having a Multijurisdictional Hazard Mitigation Plan.

If appropriate criteria are met, the federal government may reimburse the state and its subdivisions for certain costs incurred in alleviating the effects of the disaster. At each step of the process, local to state government, state to federal government, there is a requirement that the requesting level of government achieve maximum utilization of its own resources prior to submitting its request for assistance to the next higher level.

**4 Recovery**

**4.1 Damage Assessment**

**4.1.1 Responsibility**

The responsibility of damage assessment lies with the local

jurisdictions where the damage was experienced. The county is

responsible for assessing all damage to county infrastructure,

property, and coordination and aiding the local jurisdictions in their

own damage assessment programs. The Erie County Department of Homeland Security & Emergency Services Deputy Commissioner of Civil Defense/Office of Disaster Preparedness is responsible for coordination and damage assessment activities during emergency situations. The Deputy Commissioner of Erie County ECDHSES CD/ODP is also responsible for implementing, with the assistance of the state and local officials, a damage assessment program and calling upon the participation of county departments and agencies in implementing that program.

Additional responsibilities of the director with regard to damage assessment include:

* Requesting county departments and outside response agencies to participate in the damage assessment program;
* Identifying non-government groups such as non-profit organizations, trade organizations, and professional people that could provide assistance;
* Making agreements of understanding between local government and private organizations for technical support and recording the use of non-government personnel to perform damage assessment functions;
* County GIS will prepare and maintain documents, maps, photos and video tapes of damage;
* Reviewing procedures and forms for reporting damage to

higher levels of government;

**4. Recovery**

* Determining, with the assistance of the Region V of OEM,

the types of available damage assessment assistance and procedures for obtaining assistance;

* Arranging for training selected personnel in damage assessment

survey techniques;

* Reviewing and summarizing completed damage assessment

reports for submission to the county executive;

* Coordinating damage assessment activities with affected jurisdiction’s authorized agent;
* Assisting authorized agent in the preparation of documentation

needed for disaster assistance; and

* Preparing applications to state and federal government, including List of Damages, Damage Survey Report, and Project Application.

At the direction of the chief executive, support for disaster assessment and documentation will be provided on an “as needed” basis by the following county departments and outside agencies:

* Public Works;
* Health;
* Finance;
* Real Estate;
* Social Services;
* Parks; and
* Environment and Planning/GIS.

All other county departments and agencies identified in this plan

will be on “standby” to provide assistance in the damage assessment and documentation process.

**4. Recovery**

**4.1.2 Damage Assessment Team**

 At the time of the declaration of a local state of emergency, the

 Commissioner of the ECDHSES will activate the damage assessment

 team. It will also request through the NYS DHSES OEM Region V the rapid deployment of the New York State Regional Response Teams (RRTs). The RRTs will assist local emergency officials in analyzing and assessing the impact of the event, provide technical assistance to local officials as necessary, and advise the governor through his emergency management office as to a proper course of action for state government. Damage assessment teams will be organized and deployed to disaster locations to collect and report information on the type, extent, and impact of damage using a standard assessment and reporting form. Damage assessment teams will consist primarily of local government employees, such as public works engineers, building inspectors, assessors and members of nonprofit organizations such as the American Red Cross and the Salvation Army. When necessary, nongovernment personnel from the fields of engineering, construction, insurance, property evaluation, and related fields may supplement the teams. Each damage assessment team will have a designated team leader who will report to the Commissioner and/or Deputy Commissioner of the ECDHSES or their designee.

Personnel from county operating departments, assigned damage

assessment responsibilities, will remain under the control of their

own departments but will function under the technical supervision

of the Commissioner of the ECDHSES or designee during emergency

conditions. The Commissioner of the ECDHSES or designee will provide mobile communication equipment for damage survey teams, if available. All assessment activities in the disaster area will be coordinated with the political subdivision affected.

The Commissioner of the ECDHSES or designee will submit the following to NYS DHSES OEM:

* An assessment of the social and economic impact of the disaster

on the local community in terms of human needs;

* A damage assessment report based on local survey and assessment of damage in the dollar value not covered by insurance; and
* A description of the specific types of aid required from other

levels of government and an estimate of the approximate duration for which it is needed.

**4. Recovery**

**4.1.3 Damage Assessment Report**

The Commissioner of Homeland Security & Emergency Services is the lead for coordinating the efforts of state and federal evaluation teams and compilation of data for the final damage assessment report. The damage assessment report will contain information on damaged or destroyed property to the extent not covered by insurance in the following categories:

* Damage to private property (i.e., homes, real estate, businesses,

public works, industries, tax finance office, utilities, hospitals,

institutions and public and private schools);

* Damage to public property (i.e., road systems; public works;

sewer and water systems; parks; bridges; forestry; water control

facilities such as dikes, levees, and channels; public buildings;

equipment and vehicles; publicly owned utilities, parks, and

recreational facilities);

* Damage to agriculture (i.e., farm buildings, machinery and

equipment, crop losses, and livestock);

* Individual assistance in the areas of mass care, housing, and

individual family grants;

* Community services provided beyond normal needs.
* Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.; and
* Financing personnel costs required for emergency operations.

The damage assessment report is required for establishing the eligibility for any state or federal assistance, and necessity of a gubernatorial and presidential declaration.

 **4. Recovery**

 **4.2 Request for Recovery Assistance**

It is essential that, from the outset of the initiation of emergency

response actions, county response personnel keep detailed records

of expenditures for:

* Emergency labor;
* Use of government-owned equipment;
* Use of borrowed or rented equipment;
* Use of materials from existing stock; and
* Contracted services for emergency response.

These expenditure records will be required in the future by state

and federal auditors as supporting documentation to qualify for

state and/or federal reimbursement. The Deputy Commissioner of the ECDHSES CD/ODP or designee will advise the chief executive officers of the local political subdivisions within the county to maintain similar detailed records of emergency expenditures and to supply them with standard documentation forms. The county executive in consultation with the Commissioner of the ECDHSES or designee will delegate a person to be the county’s authorized agent in disaster assistance applications to the state and federal government.

The county’s authorized agent will:

* Attend public assistance briefings conducted by federal and

state emergency officials;

* Read Federal Emergency Management Agency (FEMA) handbooks distributed at briefing including:
* Handbook for Applicants (DR & R-1) and
* Documenting Disaster Damage Handbook (DR & R-7);

**4. Recovery**

* Obtain maps from County GIS showing disaster damage locations documented with photographs and videotape;
* Prepare and submit a list of damages in applying for federal

disaster assistance and assignment of federal/state inspectors to

conduct a formal project worksheet (PW);

* Assign local representative(s) who will accompany the Federal/

State Survey Team(s);

* Sign PW after completion of the survey, and attach as supporting

 justification to the project application;

* Prepare, sign, and submit a project application with attached

PW to the governor’s authorized representative (GAR);

* Follow up with the GAR and the FEMA regional director, for

review and approval of the project application;

* Submit and insurance commitment, if required;
* Select funding options if other than small project grants;
* Prepare and submit request for reimbursement;
* Prepare and submit a project listing if a small project grant is

applicable;

* Follow eligibility regarding categorical or flexibly funded grant if applicable;
* Maintain accurate and adequate documentation for costs on

each project;

* Observe FEMA time limitations for project completions;

Request final inspection of completed work or provide appropriate

certificates;

* Prepare and submit a final claim for reimbursement;
* Assist in state audit if required;
* Consult with GAR for assistance; and
* Maintain a summary of damage suffered and recovery actions taken.

**4. Recovery**

**4.3 Planning for Recovery**

Recovery includes community development and redevelopment. Community development is based on a comprehensive development plan prepared under the direction of local planning departments and boards. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community. Localities with public and political support for land use planning and the corresponding plan implementation tools (zoning ordinances, subdivision regulations, building codes, and design guidelines) can use these tools successfully

for pre-disaster prevention and mitigation.

Local government decides whether the recovery will be managed

through existing organizations with planning and coordination

skills or by a recovery task force created exclusively for this purpose.

If created, the recovery task force will:

* Direct the recovery with the assistance of county departments

and agencies, outside agencies and the Commissioner of the

ECDHSES or his/her designee; and

* Prepare a local recovery and redevelopment plan if deemed

necessary.

**4.4 Redevelopment Plan**

The recovery and redevelopment plan shall include, but need not

be limited to proposals for:

* Replacement, reconstruction, removal, or relocation of damaged or destroyed public facilities and infrastructures;
* Establishment of priorities for emergency repairs to community

 facilities, buildings, and infrastructures;

* Implementation of economic recovery and community development activities; and

**4. Recovery**

* Adoption of new or amended zoning ordinances, subdivision

 regulations, building and sanitary codes, and other land use

 management regulations as appropriate.

The recovery and redevelopment plan shall take into account and

incorporate to the extent practical, relevant existing plans and policies.

Prevention and mitigation measures should be incorporated

into all recovery planning whenever possible such as:

* Engineering solutions to reduce vulnerability to certain disaster

types;

* Land use management regulations; and
* Local ordinances, which mitigate against disasters from natural

and man-made hazards.

Responsibilities for recovery assigned to the local governments

under the New York State Executive Law, Article 2B, depend on

whether or not a gubernatorial disaster declaration was issued for a

specific disaster. If the governor declares a state disaster, then under

Section 28-A, local governments have the following responsibilities:

* 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;
* Within 15 days after the declaration of a state disaster, any county, city, town or village included in such disaster area shall report to the DPC whether the preparation of a recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such a plan;
* Proposed plans shall be presented at a public hearing upon five days’ notice as published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publication and broadcast;
* 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 such plan;

**4. Recovery**

* A plan shall be adopted by such county, city, town, or village within 10 days after receiving the comments of the DPC; and
* The adopted plan may be amended at any time in the same manner as originally prepared. Once revised and adopted it shall be the official policy for recovery and redevelopment within the municipality.

**4.5 Reconstruction**

 Reconstruction consists of two phases: Phase 1-short term reconstruction standards. Phase 2-long-term reconstruction and redevelopment. This may continue for years after a disaster and will implement the officially adopted plans, policies, and programs for redevelopment.

 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 public meetings and hearings;
* Providing temporary housing and public facilities;
* Providing public assistance;
* Coordinating state and federal recovery assistance;
* Monitoring reconstruction progress; and
* Preparing periodic progress reports to be submitted to NYS DHSES OEM.

Reconstruction operations must conform to all existing state and

federal laws and regulations concerning environmental impact.

Reconstruction operations in and around designated historical sites

must conform to existing state and FEMA guidelines.

**4. Recovery**

**4.6 Public Information on Recovery Assistance**

The ECDHSES CD/ODP is responsible through the PIO, 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 and private sector;
* Who provides the assistance;
* Who is eligible for the assistance;
* What kind of records are needed for documentation of items, which are damaged or destroyed by the disaster;
* What action to take to apply for assistance; and
* Where to apply for assistance.

All the above information will be prepared by ECDHSES CD/ODP and furnished through the PIO to the media for reporting to the public.

The commissioner of the DES or his designee, in consultation with

officials from NYS DHSES OEM and FEMA, will select a suitable county, state, or federal building in the appropriate location to serve as a Disaster Assistance Center (DAC). The DAC will serve as a “one

stop” center, where federal, state and county agency programs and

private organizations will register disaster victims to apply for

available assistance provided. Representatives of each agency will

interview disaster victims. Assistance will be provided at the DAC to

complete application forms.



**A List of Definitions, Common**

**Terms, and Acronyms**

**A. List of Definitions, Common Terms, and Acronyms**

**Agency**

Any department, division, commission, authority, government corporation, independent establishment, or other agency of State or local government. See also "Federal Agency".

**ARC**

American Red Cross

**ARES**

Amateur Radio Emergency Service - Operates Packet Radio System - international capabilities -

I.J.C. Agreement.

**ASCS**

Agricultural Stabilization and Conservation Service, USDA

**Block Grants**

Federal grants which allow recipients a wide range of activities within a broad functional area.

Fewer conditions constraining recipients’ discretion in spending funds are attached than for categorical grants.

**BOCES**

Board of Cooperative Educational Services.

**CAP**

Civil Air Patrol

**Capability Assessment**

Capability Assessment is a process to measure existing capability and identify specific deficiencies

 in emergency management.

**Categorical Grants**

Federal grants which are restricted to special areas of use and implementation such as grants for

flood control, grants for welfare recipients, etc.

**CEMP**

Comprehensive Emergency Management Plan

**CES**

Comprehensive Extension Service, USDA

**A. List of Definitions, Common Terms, and Acronyms**

**CHEMTREC** - 1-800-424-9300

Chemical Transportation Emergency Center. A public service of the Manufacturing Chemists

Association to provide immediate advice for those at the scene of emergencies involving chemicals

and then contact the shipper for more detailed assistance and appropriate follow-up. The service

is available 24 hours a day at the toll free number.

**Chief Executive**

1. A County Executive or County Manager

2. In a county not having a County Executive or County Manager, the chairman or other

presiding officer of the county legislative body.

3. A Mayor of a city or village, except where a city or village has a manager, it shall mean

such manager

4. A supervisor of a town, except where a city or village has a manager, it will mean such a

manager.

**CISD**

Critical Incident Stress Debriefing

**COE - U.S.A.**

Corps of Engineers, U.S. Army

**Commission**

The Disaster Preparedness Commission (DPC) created pursuant to section 21 of Article 2-B of

the State Executive Law.

**Communications**

Communications networks and systems of all types, including commercial telephone, cellular

phone, fax machines, packet radio system, teletype, facsimile, radio, microwave, satellite, etc.,

and their controlling equipment. For the purpose of this Plan, commercial telephone and cellular

telephone, is assumed to be in place at all levels and the term, therefore, is used to indicate only

other types of systems. Law enforcement & fire radio communications - ARES - RACES - Ham

operators.

**Comprehensive Emergency Management**

Comprehensive Emergency Management (CEM), a concept that refers to the management of

emergency programs by coordinating and integrating wide ranging functions of numerous agencies

 for all types of emergencies, for all phases of operation (prevention/mitigation, response, and

recovery), for all levels of government. The concept assumes the establishment of a working

partnership between government at all three levels and the private sector.

**A. List of Definitions, Common Terms, and Acronyms**

**County Assistance**

Aid to disaster victims or local governments by County agencies. Such assistance may be in the

form of lending County equipment, supplies, facilities, personnel or other resources; performing

emergency work or services essential to save lives and to protect and preserve property; public

health and safety; debris clearance; temporary housing.

**County Authorized Agent**

The person named by the County Executive, to execute on behalf of the County all necessary

document for disaster assistance from the State and Federal Government, following the gubernatorial and Presidential declarations.

**CPS**

Central Police Services

**CZMP**

Coastal Zone Management Plan

**DAC**

Disaster Assistance Center

**Damage Assessment Report**

Report containing information on destroyed property, major and minor damage to the extent not

covered by insurance, prepared by a local damage assessment team. The report will include an

evaluation of the social and economic impact of the disaster in terms of "people's problems", and

assistance required.

**Damage Survey Report**

The report of a joint on-site survey of disaster damages by a team composed of qualified Federal,

State and local specialists together with a representative of the applicant to describe the full extent

 of restorations eligible for Federal assistance and to determine the allowable costs as a basis

for Federal Project Applications.

**DEA**

Defense Emergency Act, N.Y. State

**ECDHSES**

Department of Homeland Security & Emergency Services

**ECDHSES CD/ODP**

Department of Homeland Security & Emergency Services Civil Defense/Office of Disaster Preparedness

**Disaster Assistance Center**

A temporary office located at or near a disaster site which is staffed with representatives of Federal,

 State, local and volunteer agencies for the purpose of assisting individual disaster victims in

obtaining disaster relief to which they are entitled. Often called a "One-Stop Center".

**A. List of Definitions, Common Terms, and Acronyms**

**Disaster Relief Act of 1974**

Public Law 93-288 (PL 93-288). The law enacted by Congress to enable the President to establish

 a program of disaster preparedness, utilizing the services of all appropriate Federal agencies,

for the prevention/mitigation, response and recovery from emergencies and major disasters, including technical assistance, for use of Federal resources, and financial assistance.

**DPC**

New York State Disaster Preparedness Commission

**DPP**

New York State Disaster Preparedness Plan

**DPW**

Department of Public Works

**DRT**

Disaster Response Team

**DSR**

Damage Survey Report

**EAS**

Emergency Alert System

**EBS**

Emergency Broadcast System

**ECMC**

Erie County Medical Center

**ECSD**

Erie County Sewer District

**EHTR**

Emergency Highway Traffic Regulations. Federal and State regulations for the control of highways

 usage during times of emergency.

**Emergency**

Air or water contamination; blight; civil disturbance or terrorism; drought; earthquake or volcanic

 activity; energy emergency; epidemic; explosion; fire; flood or high water; forest fire; hazardous

 material accident; hurricane, tornado or windstorm; ice jam; ice storm; infestation; landslide

 or mud slide; oil spill; radiological accident or incident; snowstorm or blizzard; transportation

 accident, air or rail disaster; wave action; or other catastrophe in any part of the County

which requires County emergency assistance to supplement local efforts to save lives and protect

**A. List of Definitions, Common Terms, and Acronyms**

property, public health and safety or to avert or lessen the threat of disaster. Also used in the Disaster Relief Act of 1974 with similar meaning when Federal emergency assistance is required to

supplement State efforts.

**Emergency Operations Center**

A facility with the necessary communication from which essential emergency operations can be

directed, controlled and coordinated on a 24 hour basis.

**Emergency Shelter**

A form of mass or other shelter provided for the communal care of individuals or families made

homeless by an emergency or major disaster.

**EMS**

Emergency Medical Services

**EOC**

Emergency Operations Center

**EPA**

United States Environmental Protection Agency

**EPI**

Emergency Public Information

**ERDA**

United States Energy Research and Development Administration

**ESCS**

Economics, Statistics, and Cooperative Services, USDA

**Federal Agency**

Any department, independent establishment, governmental corporation, or other agency of the

executive branch of the Federal government, including the U.S. Postal Service, but not including

the American Red Cross.

**Federal Assistance**

Aid to disaster victims or State or local governments by Federal agencies. Such assistance may

be in the form of Federal agencies utilizing or lending equipment, supplies, facilities, personnel

or other Federal resources; the distribution, through relief or disaster assistance organizations,

could consist of, but not limited to the following: medicine, food or other consumable supplies,

emergency assistance, donating or lending equipment and supplies, performing emergency work

or service essential to save lives and to protect and preserve property, public health and safety,

debris clearance, temporary housing, financial assistance in the repair and restoration of certain

damaged facilities; and several other forms.

**A. List of Definitions, Common Terms, and Acronyms**

**Federal Coordinating Officer**

The person appointed to coordinate Federal assistance in a Presidentially declared emergency or

major disaster.

**FCO**

Federal Coordinating Officer

**FEMA**

United States Federal Emergency Management Agency

**FHA**

Farmer’s Home Administration, USDA

**FHWA**

United States Federal Highway Administration

**FNS**

Food and Nutrition Service, USDA

**FS**

Forest Service, USDA

**FSQS**

Food Safety and Quality Service, USDA

**GAR**

Governor’s Authorized Representative

**GIS**

Geographic Information System

**Governor’s Authorized Representative**

The person named by the Governor in the Federal-State Agreement under PL93-288, to execute on behalf of the State all necessary documents for disaster assistance following the declaration by the President of an emergency of major disaster, including certification of applications for public assistance.

**Hazard Analysis**

Hazard Analysis is a process of systematic investigation of potential disasters in terms of frequency,

 magnitude, location, and occurrence, in order to forecast their possible effects on the

people, systems, facilities, and resources of the County.

**HAZMAT**

Hazardous Materials

**ICS**

Incident Command System

**A. List of Definitions, Common Terms, and Acronyms**

**IFGP**

Individual and Family Grant Program under PL 93-288

**IJC**

International Joint Committee Agreement.

**JIC**

Joint Information Center

**Local Government**

Government of a county, city, incorporated village or town

**Major Disaster**

Any emergency, as defined above, which, in the determination of the President, causes damage of

sufficient severity and magnitude to warrant major disaster assistance under the Disaster Relief

Act of 1974, above and beyond emergency services by the Federal government, to supplement

the efforts and available resources of State, local governments and disaster relief organizations in

alleviating the damage, loss, hardship, or suffering caused thereby.

**Man-Made Disaster**

Any disaster that results from human action or the lack thereof, including but not limited to fire,

epidemic, air or water contamination, explosion, or radiological accident.

**MAST**

Military Assistance to Safety and Traffic. A cooperative program of the Federal Departments of

Transportation, Defense, and Health and Human Services whereby, suitably equipped Army and

Air Force Helicopters with medically trained crewmembers, maintained in a state of readiness for

military requirements, also respond to civilian medical emergencies where they can do so without

compromising their primary military mission. The U.S. Coast Guard base at Governor’s Island

provides a similar service by agreement with the State, but is not a part of the MAST program.

**MCI**

Mass Casualty Incident

**MERS**

Medical Emergency Radio System

**Multi-Year Development Plan**

The Multi-Year Development Plan is a planning and management tool, that allows emergency

managers to program the elimination of capability shortfalls identified by the Capability Assessment

 and project the fiscal requirements to accomplish this.

**MYDP**

Multi-Year Development Plan

**A. List of Definitions, Common Terms, and Acronyms**

**Natural Disaster**

Any disaster that results from natural causes, including but not limited to earthquake, hurricane,

tornado, storm, high wind, flood or wave action.

**NAWAS**

The National Warning System. A system of dedicated telephone lines originating at Colorado

Springs, through various Federal and State Warning Points and terminating at county and city

Warning Points, Weather Service installation, and other critical locations. The system is manned

24 hours a day for the primary purpose of disseminating warning of enemy attack and is also

used to disseminate warning and information on all types of emergencies and disasters. The State

EOC is the New York State Warning Point and controls the system within the state.

**NDMS**

National Disaster Medical Systems

**NFIP**

National Flood Insurance Program

**NHTSA**

United States National Highway Traffic Safety Administration

**NIMS**

National Incident Management System

**NOAA**

National Oceanic and Atmospheric Administration, United States Department of Commerce

**NSS**

National Shelter Survey

**NWS**

National Weather Service, a part of NOAA

**NYARNG**

New York Air Reserve National Guard

**NYS**

New York State

**NYSDEC**

New York State Department of Environmental Conservation

**NYSPIN**

New York State Police Information Network

**A. List of Definitions, Common Terms, and Acronyms**

**ODP**

Office of Disaster Preparedness

**OEMP**

Office of Emergency Medical Preparedness

**OFPC**

New York State Office of Fire Prevention and Control

**One-Stop Center**

See "Disaster Assistance Center"

**PD**

Police Department

**PF**

Protective Factor

**PIC**

Public Information Center. A center established by the Public Information Officer from where to

respond to inquiries from the general public and news media

**PIO**

Public Information Officer. Person designated as the official source of public information during

emergency or disaster operations

**PL 93-288**

Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, the Disaster Relief Act of 1974

**Primary**

Those actions in prevention/mitigation, response, and/or recovery required of an agency by law,

rule or regulation

**Private Business/Industry**

Any organization in the private sector, which operates for profit

**Public Facility**

Any public owned flood control navigation, irrigation, reclamation, public power, sewage treatment

 and collection, water supply and distribution, watershed development, or airport facility,

any street, road, or highway, and any other public building, structure, or system including those

used for educational or recreational purposes, or any park. "Publicly owned" does not included

stock-holder organizations.

**Public or Private Agency**

Resource assets of Erie County Government

**A. List of Definitions, Common Terms, and Acronyms**

**PW**

Project Worksheet

**RACES**

Radio Amateur Civil Emergency Service. An ARES organization of licensed amateur radio operators dedicated to providing communications services during time of emergency or disaster.

**REA**

Rural Electrification Administration, USDA

**Resources**

All the assets of an agency or organization, including materials, equipment, systems, and personnel

(manpower)- previously prepared and planned- to respond to any emergency or disaster

**Regional Response Team**

Teams consisting of NYS OEM Regional Director for the affected area, a National Guard liaison officer,

 a field representative of the American Red Cross, and Representatives from appropriate

State agencies, to:

1. assist local government emergency officials to analyze and assess the impact of an emergency or disaster
2. provide technical assistance to local government officials as necessary
3. advise the governor, through his emergency management office, as to a proper course of

action for State government

**RRT**

Regional Response Team

**SARA**

Superfund Amendments and Reauthorization Act

**SBA**

Small Business Administration, U.S.

**SCO**

State Coordinating Officer

**SCS**

Soil Conservation Service, USDA

**SEMO now NYS DHSES OEM**

New York State Emergency Management Office now NYS Department of Homeland Security and Emergency Service – Office of Emergency Management

**SOP**

Standard Operating Procedure

**A. List of Definitions, Common Terms, and Acronyms**

**Standard Operating Procedure**

A procedure of an agency or organization prescribing in detail how that agency or organization

will carry out its duties and responsibilities

**State Coordinating Officer**

The person on the scene, or in the vicinity, who coordinates all State activities involved in the

response to an emergency or disaster, normally the Director of the NYS OEM District Office in the

affected area. Under a Presidentially declared emergency or major disaster, the person appointed

by the Governor to act in cooperation with the Federal Coordinating Officer

**State Disaster Emergency**

The period beginning with a declaration by the governor that a disaster exists and ending six

months later unless rescinded or extended by the Governor

**SUNY**

State University of New York

**Support**

Those actions undertaken voluntarily by an agency in prevention/mitigation, response, and/or recovery either independently or in cooperation with other agencies

**Technical Assistance**

Provision of guidance through advice and consultations, workshops and conferences, studies and

analyses, reports and instructional materials, and other services

**USACE**

United States Army Corps of Engineers. Also see “COE-U.S.A”.

**USDA**

United States Department of Agriculture

**Utility**

Structures of systems of energy, power, or water storage, supply and distribution, sewage collection

 and treatment, telephone, transportation, or other similar public service

**Voluntary/Private or Public Agency**

Any non-profit, non-governmental chartered or otherwise duly recognized tax exempt local,

State, or national organization or group which has provided or may provide services to the State,

local governments, or individuals in an emergency or disaster

**Warning**

Notification to government agencies of impending dangerous situations, through NAWAS, and

notification to the public, through EAS, including actions that can be taken to prevent or mitigate

damage or injury.



**B Specific Powers and New York state Executive Law, Article 2-B Plan Distribution**

**B. Specific Powers and New York State Executive Law, Article 2B**

STATE AND LOCAL NATURAL AND MAN-MADE DISASTER PREPAREDNESS

A. LOCAL STATE OF EMERGENCY; LOCAL EMERGENCY ORDERS BY CHIEF EXECUTIVE

(Executive Law 2-B, Section 24)

 This section of the Executive Law authorizes the County Executive to proclaim a local state of emergency within all or part of the territorial limits of Erie County in the event of a disaster or emergency, or in the event of a reasonable threat of immediate danger where the public is imperiled. Following such proclamation and during the continuance of a local state of emergency, the County Executive may promulgate local emergency orders to protect life and property and bring the emergency situation under control.

Local state of emergency; local emergency orders by chief executive.

1. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government; provided, however, that in the event of a radiological accident as defined in section twenty-nine-c of this article, such chief executive may request of the governor a declaration of disaster emergency. Following such proclamation and during the continuance of such local state of emergency, the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. As illustration, such orders may, within any part or all of the territorial limits of such local government, provide for:
2. the establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
3. the designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
4. the regulation and closing of places of amusement and assembly;
5. the suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
6. the prohibition and control of the presence of persons on public streets and places;
7. the establishment or designation of emergency shelters, emergency medical shelters, and in consultation with the state commissioner of health, alternate medical care sites;

**B. Specific Powers and New York State Executive Law, Article 2B**

g. the suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory and regulatory limitations, which may prevent, hinder, or delay necessary action in coping with a disaster or recovery therefore whenever (1) a request has been made pursuant to subdivision seven of this section, or (2) whenever the governor has declared a state disaster emergency pursuant to section twenty-eight of this article. Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits:

1. no suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency;
2. no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;
3. any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;
4. the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions;
5. any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary; and

(vi) when practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.

2. A local emergency order shall be effective from the time and in the manner prescribed in the order, and shall be published as soon as practicable in a newspaper

of general circulation in the area affected by such order, and transmitted to the radio

and television media for broadcast. Such order may be amended, modified,

and rescinded by the Chief Executive during the state of emergency. Such order

shall cease to be in effect five days after promulgation or upon declaration by

the Chief Executive that the state of emergency no longer exists, whichever

comes first. The Chief Executive nevertheless, may extend such order for additional periods not to exceed five days each while the local state of emergency is in effect.

**B. Specific Powers and New York State Executive Law, Article 2B**

3. The local emergency orders of the Chief Executive shall be executed in triplicate

and shall be filed within seventy-two hours or as soon thereafter as practicable in

the office of the clerk of the governing board of the county, the office of the

county clerk and the office of the secretary of state. The local emergency orders

of a Chief Executive of a city, town or village shall be executed in triplicate and

shall be filed within seventy-two hours or as soon thereafter and practicable in the

office of the clerk of such municipal corporation, the office of the county clerk

and the office of the secretary of state.

4. Nothing in this section shall be deemed to limit the power of any local government

to confer upon its Chief Executive any additional duties or responsibilities

deemed appropriate.

5. Any person who knowingly violates any local emergency order of a Chief Executive

promulgated pursuant to this section is guilty of a class B misdemeanor.

6. Whenever a local state of emergency is declared by the Chief Executive of a local government pursuant to this section, the Chief Executive of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the Mayor of such city, may request the governor to remove all or any number of sentenced inmates from institutions maintained by such county in accordance with section ninety-three of the correction law.

7. Whenever a local state of emergency has been declared pursuant to this section, the Chief Executive of the county in which the local state of emergency has been declared, or where a county is wholly contained within a city, the Chief Executive of the city, may request the governor to provide assistance under this chapter, provided that such Chief Executive determines that the disaster is beyond the capacity of local government to meet adequately and state assistance is necessary to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster.

8. The legislature may terminate by concurrent resolution, such emergency orders at any time.

**B. Specific Powers and New York State Executive Law, Article 2B**

B. USE OF LOCAL GOVERNMENT RESOURCES IN A DISASTER

(Executive Law 2-B, Section 25)

1. Upon the threat or occurrence of a disaster, the Chief Executive of any political

subdivision is authorized and empowered to use any and all facilities, equipment,

supplies, personnel, and other resources of his political subdivision in such manner

as may be necessary or appropriate to cope with the disaster or emergency resulting there from.

2. Upon the threat or occurrence of a disaster, a Chief Executive may request and accept assistance which is coordinated and directed by the county chief executive as provided in section twenty-six of this article.

3. A Chief Executive may also request and accept assistance from any other political subdivision and may receive there from and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the Chief Executives of the requesting and assisting political subdivisions.

4. Upon the receipt of a request for assistance made pursuant to subdivision two or three of this section, the Chief Executive of any political subdivision may give, lend or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interests of such political subdivision, any services, equipment, facilities, supplies or other resources of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.

5. A political subdivision shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of any officer or employee in carrying out the provisions of this section.

6. The Chief Executive, when requesting assistance pursuant to this section may request assistance from the civil defense and disaster preparedness forces of any other political subdivision, but only if the civil defense and disaster preparedness forces of the type being requested have already been activated within the political subdivisions requesting assistance. The Chief Executive of any political subdivision receiving such a request is hereby authorized and empowered, subject to the provisions of section twenty-six of this article, to respond thereto.

7. Any power or authority conferred upon any political subdivision by this section shall be in addition to and not in substitution for or limitation of any powers or authority otherwise vested in such subdivision or any officer thereof.

 **B. Specific Powers and New York State Executive Law, Article 2B**

C. COORDINATION OF LOCAL DISASTER PREPAREDNESS FORCES AND LOCAL CIVIL DEFENSE FORCES IN DISASTERS

 (Executive Law 2-B, Section 26)

1. Upon the threat or occurrence of a disaster, the Chief Executive of a county may coordinate responses for requests for assistance made by the Chief Executive of any political subdivision within the county.
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any comprehensive emergency management plans prepared by the affected municipality.

 3. A Chief Executive or any elected or appointed county, city, town or village official shall not be held responsible for acts or omissions of municipal employees, disaster preparedness forces or civil defense forces when performing disaster assistance pursuant to a declared disaster emergency or when exercising comprehensive emergency management plans.

D. CONTINUITY OF LOCAL GOVERNMENTS

(Executive Law 2-B, Section 27)

1. Every county, except those wholly contained within a city, every city, every town and every village shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision. In any such local law or resolution, provision may be made that the removal of a disability or the termination of an absence from the political subdivision of an officer higher on a list or order of succession provided therein to an office shall not terminate the service in such office of an individual lower on such list or order of succession who is temporarily filling such office. Notwithstanding the provisions of any general or special law or city or village charter, a local law or resolution adopted pursuant to this section may be made effective without approval at a mandatory or permissive referendum but in no case shall such local law or resolution become effective until one certified copy thereof has been filed with the clerk of the political subdivision or other appropriate official designated for such purpose by the respective legislative or governing body, one certified copy thereof has been filed in the office of the state comptroller and three certified copies thereof have been filed in the office of the secretary of state. No provision of this subdivision shall be construed or interpreted as affecting the validity of any ordinance, local law or resolution enacted prior to April first, nineteen hundred seventy-nine or actions taken there under by the government of any county, city, town or village.

**B. Specific Powers and New York State Executive Law, Article 2B**

2. The provisions of this section shall not be applicable in any case where the continuity of the government of a political subdivision or that of any of its elective or appointive officers is otherwise provided for by or pursuant to law.

3. This section shall be construed liberally. The powers herein granted shall be in addition to and not in substitution of any power granted, procedure provided or provision made in any other law.



**C Plan Review and Update**

**C. Plan Review and Update**

The Commissioner of Emergency Services, Deputy Commissioner of Civil Defense/Office of Disaster Preparedness and staff, shall review this plan at least annually. As part of this review, the Commissioner of ECDHSES will seek input and recommendations from County departments and local agencies participating in this plan, as well as the New York State Division of Homeland Security and Emergency Services – Office of Emergency Management. If necessary, the Commissioner of ECDHSES will also conduct appropriate meetings to assure critical issues are addressed, and that changes are appropriately implemented. Departments and agencies maintaining annexes that are part of this plan shall also perform independent reviews of their policies, procedures, and documents on an annual basis. A report of this review and any changes shall be submitted to the Commissioner of ECDHSES.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Change** | **Nature of Change** | **Pages** | **Change made by** |
| 1/30/2017 | Update Name of Dept. name change, Emergency Services to Homeland Security & Emergency Services, per the change of the County Charter 1/2017 | All | Gregory Butcher |
| 6/3/2019 | Update Figures 3-1 | 23 | Gregory Butcher |
| 7/15/2019 | Replace Figure 3-1 | 24 | Gregory Butcher |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



**D Plan Distribution**

**D. Plan Distribution**

All Designated County Departments

All County Disaster Coordinators



**E Logistics of the Incident**

**Command System**

**E. Logistics of the Incident Command System**

**LOGISTICS OF THE INCIDENT COMMAND SYSTEM (ICS)**

**SCOPE OF THE ICS (see chart 1)**

a. Erie County endorses the use of the ICS as developed by the National Incident Management System (NIMS) and formally adopted by the State of New York for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. The emergency forces first responding to an incident should initiate ICS.

b. ICS is organized by functions: (see chart 1)

- 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 (ICP), the only command post at the emergency scene.

d. In minor incidents, the five ICS functions may all be managed directly by the IC. Larger

incidents usually require that one or more of the functions be set up as separate sections

under the IC.

e. Within the command function, the IC has additional responsibilities for safety, public information and liaison. These activities can be assigned to staff under the IC.

f. During an emergency, County response personnel must be cognizant of the ICS in place

and their role in it. Some County personnel may be responders to the scene and part of

the on-scene ICS structure in a functional or staff role. Other County personnel may be

assigned to the County EOC or other locations where they will provide support to the responders at the scene. All County emergency response personnel not assigned to the on scene ICS will be coordinated by or through the Emergency Manager.

g. County response personnel operating at the EOC will be organized by ICS function and

interact with their on-scene counterparts, as appropriate.

h. The IC 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 qualified IC may be assigned by the responsible jurisdiction.

**E. Logistics of the Incident Command System**

i. A major emergency encompassing a large geographic area may have more than one

emergency scene. In this situation, separate ICS sections. In this case, an area command may be established. The area command is structured similar to a normal ICS with one expectation; the IC is called the Incident Manager (IM) to whom all ICS report. A County official could be designated as an IM and numerous County response personnel assigned to the area ICS.

Unified Command may be used whenever multiple jurisdictions are involved in a response effort. These jurisdictions could be represented by:

* Geographic boundaries
* Government levels
* Functional responsibilities
* Statutory responsibilities
* Some combination of the above

j. Whenever the ICS is established, County response forces shall be assigned to specific ICS

functions wherever they are needed including at the scene, at the EOC in a support role,

or at an area command, if established. See Table I for ICS Function and Response Activities

 by Agency.

**E. Logistics of the Incident Command System**

**Table 1 ICS Function and Response Activities by Agency**

**A**

|  |  |  |
| --- | --- | --- |
| **Agency/Department** | **ICS Function** | **Response Activities** |
| County Executive | Command | Command of County Response Forces; Declaration of State of Emergency; Promulgation of Emergency Orders |
| Emergency Management | Public Information Operations | Emergency Public Information; Activation and Coordination of Response; Personnel EOC Management Warning; Liaison and Coordination with other Governments and Organizations |
| Sheriff’s Office | OperationsLogistics | Communications; Law Enforcement |
| Health Department | OperationsSafety | Medical Care and Treatment; Disease and Pest ControlEmergency Worker Protection |
| Public Works | Operations | Debris Removal and Disposal; Damage Assessment; Sewage Control |
| Fire Coordinator | Operations | Fire Suppression and Control; Search and Rescue; HazMat Exposure Control |
| Social Services | Operations | Human Needs Assessment |
| Senior Services | Operations | Human Needs Assessment |
| Planning Division | Planning | Situation Assessment and Documentation; Preparedness/Mitigation Planning |
| Mental Health | Operations | Crisis Counseling and Stress Debriefing |
| American Red Cross | Operations | Temporary Housing and Shelter; Emergency Food and Clothing |
| County Clerk | Logistics | Supply and Procurement; Information Systems |
| Personnel | Logistics | Humans Resources |
| Purchasing | Finance/Administration | Purchasing; Accounting; Record Keeping |
| Environment and Planning | Planning | Sewage Control; Situation Assessment and Documentation; Preparedness/Mitigation, GIS, Planning |

**/ Department ICS Function Response Activities**

**E. Logistics of the Incident Command System**

Chart 1:

**Note:** This is the entire Incident Command Organization. *Only those positions needed will be*

*filled.*



**IN WITNESS WHEREOF,** the parties hereto have set their hands and seals as of the day and year first above written.

**COUNTY OF ERIE**

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

 Mark C. Poloncarz

County Executive

**Approve as to Content:**

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

Daniel Neaverth Jr.

Commissioner

Erie County Dept. of Homeland Security &

Emergency Services