

Public Safety Committee  
Warren County Office of Emergency Services  
AGENDA  
March 22, 2021

Committee Members: DIAMOND, Magowan, Braymer, Frasier and Shepler

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
  1. **Request:** Resolution request to appoint and reappoint members to the Warren County Fire Advisory Board for the term May 1, 2021-April 30, 2022. *Attachment #1*  
**Rationale:** All previous appointments expire on April 30, 2021.
  2. **Request:** Resolution request to appoint and reappoint members to the Warren County EMS Advisory Board for the term May 1, 2021-April 30, 2022. *Attachment #2*  
**Rationale:** All previous appointments expire on April 30, 2021.
  3. **Request:** Resolution request to approve revisions to the Warren County Comprehensive Emergency Management Plan (CEMP). *Attachment #3*  
**Rationale:** This document provides general all-hazards management guidance to allow the County to meet its responsibilities to prevent, mitigate, respond to and recover from emergencies and disasters. Resolution is needed to approve the annual updates.
  4. **Request:** Resolution request to fill the vacant position of Emergency Services Coordinator, starting salary of \$48,995. *Attachment #4*  
**Rationale:** Vacancy exists due to resignation.
- IV. Information for Discussion/Review
- V. Referrals and Pending Items
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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**Attachments**

- #1 Request to Appoint or Reappoint Member of Committee, Board or Agency
- #2 Request to Appoint or Reappoint Member of Committee, Board or Agency
- #3 Miscellaneous
- #4 Notice of Intent to Fill Vacant Position

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 22, 2021**

- (a) Name of Appointee: **Warren County Fire Advisory Board (see attached list)**
- (b) Is this a Reappointment? **Yes** If so, please provide the Resolution No. which authorized the last appointment of this individual **322 & 414 of 2020**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title  
**See attached**
- (e) Address of Appointee: **See attached**
- (f) Title of Appointment:  
**Fire Advisory Board Member**
- (g) Effective Date of Appointment:  
**May 1, 2021**
- (h) Termination Date of Appointment:  
**April 30, 2022**
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:  
**Elections and agency membership changes**

**WARREN COUNTY FIRE ADVISORY BOARD - MEMBER CONTACT LIST May 1,**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Fire Dept/Co</b>
Chief John Harrington			So. Queensbury FD
Asst. Chief Bill Gourley			Hague FD
Chief Jeff Dailey			West Glens Falls FD
Chief Richard Jones			Queensbury Central FD
Chief Jamie Ellis			Luzerne-Hadley FD
Chief Scott Smith			Lake George FD
Chief Scott Hayes			Horicon FD
Chief Pete Carr			North Queensbury FD
Asst. Chief Pat Mellon			Bay Ridge FC
Chief Fred Comstock			Garnet Lake FD
Chief Ted Backus			Luzerne-Hadley FD
Chief Daren Harvey			Chestertown FD
<b>Advisory Memebers</b>			
CFC James Ogden			Fire Coordinator
DFC Ted Little			1st Deputy Coordinator
Chief Jamie Schrammel			Deputy Coordinator/HAZMAT
DFC Scott Combs			2nd Deputy Coordinator
DFC Charles Mellon, Jr			3rd Deputy Coordinator
Micki Guy, EMS Coord			EMS Coordinator
Evan Donegan			DEC/Rangers Liason
Derrick Helms			WCSO Communications Supervisor

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 22, 2021**

- (a) Name of Appointee: **Warren County EMS Advisory Board (see attached list)**
- (b) Is this a Reappointment? **Yes** If so, please provide the Resolution No. which authorized the last appointment of this individual **323 of 2020**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title  
**See attached**
- (e) Address of Appointee: **See attached**
- (f) Title of Appointment:  
**EMS Advisory Board Member**
- (g) Effective Date of Appointment:  
**May 1, 2021**
- (h) Termination Date of Appointment:  
**April 30, 2022**
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:  
**Elections and agency membership changes**

<b>EMS Advisory Board</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Address</b>
Guy	Micki	EMS Coordinator	
Mellon	Patrick	1st Dep. Coord.	
Howe	Travis	2nd Dep. Coord	
Tims	John	3rd Dep. Coord.	
Stebbins	Laura	Director of Emergency Preparedness, Glens Falls Hospital	
Jones	Ginelle	Dir of Public Health	
Ogden	James	Fire Coordinator	
Benson	Jacob	Bay Ridge	
Mikoloski	Earl	Bolton	
Catalfamo	Eric	Empire	
Schrammel	James	Glens Falls	
Haskell	Margaret	Hague	
Fusco	Kevin	Johnsburg	
Hawley	Chris	Lake George	
Stone	Scott	Rockwell Falls	
Wildermuth	Doug	North Queensbury	
Modert	Issachar	North Warren	
Thomas	Nate	Stony Creek	
Watts	Michael	Warrensburg	
Boyle	Robert	West Glens Falls	

3.11.21

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 22, 2021**

(a) Purpose of Request:

**To approve revisions to the Warren County Comprehensive Emergency Management Plan**

(b) Details:

**This document provides general all-hazards management guidance to allow the County to meet its responsibilities to prevent, mitigate, respond to and recover from emergencies and disasters. This plan is updated annually and a resolution is needed to approve the changes.**

(c) Previous Resolution Number:

**777 of 2003, 87 of 2011, 192 of 2013, 129 of 2014, 120 of 2015, 107 of 2016, 94 of 2017, 110 of 2018, 109 of 2019 and 113 of 2020**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**No funding required**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 35 OES-Civil Defense
Title of Position: Emergency Services Coordinator Base Salary of Position: \$48,995 Grade:
Filling at Step # (If Known):
Budget code and title: A.3640 Civil Defense Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9456/Drexel Date of Vacancy: February 2, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. JK/JF 3/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/12/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date

PUBLIC SAFETY COMMITTEE  
SHERIFF AGENDA  
March 22, 2021

COMMITTEE MEMBERS: Supervisors Diamond, Magowan, Braymer, Frasier and Shepler

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: To enter into an agreement with Lexipol for an annual subscription allowing 24/7 access to the PoliceOne Academy and CorrectionsOne Academy online training courses.  
Rationale: Lexipol offers hundreds of full-length courses and thousands of training videos covering essential training topics for police, investigators, corrections and communications.
  2. Request: To amend existing grant to accept additional funding from the New York State STOP-DWI Foundation, Inc. for the 2020-2021 grant.  
Rationale: Warren County was awarded an additional \$4,000 of grant funding from the NYS STOP-DWI Foundation, Inc. and to utilize the grant funding the award must be accepted.
  3. Request: To amend the County budget to increase the Stop DWI Program budget by \$4,000 to reflect the additional funding.  
Rationale: A budget amendment is necessary to utilize the funds.
  4. Request: To enter into an agreement with New York State Department of Corrections and Community Supervision (DOCCS) to procure food products for Warren County Correctional Facility inmates.  
Rationale: The existing agreement for food service with DOCCS expires in July 2021.
  5. Request: To adopt two Warren County Sheriff's Office policies relating to the administration of leave, leave accruals, and the Family and Medical Leave Act (FMLA).  
Rationale: The Warren County Sheriff's Office has long standing practices relating to leave administration, accruals, and the Family and Medical Leave Act (FMLA). The Sheriff's Office policies need to be adopted by Warren County as co-employer.
  6. Request: To amend the County budget to reflect the appropriate revenue and expense codes for the first half of the 2020-2021 School Resource Officer agreements..  
Rationale: The amendment is necessary to fund the budget codes for the School Resource Officer programs.
  7. Request: To fill Patrol Lieutenant #1 position.  
Rationale: Patrol Lieutenant #1 position will be vacated in March upon retirement of a member.
  8. Request: To fill Patrol Sergeant #4 position.  
Rationale: Patrol Sergeant #4 position will be vacated in March upon retirement of a member.

9. Request: To fill Patrol Sergeant #11 position.  
Rationale: Patrol Sergeant #4 position will be vacated upon retirement of a member.
10. Request: To fill Investigator #TBD.  
Rationale: An Investigator position will be vacated following an Inv. Sergeant promotion.
11. Request: To fill Patrol Officer #TBD.  
Rationale: A Patrol Officer position will be vacated following a Patrol Sergeant promotion.
12. Request: To fill Patrol Officer #TBD.  
Rationale: A Patrol Officer position will be vacated following a Patrol Sergeant promotion.
13. Request: To fill Patrol Officer #TBD.  
Rationale: A Patrol Officer position will be vacated following an Investigator promotion.
14. Request: To fill Investigative Sergeant position.  
Rationale: Investigative Sergeant position will be vacated in March following a promotion.

IV. Discussion Items:

V. Referrals/Pending Items:

1. Part-time Patrol Officer to process and submit civil fingerprints to NYS DCJS

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

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- Attachments:
1. Resolution Request Form No. 3 - Request for New Contract (Lexipol)
  2. Resolution Request Form No. 6 - Request to Amend Existing Grant (NYS STOP DWI grant)
  3. Resolution Request Form No. 7 - Request to Amend County Budget (NYS STOP DWI grant)
  4. Resolution Request Form No. 3 - Request for New Contract (NYS DOCCS)
  5. Resolution Request Form No. 20 - Miscellaneous (Sheriff's Office Leave Policies)
  6. Resolution Request Form No. 7 - Request to Amend County Budget (School Resource Officers)
  7. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Lieutenant)
  8. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Sergeant)
  9. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Sergeant)
  10. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Investigator)
  11. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Officer)
  12. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Officer)
  13. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Officer)
  14. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Inv. Sergeant)

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2021

- (a) Is this a Result of a Bid or Request for Proposal?** No
- (b) Purpose of Contract:** Subscription for online police & corrections training
- (c) Name of Contractor:** Lexipol
- (d) Address of Contractor:** 2611 Internet Blvd., Suite 100, Frisco TX 75034
- (e) Contractor's Contact Person and Telephone Number:** Margaret Henderson  
(844) 312-9500
- (f) Has or will the Contract be provided, if so, please attach:** Yes
- (g) Commencement Date of Contract:** 04/01/2021
- (h) Termination Date of Contract:** 03/31/2022
- (i) Payment Provisions:**
  - i) lump sum amount** \$11,257.00
  - ii) hourly rate amount**
  - iii) total amount not to exceed**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3110 444 Sheriff's Law Enforcement - Travel/Education/Conference \$11,257.00

\* as listed in budget and LOGOS

# LEXIPOL



## SUBSCRIPTION PLATFORM AGREEMENT

Customer Name: Warren County Sheriff's Office  
 Customer Address: 1400 State Rte 9  
 Lake George, New York 12845  
 Attention: Lieutenant Rob Smith  
 Lexipol's Address: 2611 Internet Boulevard, Suite 100  
 Frisco, Texas 75034  
 Prepared By: Margaret Henderson  
 Expiration Date: 5/31/2021

Contract & Proposal Valid Through: 4/1/2021 - 3/31/2022

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

QTY	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
99	CorrectionsOne Academy Annual Rate Per User	USD 51.00		USD 5,049.00
82	PoliceOne Academy Annual Rate Per User	USD 51.00		USD 4,182.00
23	PoliceOne Academy Annual Rate Per User	USD 51.00		USD 1,173.00
3	PoliceOne Academy Annual Rate Per User	USD 51.00		USD 153.00
216	PoliceOne Academy Account Services & Setup	USD 1,000.00		USD 700.00
			<b>Discount:</b>	USD 300.00
			<b>TOTAL:</b>	USD 11,257.00

The above subscription services, and when applicable, implementation services, shall be invoiced by Lexipol upon the execution of this Agreement.

**Notes**

Any remaining portion of March at no cost  
 P1A: 82  
 C1A: 99 FT (CO's, Sgts, Admins)  
 P1A: Dispatch: 23  
 P1A: 12 users @ 4:1 rate = (3 Partial users)

## Discount Notes

Discounted set up fee

## SCOPE OF SERVICES

### PoliceOne Academy

Training is key to improving safety and effectiveness in law enforcement agency operations. PoliceOne Academy's online training platform combines high-quality content with time-saving features to help your training resources go further.

- 24/7 access to online learning, allowing your officers to train when it's convenient
- Hundreds of full-length courses and thousands of videos built for micro-learning
- Reports to help you monitor and track training completion, compliance and license renewal
- Acceptance as a Certified Training Provider and for continuing education in many states
- Ability to upload and build your own content and create personalized learning plans

### CorrectionsOne Academy

Training is key to improving safety and effectiveness in correctional facilities. CorrectionsOne Academy's online training platform combines high-quality content with time-saving features to help your training resources go further.

- 24/7 access to online learning, allowing your personnel to train when it's convenient
- Hundreds of full-length courses and videos built for micro-learning
- Reports to help you monitor and track training completion, compliance and license renewal
- A proprietary learning platform that delivers approved and accredited training
- Ability to upload and build your own content and create personalized learning plans

## TERMS & CONDITIONS

### Billing:

A yearly subscription billing period begins at the effective starting date of service as stated above. A payment is due in full at the beginning of the 12-month period unless otherwise specified.

Renewal: Term of subscription will be automatically renewed upon contract end date using current rate card rates at the time of renewal, unless written notice of non-renewal is received at least sixty-days prior to contract end date.

Cancellation: Contract cannot be cancelled prior to effective contract end date. Department Personnel Use Only: Passwords and videos can be used by department personnel during the term of the subscription. Sharing department login access to the PoliceOne Academy or CorrectionsOne Academy or FireRescueOne Academy or EMSOne Academy or any downloaded or video content with other departments is expressly prohibited. Any violation of this policy will result in revocation of department access.

Service Agreement: The terms of this Order Form ("Order Form") and the Master Subscription Agreement ("MSA") located at <https://www.lexipol.com/lms-master-service-agreement/>

between the Customer and Praetorian Digital govern the use of the Praetorian Digital Academy learning management system and related services. By executing this Order Form, Customer agrees to the terms of this document and the MSA.

# ***RESOLUTION REQUEST FORM NO. 6***

## ***Request to Amend or Extend Existing Grant***

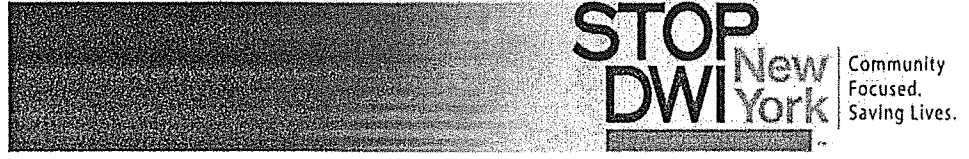
**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2021

- (a) Purpose of Grant Amendment:** Increase Grant Funding
- (b) Resolution No. which Authorized Original Application and Grant:**
- (c) Name of Grantor:** NYS STOP-DWI Foundation, Inc.
- (d) Address of Grantor:** 410 State Street, Hudson NY 12534
- (e) Grantor's Contact Person and Telephone Number:** Reginald Crowley, Chair  
(518) 828-0052
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, please attach:** Yes
- (g) Effective Date of Amendment or Extension:** March 4, 2021
- (h) Termination Date of Grant:** September 30, 2021
- (i) Total Dollar Amount Involved (Not to Exceed):** \$14,000 (w/Amended Increase)
- (j) Is a Budget Amendment Required?:** Yes  
If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project?:** No  
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required?:** No  
If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount OR Capital Project OR Capital Project Number and Title Amount:

**Sample: A.3110 470 General Sheriff's Law Enforcement - Contract \$ xx.xx  
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx**

\* as listed in budget and LOGOS



March 4, 2021

Undersheriff Terry Comeau, Warren County STOP-DWI  
Via E-Mail

Re: Allocation of Additional Crackdown Funds

Dear Undersheriff:

As you are aware Warren County was allocated \$10,000 in crackdown funds for the grant cycle of October 1, 2020 through September 30, 2021.

Please accept this letter as official notification that effective today the NYS STOP-DWI Foundation has increased the Warren County allotted crackdown money by an additional \$4,000. This additional allocation is subject to use under the same criteria as the original funds granted.

Should you have any questions or require any additional information, please feel free to contact me or Grant Administrator, Pam Aini.

Sincerely,

*Tracie Coulson*

Tracie Coulson, Vice-Chairperson  
NYS STOP-DWI Foundation, Inc.

Reggie Crowley (Columbia) – Chairperson  
Tracie Coulson (Cayuga) – Vice-Chairperson

Tracy Mance (Albany) - Secretary  
John Winchell (Washington) – Treasurer

BOARD OF DIRECTORS: Melanie Churakos (Cattaraugus), Patricia Tomassi (Westchester), Michele James (St. Lawrence), Jeffrey Kaczor (Montgomery), Susie Schenck (Orleans)

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2021

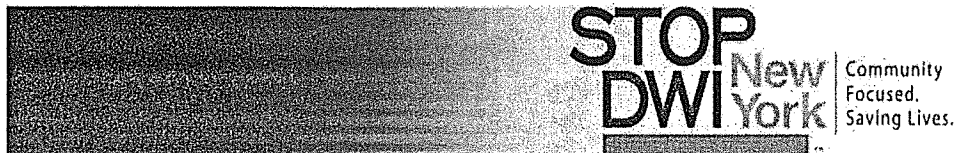
**(a) Purpose of Amendment:** Amend County Budget to reflect increased funding for the 2020-21 New York State Stop DWI Crackdown Enforcement grant.

**(b) Appropriation Code, Object Code, Full Title and Amount:**

A.3315 120	Stop DWI Program	\$4,000
	Salaries - Overtime	

**(c) Revenue Code (with title), and amount:**

A.3315 3615	Stop DWI Program	\$4,000
	STOP DWI Grant	



March 4, 2021

Undersheriff Terry Comeau, Warren County STOP-DWI  
Via E-Mail

Re: Allocation of Additional Crackdown Funds

Dear Undersheriff:

As you are aware Warren County was allocated \$10,000 in crackdown funds for the grant cycle of October 1, 2020 through September 30, 2021.

Please accept this letter as official notification that effective today the NYS STOP-DWI Foundation has increased the Warren County allotted crackdown money by an additional \$4,000. This additional allocation is subject to use under the same criteria as the original funds granted.

Should you have any questions or require any additional information, please feel free to contact me or Grant Administrator, Pam Aini.

Sincerely,

*Tracie Coulson*

Tracie Coulson, Vice-Chairperson  
NYS STOP-DWI Foundation, Inc.

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2021

- (a) Is this a Result of a Bid or Request for Proposal?** No
- (b) Purpose of Contract:** To procure food products for the Correctional Facility
- (c) Name of Contractor:** NYS Department of Corrections & Community Supervision
- (d) Address of Contractor:** Evans Dr., Building #50, P.O. Box 4110, Rome NY 13442
- (e) Contractor's Contact Person and Telephone Number:** Christine Olney  
Nutritional Svcs. Director  
(315) 339-6880
- (f) Has or will the Contract be provided, if so, please attach:** Yes
- (g) Commencement Date of Contract:** 06/01/2021
- (h) Termination Date of Contract:** 05/31/2026
- (i) Payment Provisions:**
  - i) lump sum amount**
  - ii) hourly rate amount**
  - iii) total amount not to exceed \$126,114**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)** Monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3150 445 General Sheriff's Correction Division - Foods \$126,114

\* as listed in budget and LOGOS



# Corrections and Community Supervision

ANDREW M. CUOMO  
Governor

ANTHONY J. ANNUCCI  
Acting Commissioner

November 25, 2020

Captain Albert Maday  
County of Warren  
1340 State Route 9  
Lake George, NY 12845

RE: Food Contract with NYS DOCCS

Dear Captain Maday:

Thank you for choosing the New York State Department of Corrections and Community Supervision's Office of Nutritional Services to assist with your food service needs. The contract for sale of food to Warren County is due to expire on 5/31/21. I hope that cost savings have been achieved and that you have seen operational improvements from our program.

I have attached a new, five-year contract for your review along with Appendix A (Standard Clauses for NY State Contracts dated January 2014), and a current product/price list as is referenced in the contract. Please keep Appendix A and the price list for your records. In order to get the necessary contract approvals from the New York State Attorney General and Office of the State Comptroller, we will need four signed originals of the 3-page contract and a county governing board resolution.

If you have any questions or concerns with that you would like to discuss, I can be reached at (315) 339-6880 Ext. 3830.

We look forward to continuing our relationship with Warren County.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Olney".

Christine Olney  
Director Nutritional Services

CO/ss  
CC: File

Attachments

STATE OF NEW YORK MULTI-YEAR AGREEMENT

<p><u>STATE AGENCY:</u></p> <p>New York State Department of Corrections and Community Supervision Office of Nutritional Services PO Box 4110 Bldg 50, Evans Dr. Rome, NY 13442-4110</p>	<p><u>BUSINESS CODE:</u> DOC01</p> <p><u>NYS COMPTROLLER'S NUMBER (Contract Number):</u> X161572</p> <p><u>DEPARTMENT CODE:</u> 3250226</p>
<p><u>CONTRACTOR:</u></p> <p>County of Warren 1340 State Route 9 Lake George, NY 12845</p>	<p><u>TYPE OF PROGRAM:</u></p> <p>Sale of Food – Revenue Contract</p>
<p><u>CHARITIES REGISTRATION NUMBER (Not-for-Profit Organizations):</u> N/A</p> <p><u>MUNICIPALITY NUMBER (If Applicable):</u></p>	<p><u>INITIAL CONTRACT PERIOD:</u></p> <p>FROM: 6/1/21</p> <p>TO: 5/31/26</p> <p><u>RENEWALS:</u> N/A</p>
<p><u>NYS VENDOR ID NUMBER:</u> 1000002438</p>	<p><u>FUNDING AMOUNT FOR INITIAL PERIOD:</u></p> <p>\$126,114</p>

APPENDICES ATTACHED AND PART OF THIS AGREEMENT:

- |          |            |   |
|----------|------------|---|
| <u>X</u> | APPENDIX A | Standard Clauses for New York State Contracts |
| <u>X</u> | OTHER      | Food Cost Sheet - Updated Quarterly           |

## COST COMPUTATION

CONTRACTOR:	Warren County
CONTRACT NUMBER:	X161572
TOTAL CONTRACT AMOUNT:	\$126,114
Estimated Population Served	102
Fiscal Year 19/20 Estimated Total Revenue Sales Under Contract X161382	\$23,759
Number of Contract Years	5
Estimated Revenue Sales	
Year 1	\$24,234
Year 2	\$24,719
Year 3	\$25,213
Year 4	\$25,717
Year 5	\$26,231
ESTIMATED 5-YEAR TOTAL:	\$126,114

CURRENT FOOD COST SHEET ATTACHED (UPDATED QUARTERLY)

**CONTRACT FOR SALE OF FOOD PRODUCTS BETWEEN NYS-DOCCS-NS  
AND WARREN COUNTY**

Warren County in Lake George, New York (hereinafter referred to as County), wishes to enter into an agreement to procure food products from the New York State Department of Corrections and Community Supervision Office of Nutritional Services located in Rome, New York (hereinafter referred to as DOCCS-NS).

WITNESSETH:

WHEREAS, DOCCS operates DOCCS-NS on the grounds of Mohawk Correctional Facility, and;

WHEREAS, food products produced by DOCCS-NS are delivered to all the facilities operated by DOCCS for the purpose of feeding the inmate population, and;

WHEREAS, County is desirous of purchasing food products from the DOCCS-NS;

WHEREAS, DOCCS-NS is capable of producing additional food products for use by the County without detriment to its ability to service all DOCCS locations.

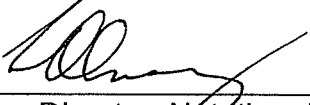
NOW, THEREFORE, IN CONSIDERATION OF THE COVENANTS AND MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES HERETO AGREE AS FOLLOWS:

At the request of County consistent with the mission of DOCCS-NS:

1. DOCCS-NS will provide food products as requested by County. These food products will be standard production items processed consistent with DOCCS menu items. DOCCS-NS will work closely to coordinate ordering and delivery schedules.
2. DOCCS-NS transportation staff can deliver food products to County on a weekly basis. Deliveries will be made by refrigerated trucks at a day and time convenient to DOCCS-NS. Deliveries will be scheduled in conjunction with DOCCS facility deliveries in close proximity of the County.
3. Food products will be packed in plastic baskets, stacked on pallets or dollies. All empty baskets or dollies are to be returned to DOCCS-NS via DOCCS-NS truck. County agrees to reimburse at replacement cost any lost or damaged baskets or dollies. The current price of a basket is \$28.31 each and a dolly is \$124.00 each. Prices are subject to change.
4. At time of delivery, DOCCS-NS will provide an itemized listing of products delivered. County personnel should verify that correct products and count are received and notate any discrepancies on delivery ticket. Ticket shall be signed by County personnel and DOCCS-NS driver. The DOCCS-NS driver will retain one copy as proof of delivery.
5. The month following product delivery, DOCCS-NS will provide an invoice to County for payment of products received. Payment for products received should be made on a monthly basis by check or Electronic Fund Transfer, payable to NYSDOCCS Office of Nutritional Services.
6. A product/price list will be provided by DOCCS-NS quarterly, which will increase/decrease directly consistent with cost to DOCCS-NS.

7. It is understood between the parties hereto that this contract shall not become effective until Approved by the Attorney General and the Comptroller of New York State and will remain in effect for five (5) years.
8. Appendix A, Standard Clauses For New York State Contracts, January 2014, is attached hereto as Exhibit A and is hereby made a part of this contract as if set forth fully herein.
9. If either party to this contract wishes to terminate the agreement, the requesting party may do so by giving the other party notice in writing no less than ninety (90) calendar days prior to the desired termination date. Such notice shall be directed to the representative of the party that signed the agreement.

FOR THE NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION:



\_\_\_\_\_  
Christine Olney, Director, Nutritional Services

3-2-21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Melissa McLaughlin, Director, Budget & Finance

\_\_\_\_\_  
Date

FOR WARREN COUNTY:

\_\_\_\_\_  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Acknowledgement:

STATE OF NEW YORK )  
  )  
COUNTY OF                    )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_,  
to me known, who being by me duly sworn, did depose and say that he/she resides at  
\_\_\_\_\_, that he/she is the \_\_\_\_\_ of the  
County of \_\_\_\_\_, described herein which executed the foregoing instrument  
and certification; and that he/she signed his/her name thereto by order of the Legislature/ruling  
municipal body of said County.

(Notary) \_\_\_\_\_

NYS Attorney General Office  
\_\_\_\_\_

Office of the State Comptroller  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ***RESOLUTION REQUEST FORM NO. 20***

## ***Miscellaneous***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2021

- (a) Purpose of Request:** Adoption of two Warren County Sheriff's Office policies relating to leave; Correction Division Directive 003 and Public Safety Division Directive 006.
  
- (b) Details:** Warren County Sheriff's Office Correction Division Directive 003 and Public Safety Division Directive 006 outline policies and procedures governing leave administration for the Sheriff's Office, to include leave relating to the Family and Medical Leave Act of 1993.
  
- (c) Previous Resolution Number:** N/A
  
- (d) Where are Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:**

N/A

\* as listed in budget and LOGOS

# CORRECTION DIVISION



## WARREN COUNTY SHERIFF'S OFFICE



**DIRECTIVE 003: REQUESTS FOR LEAVE**

**EFFECTIVE DATE: 02/05/21**

**AUTHORITY: SHERIFF JIM LAFARR**

**PRIOR REVISION: 01/01/20**

**ACCREDITATION STANDARDS:**

**REVIEW DATE: 02/05/21**

The responsibility for the preparation of agency schedules and processing of leave requests is as follows. All leave requests, except sick leave as outlined in this manual, shall be submitted to these authorized members in the order outlined below:

Correction Sergeant	Correction Officer	CD Kitchen Staff	CD Support Staff
Correction Lieutenant	Designated Sergeant	Designated Sergeant	Correction Lieutenant
Correction Captain	Correction Lieutenant	Correction Lieutenant	Correction Captain
Undersheriff	Correction Captain	Correction Captain	Undersheriff

### **GENERAL RULES**

1. Leave shall be administered in accordance with this directive and pursuant to the provisions outlined in each member's applicable collective bargaining agreement.
2. Absent exigent circumstances, all Regular leave requests shall be submitted using the "WCSO Leave Request Program". Early leave requests shall be submitted on a "Leave Request Form".
3. Leave may only be granted for time that has been accrued by the member, with the exception of a DLO which may be used on the day it is earned.
4. Members submitting leave requests to the "Designated Sergeant", as directed above, must ensure this Sergeant will be on-duty prior to the date of leave. Members should submit leave requests to an available "Correction Lieutenant" when the "Designated Sergeant" will not be on-duty prior to the requested leave date, and therefore will not be available to review their request in a timely manner.
5. The authorized members responsible for preparing schedules may, at their discretion, waive or amplify any restriction or requirement when necessary to ensure adequate staffing and to promote a fair and equitable granting of leave time for all employees. Such decisions may take into consideration, but not be limited to the following:
  - A. Minimum staffing;
  - B. Special events, details, and assignments;
  - C. Training;
  - D. Holidays;
  - E. Seniority, experience, and rank levels of staff;
  - F. Any incident that might justify an increase or decrease in staffing; or
  - G. Any emergency which impacts on agency services.

### **LEAVE REQUESTS**

#### **Early Requests**

# ***CORRECTION DIVISION***

Members may submit Early leave requests to the appropriate authorizing members above, no later than January 15<sup>th</sup>, for dates in the current calendar year. All early leave requests will be reviewed after January 15<sup>th</sup> and granted based upon seniority.

NOTE: Members submitting leave requests for time off between January 1<sup>st</sup> and January 15<sup>th</sup> shall submit a Regular Leave Request in accordance with this directive.

## Regular Requests

1. Members may submit Regular leave requests after January 15<sup>th</sup> for dates in the current calendar year. Regular leave requests will be granted based upon the following criteria in the order provided:

- A. Date and Time of Submission
- B. Availability/Staffing Levels
- C. Seniority

2. Regular leave requests should be submitted no later than 48 hours prior to the commencement of the intended leave. This restriction may be waived at the discretion of a member authorized above.

NOTE: Correction Officers requesting leave for the remainder of a current shift, the next oncoming shift and/or the shift immediately following (no more than 16 hours prior to the commencement of the intended leave) shall submit such request to the Tour Supervisor when the Designated Sergeant is unavailable.

## LEAVE CATEGORIES

1. Eligible members earn DLO's for shifts worked on County approved holidays. All DLO's must be taken within six (6) months of the date they are earned. DLO's not taken within this time period shall be forfeited with no compensation to the member, unless such leave was not taken at no fault of the member.

2. Vacation leave shall be used in the calendar year earned and may not be carried over from calendar year to the next, unless such leave was earned and not otherwise taken through no fault of the member.

3. Personal leave is utilized for personal business and may be taken in hourly increments. Personal leave is not cumulative and no part shall be carried over from one calendar year to the next, unless such leave was not taken through no fault of the member.

4. Military leave entitles a members serving in the military to be absent from work without loss of pay to fulfill necessary military obligations. Military leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement

5. Bereavement leave entitles a member to be absent from work without loss of pay by reason of death of an immediate family member. Bereavement leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement.

6. Paid administrative leave is a temporary administrative action that entitles an employee to be absent from work, without loss of pay, following approval from the Sheriff or Undersheriff. The leave may be due to an employee's physical or physiological fitness for duty, pending disciplinary action, or a circumstance where the health and/or safety of any member or other person is in question or at risk.

7. It shall the member's responsibility to demonstrate that leave was earned and not otherwise taken through no fault of such member. Any request to carry over unused leave from one year to the next must be submitted to the Sheriff for review and approval.

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken such leave. Employees are also entitled to return to their same or an equivalent position at the end of the leave.

# ***CORRECTION DIVISION***

## POLICY

It is the policy of the Warren County Sheriff's Office to grant up to 12 weeks (480 hours) of family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and/or up to 26 weeks of leave in any rolling 12-month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007. The FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this directive.

The Code of Federal Regulations, 29 CFR Part 825, The Family and Medical Leave Act of 1993 shall serve as the Sheriff's Office compliance guide for eligibility, entitlements and definitions relating to FMLA.

## ELIGIBILITY

In order to take leave under the FMLA, an employee must:

1. Have worked for the Warren County Sheriff's Office for 12 months or 52 weeks, and the 12 months or 52 weeks are not required to be consecutive; and
2. Have worked at least 1,250 hours during the 12 months prior to the start of leave, and the 1,250 hours includes only those hours actually worked, not time spent on paid or unpaid leave.

## QUALIFYING CONDITIONS

Leave under the FMLA shall be granted for one or more of the following reasons:

1. Birth of a child and to care for/bond with the newborn child;
2. Placement of a child for adoption or foster care and to care for/bond with the newly placed child;
3. Care for spouse, child, or parent (not "parent in-law") with a serious health condition;
4. Serious health condition of the employee;
5. A qualifying military exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty status as a member of the National Guard, Reserves, or Active Armed Forces; and/or
6. To care for an injured or ill Servicemember.

## CALCULATION OF LEAVE

Eligible employees can take up to 12 weeks (26 weeks to care for injured or ill Servicemembers) during a 12 month period under the FMLA. The leave may be in consecutive weeks or intermittently, but it may not exceed 12 weeks (26 weeks to care for injured or ill Servicemembers) over a rolling 12-month period. The 12-month period shall be measured starting from the date an employee first uses FMLA leave in accordance with this directive.

## FMLA LEAVE PROCEDURES

1. Employees wishing to use FMLA leave must submit a completed Warren County Sheriff's Office Family and Medical Leave Request Form (A-14) to the Sheriff.
2. Employees requesting FMLA leave due to a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. This form should be completed by a physician and returned to the Sheriff within 15 calendar days. U.S. Department of Labor FMLA forms are available in Administration.
3. Periodic reports and additional physician certifications may also be required during leave relating to serious health conditions. The Sheriff's Office may, at its own expense, require a second (or third) opinion regarding a medical certification. Employees failing to provide timely certification may risk having leave benefits delayed or denied.
4. Employees requesting FMLA leave for reasons other than a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. U.S. Department of Labor FMLA forms are available in Administration.

# *CORRECTION DIVISION*

5. Employees must use all accrued leave prior to the approval of unpaid FMLA leave for requests due to the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
6. Employees must use all accrued vacation leave, personal leave, holiday leave, and benefit day leave prior to the approval of unpaid FMLA leave for requests due to a reason, other than, the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
7. Employees do not automatically receive FMLA leave during a leave of absence from employment. FMLA leave must be requested in writing in accordance with this directive.
8. Employees will receive notification from the Sheriff within five business days of receiving completed certifications. The notification will specify whether the FMLA leave was approved, or reason for denial, as applicable.
9. Employees may be subject to disciplinary sanctions, up to and including termination, if the employee knowingly provides false information to receive, or continue, benefits under FMLA.

## EMPLOYEE STATUS AND BENEFITS

1. The County will continue an employee's health benefits during the period of FMLA leave, at the same level and under the same conditions, as if the employee had continued to work, provided the employee continues to pay his or her portion of the health care premiums.
2. While on paid leave (i.e. using sick leave in conjunction with FMLA leave), the County will continue to complete payroll deductions to collect the employee's share of health insurance premiums. While on unpaid FMLA leave, the employee must make payments for their portion of health insurance premiums to the Warren County Treasurer. The payments must be received by the 15<sup>th</sup> day of each month. Health insurance coverage will be terminated if these payments are not received by the 30<sup>th</sup> of each month.

NOTE: The County's Benefit Broker will provide 15 days' notice prior to the employee's loss of coverage.

3. The County will require the employee reimburse the amount the County paid for the employee's health insurance premiums during the period of unpaid leave if the employee chooses not to return to work for reasons other than; a continued serious health condition of the employee, continued care of an immediate family member with a serious health condition, or a circumstance beyond the employee's control.

## RETURNING TO WORK

1. Employment restoration is guaranteed for up to 12 weeks of approved FMLA leave, except under certain circumstances as provided by law.
2. Employees returning to work following FMLA leave will return to their original position, on the same shift/work schedule, retaining salary, benefits, and all other terms of employment.
3. Employees returning to work following FMLA leave relating to their own serious health condition must submit documentation from a physician affirming their ability to perform all essential functions for their position and adequate fitness for duty.
4. Proceedings under New York State Civil Service Law Sections 71 or 73 may be initiated if an employee fails to return to work following the expiration of FMLA leave.

# PUBLIC SAFETY DIVISION



## WARREN COUNTY SHERIFF'S OFFICE



**DIRECTIVE 006: SCHEDULES & LEAVE**

**EFFECTIVE DATE: 02/05/21**

**AUTHORITY: SHERIFF JIM LAFARR**

**PRIOR REVISION: 01/01/20**

**ACCREDITATION STANDARDS:**

**REVIEW DATE: 02/05/21**

The responsibility for the preparation of agency schedules and processing of leave requests is as follows. All leave requests, except sick leave as outlined in this manual, shall be submitted to the authorized members in the order outlined below:

<b>Patrol</b>	<b>Investigations</b>	<b>Communications</b>	<b>Civil</b>	<b>Support Staff</b>
Designated Sergeant	Investigative Sergeant	Communications Supervisor	Civil Sergeant	Lieutenant
Lieutenant	Lieutenant	Sr. Communication Officer	Undersheriff	Undersheriff
Undersheriff/ Sheriff	Undersheriff/ Sheriff	Lieutenant	Lieutenant	Sheriff

### **GENERAL INFORMATION (SCHEDULES)**

1. For the purposes of this directive, shifts shall be defined as A and B for Patrol and A, B, Modified B, and C for Communications. Available Communications shifts are outlined below.
2. Patrol and Communications members will work permanent shifts and Patrol will have fixed pass days.
3. Shifts will be bid by seniority.
4. Current schedules will be available electronically to all members. New schedules will be released and available for viewing no less than seven (7) days prior to the first date on such schedule.
5. The Administration Office may waive or amplify the provisions of this directive as needed to ensure adequate shift coverage at all levels.

### **BIDDING FOR SHIFTS**

1. Each group (Patrol & Communications) will bid for available shifts, as provided in this directive, on an annual basis.
2. Bids will be made between November 1<sup>st</sup> and November 30<sup>th</sup> each calendar year.
3. This directive sets available shifts, as described above, and any changes from the previous year will be provided by means of an updated directive.
4. The bid process will be administered by the member holding the responsibility for the preparation of work schedules, as outlined in this directive.
5. Shift assignments will be determined each year by Administration following the bidding process.

# ***PUBLIC SAFETY DIVISION***

6. In the event a vacancy occurs on any shift, the slot shall remain open until such time as a new member is hired and trained to fill the vacancy. Newly hired members will initially work a training schedule and then shall fill the existing vacancy until the next bidding period.
7. In those cases where staffing mandates a change in assignments prior to the next bidding period, the policy of following seniority to fill positions will be used to the extent possible under the scheduling situation at the time.
8. No changes will be made to the designated shift slots, Patrol or Communications, during the calendar year. Changes, if any, will be announced prior to the bidding process for the following year.

## **GENERAL INFORMATION (LEAVE)**

1. Leave shall be administered in accordance with this directive and pursuant to the provisions outlined in each member's applicable collective bargaining agreement.
2. Absent exigent circumstances, all Regular leave requests shall be submitted using the "WCSO Leave Request Program". Early leave requests shall be submitted on a "Leave Request Form".
3. Leave may only be granted for time that has been accrued by the member, with the exception of a DLO which may be taken on the day it is earned.
4. Members submitting leave requests to the "Designated Sergeant", as directed above, must ensure this Sergeant will be on-duty prior to the date of leave. Members should submit leave requests to an available "Patrol Sergeant" when the "Designated Sergeant" will not be on-duty prior to the requested leave date, and therefore will not be available to review their request in a timely manner.
5. The authorized members responsible for preparing schedules may, at their discretion, waive or amplify any restriction or requirement when necessary to ensure adequate staffing and to promote a fair and equitable granting of leave time for all members. Such decisions may take into consideration, but not be limited to the following:
  - A. Minimum staffing;
  - B. Special events, details, and assignments;
  - C. Training;
  - D. Holidays;
  - E. Seniority, experience, and rank levels of staff;
  - F. Any incident that might justify an increase or decrease in staffing; or
  - G. Any emergency which impacts on agency services.

## **LEAVE REQUESTS**

### **Early Requests**

Members may submit Early leave requests to the appropriate authorizing members above, no later than January 15<sup>th</sup>, for dates in the current calendar year. All early leave requests will be reviewed after January 15<sup>th</sup> and granted based upon seniority.

**NOTE:** Members submitting leave requests for time off between January 1<sup>st</sup> and January 15<sup>th</sup> shall submit a Regular Leave Request in accordance with this directive.

### **Regular Requests**

1. Members may submit Regular leave requests after January 15<sup>th</sup> for dates in the current calendar year. Regular leave requests will be granted based upon the following criteria in the order provided:

# *PUBLIC SAFETY DIVISION*

- A. Date and Time of Submission
- B. Availability/Staffing Levels
- C. Seniority

## **LEAVE CATEGORIES**

1. Non-Patrol members earn DLO's for shifts worked on County approved holidays. All DLO's must be taken within six (6) months of the date they are earned. DLO's not taken within this time period shall be forfeited with no compensation to the member, unless such leave was not taken at no fault of the member.
2. Patrol members earn two (2) Benefit Days quarterly. Benefit days are available for use during the quarter earned, and not later than six months following the commencement such quarter, or the end of the calendar year in which earned, whichever occurs first. Benefit Days earned and not otherwise taken through no fault of the member shall be paid to the member at the end of the quarter they were earned.
3. Vacation leave shall be used in the calendar year earned and may not be carried over from calendar year to the next, unless such leave was earned and not otherwise taken through no fault of the member.
4. Personal leave is utilized for personal business and may be taken in hourly increments. Personal leave is not cumulative and no part shall be carried over from one calendar year to the next, unless such leave was not taken through no fault of the member.
5. Military leave entitles a members serving in the military to be absent from work without loss of pay to fulfill necessary military obligations. Military leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement
6. Bereavement leave entitles a member to be absent from work without loss of pay by reason of death of an immediate family member. Bereavement leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement.
7. Paid administrative leave is a temporary administrative action that entitles an employee to be absent from work, without loss of pay, following approval from the Sheriff or Undersheriff. The leave may be due to an employee's physical or physiological fitness for duty, pending disciplinary action, or a circumstance where the health and/or safety of any member or other person is in question or at risk.
8. It shall the member's responsibility to demonstrate that leave was earned and not otherwise taken through no fault of such member. Any request to carry over unused leave from one year to the next must be submitted to the Sheriff for review and approval.

## **REPORTING FOR DUTY (COMMUNICATIONS)**

1. All Communication Officers are to be ready for work 15 minutes prior to the start of their respective shifts. This includes being fully dressed, equipped and prepared to work. This time will be used by members coming on and going off shift to exchange information effecting operations from the preceding shift. Members being relieved must remain on duty until completion of their shift.
2. Time sheets should be marked as follows:

<b><u>Shift</u></b>	<b><u>Time Sheet Entry</u></b>
A Line	22:45 - 07:00
B Line	06:45 - 15:00
C Line	14:45 - 23:00

# *PUBLIC SAFETY DIVISION*

## AVAILABLE SHIFTS (COMMUNICATIONS)

Shifts are available as follows:

Slot #	Shift	Slot #	Shift
1	Sr. Comm Officer	14	Sr. Comm Officer
2	A - 2	15	C - 2
3	A - 3	16	C - 3
4	A - 4	17	C - 4
5	A - 5	18	C - 5
6	A - 6	19	C - 6
7	Sr. Comm Officer	20	C - 7
8	B - 2	21	C - 8
9	B - 3		
10	B - 4		
11	B - 5		
12	B - 6		
13	B - 7		

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken such leave. Employees are also entitled to return to their same or an equivalent position at the end of the leave.

### POLICY

It is the policy of the Warren County Sheriff's Office to grant up to 12 weeks (480 hours) of family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and/or up to 26 weeks of leave in any rolling 12-month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007. The FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this directive.

The Code of Federal Regulations, 29 CFR Part 825, The Family and Medical Leave Act of 1993 shall serve as the Sheriff's Office compliance guide for eligibility, entitlements and definitions relating to FMLA.

### ELIGIBILITY

In order to take leave under the FMLA, an employee must:

1. Have worked for the Warren County Sheriff's Office for 12 months or 52 weeks, and the 12 months or 52 weeks are not required to be consecutive; and
2. Have worked at least 1,250 hours during the 12 months prior to the start of leave, and the 1,250 hours includes only those hours actually worked, not time spent on paid or unpaid leave.

### QUALIFYING CONDITIONS

Leave under the FMLA shall be granted for one or more of the following reasons:

1. Birth of a child and to care for/bond with the newborn child;
2. Placement of a child for adoption or foster care and to care for/bond with the newly placed child;

# *PUBLIC SAFETY DIVISION*

3. Care for spouse, child, or parent (not "parent in-law") with a serious health condition;
4. Serious health condition of the employee;
5. A qualifying military exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty status as a member of the National Guard, Reserves, or Active Armed Forces; and/or
6. To care for an injured or ill Servicemember.

## CALCULATION OF LEAVE

Eligible employees can take up to 12 weeks (26 weeks to care for injured or ill Servicemembers) during a 12 month period under the FMLA. The leave may be in consecutive weeks or intermittently, but it may not exceed 12 weeks (26 weeks to care for injured or ill Servicemembers) over a rolling 12-month period. The 12-month period shall be measured starting from the date an employee first uses FMLA leave in accordance with this directive.

## FMLA LEAVE PROCEDURES

1. Employees wishing to use FMLA leave must submit a completed Warren County Sheriff's Office Family and Medical Leave Request Form (A-14) to the Sheriff.
2. Employees requesting FMLA leave due to a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. This form should be completed by a physician and returned to the Sheriff within 15 calendar days. U.S. Department of Labor FMLA forms are available in Administration.
3. Periodic reports and additional physician certifications may also be required during leave relating to serious health conditions. The Sheriff's Office may, at its own expense, require a second (or third) opinion regarding a medical certification. Employees failing to provide timely certification may risk having leave benefits delayed or denied.
4. Employees requesting FMLA leave for reasons other than a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. U.S. Department of Labor FMLA forms are available in Administration.
5. Employees must use all accrued leave prior to the approval of unpaid FMLA leave for requests due to the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
6. Employees must use all accrued vacation leave, personal leave, holiday leave, and benefit day leave prior to the approval of unpaid FMLA leave for requests due to a reason, other than, the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
7. Employees do not automatically receive FMLA leave during a leave of absence from employment. FMLA leave must be requested in writing in accordance with this directive.
8. Employees will receive notification from the Sheriff within five business days of receiving completed certifications. The notification will specify whether the FMLA leave was approved, or reason for denial, as applicable.
9. Employees may be subject to disciplinary sanctions, up to and including termination, if the employee knowingly provides false information to receive, or continue, benefits under FMLA.

## EMPLOYEE STATUS AND BENEFITS

1. The County will continue an employee's health benefits during the period of FMLA leave, at the same

## *PUBLIC SAFETY DIVISION*

level and under the same conditions, as if the employee had continued to work, provided the employee continues to pay his or her portion of the health care premiums.

2. While on paid leave (i.e. using sick leave in conjunction with FMLA leave), the County will continue to complete payroll deductions to collect the employee's share of health insurance premiums. While on unpaid FMLA leave, the employee must make payments for their portion of health insurance premiums to the Warren County Treasurer. The payments must be received by the 15<sup>th</sup> day of each month. Health insurance coverage will be terminated if these payments are not received by the 30<sup>th</sup> of each month.

NOTE: The County's Benefit Broker will provide 15 days' notice prior to the employee's loss of coverage.

3. The County will require the employee reimburse the amount the County paid for the employee's health insurance premiums during the period of unpaid leave if the employee chooses not to return to work for reasons other than; a continued serious health condition of the employee, continued care of an immediate family member with a serious health condition, or a circumstance beyond the employee's control.

### RETURNING TO WORK

1. Employment restoration is guaranteed for up to 12 weeks of approved FMLA leave, except under certain circumstances as provided by law.

2. Employees returning to work following FMLA leave will return to their original position, on the same shift/work schedule, retaining salary, benefits, and all other terms of employment.

3. Employees returning to work following FMLA leave relating to their own serious health condition must submit documentation from a physician affirming their ability to perform all essential functions for their position and adequate fitness for duty.

4. Proceedings under New York State Civil Service Law Sections 71 or 73 may be initiated if an employee fails to return to work following the expiration of FMLA leave.



# WARREN COUNTY SHERIFF'S OFFICE

1400 STATE ROUTE 9  
LAKE GEORGE, NY 12845  
(518) 743-2500



## FAMILY AND MEDICAL LEAVE REQUEST FORM

I, \_\_\_\_\_, an employee of the Warren County Sheriff's Office, am requesting a leave pursuant to the provisions outlined in the Family and Medical Leave Act.

I am requesting leave for:

1.  The birth of a child or to care for/bond with a newborn.
2.  Placement of a child for adoption/foster care or to care for/bond with a newly placed child.
3.  Care for family member with a serious health condition. [circle one: spouse - child - parent]
4.  My inability work due to a serious health condition.
5.  A qualifying military exigency.
6.  The care of an injured or ill Servicemember.

If box 3 or 4 is checked, a U.S. Department of Labor certification form must be completed by a physician.

Leave Start Date: \_\_\_\_\_

Anticipated Return Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
*Signature* *Date*

Sheriff Signature: \_\_\_\_\_  
*Signature* *Date*

Director of Human Resources: \_\_\_\_\_  
*Signature* *Date*

**- Please note a 426 must accompany this request -**

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: March 22, 2021

(a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$40,409
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,505
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$586

A.3120.1002 130 Sheriff's SRO's - Salaries Part Time (Queensbury)	\$15,560
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$965
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$225

A.3110.1002 110 Sheriff's Law Enforcement - Salaries Regular (Qby)	\$24,849
A.3110.1002 830 Sheriff's Law Enforcement - Social Security (Qby)	\$1,541
A.3110.1002 831 Sheriff's Law Enforcement - Medicare (Qby)	\$360

A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$13,934
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$864
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$202

A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$31,120
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$1,929
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$451

A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$15,560
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$965
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$225

A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$15,560
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$965
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$225

(c) **Revenue Code (with title), and amount:**

A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$43,500
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$43,500
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$15,000
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$33,500
A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$16,750
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$16,750

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Lieutenant #1 Base Salary of Position: \$101,802 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 9088/Stockdale Date of Vacancy: March 29, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Sergeant #4 Base Salary of Position: \$78,519 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 8882/Webster Date of Vacancy: March 22, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Sergeant #11 Base Salary of Position: \$78,519 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 9124/Riley Date of Vacancy: Upon Retirement  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Investigator #TBD Base Salary of Position: \$77,519 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: TBD Date of Vacancy: March 29, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_  
**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUDGET OFFICER COMPLETES THIS SECTION**

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: TBD Date of Vacancy: March 29, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_  
**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

#### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: TBD Date of Vacancy: March 22, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

#### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

#### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

#### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: TBD Date of Vacancy: TBD  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00  
Title of Position: Investigative Sergeant Base Salary of Position: \$78,519 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 9116/Lail Date of Vacancy: March 29, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_  
**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# WARREN COUNTY

## *COMPREHENSIVE EMERGENCY MANAGEMENT PLAN*



*Warren County, New York*

---



**Office of Emergency Services  
1340 State Route 9  
Lake George, NY 12845**

**2021**

### Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

Revision Page

Date	Update	Name
3/18/16	Dates, names, general typos, mitigation section, added Regional JIC, updated HAZNY and exercise calendars, added PODS & Home Care to org chart; App C summary; App D update; App E added HM, HMP & SWCD	A. Hirsch & CEMP review committee
3/17/17	Dates, names, plans, typos; added Pw/AFN Group under Human Needs Branch	A. Hirsch & CEMP review committee
3/16/18	Dates, names, App B added RACES & App D updated & added App F	A. Hirsch & CEMP review committee
3/15/19	Dates, names, typos, updated App D&F	A. Drexel & CEMP review committee
3/20/20	Dates, names, updated App C, D & F	A. Drexel & CEMP review committee
3/19/21	Dates, names, titles, typos, web links updated App D & E	A. Mason & CEMP review committee

**WARREN COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**Key Players in the Development and Implementation of the CEMP**

<b>Agency</b>	<b>Name</b>	<b>Title</b>	<b>Telephone</b>
<b>Office Emergency Services</b>			(518) 761-6240
	Ann Marie Mason	Director	(518) 824-6652
	Jay Ogden	Fire Coordinator	(518) 761-6537
	Micki Guy	EMS Coordinator	(518) 761-7682
	James Schrammel	HAZMAT Coordinator	(518) 761-6497
<b>Warren County Sheriff</b>			(518) 743-2500
	James LaFarr	Sheriff	(518) 743-2518
	Terry Comeau	Undersheriff	(518) 743-2515
<b>Warren County Board of Supervisors</b>			
	Rachel Seeber	Chairwoman of the Board	(518) 761-6535
	Ryan Moore	County Administrator	(518) 761-6539
	Amanda Allen	Clerk of the Board	(518) 761-6535
	Tammie DeLorenzo	Assistant to the County Admin	(518) 761-7655
<b>Warren County Health Services</b>			(518) 761-6580
	Ginelle Jones	Director	(518) 761-6571
	Pat Belden	Asst. Director	(518) 761-6583
	Dan Durkee	Emergency Preparedness Coord	(518) 761-6584
<b>Warren County Dept. of Public Works</b>			(518) 623-4141
	Kevin Hajos	Superintendent	(518) 824-8842
<b>Office of the Aging</b>			
	Deanna Park	Director	(518) 824-8820
<b>NYS Office of Emergency Management</b>			(518) 292-2200
	Shannon Finegan	Region III Capital District Director	
<b>Glens Falls Hospital</b>			(518) 926-1000
	Laura Stebbins	Director of Emergency Prep.	(518) 926-3122
<b>American Red Cross</b>	John Vale	Disaster Program Manager	(518) 792-6545
<b>Warren/Washington County Community Services</b>			
	Rob York	Director	(518) 792-7143

**WARREN COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**TABLE OF CONTENTS**

<b>Revision Page</b>	1
<b>Contact List</b>	2
<b>Table of Contents</b>	3
<b>Executive Summary</b>	7
<b>Section I: General Considerations and Planning Guidelines</b>	
A. Policy Regarding Comprehensive Emergency Management	8
B. Purpose and Objectives of the Plan	9
C. Legal Authority	10
D. Concept of Operations	10
E. Plan Maintenance and Updating	11
<b>Section II: Mitigation</b>	
A. Designation of County Hazard Mitigation Coordinator	12
B. Identification and Analysis of Potential Hazards	12
C. Risk Reduction Policies, Programs and Reports	13
D. Emergency Response Capability Assessment	16
E. Training of Emergency Personnel	17
F. Education and Public Awareness	18
G. Monitoring of Identified Hazard Areas	19
Attachment 1 Vulnerability Assessment / Hazard Analysis Update	20

<b>Section III:</b>	<b>Response</b>	
	I. Response Organization and Assignment of Responsibilities	21
	A. Chairperson, Warren County Board of Supervisors Responsibilities, Powers, and Succession	21
	B. The Role of the Emergency Manager	21
	C. All Warren County Emergency Response Organizations	22
	II. Managing Emergency Response	24
	A. Incident Command Post and Emergency Operations Center	24
	Table 1 – ICS Function and Response Activities by Agency	25
	B. Notification and Activation	27
	C. Assessment and Evaluation	27
	D. Declaration of Local State of Emergency and Promulgation Of Local Emergency Orders	27
	E. Public Warning and Emergency Information	28
	F. Public Health	30
	G. Emergency Medical Services	30
	H. Human Services	31
	I. Restoring Public Services	31
	J. Resource Management	32
	Warren County Incident Command System Organizational Chart	33
<b>Section IV:</b>	<b>Recovery</b>	
	A. Damage Assessment	34
	B. Planning for Recovery	37
	C. Reconstruction	39
	D. Public Information on Recovery Assistance	40

Appendix A- NIMS Incident Command System Position Description	A-1
Appendix B- Standard Operating Guide for the Warren County Emergency Operations Center (EOC).	B-1
Appendix C – Disaster Declaration Kit	C-1
Appendix D – Warren County Facts	D-1
Appendix E – Acronym List	E-1
Appendix F – Multiyear Training and Exercise Plan	F-1

*The following Annexes are not included in this binder, but are located at the OES.*

Dam Safety Annex

Mass Care Annex

Logistics Annex

Public Health Emergency Response and Preparedness Plan

Strategic National Stockpile Annex  
Attachment 1 – CHEMPACK Annex

Pandemic Flu Annex

Quarantine and Isolation Annex

Mass Fatality Annex

Bioterrorism Annex

Mental Health Disaster Response Plan

Hazardous Materials Response Annex

Tri-County Animal Response Team (CART) Annex

Violent Event Annex

Hazardous Weather Annex

Warren County Municipal Center & Human Services Building EAPs

Resource List

Warren County Continuity of Operations Plan (COOP)

Social Media Networking Plan

## **EXECUTIVE SUMMARY**

### Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the County's ability to manage emergency/disaster situations. It was prepared by County officials working as a team in a planning process recommended by the New York State Office of Emergency Management. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and the New York State Defense Emergency Act.

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

### Comprehensive Approach

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

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan contains sections (within this document) to deal separately with each part of this ongoing process.

### Management Responsibilities

County departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present County capability and existing organizational responsibilities. The Warren County Office of Emergency Services is designated to coordinate all emergency management activities of the County.

Warren County supports the use of the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency. County responsibilities are closely related to the responsibility of the local levels of government within the County (city, towns and village) to manage all phases of an emergency. The County has the responsibility to assist the local governments in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources are addressed in separate annexes. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

### Conclusion

The plan provides general all-hazards management guidance, using existing organizations, to allow the County to meet its responsibilities before, during and after an emergency.

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section I

### GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

#### A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Warren County.
3. Under authority of Section 23 of the New York State Executive Law Article 2B, a county is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, Warren County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes four phases:
  - a) Mitigation
  - b) Prevention
  - c) Response
  - d) Recovery
5. Mitigation
  - a) Mitigation refers to all activities which reduce the effects of disasters when they do occur. Section II of this Plan, describes activities to prevent or minimize the impact of hazards in Warren County. Warren County has developed a FEMA-Approved Mitigation Plan, which is updated every five years.
6. Prevention
  - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
7. Response
  - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the public
- Allocating/distributing of equipment/resources

- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
- d) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

## 8. Recovery

- a) Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes mitigation actions to prevent or lessen a recurrence of the emergency.

## B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in Warren County:
2. The objectives of the Plan are:
  - a) 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.
  - b) To outline short, medium and long range measures to improve the County's capability to manage hazards.
  - c) To show that County and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
  - d) To provide for the efficient utilization of all available resources during an emergency.

- e) To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- f) Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

### C. Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the authority necessary for its development and implementation.

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Warren County Local Law No. 1 of 1962
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

### D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.
2. Local governments and emergency response organizations play an essential role as the first line of defense.
3. When responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.
4. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the County government.
6. The Chairperson of the Warren County Board of Supervisors may coordinate responses for requests for assistance for the local governments.
7. The Chairperson of the Warren County Board of Supervisors has the authority to direct and coordinate County disaster operations.
8. The Chairperson of the Warren County Board of Supervisors may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Warren County.

9. The Chairperson of the Warren County Board of Supervisors has assigned to the Office of Emergency Services the responsibility to coordinate county emergency management activities.
10. Warren County will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Warren County recommends and encourages all local governments in Warren County to utilize ICS.
11. A request for assistance to the State will be submitted through the Region III Capital District New York State Office of Emergency Management located in Albany, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. A State-level, multi-agency response may include risk reduction, response and recovery activities coordinated by NYSOEM, which serves as the administrative agency of the New York State Disaster Preparedness Commission (DPC).
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Warren County Office of Emergency Services is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and should provide any changes to the Emergency Manager by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by May 1 of each year.

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section II

### Mitigation

#### A. Designation of County Hazard Mitigation Coordinator

1. The District Manager of the Warren County Soil Water Conservation District has been designated by the Chairperson of the Warren County Board of Supervisors, as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing the effects of hazards in Warren County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will be the lead member of the Warren County Hazard Mitigation Planning Team.

#### B. Identification and Analysis of Potential Hazards

1. The Warren County Office of Emergency Services will gather a team together to:
  - a) Identify potential hazards in the County.
  - b) Determine the probable impact each of those hazards could have on people and property.
  - c) Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
3. To comply with the items above, hazards that pose a potential threat have been identified and analyzed using the program *HAZNY*, provided by the State Office of Emergency Management. This assessment was completed by involving representatives from County departments, State departments, and representatives from various private businesses and non-profit organizations.
4. This hazard analysis:
  - a) Provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards.
  - b) Establishes priorities for planning for those hazards receiving a high ranking of significance.

- c) Was conducted in accordance with guidance from the New York State Office of Emergency Management.
  - d) Upon completion in March 2015 was submitted to the Region III Office of Emergency Management. On February 20, 2020 Warren County had a County Emergency Preparedness Assessment (CEPA) review. This assessment covers the hazard analysis and capabilities.
  - e) Is to be reviewed and updated regularly to capture changes in infrastructure, population change, new capabilities or new hazards or risks that have come to light.
5. The rating and ranking results of the hazard analysis are found in Attachment 1.
  6. The complete Hazard Analysis results identifying the location of hazard areas are located in the Warren County Office of Emergency Services and published on the OES website.

C. Risk Reduction Policies, Programs and Reports

1. County agencies are authorized to promote policies, programs and activities to reduce hazard risks in their area of responsibility. Examples of the above are:
  - a) Encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county.
  - b) Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations.
  - c) Encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant.
  - d) Encourage and participate in municipal stream channel maintenance programs.
  - e) Encourage state DOT and local highway departments to address dangerous conditions on roads used by hazardous materials carriers.
2. The Warren County Planning Department is an appointed Agency established by the Board of Supervisors that is responsible for the review of certain classes of local land use and zoning actions as defined by Articles 239 L and M of NYS General Municipal Law. The following plans and zoning actions are referred to the County Planning Department by local municipalities for review and recommendation, where required.
  - a) Adoption or amendment of a comprehensive plan pursuant to Section 272-a of the town law, Section 7-722 of the village law or Section 28-a of the general city law.
  - b) Adoption or amendment of a zoning ordinance or local law.
  - c) Issuance of special use permits.
  - d) Approval of site plans.
  - e) Granting of use or area variances.
  - f) Other authorization, which a referring body may issue under the provisions of any zoning ordinance or local law.

3. The review of projects referred to the Warren County Planning Department, with assistance provided by the staff planners from the Warren County Department of Planning and Community Development, takes into account the potential impact from significant hazards in Warren County communities.
4. It is the intention of Hazard Mitigation Planning Committee representatives to incorporate mitigation planning as an integral component of daily government operations. Planning Committee representatives will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. A sample adoption resolution includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the HM Planning Committee anticipates that:
  - a) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
  - b) The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.
5. During the annual plan evaluation process, the Planning Committee representatives will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual Hazard Mitigation Plan (HMP) Progress Report.
6. The Planning Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the plan, and documenting annual progress. Each year, beginning one year after plan development, County and local Planning Committee representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes of the Hazard Mitigation plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.
7. To standardize and facilitate collection of progress data and information on specific mitigation actions, Warren County Soil and Water Conservation District (WC SWCD) shall develop a progress matrix that will continue to be updated and distributed to the HM Planning Committee members prior to the scheduled annual Planning Committee meeting. This information shall be provided to the planning area HMP Coordinator prior to the annual Planning Committee meeting to be held approximately one year from the date of local adoption of this update, and successively thereafter. At least two weeks before the annual plan review meeting, the Warren County HMP Coordinator will advise HM Planning Committee members of the meeting date, agenda and expectations of the members.
8. The information that Planning Committee representatives shall be expected to document, as needed and appropriate include:
  - a. Any grant applications filed on behalf of any of the participating jurisdictions,
  - b. Hazard events and losses occurring in their jurisdiction,

- c. Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
  - d. Obstacles or impediments to implementation of actions,
  - e. Additional mitigation actions believed to be appropriate and feasible and,
  - f. Public and stakeholder input.
9. The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. The status of the HMP will be discussed and documented at an annual plan review meeting of the Hazard Mitigation Planning Committee.
10. The Warren County HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:
  - a. Goals and objectives address current and expected conditions.
  - b. The nature or magnitude of the risks has changed.
  - c. Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
  - d. Actions were cost effective.
  - e. Schedules and budgets are feasible.
  - f. Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
  - g. Outcomes have occurred as expected.
  - h. Changes in County, City, Town or Village resources impacted plan implementation (e.g., funding, personnel, and equipment).
  - i. New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
11. Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance based indicators, including:
  - a. New agencies/departments
  - b. Project completion
  - c. Under/over spending
  - d. Achievement of the goals and objectives
  - e. Resource allocation
  - f. Timeframes
  - g. Budgets
  - h. Lead/support agency commitment
  - i. Resources
  - j. Feasibility
12. Finally, the Planning Committee will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs”

subsection later in this Section). Other programs and policies can include those that address:

- a. Economic Development
  - b. Environmental Preservation
  - c. Historic Preservation
  - d. Redevelopment
  - e. Health and/or Safety
  - f. Recreation
  - g. Land Use/Zoning
  - h. Public Education and Outreach
  - i. Transportation
13. The HM Planning Committee may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process. Further, the Planning Committee may refer to any process and plan review deliverables developed by the County or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the County.
14. The HM Planning Committee Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual HM Planning Committee meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the HM Planning Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.
15. This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual HM Planning Committee meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to NYS DHSES.

#### D. Emergency Response Capability Assessment

1. Periodic assessment of the County's capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of Risk Reduction.
2. The Office of Emergency Services will, every three to five years, or more often as deemed necessary:
  - a) Assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to the:
    - Likely time of onset of the hazard
    - Impacted communities' preparedness levels
    - Existence of effective warning systems

- Communities' means to respond to anticipated casualties and damage
- 3. To assist in its assessment, the Office of Emergency Services will conduct exercises based upon specific hazards and hazard areas identified by the assessment.
- 4. An After Action Report with Improvement Plans will be developed after exercises are conducted to document shortfalls and lay out a plan to correct them.

E. Training of Emergency Personnel

1. The Warren County NIMS Point of Contact, in coordination with the Warren County Office of Emergency Services, has the responsibility to:
  - a) Arrange and provide, with the assistance of the New York State Department of Homeland Security and Emergency Services and Department of Health, training programs for county emergency response personnel, as designated by the County Office of Emergency Services Director.
  - b) Encourage and support training for city, town and village emergency response personnel, including volunteers.
  - c) Such training programs will:
    - Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
    - Include Incident Command System (ICS) training, focusing on individual roles.
    - Conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including ICS for Executives training.
    - Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
    - Be provided in crisis situations, that requires additional specialized training and refresher training.
  - d) Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Appendix F – Multiyear Training & Exercise Plan.

- e) Consult with the county departments and agencies, in developing training courses and exercises.
  - f) Work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards.
  - g) Receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.
2. All county departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
  3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, American Red Cross, RACES, should be trained by these services in accordance with established procedures and standards.

F. Education and Public Awareness

1. The Cooperative Extension Educator and Warren County Health Services Health Educator, in cooperation with the County Office of Emergency Services, is responsible for:
  - a) Providing education on hazards to the young adult and general population in the county
  - b) Making the public aware of existing hazards in their communities
  - c) Familiarizing the public with the kinds of protective measures the county has developed to respond to any emergency arising from the hazard
2. This education will:
  - a) Cover all significant hazards
  - b) Be available free of charge
  - c) Be provided by the existing school systems in the county through arrangements with the superintendent of schools
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.
4. The following is a list of avenues used to educate the public:
  - Handouts
  - Presentations
  - Website

- Social media
- Staff

5. Warren County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This Plan update will be posted on-line.
6. Local Planning Committee representatives and the Warren County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of the Executive Summary of this document.
7. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.
8. The Planning Committee representatives shall be responsible to assure that:
  - a) Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
  - b) Copies of the latest approved plan (or draft in the case that the five year update effort is underway) are available for review at the town hall and public library, along with instructions to facilitate public input and comment on the Plan.
  - c) Appropriate links to the Warren County Hazard Mitigation Plan website are included on municipal websites.
  - d) Public notices are made as appropriate to inform the public of the availability of the plan, particularly during Plan update cycles.

#### G. Monitoring of Identified Hazard Areas

1. The County Highway Department will develop, with the necessary assistance of other local highway departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Office of Emergency Services or the Warren County 911 Communications Center, as appropriate, and disseminated per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are raising water levels, slope and ground movement, the formation and breakup of ice jams, shore erosion and dam conditions.
5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, religious organizations, utility companies, and volunteer agencies and individuals, as appropriate.

Attachment 1

**Hazard Analysis Results for Warren County**  
using HAZNY as provided by the State Office of Emergency Management

March 6, 2015

<b>Hazard</b>	<b>Rating</b>
<b>FLOOD</b>	330
<b>DAM FAILURE</b>	303
<b>TRANS ACCIDENT</b>	253
<b>HAZMAT (FIXED SITE)</b>	248
<b>HAZMAT (IN TRANSIT)</b>	242
<b>ICE JAM</b>	238
<b>SEVERE STORM</b>	237
<b>INFESTATION</b>	235
<b>WATER SUPPLY CONTAMINATION</b>	230
<b>EPIDEMIC</b>	225
<b>EXTREME TEMPS</b>	223
<b>TERRORISM</b>	222
<b>EARTHQUAKE</b>	216
<b>FIRE</b>	214
<b>ICE STORM</b>	208
<b>HURRICANE</b>	204
<b>WINTER STORM (SEVERE)</b>	200
<b>LANDSLIDE</b>	192
<b>WILDFIRE</b>	191
<b>UTILITY FAILURE</b>	186
<b>TORNADO</b>	160
<b>STRUCTURAL COLLAPSE</b>	158
<b>DROUGHT</b>	120

321 to 400 HIGH HAZARD  
241 to 320 MODERATELY HIGH HAZARD  
161 to 240 MODERATELY LOW HAZARD  
44 to 160 LOW HAZARD

# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section III

### RESPONSE

#### I. Response Organization and Assignment of Responsibilities

##### A. Warren County Board of Supervisors, Chairperson Responsibilities, Powers, and Succession

1. The Chairperson of the Warren County Board of Supervisors (County Executive) is ultimately responsible for County emergency response activities and:
  - a) May assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations.
  - b) Controls the use of all County owned resources and facilities for disaster response.
  - c) May declare a local state of emergency in consultation with the Office of Emergency Services and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix C).
  - d) May request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources.
  - e) May provide assistance to others at the request of other local governments both within and outside Warren County.
2. In the event of the unavailability of the Chair, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:
  - a) The Vice Chairperson will assume the responsibilities of the Chairperson of the Board until the Chairperson of the Board is available.
  - b) The County Administrator will assume the responsibilities of the Chairperson of the Board or the Vice Chairperson until either is available.
  - c) The Budget Officer will assume the responsibilities of the Chairperson of the Board, County Administrator or the Vice Chairperson until one is available.

##### B. The Role of the Emergency Manager

1. The Emergency Manager coordinates County emergency response activities for the

Chairperson of the Warren County Board of Supervisors, and recommends to the Chairperson of the Board of Supervisors to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.

2. The Emergency Manager:

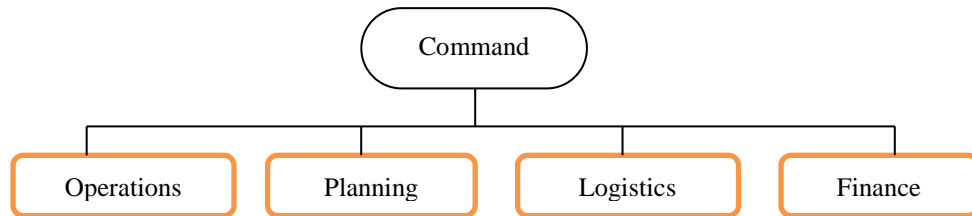
- a) Activates the County's response organization and initiates County response activities.
- b) Notifies and briefs County departments, agencies and other organizations involved in an emergency response.
- c) Maintains and manages an Emergency Operations Center.
- d) Facilitates coordination between the County and:
  - The Incident Commander
  - Towns, cities, and villages in the County
  - Local governments outside the County
  - The State of New York
  - Private emergency support organizations.

C. Warren County Emergency Response Organizations

1. The Incident Command System (ICS)

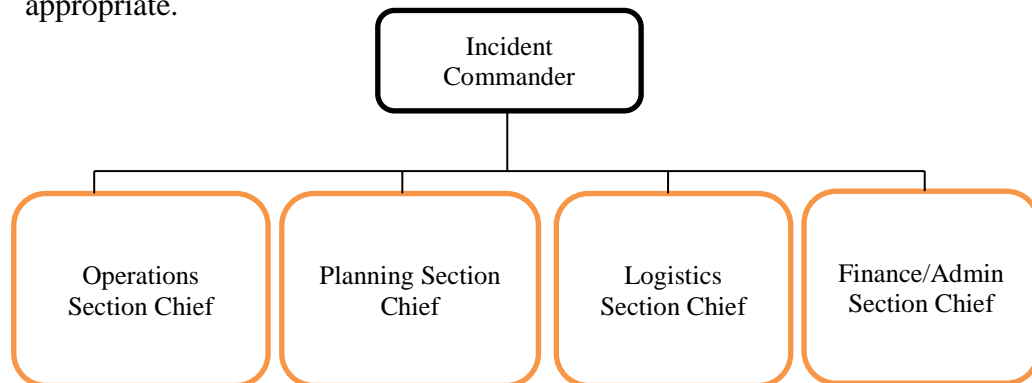
- a) Warren County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. See Appendix 1, *Incident Command System Position Descriptions*.
- b) ICS is organized by functions. There are five:
  - Command
  - Operations
  - Planning
  - Logistics
  - Finance

- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that 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) An on-scene ICS with all five functions organized as sections is depicted as:



- g) During an emergency, County response personnel must be cognizant of the Incident Command System 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 by the Chairperson of the Board of Supervisors, to the County Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene ICS will be coordinated by or through the County Emergency Manager.
- h) The Incident Commander is selected due to being the most qualified responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.
- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report.

- j) County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- k) Whenever the ICS is established, County response forces should 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 1 for sample ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

## 2. Agency Responsibilities

- a) The Office of the Warren County Board of Supervisors, shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

## II. Managing Emergency Response

### A. Incident Command Post and Emergency Operations Center

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.

TABLE 1 - ICS Function and Response Activities by Agency

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Chairperson, Warren County Board of Supervisors	Command	Ultimate situation responsibility; (Agency Administrator) Declaration of State of Emergency; Promulgation of Emergency Orders
Director of PR	Public Information	Emergency Public Information.
County Attorney	Command, Legal	Legal support
Emergency Services	Command, Liaison	Activation and Coordination of the (EOC Manager),EOC Liaison and Coordination with governments and organizations.
Fire Control	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control.
EMS	Operations	Coordinate the Treatment and Transport of the sick and injured.
Sheriff's Office	Operations/Logistics	Communications, Warning, Law Enforcement, Security, Traffic Control Food.
Public Health	Safety/Operations	Disease Surveillance; Incident Assessment; Epidemiologic Investigation; Public Alert & Education; POD Mass Vaccination
Glens Falls Hospital	Operations	Medical Care; Disease Surveillance
Public Works Dept.	Operations/Logistics	Debris Removal and Disposal; Damage Assessment; Traffic Control. Facilities, Ground Support
Self-Insurance	Finance Admin	Comp/Claims
Social Services	Operations	Human Needs Assessment.
Office for the Aging	Operations	Human Needs Assessment.
Planning & Development	Planning	Situation Assessment and Documentation Advance Planning.
Mental Health Services	Operations	Crisis Counseling.
Coroner	Operations	Identification and Disposition of Dead.
American Red Cross	Operations	Temp. Housing, Shelter, Food, Clothing.
Purchasing	Logistics	Supply and Procurement; Information Systems.
Human Resources	Logistics	Human Resources.
Treasurer/Auditor	Finance/Admin	Purchasing; Accounting; Record-keeping.

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, a mobile unit or field trailer may be used.
5. The County EOC is located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845. A back-up EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George, NY 12845.
6. If a disaster situation renders both EOCs inoperable, an auxiliary EOC may be established at the Queensbury Central Fire Department, 17 Lafayette Street, Queensbury, NY 12804, or at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.
12. Work areas will be assigned to each agency represented at the EOC.
13. Security, if necessary, at the EOC during an emergency will be provided by the Warren County Sheriff's Office:
  - a) All persons entering the EOC will be required to check in at the security desk located at the main entrance.
  - b) All emergency personnel will be issued a pass (permanent or temporary) to be

worn at all times while in the EOC.

- c) Temporary passes will be returned to the security desk when departing from the premises.

14. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
15. The ICS Planning function is responsible for emergency situation reporting at the EOC and can use established procedures and daily forms.
16. The Emergency Manager maintains a Standard Operation Guide for activating, staffing and managing the EOC. The SOG can be found as Appendix B to this section of the plan.

#### B. Notification and Activation

Upon initial notification of an emergency to the Warren County 911 Communications Center (WCCC), the WCCC will immediately alert the appropriate County official(s) and emergency services agencies as defined and outlined in the Warren County Sheriff's Office Operations Manual.

1. This initial notification sets into motion the activation of County emergency response personnel.
2. The Director of the Office of Emergency Services will activate appropriate resources as deemed necessary.

#### C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Chiefs, the Command Staff will, as appropriate, in coordination with the on-scene Incident Commander:
  - a) Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat.
  - b) Analyze the best available data and information on the emergency.
  - c) Explore alternative actions and consequences.
  - d) Select and direct specific response actions.

#### D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Chief Executive Official, Warren County Board of Supervisors' Chairperson, may proclaim a state of emergency pursuant to section 24 of the State Executive Law Article 2-B.

2. Such a proclamation authorizes the Chief Executive to deal with the emergency situation with the full executive and legislative powers of county government.
3. This power is realized **only** through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
  - Establishing curfews
  - Restrictions on travel
  - Evacuation of facilities and areas
  - Closing of places of amusement or assembly
4. Appendix C describes the requirements for proclaiming a state of emergency and promulgating emergency orders.
5. Chief executives of cities, towns and villages in Warren County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.
6. Whenever a state of emergency is declared in Warren County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

#### E. Public Warning and Emergency Information

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a) and (b) below require strict coordination with the County EOC:
  - a) Mass notification systems can be utilized. These systems rely on the public telephone networks and servers. This form of notification is quick and does not endanger the first responders. This can be initiated through the Warren County Sheriff's Office or Office of Emergency Services.
  - b) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager via the National Weather Service.

- c) NOAA Weather Radio (NWR) is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.
  - d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public.
  - e) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, firefighters, and highway personnel, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
4. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception. They should also be encouraged to sign up for NY-Alert messages.
5. Special arrangements have been made for providing warning information to people with hearing impairment, through the mass notification system.
6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
- a) Establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings.
  - b) Authenticate all sources of information being received and verify accuracy.
  - c) Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
  - d) Coordinate the release of all information with the key departments and agencies

involved both at the EOC and on-scene.

- e) Check and control the spreading of rumors.
  - f) Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
  - g) Arrange any media tours of emergency sites.
7. The JIC may be established near the EOC or at any location where information flow can be maintained, without interfering with emergency operations. The JIC will be located in the Board Room of the Municipal Center or outside if weather permitting.
- a) A regional JIC may be formed for larger incidents encompassing multiple counties or agencies.

#### F. Public Health

- 1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
- 2. There may be established within the Operations section a Public Health Group to ensure that health and medical problems are being addressed. This group will be led by the Warren County Health Services.

#### G. Emergency Medical Services

There may be established within the Operations section an Emergency Medical Services Group.

- 1. The group will be led by the County EMS Coordinator.
- 2. The function of this group is to assist with the coordination of care and transportation of the sick and injured, while preserving the overall integrity of the County EMS System.
- 3. Mutual Aid Guidelines will be found in the County EMS Mutual Aid Plan.
- 4. At times this group may include representatives from the New York State Bureau of Emergency Medical Services, or designated regional Medical Control Physicians.
- 5. At times pending the size and duration of an incident, it is possible that EMS Coordinators from other counties may assist with the operations of this group through the use of the mutual aid.

## H. Human Services

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
3. Human services response is coordinated through the Warren County Human Services departments, comprised of various County departments, in conjunction with local agencies, volunteer groups and the private sector, whose purpose is to assist in the coordination of the delivery of human services in Warren County, and to advise the EOC Manager on human needs issues.
4. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the Warren County Social Services Commissioner on human needs issues.
5. If needed, a People with Access and Functional Needs Group may be established under the Human Needs Branch. Southern Adirondack Independent Living (SAIL) may assist with this. Clients of those under Home Care will fall within this Group.

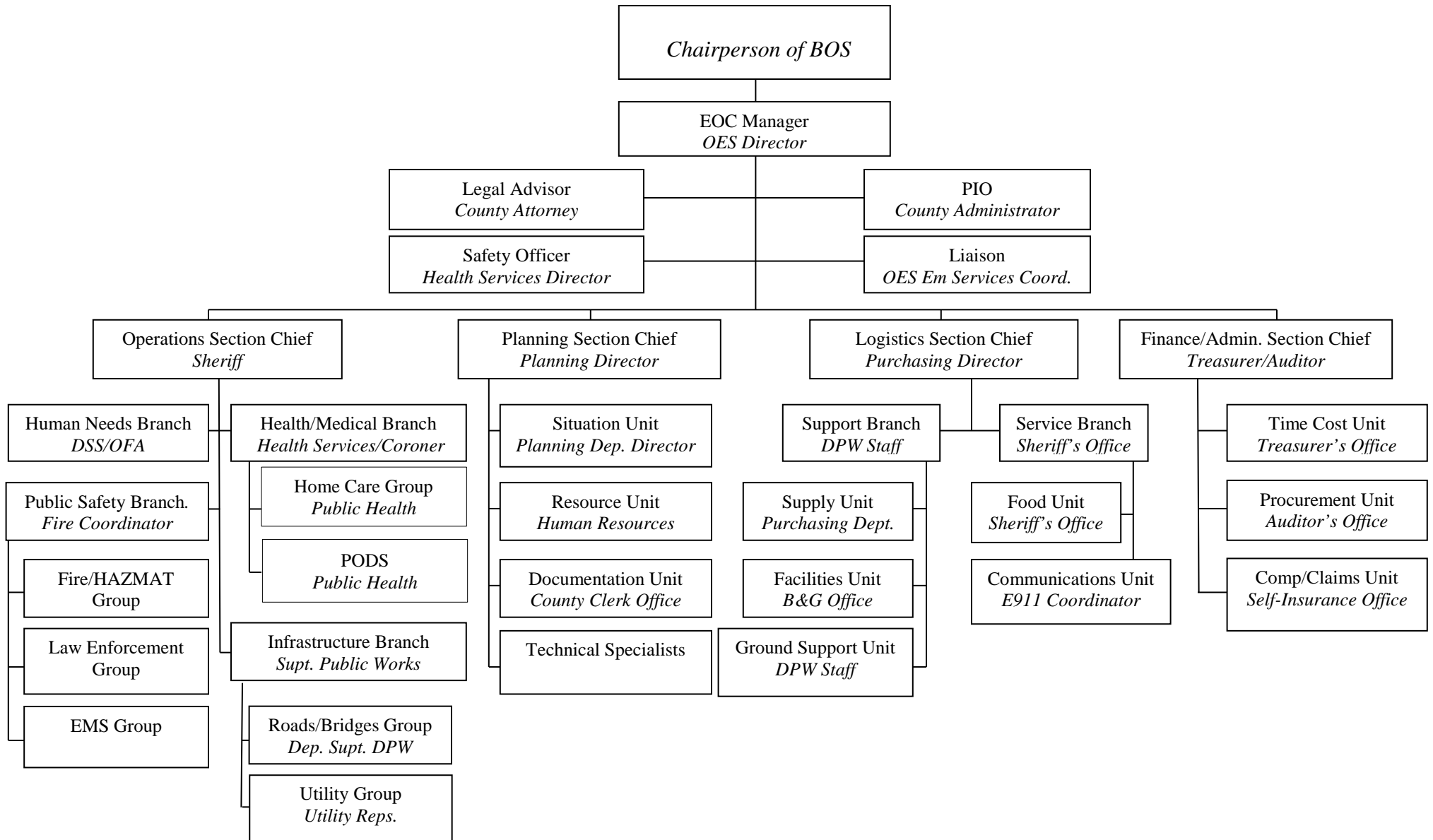
## I. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.
3. In the event of a major power outage, the Operations Section will request that National Grid assign a representative to the Warren County EOC to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations section may request assigning a representative from other utilities (telephone, water, cable) as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, Warren County should act in cognizance of and in cooperation with the State.
6. For large or long-term incidents, a Business Resource Center may be opened in the EOC to assist businesses that were negatively impacted.

J. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the Chairperson of the Board of Supervisors during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of Warren County can be utilized upon agreement between the requesting and offering government.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

# WARREN COUNTY INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



# WARREN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section IV

### RECOVERY

#### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Warren County must participate in damage assessment activities.
2. The Warren County Office of Emergency Services is responsible for:
  - a) Developing with local governments a damage assessment program.
  - b) Coordinating damage assessment activities in the County during and following an emergency.
  - c) Designating a Damage Assessment Officer for each emergency.
  - d) The Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms via FEMA.
3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the Emergency Manager in damage assessment activities including:
  - (a) Pre-emergency:
    - Identifying county agencies, personnel, and resources to assist and support damage assessment activities.
    - Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance.
    - Fostering agreements between local government and the private sector for technical support.
    - Utilizing geographic information systems (GIS) in damage assessment
    - Participate in training.
  - (b) Emergency:
    - Obtaining and maintaining documents, maps, photos and video tapes of damage.
    - Obtaining and reviewing procedures and forms for reporting damage to higher levels of government.
    - Determining if State assistance is required in the damage assessment process.

(c) Post-emergency:

- Advise county departments and local municipalities of assessment requirements.
  - Selecting personnel to participate in damage assessment survey teams.
  - Arranging for training of selected personnel in damage assessment survey techniques.
  - Identifying and prioritizing areas to survey damage.
  - Assigning survey teams to selected areas.
  - Completing damage assessment survey reports and maintaining records of the reports.
4. It is essential that, from the outset of emergency response actions, local response personnel keep detailed records of expenditures for:
- a) Labor used
  - b) Use of owned equipment
  - c) Use of borrowed or rented equipment
  - d) Use of materials from existing stock
  - e) Contracted services for emergency response
  - f) Submission of damage assessment reports to the NY State Office of Emergency Management via the Warren County Office of Emergency Services.
5. Damage assessment will be conducted by county and local government employees, such as Public Works engineers, highway workers, building inspectors and assessors. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may supplement the effort.
6. There will be two types of damage assessment: Public Infrastructure (PI) (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
7. County and local municipality's damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
10. The Emergency Manager, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on:
- Destroyed property

- Property sustaining major damage
  - Property sustaining minor damage, for the following categories:
    - a) Damage to private property in dollar loss to the extent not covered by insurance:
      - Homes
      - Businesses
      - Industries
      - Hospitals, institutions and private schools
    - b) Damage to public property in dollar loss to the extent not covered by insurance:
      - Road systems
      - Bridges
      - Water control facilities such as dikes, levees, channels
      - Public buildings, equipment, and vehicles
      - Publicly-owned utilities
      - Parks and recreational facilities
    - c) Damage to agriculture in dollar loss to the extent not covered by insurance:
      - Farm buildings
      - Machinery and equipment
      - Crop losses
      - Livestock
    - d) Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
    - e) Community services provided beyond normal needs
    - f) Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
    - g) Financing overtime and labor required for emergency operations
11. The Chairperson of the Warren County Board of Supervisors, through the Office of Emergency Services, will submit the Damage Assessment Report to the State Office of Emergency Management via Region 3 Capital District Office. It is required for establishing the eligibility for any state and/or federal assistance.
12. Unless otherwise designated by the County Executive, the Office of Emergency Services will serve as the County's authorized agent in disaster assistance applications to State and Federal government.

13. The County's authorized agent will:

- a) Attend public assistance applicant briefings conducted by Federal and State Emergency officials.
- b) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
- c) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
- d) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- e) Follow up with governor's authorized representative and FEMA
- f) Submit Proof of Insurance, if required.
- g) Prepare and submit project listing if small project grant.
- h) Follow eligibility regarding categorical or flexibly funded grant.
- i) Maintain accurate and adequate documentation for costs on each project.
- j) Observe FEMA time limits for project completion.
- k) Request final inspection of completed work or provide appropriate certificates.
- l) Prepare and submit final claim for reimbursement.
- m) Assist in the required state audit.
- n) Consult with Governor's Authorized Representative (GAR) for assistance.
- o) Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the Warren County Department of Planning & Economic Community Development.
3. Comprehensive community development plans are officially adopted by local governments as the official policy for development of the community.
4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills, which could obtain the necessary political leadership and backing when needed, is required to coordinate the

programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.

6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
  - a) Direct the recovery with the assistance of county departments and agencies coordinated by the Office of Emergency Services.
  - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary.
8. The recovery and redevelopment plan shall include;
  - a) Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
  - b) Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
  - c) Economic recovery and community development.
  - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-A the local governments have the following responsibilities:
  - a) Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
  - b) Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through DHSES, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

- c) Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- e) A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
- f) The adopted plan:
  - May be amended at anytime in the same manner as originally prepared, revised and adopted; and
  - Shall be the official policy for recovery and redevelopment within the municipality.

### C. Reconstruction

#### 1. Reconstruction consists of two phases:

- a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards.
- b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster.

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

- a) Scheduling planning for redevelopment
- b) Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
- c) Conducting of public meetings and hearings
- d) Providing temporary housing and facilities
- e) Public assistance
- f) Coordinating State/Federal recovery assistance
- g) Monitoring of reconstruction progress
- h) Preparation of periodic progress reports to be submitted to NYS OEM

3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a) What kind of emergency assistance is available to the public?
  - b) Who provides the assistance?
  - c) Who is eligible for assistance?
  - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster?
  - e) What actions are needed to apply for assistance?
  - f) Where to apply for assistance?
2. The following types of assistance may be available:
  - a) Supplemental Nutrition Assistance Program (SNAP) (regular and/or emergency)
  - b) Temporary housing (rental, mobile home, motel)
  - c) Unemployment assistance and job placement (regular and disaster unemployment)
  - d) Veteran's benefits
  - e) Social Security benefits
  - f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
  - g) Tax refund
  - h) Individual and family grants
  - i) Legal assistance
3. All the above information will be prepared jointly by the Federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

# **Appendix A**

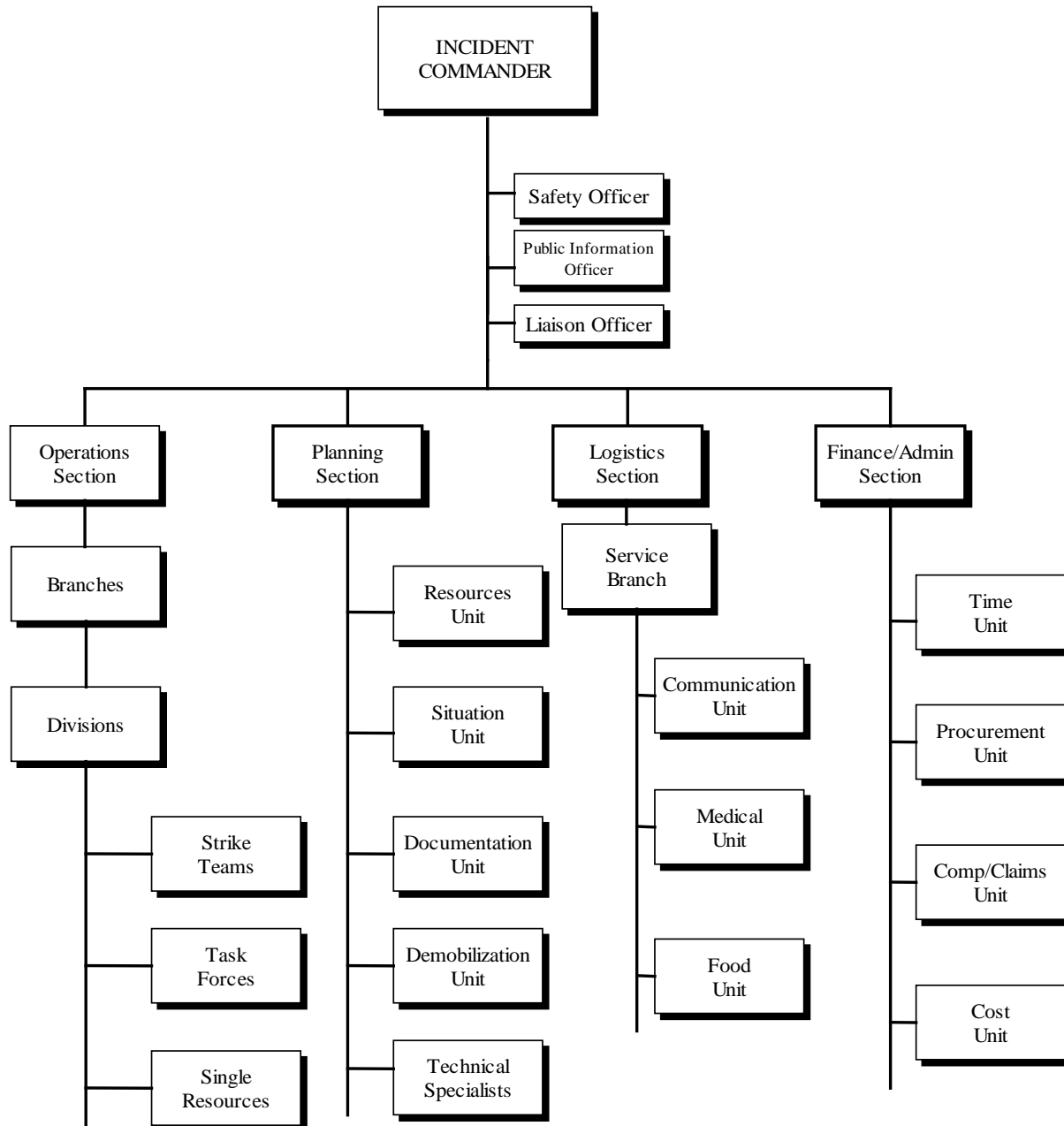
## **WARREN COUNTY**

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INCIDENT COMMAND SYSTEM POSITION DESCRIPTIONS**

# INCIDENT COMMAND SYSTEM DIAGRAM

This diagram illustrates a model Incident Command System (ICS) structure for an extremely large incident. The system will vary depending on the size, nature, and complexity of the response. For most incidents the ICS structure will be much less elaborate.

## INCIDENT COMMAND SYSTEM ORGANIZATION CHART



## **POSITION: AGENCY REPRESENTATIVES**

**POSITION DESCRIPTION:** In many multi jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency representatives report to the Liaison Officer, or to the EOC Director in the absence of a Liaison Officer.

### **RESPONSIBILITIES:**

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Director.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC Director and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave a forwarding phone number if necessary.

## **POSITION: EOC MANAGER**

**POSITION DESCRIPTION:** The EOC Manager's responsibility is the overall management of the County EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

### **RESPONSIBILITIES:**

- Assess the situation and/or obtain a briefing from the prior EOC Manager.
- Determine incident objectives and strategy for the operational period.
- Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with County Executive's Office, NYS OEM, and FEMA.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

### **ATTACHMENTS:**

1. Warren County ICS Incident Organization Chart
2. Copy of Notification Procedure
3. Checklist for Emergency Preparedness
4. SOP for Transfer of Command

## **POSITION: FINANCE/ADMINISTRATION SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Finance/Administration Section Coordinator is responsible for managing all financial aspects of the incident. He/she is responsible for tracking all incident costs and providing guidance to the EOC Director on financial issues that may have an impact on incident operations.

### **RESPONSIBILITIES:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with EOC Director on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

## **Operational Duties**

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in EOC Director's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.

## **Demobilization**

- Provide financial input to demobilization planning.
- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Be prepared to provide input to the after action report.

## **ATTACHMENTS:**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

## **POSITION: LOGISTICS SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Logistics Section Coordinator is responsible for providing all support needs to the incident (except air). Support needs includes facilities, services, personnel, equipment and supplies.

The Logistics Section Coordinator participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

### **RESPONSIBILITIES:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Director in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

### **ATTACHMENTS:**

- 1.County Telephone Directory
- 2.ICS Forms Catalog
- 3.ICS Incident Organization Chart

## **POSITION: OPERATIONS SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Operations Section Coordinator is responsible for the management of all tactical operations for the incident. The Operations Section Coordinator helps formulate and interprets strategy established by the EOC Director, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan(IAP) and directs its execution. The Operations Section Coordinator also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the EOC Director.

The Operations Section Coordinator ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments/missions identified in the IAP are carried out effectively. The Operations Section Coordinator establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Coordinator exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Coordinator reports to the EOC Director on all matters pertaining to section activities.

### **RESPONSIBILITIES:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader.
- Obtain briefing on on-site and external communications capabilities and restrictions.
- Establish operating procedure with Communications Unit for use of telephone and radio systems.
- Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff who are not yet on site.
- Establish contact and determine status of collateral EOCs. Determine status of any requests for missions/assistance.
- Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section. Develop plan for carrying out all responsibilities.

- Make a list of key issues currently facing your Section. Clearly establish with assembles personnel action items to be accomplished within the current operational period.
- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Duties**

- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that the information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- Notification of any emergency expenditures
- Time sheets
- Brief EOC Director on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).

### **Demobilization**

- Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Director.

- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Manage tactical operations.
- Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
- Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- Assists in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

## **POSITION: PLANNING SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Planning Section Coordinator is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Coordinator conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the Incident Commander). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

### **RESPONSIBILITIES:**

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Collect from all available sources information about the incident.
- Supervise preparation of the Incident Action Plan.
- Modify the Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Director's objectives.
- Provide input to the EOC Director and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Insure that information concerning special environmental needs is included in the Incident Action Plan.
- Assemble information on alternative strategies based on projections.

- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- Advise General Staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Develop the incident traffic plan.
- Develop the incident medical plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff

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**Appendix B**

**STANDARD OPERATING GUIDE**

**FOR**

**WARREN COUNTY**  
**EMERGENCY OPERATIONS CENTER**  
**(EOC)**

## **A. INTRODUCTION**

1. This Guide is an appendix to the Warren County Comprehensive Emergency Management Plan.
2. The Warren County Emergency Operations Center (EOC), located at the Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations. The backup EOC is located at the Warren County Sheriff's Office, 1400 State Route 9, Lake George.
3. The Director of the Office of Emergency Services (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.
4. The EOC is structured to support field operations, gather intelligence, relay information, and acquire resources for operations. It is staffed with County and State employees, volunteers and others from the private sector. The specific staffing will be determined by the EOC Manger based on the incident.

## **B. READINESS**

1. The Emergency Manager maintains (at the EOC):
  - a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and electronic).
  - b) The current "Cheat Sheets" corresponding to response activities required during emergencies.
  - c) Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.
  - d) Current copies of agencies' response plans/procedures.
  - e) A situation display board for recording and reporting during the progress of an emergency.
  - f) A "daily activities" log (both in hard copy and electronic).
  - g) A current resource inventory (both in hard copy and electronic).

- h) EOC space is to be maintained in an emergency operation mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

### **C. ACTIVATION**

1. Initial notification of an emergency is usually received at the Warren County 911 Communications Center where the information is recorded.
2. Initial notification of an emergency to a County office other than the County 911 Center requires the recipient to notify the Warren County 911 Communication Center at 911 or (518) 743-2500 option 1.
3. During normal working hours (M-F, 0800 to 1600), the staff of the Office of Emergency Services may be immediately accessible for EOC operations.
5. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
  - Full Activation of the EOC with all positions filled. An IMAT may be used to supplement local staffing.
  - Partial Activation of the EOC with some of the positions filled. Depending on the type and severity of the incident the EOC Manager will determine which positions need to be filled.
  - Limited Activation of the EOC to include regular OES staff and possibly a few additional positions, depending on the need.

### **D. STAFFING**

1. The levels of staffing will vary according to the actual demands of the situation.
2. For an emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. 24-hour continuous-day EOC operations may be necessary for a catastrophic situation.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (0800 to 2030 and 2000 to 0830).
5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.
6. For smaller emergencies where there is no need for a major County response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the Chairperson, Warren County Board of Supervisors,

will normally be responsible for all ICS functions and may utilize distinct ICS functional components as needed.

## **E. SITUATION REPORTING**

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:
  - a) Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
  - b) After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
  - c) Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - d) Periodically request situation reports from each agency represented at the EOC.
  - e) Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - f) In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - date and time of emergency
    - type, response level, and location
    - specific area affected (including number of people)
    - number of injured (estimated)
    - number of dead (estimated)
    - extent of damage (estimated)
    - damage or loss of municipal response equipment
    - roads closed
    - states of emergency declared
    - emergency order issued
    - mutual aid called upon
    - major actions taken
  - g) Provide the report to the EOC Manager, who reports, as needed, to the Chairperson of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.

- h) Based upon the report, conduct regular briefings to the Command and Operations Section.
- i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Operations Section Chief, Chairperson of the Warren County Board of Supervisors and the NYS OEM Regional 3 Capital District Office.
- j) Maintain an event log to include all pertinent disaster-related information.

## **F. SECURITY**

1. Security at the EOC will be provided by the Warren County Sheriff's Office, as deemed necessary.
2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the designated entrance.
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Office personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.
6. When there will be multiple operating periods, colored stickers will be used on permanent passes to denote which operational period the emergency personnel is assigned to.

## **G. RACES ACTIVATION**

1. The RACES Radio Officer and Deputy Radio Officer receive notifications of all EOC activations.
2. RACES are welcome in the EOC at any level of activation, even if not specifically requested.
3. The RACES Radio Officer or Deputy Radio Officer will contact the RACES team to activate them and/or give them assignments based upon directives of the EOC Manager.
4. If there is a catastrophic incident (active shooter, devastating weather related storm) the RACES Radio Officer and/or Deputy Radio Officer are authorized to self-activate to the Warren County EOC (or back-up EOC).
5. The RACES Radio Officer and/or Deputy Radio Officer may pre-activate team members for an impending storm or other event, as deemed necessary by the EOC Manager.



## Appendix C

# WARREN COUNTY

## *DISASTER DECLARATION KIT*

(New York State Executive Law Article 2-B)

**DECLARING A LOCAL STATE OF EMERGENCY**



**WARREN COUNTY  
OFFICE OF EMERGENCY SERVICES**

**I. Purpose**

Warren County officials recognize that our municipalities are not immune from threats such as severe winter storms, tornadoes, prolonged power outages, hazardous material accidents, other emergencies and disasters. The primary responsibility of the municipality is to protect the health and safety of the people within its borders.

The time to prepare for emergencies is before they occur, not when faced with an impending disaster. Warren County recognizes the importance of creating and maintaining a Comprehensive Emergency Management Plan that is in concert with the emergency plans of local, state, and federal governments. This plan will follow intent of Article 2-B of the New York State Executive Law.

As a companion to the Warren County Comprehensive Emergency Management Plan, this Article 2-B Disaster Declaration Kit has been developed to assist those officials, or their designees, as they respond to and consider the impact of, a disaster on the municipality.

This Kit specifically explains the Chief Executive Officer's (CEO) responsibilities under Article 2-B, Section 24, and lists the specific tasks that the chief executive and/or his/her designee must perform during an emergency.

The Warren County Office of Emergency Services prepared this Kit for the guidance of the county CEO and other county officials. Use of this Kit (or parts thereof) by other municipal governments is encouraged.

## **II. Local State of Declaration**

Article 2-B of the New York State Executive Law is the law that gives chief executives of New York State municipalities the authority to declare a local state of emergency. It also gives those officials other extraordinary powers during the course of a disaster.

In the event of a disaster, the local chief executive official (i.e. The Chairperson of the Board of Warren County) or his/her designee is authorized under Article 2-B to declare a local state of emergency. After declaring a local state of emergency the chief executive officer may issue local emergency orders to protect life and property in order to bring the emergency situation under control.

The chief executive official (CEO) or his/her designee is the only individual authorized to make this broad declaration of a local state of emergency. In making the declaration, the CEO is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary assistance for effective response and/or recovery. The declaration also heightens public awareness of the hazards associated with the disaster. It can help to emphasize the protective measures that citizens should take.

A declaration is not required for the municipality to receive state and federal aid. However, such a declaration highlights the need for assistance and is recommended when the municipality expects to request help from other levels of government.

The declaration of a local state of emergency substantially increases the powers of the county executive or chief executive officer. It also gives greater legal protection and immunities for the chief executive and local emergency officials for the decisions they make and the actions they take to respond to the disaster.

It is best to include a time of duration in the original declaration of a local state of emergency. When the proclamation is no longer needed, it should be formally rescinded.

Copies of the declaration of the local state of emergency and local emergency orders may be provided to the media, but it is best to develop press releases detailing the declarations and actions taken by emergency planning officials. News releases should be delivered to local media outlets via hand-delivery, fax, mail or e-mail. Telephone notifications may be made to alert the media that a hard copy of a news release is being delivered or transmitted or is imminent. Consider sending news releases to media in neighboring municipalities, as well.

### **III. Local Emergency Orders**

The local emergency order shall be published as soon as practicable in a newspaper of general circulation in the area affected by the order, and transmitted to the radio and television media for broadcast.

Local emergency order(s) may be issued, amended, modified or rescinded ONLY by the CEO after the local state of emergency declaration.

Local emergency orders must be written. They need to include time, date, reason, area and duration.

A local emergency order shall be effective from the time and in the manner prescribed in the order. Local emergency order(s) shall cease to be in effect five (5) days after issued or upon declaration by the chief executive that the local state of emergency no longer exists, whichever occurs sooner. The CEO may extend orders for additional periods not to exceed five (5) days during the local state of emergency.

Local emergency order(s) must be executed and filed within as soon as practicable in the Office of the Clerk of the Board, the Office of the (County, City, Town or Village) Clerk, NYS Office of Emergency Management and NY Secretary of the State. Warren County Office of Emergency Services shall handle distribution to all of the above (see Filing below).

Any person who knowingly violates a local emergency order issued pursuant to Section 24 of Article 2-B will be guilty of a Class B Misdemeanor.

The rescission of the local state of emergency should include the time and date of the original declaration, the reason for the local state of emergency, and the time and date the local state of emergency is rescinded. The local media needs to be informed of the rescission as soon as possible.

### **IV. FILING**

All declarations of local state of emergency with emergency orders and rescinding documents shall be filed in the following manner within Warren County:

1. The original declaration/emergency order/rescind shall be delivered to Warren County Office of Emergency Services as soon as responsibly possible. This original document will be filed in the Office of the Warren County Clerk.
2. Copies will be produced by the Warren County Office of Emergency Services for their records, one for New York State Office of Emergency Management and one for the Secretary of the State if the state of emergency includes emergency orders. A 4<sup>th</sup> copy will be sent to the Clerk of the incorporated jurisdiction that signed the document(s) (i.e., Warren County Office of the Clerk of Board, town/city/village clerk). To expedite this process an electronic copy may be sent to [oes@warrencountyny.gov](mailto:oes@warrencountyny.gov)

If local emergency orders are extended, they must be filed again.

## **V. Media**

News releases must include the following information:

1. A contact name (CEO or designated spokesperson) and telephone number.
2. The date the news release is issued.
3. The time the news release is issued.
4. The name of the municipality where the emergency exists.
5. The name of the Chief Executive issuing the declaration or order.
6. The nature of the emergency.
7. The anticipated duration of the emergency.
8. The time the declaration of local state of emergency or local emergency order was issued.
9. The anticipated duration of the local state of emergency or local emergency orders.
10. A description of how people can get more information (e.g., "Stay tuned to this station for further information.").
11. Any other information the public should know.

A spokesperson should be designated. This person will act as a liaison between responding officials and the media.

The spokesperson, alone or with a designated staff, will gather information from the officials, confirm it and resolve conflicts in the information, and then disseminate it to the media.

The spokesperson will also relay requests for information from the media to the officials.

The spokesperson will be the municipality's voice to the media during the emergency. When the media requests interviews of certain officials such as the chief executive, the spokesperson will arrange the interviews whenever possible.

The designation of a spokesperson will streamline public information efforts and minimize the chance of conflicting reports to the media by responding individuals or agencies.

**VI. Sample Formats**  
**Declaration of a Local State of Emergency**

A local state of emergency is hereby declared in \_\_\_\_\_  
(Municipality)

for a period of time beginning at \_\_\_\_\_ hours on \_\_\_\_\_  
(Time) (Date)

The local state of emergency has been declared due to \_\_\_\_\_  
\_\_\_\_\_  
(Description of Emergency)

These conditions threaten the public safety of the citizens of \_\_\_\_\_  
\_\_\_\_\_. As \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Title)

I, \_\_\_\_\_, have exercised the  
authority \_\_\_\_\_ (Name)  
given to me under New York State Executive Law Article 2-B, to preserve the public  
safety and hereby render all required and available assistance vital to the security,  
well-being and health of the citizens of this municipality.

I hereby direct all departments and agencies of \_\_\_\_\_  
(Municipality)  
to take whatever steps necessary to protect life and property, public infra-  
structure, and provide such emergency assistance deemed necessary.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)

**Local Emergency Order**  
**Controlling Presence of Persons on Public Street and Places**

I, \_\_\_\_\_, \_\_\_\_\_,  
of (Name) (Title)  
\_\_\_\_\_, in accordance with a declaration  
of  
(Municipality)

a local state of emergency issued on \_\_\_\_\_,  
20\_\_\_\_, and pursuant to Section 24 of Article 2-B, New York State Executive Law,  
hereby declare a local emergency order that the following areas within this  
municipality are restricted and all pedestrian and vehicular movement, standing  
and parking, is prohibited; except for the provisions of designated essential  
services such as fire, police and hospital services including transportation of  
patients thereto, utility emergency repair, emergency calls by physicians and other  
persons working under the direct authority of law enforcement personnel:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Said restrictions shall apply until removed by order of the chief executive of this  
municipality.

Signed this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
(Date) (Month)

at \_\_\_\_\_ o'clock, in \_\_\_\_\_, New York  
(Time) (Municipality)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

**Local Emergency Order**  
**Establishing Curfew**

I, \_\_\_\_\_, \_\_\_\_\_  
of (Name) (Title)

\_\_\_\_\_, New York, in accordance with a  
declaration (Municipality)  
of a local state of emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_. (Month)

and pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby declare

that a curfew is established and imposed. The curfew will commence at \_\_\_\_\_  
o'clock

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, until removed by the chief executive  
of this municipality. (Time) (Month)

During the period of this local emergency order such curfew, all pedestrian and vehicular  
traffic, except essential emergency vehicles and personnel, shall be prohibited from the  
use of public streets within this municipality between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(Time) (Time)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock (Date) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Local Emergency Order**  
**Prohibiting Sale and Distribution**  
**of Alcoholic Beverages**

I, \_\_\_\_\_, \_\_\_\_\_,  
of \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)

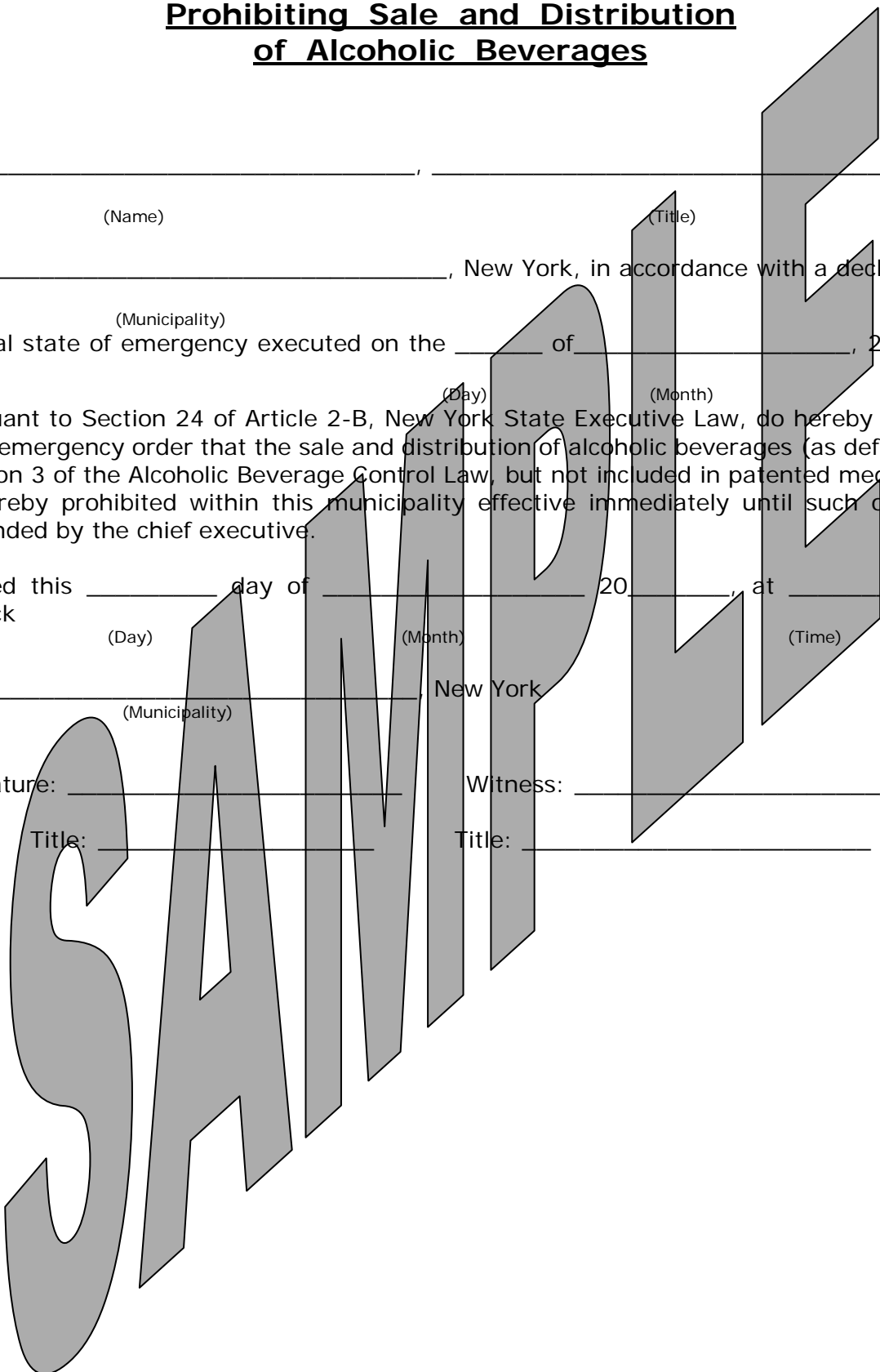
a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

pursuant to Section 24 of Article 2-B, New York State Executive Law, do hereby issue a  
local emergency order that the sale and distribution of alcoholic beverages (as defined by  
Section 3 of the Alcoholic Beverage Control Law, but not included in patented medicines)  
is hereby prohibited within this municipality effective immediately until such order is  
rescinded by the chief executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_,  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_



**Local Emergency Order**

**Closing Places of Amusement and Assembly**

I, \_\_\_\_\_, \_\_\_\_\_,  
of \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)

a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

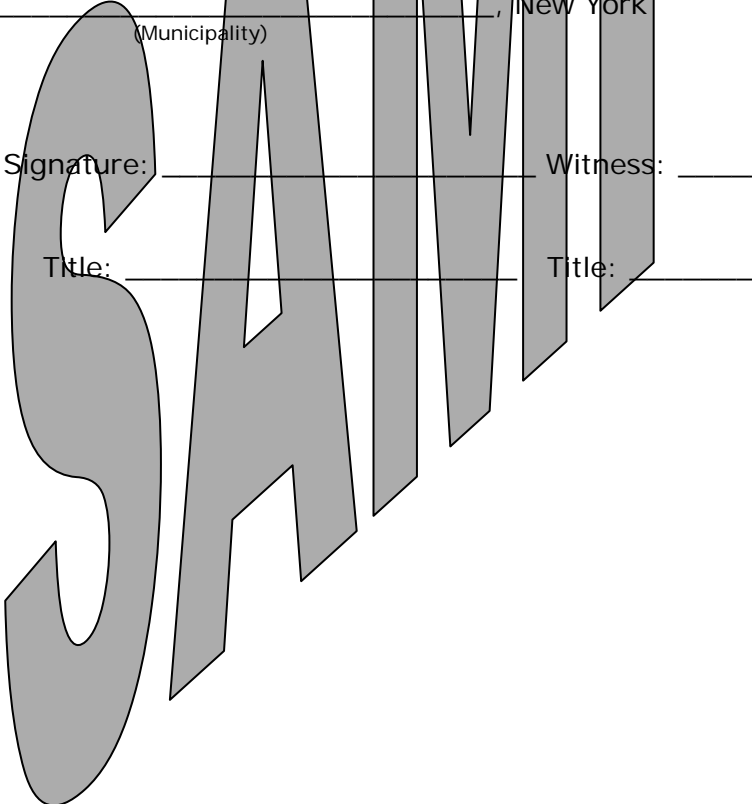
pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a  
local emergency order the closing of all places of amusement and assembly within this  
municipality effective immediately and continuing until further order of the chief  
executive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_,  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_



**Local Emergency Order**  
**Regulating the Purchase, Storage, Etc.**  
**of Flammable Materials**

I, \_\_\_\_\_, \_\_\_\_\_,  
of \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, New York, in accordance with a declaration  
of \_\_\_\_\_,  
(Municipality)

a local state of emergency executed on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_,  
and \_\_\_\_\_,  
(Day) (Month)

pursuant to Section 24 of Article 2-B New York State Executive Law, do hereby issue a  
local emergency order the prohibition of the sale or other transfer, with or without  
consideration, gasoline or any other flammable or combustible liquid or of any explosive,  
or the possession in a public place of any portable container containing gasoline or any  
other flammable or combustible liquid except that delivery into a tank properly affixed to  
an operable motor driven vehicle and necessary for the propulsion thereof shall not be  
prohibited there under.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_,  
(Day) (Month) (Time)

in \_\_\_\_\_, New York  
(Municipality)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Rescission of a Local State of Emergency**

Whereas, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,  
o'clock (Day) (Month) (Time)

I, \_\_\_\_\_, \_\_\_\_\_, having determined  
(Name) (Title)

that there was an imminent threat to life and property associated with

\_\_\_\_\_  
(Description of Danger)

declared a local state of emergency in \_\_\_\_\_,  
(Municipality)

pursuant to Section 24 of the New York State Executive Law Article 2-B, and: Whereas,  
It appears that the existence of that local emergency has ceased to exist and protection  
is no longer essential;

Now, therefore, I, \_\_\_\_\_,  
(Name) (Title)

pursuant to Section 24 of the New York State Executive Law Article 2-B, do hereby rescind  
the existing local state of emergency effective \_\_\_\_\_ o'clock on the \_\_\_\_\_ day of  
(Time) (Day)

\_\_\_\_\_, 20\_\_\_\_  
(Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMUEL**

## Local Emergency Order Rescission

Whereas, A local state of emergency was declared on the \_\_\_\_\_,  
of \_\_\_\_\_, (Day)  
(Month)

20\_\_\_\_ at \_\_\_\_\_ o'clock pursuant to Section 24 of New York State Executive Law  
Article \_\_\_\_\_  
(Time)

2-B due to \_\_\_\_\_,  
and \_\_\_\_\_  
(Description of Emergency)

Whereas, at \_\_\_\_\_ on \_\_\_\_\_, a local emergency order was  
declared pursuant to Section 24; and Whereas, due to hazards associated with the  
declared emergency, said order was issued specifically  
to \_\_\_\_\_  
(Order Coverage)

and to protect life and property within \_\_\_\_\_,  
(Municipality)

covered by said local state of emergency and local emergency order; Now, therefore, I,

\_\_\_\_\_, \_\_\_\_\_, hereby rescind the said  
(Name) (Title)

local emergency order effective \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .  
(Day) (Month)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Press Release for Local State of Emergency

News Release

Contact: \_\_\_\_\_ For Release: Immediate  
(Name of Spokesperson)

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

\_\_\_\_\_  
(Name of Municipality) (Name of Chief Executive)

\_\_\_\_\_  
(Title of CEO) of the (Municipality)

\_\_\_\_\_  
(Time)

A local state of emergency was declared in response to

\_\_\_\_\_  
(Description of Emergency)

Officials will continue to monitor the situation and advise the general public should any actions be necessary.

Please do not call government offices. The public will be kept informed the broadcast and print media of the cancellation or continuation of the local state of emergency.

\_\_\_\_\_  
(Name) asks for the cooperation of the public in this time of emergency.

###

# News Release for Local Emergency Order

Contact: \_\_\_\_\_ Fore Release: Immediate  
(Name of Spokesperson)

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

\_\_\_\_\_  
(Name of Municipality)

\_\_\_\_\_  
(Name of Chief Executive Officer)

\_\_\_\_\_  
(Title of CEO) of the

\_\_\_\_\_  
(Municipality)

Having declared a local state of emergency because of \_\_\_\_\_

\_\_\_\_\_  
(Description of Emergency)

has issued the following local emergency order due to hazards that place lives and property at risk:

The local emergency order (restricts, closes, prohibits)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The local emergency order will remain in effect until such emergency conditions have abated.

Please do not call government offices. The public will be kept informed through the broadcast and print media of the cancellation or continuation of this local state of emergency.

\_\_\_\_\_  
(Name) ask for the cooperation of the public in  
this time of emergency.

###

## **VII. Definitions**

### **Article 2-B:**

The section of New York State Executive Law that establishes the New York State Disaster Preparedness Commission, gives authority to local governments for preparing their own Comprehensive Emergency Management Plans, and empowers local chief executives to act during and emergency.

### **Chief Executive Official (CEO):**

The chief elected official of a municipality - the mayor of a city, village; the supervisor of a town; the county executive or the chairperson of the governing body of a county and/or his/her designee.

### **Continuity of Government:**

Under Section 27 of Article 2-B, a city, town, county or village shall by local law provide for its continuity by designating a line of succession for elective and appointive officers.

### **Local Emergency Order:**

An order issued by the chief executive official of a municipality that specifically limits or curtails actions or freedoms of the population or uses of facilities within a jurisdiction, in order to protect the health and safety of the public. It is also known as an executive order.

### **Rescission:**

A formal discontinuation of the declaration or order of a local state of emergency or local emergency order.

### **Section 24:**

The section of Article 2-B of the New York State Executive Law that grants the chief executive of a municipality or his/her designee the power to declare a local state of emergency within his/her jurisdiction and to issue local emergency orders.

### **State of Emergency:**

A declaration by the chief executive official or his/her designee of a city, county, town or village in which the jurisdiction is faced with an emergency or disaster that endangers the population and/or property of that jurisdiction and requires extraordinary resources to adequately respond.

## VII. NYS Executive Law Article 2B Summary

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§ 20 – Policy and Definitions

§ 21 – State Disaster Preparedness Commission explained

3.f.(1) DPC may create a temporary organization in the disaster are to provide integration & coordination. Said organization may manage the local disaster upon request from the municipality. If the DPC finds the local municipality unable to manage the disaster they shall direct said organization to manage the disaster using local resources. The state shall not be liable for the expenses incurred in using third party, non-state resources requested by said organization.

3.i.(3) DPC submits to the governor an annual report including the status of local plans for disaster preparedness and response; naming those who failed or refused to develop a plan & program.

§ 22 – State Disaster Preparedness Plans

§ 23 – Local Comprehensive Emergency Management Plans

1. Each county, city, town & village is authorized to prepare a comprehensive emergency management plan.

If a plan is prepared it shall meet this section of the law. This includes items that need to be included in the plan; entities that need to be included in the plan preparation; submittal of plans.

§ 23-a – County Registry of Disabled Persons

It is recommended that each county chief executive maintain a registry of disabled persons. It shall identify those in need; plan for resource allocation; be updated annually; make available to state or federal agencies; semi-annually advertise in a newspaper; keep database confidential; all community-based services providers shall assist with the collection of registration of people.

§ 23-b – Nursing Home & Assisted Living Facility Plans

Each such facility shall be assisted in the establishment of a disaster preparedness plan. Plans shall include maintaining food, water, medicine in reserve; access to a generator; evacuation plan with alternative site; disaster staffing plans. Such plans shall be made available to county emergency management office.

§ 23-c – Consistency Among Local Disaster Preparedness Plans

No part of any local disaster preparedness plan shall conflict with any part of another local preparedness plan.

§ 24 – Local State of Emergency; Local Emergency Orders by Chief Executive

Upon a finding by the chief executive that the public safety is imperiled, a local state of emergency may be proclaimed in any part or all of the territorial limits of such local government not to exceed 30 days or until rescinded. CE may issue additional SOE. During a SOE the CE may issue local emergency orders to protect life and property or to bring the emergency situation under control.

1.g. Suspension of a local law, ordinance or regulation pursuant to the local SOE shall be subject to additional standards and limitations.

2. A local emergency order shall be effective as prescribed in the order and shall be disseminated to the media as soon as possible. It shall cease to be in effect 5 days after promulgation or upon termination.

3. Proclamations of SOE or local emergency orders shall be executed in quadruplicate to be filled within 72-hours to office of the clerk of the governing body, office of the county clerk, office of the secretary of the state and state office of emergency management. In Warren County, this is handled by the Office of Emergency Services; hence all local SOE and emergency orders go through this office.

6. The CE of the county may request the governor to remove any or all of sentenced inmates from institutions maintained by such county, during a local SOE.

7. The CE may request the governor to provide assistance under this chapter if the disaster is beyond the capacity of local government to meet adequately.

§ 25 – Use of Local Government Resources in a Disaster

1. *The CE is authorized to use any and all facilities, equipment, supplies, personnel and other resources of the political subdivision in such manner as may be necessary.*

2. *A CE may request and accept assistance by the county CE as provided in section 26*

3. *A CE may request and accept assistance from any other political subdivision on such terms and conditions as may be mutually agreed to.*

§ 26 – Coordination of Local Disaster Preparedness Forces & Local Civil Defense Forces in Disasters

*The county CE may coordinate responses for requests for assistance made within the county, utilizing existing organizations, lines of authority and comprehensive emergency management plans..*

§ 27 – Continuity of Local Governments

*Every county, city, town and village shall have the power by local law or resolution, for the its continuity in the event of a disaster with emergency conditions thereby causing any such officers unable to discharge their duties or are absent.*

§ 28 – State Declaration of Disaster Emergency

*The governor may issue a SOE. The Governor shall have the authority to direct that other actions by taken by CE pursuant to their authority under Section 24.*

§ 28-a – Post Disaster Recovery Planning

*Whenever a state disaster emergency has been declared and county, city, town or village include in such 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.*

§ 29 – Direction of State Agency Assistance in a Disaster Emergency

§ 29-a – Suspension of Other Laws

*The governor may by executive order temporarily suspend specific provisions of any statute, local law, ordinance or order, rules or regulations or parts thereof, of any agency during a state disaster emergency.*

§ 29-b – Use of Disaster Emergency Response Personnel in Disasters

2.a. *The County CE may direct the emergency management director of a county to assist in the protection and preservation of human life and property by calling upon disaster emergency response personnel employed by or supporting the county as specified in the CEMP to perform the duties assigned to them.*

3. *there is a sub-section regarding city emergency management directors.*

§ 29-c – Radiological Preparedness

§ 29-d – Reports (radiological)

§ 29-e – New York State Emergency Assistance Program

2. *The governor may issue a declaration of significant economic distress if the municipality suffered a substantial loss of assessed value; substantial damage to municipal infrastructure, clean-up operations is significant, significant economic loss to businesses; significant increase in unemployment claims and SBA loan eligible.*

§ 29-g – Emergency Management Assistance Compact (interstate)

*The EMAC provides mutual assistance between the states that have entered into this compact. The requesting state shall compensate the assisting state.*

§ 29-h – Intrastate Mutual Aid Program

5. *All fire related resources shall be administered pursuant to Section 209-e of GML.*

6. *The local emergency management director shall have the authority to request and accept assistance and deploy the local resources of their jurisdiction under the IMAP for the purposes of mitigation, responding or recovery from disasters or training, drills and exercises. Requests shall be in writing as soon as possible. Within 3 days the written request and an inventory of resources deployed will be sent to DHSES.*

8. *Notwithstanding the provisions of Section 25, any requesting local government shall be liable and responsible for any loss or damage to equipment or supplies. The requesting local government shall*

*reimburse the assisting local government for salaries or other compensation and traveling and maintenance expenses incurred for its employees deployed.*

*10. Each local government is responsible for procuring and maintaining insurance or other coverage as it deems appropriate. Employees assisting a local government shall have the same immunities and privileges as they would in their home jurisdiction. This is applicable for injury and death benefits also.*

\*\*\* This Summary is current as of 4/20/12\*\*\*

## Appendix D

### Warren County Facts

Predicting impacts to the area is important for dealing with all four phases of the incident. A good starting point is the demographics of the area. The following information is a general overview of Warren County.

People QuickFacts	Warren County
Population, July 1, 2019 estimate	63,944
Population, 2010 (April 1) estimates base	65,692
Population, percent change, April 1, 2010 to July 1, 2019	-2.7%
Population, 2010	65,707
Persons under 5 years, percent	4.4%
Persons under 18 years, percent	18.1%
Persons 65 years and over, percent	22.9%
Female persons, percent	50.9%
White alone, percent	95.5%
Black or African American alone percent	1.5%
American Indian and Alaska Native alone, percent	0.3%
Asian alone, percent	1.0%
Native Hawaiian and Other Pacific Islander alone, percent	Z
Persons reporting two or more races, percent	1.8%
Persons of Hispanic or Latino Origin, percent	2.8%
White persons alone not Hispanic, percent	93.3%
Living in same house 1 year & over, 2014-2018	87.9%
Foreign born persons, percent, 2014-2018	3.7%
Language other than English spoken at home, pct age 5+, 2014-2018	5.5%
High school graduates, percent of persons age 25+, 2014-2018	91.7%
Bachelor's degree or higher, pct of persons age 25+, 2014-2018	30.0%
Veterans, 2014-2018	4,841
Mean travel time to work (minutes), workers age 16+, 2014-2018	22.6
Housing units, 2019	40,285
Owner -occupied housing unit rate, 2014-2018	70.9%
Median gross rent, 2014-2018	\$884
Median value of owner-occupied housing units, 2014-2018	\$193,800
Median selected monthly owner costs with a mortgage, 2014 – 2018	\$1,463
Households, 2014-2018	27,553
Persons per household, 2014-2018	2.31
Per capita money income in past 12 mon. (2018 dollars) 2014-2018	\$33,605
Median household income 2014-2018	\$59,813
Persons below poverty level, percent, 2014-2018	10.8%

With a disability, under age 65 years, percent, 2014-2018	11.1%
Persons without health insurance, under age 65 years, percent	4.9%
Total health care and social asst. receipts/revenue, 2012 (\$1,000)	\$568,975
In civilian labor force, total percent of pop. Age 16+ 2014 – 2018	61.6%
In civilian labor force, female percent of pop. Age 16+ 2014-2018	57.5%
Total employer establishments, 2018	2,264
Total employment, 2018	31,223
Total employment, percent change, 2017-2018	-0.7%
Non-employer establishments, 2018	4,924
Total annual payroll, 2018 (\$1,000)	\$1,330,937
Total number of firms, 2012	6,283
Men-owned firms, 2012	3,727
Minority-owned firms, 2012	201
Nonminority-owned firms, 2012	5,729
Veteran-owned firms, 2012	679
Nonveteran-owned firms, 2012	5,155
Women-owned firms, 2012	1,902
Manufacturers shipments, 2012 (\$1000)	928,859
Merchant wholesaler sales, 2012 (\$1000)	190,362
Retail sales, 2012 (\$1000)	1,549,138
Retail sales per capita, 2012	\$23,637
Accommodation and food services sales, 2012 (\$1000)	306,076
Building permits, 2019	153
Geography QuickFacts	Warren County
Land area in square miles, 2010	866.95
Persons per square mile, 2010	75.8
FIPS Code	113
Metropolitan or Micropolitan Statistical Area	Glens Falls, NY Metro Area

Source: US Census Bureau State & County QuickFacts

<https://www.census.gov/quickfacts/fact/table/warrencountynyork/PST045219>

# **Appendix E**

## **Acronym List**

AAR	After Action Report
B&G	Buildings and Grounds
CART	County Animal Response Team
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Official
DHSES	Department of Homeland Security and Emergency Services
DOH	Department of Health
DOT	Department of Transportation
DPC	Disaster Preparedness Commission
DPW	Department of Public Works
DSS	Department of Social Services
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EMS	Emergency Medical Services
EOC	Emergency Operating Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GFH	Glens Falls Hospital
GIS	Geographic Information Systems
HAZMAT	Hazardous Materials
HAZNY	Hazard Analysis
HM	Hazard Mitigation

HMP	Hazard Mitigation Plan
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IED	Incendiary Explosive Device
JIC	Joint Information Center
NIMS	National Incident Management System
NWR	National Weather Radio
NYSOEM	New York Office of Emergency Management
OES	Office of Emergency Services
OFA	Office for the Aging
PI	Public Infrastructure
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SAME	Specific Area Message Encoding
SWCD	Soil & Water Conservation District
SOG	Standard Operation Guide
WCCC	Warren County Communications Center
WCPH	Warren County Public Health

## **Appendix F**

### **Multiyear Training & Exercise Plan**

#### Preface

The U.S. Department of Homeland Security (US DHS) Preparedness Directorate's Office of Grants and Training (G&T) requires that every State and Urban Area conduct a Multiyear Training and Exercise Plan Workshop (TEPW) annually. As a result, Warren County recently conducted its Multiyear TEPW and has since produced this Multiyear Training and Exercise Plan (TEP).

The Warren County Multiyear TEP is the roadmap for Warren County to accomplish the priorities laid out by the Planning Committee. Warren County has pursued a coordinated homeland security strategy that increases the overall preparedness and resiliency of the Warren County prevention, preparedness, mitigation, response, and recovery programs. Training and exercises play a crucial role in providing Warren County with a means of attaining, practicing, validating, and improving new capabilities and plans.

Warren County's training and exercise programs are administered by a variety of agencies and departments, in coordination with the emergency management, public safety (law enforcement, fire services, and emergency medical services) and other public, private, and non-profit entities. The training and exercise agenda described in this plan is for all County-level response agencies, as well as any local response agencies wishing to provide for a stronger response to an emergency. The plan helps prepare Warren County to optimally address both the natural and technical hazards.

## **Members of Multiyear Training & Exercise Planning Committee**

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Warren County Director

Warren County Emergency Services Coordinator

Warren County Fire Coordinator

Warren County Emergency Medical Services Coordinator

Warren County Sheriff

Warren County Health Services Director

Warren County Public Health Emergency Preparedness Coordinator

Glens Falls Hospital Emergency Preparedness Coordinator

# Table of Contents

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Members of Multiyear Training & Exercise Planning Committee.....	2
Table of Contents .....	3
Purpose.....	4
References and Authorities .....	5
Warren County .....	5
United States Federal Government .....	5
Training Resources.....	5
Enhancement of Core Capabilities.....	7
Program Priority Capabilities .....	10
Core Capability – Community Resilience.....	10
Core Capability – Public Information and Warning .....	11
Core Capability – Operational Coordination .....	12
Core Capability – Operational Communications .....	13
Core Capability – Mass Care Services.....	14
Core Capability – Public Health and Medical Services .....	15
Core Capability – Fatality Management .....	16
Core Capability – Environmental Response / Health and Safety.....	17
Core Capability – Planning .....	18
Core Capability – Volunteer Management.....	19
Methodology and Event Tracking .....	20
Multiyear Training and Exercise Schedule.....	22
Acronyms .....	26
Public Health Core Capabilities.....	27
Hospital Core Capabilities .....	28
FEMA’s 32 Core Capabilities.....	29

## Purpose

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The purpose of the Multiyear TEP is to provide a roadmap for Warren County to follow in accomplishing an effective response to an emergency whether human-caused or natural. It is a living document that will be updated and refined annually. Each of Warren County's priorities is linked to a corresponding PPD-8 National Preparedness Goal. <https://www.fema.gov/media-library/assets/documents/25959>. The priority is further linked to the associated *Core Capability* that would facilitate accomplishment of the priority and the training and exercises that will help the jurisdiction obtain those capabilities and achieve that priority.

Warren County is committed to a strong Homeland Security Emergency Management Program by stressing to private, public and community partners the need for a viable TEP. Their commitment represents Warren County's dedication to an effective, comprehensive, and progressive TEP. The implementation of this plan is a tribute to our dedication to provide our citizens the safety and security that they have come to expect from Warren County.

Included in the Multiyear TEP is the training and exercise schedule, which provides graphic illustration of the proposed activities that are scheduled for the next three years. It is representative of the natural progression of training and exercises that should take place in accordance with the building-block approach.

## References and Authorities

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The following references provide for authority and planning guidance in developing this Multi-year Training and Exercise Plan for Warren County.

### *Warren County*

- Warren County Comprehensive Emergency Management Plan
- Warren County Hazard Mitigation Plan
- Warren County Public Health Plan

### *United States Federal Government*

- Presidential Preparedness Directive #8- National Preparedness. (PPD-8).
- Core Capabilities List, Companion to the National Preparedness Guidelines, U.S. Department of Homeland Security
- National Response Framework (NRF), US Department of Homeland Security (DHS).
- National Infrastructure Protection Plan (NIPP), US DHS.

### *Training Resources*

Federal Emergency Management Agency's (FEMAs) National Preparedness Directorate (NPD) provides for nationwide training and education opportunities via online courses, site-specific classroom courses, and courses provided by mobile training teams. The three programs that fall under the NPD's umbrella are described below. Recommended training courses in Warren County's Training and Exercise Plan can be found within these four programs.

- ***Center for Domestic Preparedness (CDP)***. The CDP is located in Alabama, and provides for all-hazards, and especially CBRNE related courses. The CDP's Noble Hospital Facility trains healthcare professionals. Training is funded by DHS for qualified applicants. <https://cdp.dhs.gov/>.
- ***Emergency Management Institute (EMI)***. The EMI is located in Emmetsburg, Maryland and provides for Independent Study (IS) courses, and many of the core courses (e.g., IS-100, IS-700) that responders and emergency managers across the national have taken. <http://training.fema.gov/EMI/>.
- ***National Training and Education Division (NTED)***. The NTED courses are geared to both first responders and the private sector. The course catalogue contains more than 200

courses, provided at various sites and by traveling training teams.

<https://www.firstrespondertraining.gov/frt/>.

- ***The National Domestic Preparedness Consortium (NDPC)***. The NDPC is a partnership of nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD). The NDPC membership includes, The Energetic Materials Research and Testing Center (EMRTC) a division of the New Mexico Mining and Technology (New Mexico Tech) in Socorro, New Mexico, The National Center for Bio-Medical Research and Training (NCBRT) at Louisiana State University (LSU) in Baton Rouge, Louisiana, and The Counter Terrorism Operations Support (CTOS)/The Nevada Test Site (NTS) in North Las Vegas, Nevada.  
<https://ndptc.hawaii.edu/>
- ***University of Rochester Medical Center*** has a New York State Health Emergency Preparedness Coalition training calendar available at:  
<https://www.urmc.rochester.edu/emergency-preparedness/calendar/capital-district-region-hepc-calendar.aspx>
- ***Albany School of Public Health*** has online training, webinars and class room settings at:  
<https://www.albany.edu/sph/>
- ***New York State Preparedness Training Center*** in Oriskany provides first responders and governmental officials with the very best knowledge, skills and abilities necessary to safely and effectively prevent, prepare for, respond to and recover from terrorist acts and other man-made and natural disasters. <http://www.dhSES.ny.gov/sptc/>
- ***New York State Frederick L. Warder Academy of Fire Science*** in Montour Falls offers courses in many areas including hazardous materials, arson investigation and general fire service training. The general fire service training areas include, fire suppression, technical rescue, fire equipment maintenance, incident command, fire instructor development, fire officer development, firefighter health and safety, dispatcher training, emergency medical technician (EMT), EMT refresher, and EMT pilot core material training. State sponsored National Fire Academy (NFA) courses are also available;  
<http://www.dhSES.ny.gov/ofpc/training/fire-academy/>
- ***Zone 9 Law Enforcement Training Academy*** hosted by the Plattsburgh Police Department is where police recruits are trained.  
[Police Academy | City of Plattsburgh, New York \(cityofplattsburgh-ny.gov\)](http://www.cityofplattsburgh-ny.gov/police-academy)

## **Enhancement of Core Capabilities**

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Warren County has aligned their overall security goals to meet the nationally recognized Core Capabilities. The specific preparedness goals reflected in this multi-year training and exercise plan enhance preparedness in Core Capability areas targeted by Warren County. These Core Capabilities are fully defined within the Presidential Preparedness Directive #8- National Preparedness.

This Training and Exercise Plan will be organized according to the Core Capabilities, but will also reference the Federal Core Capabilities List (CCL) for details that support program requirements.

A further attribute of these particular core capabilities is a focus on self-sufficiency. To the greatest extent possible, Warren County will be self-sufficient in its ability to respond to and recover from any natural or human-caused incident. While mutual aid in the event of a disaster may ultimately be essential, Warren County may need to rely on its own resources for 72 hours or more, in the aftermath of a disaster.

Most incidents are local in nature, and response and recovery efforts can and will be effectively accomplished with local and county resources. Local resources include government entities with key responsibilities, as well as partners in the private, non-profit and public sectors. Community preparedness is also a hallmark of effective local preparedness.

***Community Resilience - Public Education and Preparedness.*** A self-sufficient citizenry is a key asset to the overall emergency response and recovery systems. Warren County Office of Emergency Services, and all the partnering agencies and entities, augment their own capabilities by providing strong public education programs, informing the public of the realistic threats, increasing their awareness of potential vulnerabilities, and providing actions they can take to be prepared as communities, families and individuals.

Warren County will provide preparedness guidance to local businesses, faith-based organizations, communities, families and individuals, and to the extent possible, incorporate these groups into training and exercise program.

**Public Information and Warning.** An educated and aware citizenry requires an effective information and warning system to focus their evacuation and shelter-in-place actions. People with Access and Functional Needs (AFNs) often need additional time to mobilize and act in the face of an impending disaster, and proactive public information and warning system supports their ability to care for themselves. Individuals, neighbors, families and communities can better act and support each other with sufficient warning.

**Operational Communications - Interoperable and Redundant Communications.** During a local emergency, and especially in a large disaster, the communication technologies and systems with which we are most familiar may fail due to service outages, capacity overages, loss of power, etc. Interoperable and redundant communications systems are critical for responders; redundant and resilient systems are critical for the public at large. Warren County will continue to support the enhancement of interoperable communication, both at the local and county level, including information technology and geographic information technology as support elements of our communication efforts.

**Mass Care Services.** Much of the mass care system that involves feeding, hydrating, and sheltering people impacted by a disaster is provided by volunteers such as American Red Cross (ARC). Mass care is another capability that indicates the importance of the public and non-profit coordination effort in support of overall community resiliency. Successful mass care efforts rely heavily on pre-disaster identification of shelter and evacuation staging facilities, and a system for calling up volunteers.

**Public Health and Medical Services - Medical Surge.** Warren County has considered the types of natural and human-caused threats that pose a significant risk to the county, which include, snow storms and violent storms amongst other threats. In recognition to these threats, emphasis is given to enhanced preparedness for care of large numbers of impacted individuals, and the needs for systems to support surges for medical treatment, and large demands on the medical and health systems.

The Office of Community Services for Warren & Washington Counties and Glens Falls Hospital, as a collaborative effort, maintain & train **Disaster Mental Health** teams to respond to hospital and community needs during and after an emergency situation.

**Fatality Management.** Along with medical surge, an emphasis is given to fatality management services that support recovery of remains, effective information sharing and a viable family assistance program. Mass fatality events require significant numbers of trained people in many various roles to support field incident management, temporary morgue(s) and family assistance center operations.

***Environmental Response/Health and Safety – Weapons(s) of Mass Destruction (WMD) and Hazardous Materials Response and Decontamination.*** Whether hazardous materials releases are accidental or intentional, immediate response actions are critical to containing the release, minimizing damage, protecting health, and expediting recovery.

Warren County will work to strengthen the integration of Consortium/County/local Hazardous Materials and Decontamination Teams to support a united response to and recovery from potential acts of terrorism involving a chemical or biological agent. Ongoing establishment, sustainment, and evaluation of special teams will continue to be a priority to ensure adequate response to incidents involving explosive devices.

***Planning.*** Completion of “all-hazards” emergency management plans, critical infrastructure plans, and Continuity of Operations Planning (COOP) Continuity of Government (COG) plans strengthen the overall response and recovery capabilities. Comprehensive plans support a recovery from a major disaster, including: a chemical, biological, radiological, nuclear or explosive (CBRNE)/WMD event. Warren County enhances its emergency management program by reviewing plans and procedures, conducting after actions reviews (following events, exercises and near misses) and identifying key shortfalls that should be addressed. Additionally, the local community of private, non-profit and community entities are considered stakeholders of the emergency plans, as they can benefit from and provide support to the planning actions.

***Volunteer Management.*** Volunteers are relied upon during an incident to fill the positions that are not filled by staff. Volunteers need to be recruited, trained, and exercised.

Warren County has a variety of volunteers, including but not limited to: fire, EMS, RACES, Serve NY, Mental Health Disaster Team, and American Red Cross.

## Program Priority Capabilities

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The following tables provide the program's priority capabilities that Warren County and its local partners developed as well as the associated core capabilities from the Core Capabilities List. Additionally, each Core Capability includes suggested training courses and exercises that support the capability.

### *Core Capability – Community Resilience*

*Warren County Goal* – Enhance volunteer organization programs and capabilities county-wide.

#### Associated Core Capabilities:

- *Community Preparedness and Participation* (Common Mission Category)

*Description.* The public is educated and trained in prevention, protection, mitigation, response and recovery for all hazards, but with specific consideration for high-threat hazard, such as flooding. Communities will especially support preparedness for people with access and functional needs, children, and those living in the most vulnerable locations.

#### Training Courses and Exercises that Support this Capability

##### *Training*

- Community Partnerships and Awareness Training (AWR-146)
- Disability Awareness Training
- Planning for the Needs of Children in Disasters (G366–EMI course)
- Annual Community Preparedness Event
- Biannual SkyWarn Training (National Weather Service)

##### *Exercise*

- Skywarn Spotter drills (real events or a component of larger exercises)

## ***Core Capability – Public Information and Warning***

***Warren County Goal*** – Enhance Emergency Public Information and Warning Capabilities.

### **Associated Core Capabilities:**

- Emergency Public Information and Warning (Respond Mission Category)
- Citizen Evacuation and Shelter in Place (Respond Mission Category)

*Description.* Provision of useful information under all-hazards situation, especially to alert citizenry to evacuate, shelter-in-place, or remain alert for situation updates. This goal especially necessary for People with Access and Functional Needs that require additional lead time to evacuate. Accurate and timely public information and warning allows for the transportation of animals (pets, service animals, and larger animals). Messages are to be consistent, accessible and culturally and linguistically appropriate.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Advanced PIO: Health and Hospital Emergencies (MGT-902) [CDP]
- Crisis Emergency Risk Communications (CERC) CDC online
- Message Mapping Training CDC online
- Public Information & Warning (E/L 105 EMI)
- RACES Training and Licensing

#### ***Exercises***

- Annual DOH Communication Drill
- Annual NWS Communication Drill

## ***Core Capability – Operational Coordination***

**Warren County Goal** – Ensure implementation of NIMS, the National Response Framework, and regional collaboration.

### **Associated Core Capabilities:**

- Emergency Operations Center (EOC) Management (Common Mission Category)
- On-Site Incident Management (Respond Mission Category)

**Description.** Both in the EOC and in field command, the operations will be managed in a unified coordinated structure, using common practices. The decisions will be made with the inclusion and integration of critical stakeholders.

### **Training Courses and Exercises that Support this Capability**

#### **Training/Exercises**

- Incident Command System (NIMS IS-700, IS-100, IS-200)
- WMD Incident Management and Unified Command (MGT 313)
- Principles of NIMS, Team Building and Risk Communications (AWR-154)
- EOC Emergency Operations (Regional State Officials)
- Science of Disaster (E/L 0102 EMI)

## ***Core Capability – Operational Communications***

**Warren County Goal** – Improve the interoperability of county and local communications, enhance communication capability among fire responders, and enhance 9-1-1 system.

### **Associated Core Capabilities:**

- Communications (Common Mission Category)

**Description.** Timely communications in support of security, situational awareness and operations. This communication is amongst the response community, and between the response forces and the impacted community.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Incident Command System (IS-200)
- WMD Incident Management and Unified Command (MGT 313)
- Principles of NIMS, Team Building and Risk Communications (AWR-154)
- Leveraging Tools for Coordinated Community Disaster Communications
- Integrated Health Alerting Network (IHANS) Training

#### ***Exercise***

- Drill - Communications using multiple technologies
- Cascading Alert Drills using IHANS, mass notification system, emails lists, or other resources

## ***Core Capability – Mass Care Services***

***Warren County Goal*** – Enhance Warren County’s Mass Care programs and capabilities county wide.

### **Associated Core Capabilities:**

- Mass Care (Shelter, Feeding and Related Services).

***Description.*** Provide life sustaining services, especially feeding, hydration and sheltering, and support reunification of families.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Shelter Operations, Mass Care Overview (American Red Cross)
- Disability Awareness Training (Niagara College)
- Household pets and Service Animals in Disaster Evacuation and Sheltering (AWR-218)

#### ***Exercise***

- Component of Mass Care as Component of Exercise

## ***Core Capability – Public Health and Medical Services***

**Warren County Goal** – Develop a county wide **medical surge capability** to rapidly expand the capacity of existing healthcare system to handle a catastrophic event.

### **Associated Core Capabilities:**

- Medical Surge

#### ***Related capabilities***

- *Emergency Triage and Pre-hospital Treatment*
- *Isolation and Quarantine*
- *Laboratory Testing*
- *Mass Prophylaxis*
- *Medical Supplies Management and Distribution*
- *Disaster Mental Health*

**Description.** Provide life sustaining medical treatment and operations, especially during medical surge events.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Framework for Healthcare Emergency Management (AWR-900)
- Orientation of Hazardous Materials for Medical Personnel (IS-346)
- Healthcare Leadership for Mass Casualty Incidents (MGT-901)
- Disaster Preparedness for Hospitals and Healthcare organizations within the Community Infrastructure (MGT 341)
- Hospital Emergency Response Training for Mass Casualty Incidents (PER-902)
- Disaster Mental Health and Psychological First Aid

#### ***Exercises***

- Med Surge Drills at Hospital
- Component of Mass Care Exercise
- Points of Dispensing Exercise
- Monthly “whole community” tabletop Exercises (Glens Falls Hospital)

## ***Core Capability – Fatality Management***

***Warren County Goal*** – Enhance Warren County’s Mass Fatality programs and capabilities county-wide.

### **Associated Core Capabilities:**

- Fatality Management

***Description.*** Provision of fatality management services, including: body recovery, victim identification, temporary morgue establishment, family assistance center, and counseling of the bereaved.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Annual Mass Fatalities training for registrars (GF City Clerk )
- Mental Health webinar for Mass Fatalities (SUNY New Paltz)

#### ***Exercises***

- Component of full-scale exercises

## ***Core Capability – Environmental Response / Health and Safety***

**Warren County Goal** – Enhance **Weapons of Mass Destruction (WMD)** and **Hazardous Materials (HazMat)** Response and Decontamination Capability.

### **Associated Core Capabilities:**

- WMD and Hazardous Materials Response and Decontamination (Response Category)
- Responder Safety and Health (Response Category)
- Environmental Health (Response Category)

### ***Affiliated Capabilities***

- *CBRNE detection (Prevent Category)*
- *Explosive Device Response Operations.(Response Category)*

**Description.** Conduct Health and Safety hazard assessments, disseminate guidance and resources, deploy hazardous materials teams to support environmental health and safety actions for response personnel and affected communities.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Terrorism Awareness for Emergency First Responders (AWR-160)
- Community Partnerships and Awareness Training (AWR 146)
- Hazardous Materials Prevention and Planning (IS-340)
- Annual Chempack training with law enforcement/DPW (OES/Public Health)

#### ***Exercise***

- Component of Mass Care Exercise
- Tabletop Exercises at Hospital
- Hazmat Consortium Exercise
- Annual Chempack Drill

## ***Core Capability – Planning***

***Warren County Goal*** – Ensure “All-Hazards” Emergency Management, Debris Management, COOP/COG, and Recovery Plans are complete.

### **Associated Core Capabilities:**

- Planning (Common Mission Category)

*Description.* The conduct of a systematic processes that engages the entire stakeholder group (public, private, non-profit and community) in the development of executable strategic, operational, and community based approaches to meeting objectives: includes response, protection, hazard mitigation, continuity and recovery plans. This capability also includes exercise and maintenance of developed plans.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- Terrorism Awareness for Emergency First Responders (AWR-160)
- Community Partnerships and Awareness Training (AWR-146)
- Hazardous Materials Prevention and Planning (IS-340)
- Critical Infrastructure and Key Resources Awareness (AWR-213)

#### ***Exercise***

- Component of Mass Care Exercise

## ***Core Capability – Volunteer Management***

***Warren County Goal*** – Ensure a viable system for requesting, scheduling and deploying registered volunteers. Also provide a system for organizing, “credentialing” and utilizing spontaneous volunteers.

### **Associated Core Capabilities:**

- Planning (Common Mission Category)

*Description.* During large scale emergencies volunteers are often needed to help with the response and recovery phases. Recruitment and training of volunteers that meet specific criteria can be a critical asset to the success of emergency response. Warren County Public Health currently utilizes ServNY, a NYSDOH volunteer management system that has the capability to strengthen volunteer management in the County. ServNY also provides an avenue to organize, “credential” and schedule spontaneous volunteers during an emergency.

### **Training Courses and Exercises that Support this Capability**

#### ***Training***

- ServNY Volunteer Management System online training (Public Health staff)

#### ***Exercise***

- Component of Strategic National Stockpile/Points of Dispensing Exercise
- Component of Shelter Exercise
- DOH & NWS Communications Drills

## **Methodology and Event Tracking**

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Warren County has developed a three (3) year TEP which will utilize a building block approach in the design of the exercise program by incorporating all aspects of Homeland Security Exercise and Evaluation Program and training. The building block approach ensures that successive exercises build upon the previous exercises, and that the training program supports participants in the preparation for that exercise. Utilizing this methodology will provide Warren County with an approach that centers on a learning environment that provides the participants the tools and skills necessary to handle an actual event.

A baseline of needs was developed for the county which reflects the current status of plans, policies, procedures and protocols as well as equipment, training and exercise. The exercise baseline takes into consideration the relevant agencies/departments and organizations history and ability to work together in both real world events as well as exercises.

The Multi-Year TEP allows for the logical progression of preparedness by: 1) focusing on key areas for preparedness improvement so that the entire community works together on common thematic preparedness areas, and 2) increasing the size and/or complexity of each successive exercise. Exercises programmed into this plan include seminars, drills, tabletops, functional exercises, and full-scale exercises and involve first responders, emergency managers, public information officers, health care professionals and the community at large. Various other entities will also be included as details of exercise design unfold.

As with all programs and plans of this nature, the schedule and themes must remain flexible enough to allow for the inclusion of new content in response to evolving threats and/or important learning points that are unforeseen at the time of this plan's production.

This program will incorporate a cyclical approach in the development of exercises and the continuing updating of this Multi-Year Program. The cyclical approach that Warren County will undertake is:

- Planning and Development
- Training and Preparation
- Exercise
- After Action Report with Improvement Plan

Warren County will conduct exercises that will include human-caused and natural disaster events; and that will be coordinated with local, regional, federal, and private partners. Conducting these exercises will strengthen Warren County's ability to communicate and develop relationships that assist with the successful handling of a real world event or disaster. This program will focus the

enhancement of Warren County's specific capabilities listed above, and as identified by Warren County and local and regional partners.

## Multiyear Training and Exercise Schedule

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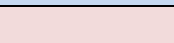



The training and exercise schedule for Warren County for the next 3 years is provided below. Most training courses are from the FEMA National Preparedness Directorate, National Training, NYS Oriskany Training Facility and Educational Division (NTED) Course Catalog. Course numbering from NTED catalogue are listed as “AWR” Awareness, “PER” Performance, and “MGT” Management course listings.

Training courses with an “IS” designator are from the FEMA’s EMI’s Independent Study (IS) program, and are available on line.

Outside venues (e.g. schools, industries) routinely request various types of exercises at their facilities with limited notice. We will do the best we can to accommodate their needs.

\*\*\*Due to the challenges related to dealing with COVID-19, all training and exercises have been pushed off until the next year.\*\*\*

### Color Code Key for Calendars

Training	
Seminar	
Workshop	
Tabletop	
Drill	
Functional	
Full-scale	

WARREN COUNTY	WARREN COUNTY MULTIYEAR EXERCISE SCHEDULE(AS COVID-19 PERMITS): 2021											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
LAW ENFORCEMENT	Initial Response to Active Shooter	Drill Active Shooter school		Patrol annual training	Drill Chempack				Officer Survival Tactics			
ALL	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH Drill NWS Communications	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	
FIRE AND EMS; EM	ICS 100 & NIMS 700	Drill RACES	Planning Emergency Ops (E/L0103)		Full-Scale HAZMAT Consortium	TTX Airport	ICS 100 & NIMS 700		Incident Command (ICS-200)	Drill RACES		
HEALTH SERVICES	Webinar Mental Health	Functional DOH/Hospital exercise	HSEEP Training	Full-scale DOH/PH exercise	Terrorism Awareness (AWR-160W)							
COMMUNITY	Active Shooter training (WCSO)			Spring SkyWarn Training (daytime)					Citizen Preparedness Seminar	Fall SkyWarn Training (daytime)	Seminar Places of Worship	

\*\*\*Dates are Subject to Change\*\*\*

WARREN COUNTY	WARREN COUNTY MULTIYEAR EXERCISE SCHEDULE: 2022											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
LAW ENFORCEMENT	Initial Response to Active Shooter	Drill Active Shooter school		Patrol annual training	Drill Chempack		Terrorism Awareness (AWR-160W)		Woodland Tactics			
ALL	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH Drill NWS Communications	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH
FIRE AND EMS; EM	ICS 100 & NIMS 700	Drill RACES	School Planning G-364		Functional HAZMAT Consortium	TTX Airport	ICS 100 & NIMS 700		Incident Command (ICS-300)	Drill RACES	Exercise Design (E/L0104)	
HEALTH SERVICES	Webinar Mental Health	Functional DOH/Hospital exercise	HSEEP Training	Full-scale DOH/PH exercise				Disaster MGT for Hospitals (MGT 341)				
COMMUNITY	Active Shooter training (WCSO)			Spring SkyWarn Training (evening)					Citizen Preparedness Seminar	Fall SkyWarn Training (evening)	Seminar Places of Worship	

WARREN COUNTY	WARREN COUNTY MULTIYEAR EXERCISE SCHEDULE: 2023											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
LAW ENFORCEMENT	Initial Response to Active Shooter	Drill Active Shooter school		Patrol annual training	Drill Chempack		Terrorism Awareness (AWR-160W)		Rescue Task Force for Law Enforcement			
ALL	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH Drill NWS Communications	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH	TTX GFH
FIRE AND EMS; EM	ICS 100 & NIMS 700	Drill RACES			Functional HAZMAT Consortium	TTX Airport	ICS 100 & NIMS 700		Incident Command (ICS-300)	Drill RACES	Public Information & Warning (E/L0105)	
HEALTH SERVICES	Webinar Mental Health	Functional DOH/Hospital Coalition Surge exercise	HSEEP Training	Full-scale DOH/PH exercise	Terrorism Awareness (AWR-160W)	Advanced PIO: Health Hospitals (MGT - 902)				Seminar Disability Awareness		
COMMUNITY	Active Shooter training (WCSO)			Spring SkyWarn Training (daytime)					Citizen Preparedness Seminar	Fall SkyWarn Training (daytime)	Seminar Places of Worship	

## Acronyms

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ARC	American Red Cross
AFN	Access and Functional Needs
BHPP	Bioterrorism Hospital Preparedness Program
CBRNE	Chemical Biological Radiological Nuclear and Explosive
CCL	Core Capabilities List
CDC	Center for Disease Control
CDP	Center for Domestic Preparedness
CERTs	Community Emergency Response Team(s)
COG	Continuity of Government
COOP	Continuity of Operations Planning
CTOS	Counter Terrorism Operations Support
DOHS	Department of Homeland Security
EMI	Emergency Management Institute
EMP	Emergency Management Programs
EMRTC	Energetic Materials Research and Testing Center
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
G&T	Grants and Training
HazMat	Hazardous Materials
HRSA	Health Resources and Services
HSEEP	Homeland Security Exercise Evaluation Program
ICS	Incident Command System
IS	Independent Study
LSU	Louisiana State University
MMRS	Metropolitan Medical Response System
NDPC	National Domestic Preparedness Consortium
NIMS	National Incident Management System
NIPP	National Incident Protection Plan
NRF	National Response Framework
NTED	National Training and Education Division
NTS	Nevada Test Site
POCs	Point of Contact(s)
TEP	Training and Exercise Program
TEPW	Training and Exercise Program Workshop
USDHS	United States Department of Homeland Security
WMD	Weapons of Mass Destruction

## **Public Health Core Capabilities**

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Community Preparedness  
Community Recovery  
Emergency Operations Coordination  
Emergency Public Information & Warning  
Fatality Management  
Information Sharing  
Mass Care  
Medical Countermeasure Dispensing  
Medical Material Management & Distribution  
Medical Surge  
Non-Pharmaceutical Interventions  
Public Health Laboratory Testing  
Public Health Surveillance and Epidemiological Investigation  
Responder Safety & Health  
Volunteer Management

## **Hospital Core Capabilities**

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Healthcare System Preparedness  
Healthcare System Recovery  
Emergency Operations Coordination  
Fatality Management  
Information Sharing  
Medical Surge  
Responder Safety & Health  
Volunteer Management

## **FEMA's 32 Core Capabilities**

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Planning  
Public Information & Warning  
Operations Coordination  
Forensics & Attribution  
Intelligence & Information Sharing  
Interdiction & Disruption  
Screening, Search & Detection  
Access Control & Identity Verification  
Cybersecurity  
Physical Protective Measures  
Risk Management for Protection Programs & Activities  
Supply Chain Integrity & Security  
Community Resilience  
Long-Term Vulnerability Reduction  
Risk & Disaster Resilience Assessment  
Threats & Hazards Identification  
Critical Transportation  
Environmental Response/Health & Safety  
Fatality Management Services  
Fire Management & Suppression  
Infrastructure Systems  
Logistics & Supply Chain Management  
Mass Care Services  
Mass Search & Rescue Operations  
On-Scene Security, Protection & Law Enforcement  
Operational Communications  
Public Health, Healthcare & EMS  
Situational Assessment  
Economic Recovery  
Health & Social Services  
Housing  
Natural & Cultural Resources

<https://www.fema.gov/core-capabilities>