

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

October 21, 2025

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett

- I. Committee meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Privilege of the floor and public comment**
- IV. Action Agenda/New Business Items:**

- 1. **Request:** To create a Probation Officer Trainee position in A.3140 Probation, remove funding from current Probation Officer #14 position but keep title in code unfunded and use existing funding for POT position.

Rationale: Probation Officer Trainee position is needed to accommodate new hires. Title exists in our department.

V. Discussion Items:

VI. Referrals/Pending Items: None

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments: 1. Resolution Request No. 11

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RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: October 21, 2025

- (a) Title of Requested Position: Probation Officer Trainee #4
- (b) Annual **Base** Salary (and Grade if Applicable): \$57,270 Grade 16
- (c) Effective Date for New Position*: ASAP
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

We desire to create position in A. 3140 Probation, remove funding from current Probation Officer #14 Position , keep title in code unfunded and use funding for POT position.
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.3140 110 Probation-Salaries-Regular \$57,270
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 -- Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial [Signature] 10/1/25
- (h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial _____
- (i) Is this a mandated position? YES NO
If yes, please explain:
- (j) Is there expected revenue from this position? YES NO
If yes, please explain and complete Resolution Request Form No. 07 -- Amend County Budget to recognize revenue:

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES
COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
DATE 10/21/2025

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: To Enter into a New Contract with LegalServer
Rationale: To have Site Administration Services with LegalServer for Product Support during the first year of LegalServer Case Management System being in place at Warren County
 2. Request: To Amend the County Budget
Rationale: To Add Grant Funding to a County Grant Funded Budget Line to Cover Hospitalization and Dental Insurance Fringe Benefits for Remainder of 2025
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 03 – Request for New Contract
2. LegalServer Site Administration Services Contract
3. Resolution Request Form No. 07 – Request to Amend County Budget
4. Office of Indigent Legal Services Distribution Budget

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 10/21/2025

- (a) Is this a Result of a Bid or Request for Proposal? **n/a**
- (b) Purpose of Contract: **Site Administration Services to have LegalServer staff perform regular administrative tasks on the customer's demo and optionally live site for first year of new Case Management System while County staff is learning the new product and familiarizing themselves with the report building and set-up**
- (c) Name of Contractor: **P.S. Technologies, Inc., doing business as LegalServer**
- (d) Address of Contractor: **805 Lake St. PMB 356, Oak Park IL 60301**
- (e) Contractor's Contact Person and Telephone Number: **IV Ashton (773) 782-1021**
- (f) Has or will the Contract be provided, if so, please attach: **attached**
- (g) Commencement Date of Contract: **January 1, 2026**
- (h) Termination Date of Contract: **12 months after commencement of service**
- (i) Payment Provisions:
 - i) lump sum amount **\$27,600**
 - 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. **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: **2026 Budget - A.1171.4213.426 (DCJS Funding)****

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

*as listed in budget and LOGOS

Site Administration Services

Optional services to have LegalServer staff perform regular administrative tasks on the customer's demo and optionally live site.

Site Administration Service	Tier 1 \$700/mo	Tier 2 \$1,250/mo	Tier 3 \$2,300/mo
Configuration Assistance Request configuration in a dedicated Config Request Queue Example "On our Demographics tab, please add Citizenship Status"			
1:1 Live admin consultation meeting(s)	0	1	2
Demo site refresh from live (annual, included)		☑	☑
Annual security review Analysis of stale accounts, MFA, SSO			☑
Community Empowerment check-up Community empowerment team reviews your live site usage and makes targeted suggestions		☑	☑
Dedicated admin concierge We will assign a single point of contact for your admin services.			☑

Minimum term: 6 months

Bug reports and support questions are handled through normal channels at support@legalserver.org

An agency staff member will need to approve password resets for security reasons.

Hours spent by LegalServer are capped at 3, 5, and 7 billable hours for Tier 1, 2, and 3 and do not roll over.

Complex requests may take more than one month to resolve, but you may change the priority of configuration requests at any time.

CASE MANAGEMENT SERVICES ORDER FORM

This Order No. 25-2 (“**Order**”) is dated as of the date of the last signature below (“**Order Effective Date**”) and entered into between P.S. Technologies, Inc. (“**PSTI**”) and the Client identified below and integrated into the Subscription Services Agreement between the parties (“**Agreement**”) and constitutes an “**Order**” as defined in the Agreement. This Order identifies the Services ordered by Client to be performed and provided by PSTI pursuant to the Agreement.

Contact and Billing Details			
WCPD (Warren County Public Defender's Office)		P.S. Technologies, Inc., doing business as LegalServer	
Client Address	1340 State Route 9 Lake George, NY 12845	PSTI Address	805 Lake St PMB 356 Oak Park IL 60301
Bill-to-Name	Erin Brothers	PSTI Contact	IV Ashton
Bill-to-Email	brotherse@warrencountyny.gov	PSTI Email	billing@legalserver.org
Bill-to-Phone	518-761-6202	PSTI Phone	(773) 782-1021
Order of Services			
Order Effective Date	Date of the last signature below	Services Start Date	First of the month following the last refinement meeting (anticipated start: January 1, 2026)
Ticket Number(s)	LS-135469	Services End Date	12 months after commencement of service
Amount:	\$27,600.00	Due Date:	Upon receipt of invoice
Notes:			

Order Term. The term of this Order shall begin on the Order Effective Date and continue until the Services End Date set forth above (“**Order Term.**”)

Integration. All capitalized terms used and not expressly defined in this Order will have the meanings given to them in the Agreement. Any different or additional terms and conditions set forth in any purchase order, confirmation, statement of work, order form, or similar form, even if signed by the parties after the Order Effective Date of this Agreement, are rejected and shall have no force or effect on this Agreement unless it is an amendment or addendum to the Agreement signed by authorized representatives of both parties.

Order:

Name	Amount	Notes
Tier 3 Site Administration Service- 1 year	\$27,600.00	\$2,300 per month added to quarterly bill. Provided payment has been made, to commence on the first of the month following the last refinement meeting (anticipated start: January 1, 2026).
Total	\$27,600.00	\$2,300 per month added to quarterly bill. LegalServer Jira Epic: LS-135469

Monthly fees begin upon activation of any related module. The remainder of the current quarter will be included in the initial invoice.

Payment Schedule:

Name	Amount	Due Date
Initial Installment	\$27,600.00	Due upon receipt of Invoice
Total Fee	\$27,600.00	THIS IS NOT AN INVOICE

Services outlined in the above Order are scheduled to begin on the Services Start Date and shall end no later than the Services End Date unless the Parties otherwise agree in writing through an Amendment to this Order. Client has the option to purchase additional Services outlined above by submitting a subsequent Order for additional Services.

All training hours promised in this Order must be completed within 90 days of the provision of a live site and/or the release or enablement of promised feature(s) on a live site. Any training hours that remain after this date will be forfeit.

This order is valid for 90 days from when this order was created. If it has not been signed by December 30, 2025 then the Services End Date and the Pricing will need to be confirmed by PSTI in a new version of the Order.

The parties by their authorized representatives have entered into this Order as of the Order Effective Date.

WCPD (WARREN COUNTY PUBLIC DEFENDER'S OFFICE)

Signature: _____

Printed: Erin Brothers

Title: _____

Date: _____

Contact Information:

Erin Brothers

1340 State Route 9
 Lake George, NY 12845
 518-761-6202
 brotherse@warrencountyny.gov

P.S. TECHNOLOGIES, INC.

Signature: IV Ashton

Printed: IV Ashton

Title: President

Date: October 1, 2025

Contact Information

IV Ashton
 President & Legal Counsel
 805 Lake St PMB 356
 Oak Park IL 60301
 (773) 782-1021 (direct)
 (773) 459-5582 (mobile)
 (312) 264-2365 (fax)
ivashton@legalserver.org
[cc: legal@legalserver.org](mailto:legal@legalserver.org)

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: Warren County Public Defender's Office

DATE: 10/21/2025

(a) Purpose of Amendment: **To move grant funding into County Budget**

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

A.1171.4206.860 Public Defender/Distribution Hospitalization \$3,500

A.1171.4206.865 Public Defender/Distribution Dental Insurance \$60

(c) Revenue Code (with title), and Amount:

A.1171.4206.3045 Public Defender/Distribution ILS \$3,560

**Attachment B-1(A) Expenditure Based Budget (Amendment)
NYS Office of Indigent Legal Services
REQUEST FOR BUDGET MODIFICATION/REVISION**

**WARREN COUNTY - DISTRIBUTION #14 (#C140052)
Contract Term: January 1, 2024 - December 31, 2026**

**Current Contract Amount: \$320,436.00
Total AMENDED Contract Amount: \$480,654.00**

Budget Expenditure Item	Year 1 1/1/24 - 12/31/24	Year 2 1/1/25 - 12/31/25	Year 3 1/1/26 - 12/31/26
PUBLIC DEFENDER'S OFFICE			
Personnel:			
Legal Clerk - Salary	\$38,530.00	\$42,807.00	\$44,027.00
Legal Clerk - Fringe	\$7,953.00	\$8,351.00	\$8,767.00
Secretary/Program Manager - Salary	\$0.00	\$32,621.00	\$32,621.00
Secretary/Program Manager - Fringe	\$0.00	\$5,785.00	\$5,785.00
Retention Salary Increases	\$0.00	\$0.00	\$20,850.00
Retention Fringe Increases	\$0.00	\$0.00	\$3,525.00
Subtotal Personnel	\$46,483.00	\$89,564.00	\$115,575.00
Contract / Consultant:			
Specialized Services	\$1,500.00	\$1,500.00	\$1,680.00
Subtotal Contracted/Consultant	\$1,500.00	\$1,500.00	\$1,680.00
SUBTOTAL PUBLIC DEFENDER OFFICE	\$47,983.00	\$91,064.00	\$117,255.00
ASSIGNED COUNSEL PLAN			
Personnel:			
(PT) Grant Administrator - Partial Salary	\$8,320.00	\$8,487.00	\$8,657.00
(PT) Grant Administrator - Partial Fringe	\$637.00	\$650.00	\$663.00
(PT) Assigned Counsel Clerk - Salary	\$0.00	\$0.00	\$5,000.00
(PT) Assigned Counsel Clerk - Fringe	\$0.00	\$0.00	\$382.50
Subtotal Personnel	\$8,957.00	\$9,137.00	\$14,702.50
Contracted/Consultant:			
Rural Law Center of New York, Inc. (Appeals)	\$26,331.00	\$26,331.00	\$26,331.00
Staff Attorney, Legal Aid Society of Northeastern NY (Family Court) - Partial Salary and Fringe	\$18,787.00	\$27,872.00	\$28,067.00
Paralegal, Legal Aid Society of Northeastern NY - Partial Salary	\$0.00	\$5,210.00	\$5,395.00
Paralegal, Legal Aid Society of Northeastern NY - Partial Fringe	\$0.00	\$1,564.00	\$1,619.00
(2) Paralegals, Legal Aid Society of Northeastern NY - Partial Salary and Fringe	\$0.00	\$0.00	\$15,000.00
Specialized Services	\$0.00	\$0.00	\$7,248.50
Subtotal Contracted/Consultant	\$45,118.00	\$60,977.00	\$83,660.50

Budget Expenditure Item	Year 1 1/1/24 - 12/31/24	Year 2 1/1/25 - 12/31/25	Year 3 1/1/26 - 12/31/26
OTPS:			
Office Supplies, Equipment, and Furniture	\$400.00	\$0.00	\$1,400.00
Subtotal OTPS	\$400.00	\$0.00	\$1,400.00
SUBTOTAL ASSIGNED COUNSEL PROGRAM	\$54,475.00	\$70,114.00	\$99,763.00
TOTAL	\$102,458.00	\$161,178.00	\$217,018.00
THREE-YEAR TOTAL	\$480,654.00		

Explanation:

In 2023, the New York State Office of Indigent Legal Services ("ILS") received procurement record approval to issue ILS Distribution #14 (contract term of 1/1/24 – 12/31/26), which, along with ILS Distribution #12 (contract term of 1/1/22 – 12/31/24) and ILS Distribution #13 (contract term of 1/1/23 – 12/31/25), provide 57 counties and New York City with annual funding equivalent to the level of Indigent Legal Services Fund ("ILSF") funding they received in 2010. At the June 7, 2024 meeting of the ILS Board, the Board approved an allocation plan for ILS' FY 2024-25 Aid to Localities funding in accordance with Executive Law § 832(3)(f). Pursuant to this allocation plan, rather than issue a new Distribution #15 starting January 1, 2025 (and a new Distribution #16 starting January 1, 2026), FY 2024-25 Aid to Localities funding will be used to add funds to each county's Distribution #14 contract. The procurement record for the additional funding was approved on September 23, 2024. **The above budget reflects the Warren County's amended Distribution #14 budget.**

Adding funding to each county's Distribution #14 contract instead of issuing a new Distribution contract each of the next two years will allow ILS to consolidate counties' Distribution funding into one contract per county instead of the three contracts that each county manages in any given year. Doing so will significantly facilitate contract management and timely claiming, and allow ILS to better track the funding we disburse via Distribution contracts.

CRIMINAL JUSTICE, PUBLIC SAFETY &
EMERGENCY SERVICES COMMITTEE
SHERIFF AGENDA
October 21, 2025

COMMITTEE MEMBERS: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll, Patchett, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Enter into an agreement with Motorola Solutions to refresh the existing VESTA 911 system.
Rationale: VESTA 911 unifies our Sheriff's Office emergency call handling operations and strengthens our service to the community through National Emergency Number Association (NENA) i3-based call processing, Text-to-911, first-class contact management and dialing control. The agreement is necessary to refresh and upgrade our existing VESTA system.
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 3 - Request for New Contract (Motorola Solutions)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: October 21, 2025

- (a) **Is this a Result of a Bid or Request for Proposal?** No
- (b) **Purpose of Contract:** Enter into an agreement with Motorola Solutions to refresh the existing VESTA 911 system
- (c) **Name of Contractor:** Motorola Solutions, Inc.
- (d) **Address of Contractor:** 500 W Monroe St, Suite 4400 Chicago, IL 60661
- (e) **Contractor's Contact Person and Telephone Number:** Greg DeWolf, CPE
Sr Account Manager
(315) 879-9690
- (f) **Has or will the Contract be provided, if so, please attach:** No
- (g) **Commencement Date of Contract:** 11/24/2025
- (h) **Termination Date of Contract:** 12/31/2030
- (i) **Payment Provisions:**
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$824,058.70
 - 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.3020.4047 470 Sheriff's 911Center- SFY2025 NG911 Grant Program
Contract \$824,058.70

* as listed in budget and LOGOS

Criminal Justice, Public Safety & Emergency Services Committee
Office of Emergency Services

October 21, 2025

COMMITTEE MEMBERS: GERACI, Conover, Maday, Strainer, Gilligan, Driscoll, Patchett

- I. Committee meeting called to order by Chair
 - II. Approval of minutes of prior Committee Meeting
 - III. Privilege of the floor and public comment
 - IV. Action Agenda/New Business Items:
 1. Request: Resolution request for a transfer of funds from A.3645.4128 FY24 Local Emergency Management Performance Grant (LEMPG) to A.3640 Civil Defense in the amount of \$2,498.
Attachment #1
Rationale: The FY24 LEMPG partially funded the salary and fringe of the Deputy Director of the Office of Emergency Services. The amount budgeted in the grant exceeded the actual award, and a transfer is needed to move \$2,498 to the Civil Defense code where the salary and fringe will be charged for the remainder of 2025.
 2. Request: Resolution request to approve revisions to the Warren County Comprehensive Emergency Management Plan. *Attachment #2*
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. This plan is updated annually and a resolution is needed to approve the changes.
 - V. Discussion Items
 - VI. Referrals/Pending Items
 - VII. Privilege of the floor and public comment
 - VIII. Motion to adjourn
-

Attachments:

1. Resolution Request Form #10 and supporting documentation
2. Resolution Request Form #20

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: October 21, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4128 110	FY24 LEMPG - Salaries Regular	A.3640 110	Civil Defense - Salaries Regular	\$1,830.60
A.3645.4128 810	FY24 LEMPG - Retirement	A.3640 810	Civil Defense - Retirement	\$249.22
A.3645.4128 830	FY24 LEMPG - Social Security	A.3640 830	Civil Defense - Social Security	\$166.99
A.3645.4128 831	FY24 LEMPG - Medicare Contribution	A.3640 831	Civil Defense - Medicare Contribution	\$38.94
A.3645.4128 860	FY24 LEMPG - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$208.82
A.3645.4128 865	FY24 LEMPG - Dental Insurance	A.3640 865	Civil Defense - Dental Insurance	\$3.43

Please state reason for transfers requested:

The amount budgeted in G/L Code A.3645.4128 FY24 LEMPG exceeds the grant award by the requested transfer amount of \$2,498. The remaining salary and fringe budget will be moved to A.3640 Civil Defense where those expenses will be paid through the end of 2025.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

Organization Inquiry

Save Search

Fiscal Year:

Organization Set:

Summarization Level:

Account Type:

Include Unposted Transactions

Amended Budget:

Encumbrances:

Expenses:

Remaining Balance:

% Used:

A.3645.4128 - General, Homeland Security, FY24 LEMPG Fiscal Year: 2025

Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used
110	Salaries - Regular	\$23,385.00	\$23,385.00	\$0.00	\$21,554.40	\$1,830.60	
810	Retirement	\$2,877.00	\$2,877.00	\$0.00	\$2,627.78	\$249.22	
830	Social Security	\$1,450.00	\$1,450.00	\$0.00	\$1,283.01	\$166.99	
831	Medicare Contribution	\$339.00	\$339.00	\$0.00	\$300.06	\$38.94	
860	Hospitalization	\$2,549.00	\$2,549.00	\$0.00	\$2,340.18	\$208.82	
865	Dental Insurance	\$39.00	\$39.00	\$0.00	\$35.57	\$3.43	

2025 Budget: \$30,639
 FY24 LEMPG Award: \$28,141
 Difference: \$ 2,498



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

November 1, 2024

The Honorable Kevin Geraghty
Chair, Warren County Board of Supervisors
Municipal Center
1340 State Route 9
Lake George, NY 12845

Dear Mr. Geraghty:

I am pleased to inform you that Warren County is awarded \$28,141 under the FY2024 Emergency Management Performance Grant (EMPG). Funding for this grant is provided by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). The New York State Division of Homeland Security and Emergency Services (DHSES) will administer this funding on behalf of FEMA.

The performance period for this grant is from October 1, 2023 through September 30, 2026. DHSES grants management staff will work with your designated EMPG program point of contact to provide additional administrative guidance in executing this award.

Thank you for your continued support of New York State's homeland security efforts. DHSES remains committed to providing you with outstanding support in the administration of your homeland security programs. If you have any questions, please contact me at (518) 242-5000 or my Director of Grants Program Administration, Eric Abramson, at (518) 402-2123.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray".

Jackie Bray
Commissioner

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:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES

DATE: OCTOBER 21, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: CONOVER
MADAY
STRAINER
GILLIGAN
PATCHETT

OTHERS PRESENT:

ROBERT IUSI, PROBATION DIRECTOR
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES
REPRESENTING THE PUBLIC DEFENDER'S OFFICE:

GREGORY CANALE, PUBLIC DEFENDER
ERIN KOMON, FIRST ASSISTANT PUBLIC DEFENDER

JIM LAFARR, SHERIFF

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GERACI
DRISCOLL

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

JOHN TAFLAN, COUNTY ADMINISTRATOR

LARRY ELMEN, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS ETU

WILD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

CHRISTINE NORTON, COUNTY TREASURER

JASON MILLER, QUEENSBURY RESIDENT

LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the October 21, 2025 meeting of the Criminal Justice, Public Safety & Emergency Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=WSrNzkm9wrE>

In the absence of Committee Chair Geraci, Mr. Conover, as Vice-Chair, called the meeting of the Criminal Justice, Public Safety & Emergency Services Committee to order at 9:00 a.m.

Copies of the Office of Emergency Services; Probation; Public Defender; and Sheriff's agendas were distributed; copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Strainer, seconded by Ms. Gilligan and carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor and public comments were called for, but there was no one wishing to speak.

The meeting commenced with a review of the Action Agenda/New Business Items section of the Office of Emergency Services agenda which included the following requests:

1. To authorize a transfer of funds amongst various budget codes totaling \$2,498 to cover salary and fringe benefits for the remainder of 2025.

Motion was made by Mr. Strainer, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

2. To approve revisions to the Warren County Comprehensive Emergency Management Plan. (*Previous Resolution*

No. 338 of 2024)

Motion was made by Mr. Strainer and seconded by Ms. Gilligan to approve the request as presented; following discussion, Mr. Conover called the question and the motion was carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Office of Emergency Services business to discuss, review of the Probation agenda commenced with the Action Agenda/New Business Item, which included a request to amend the Table of Organization and Salary Schedule to create the new position of Probation Officer Trainee #4, *Grade 16, Base Annual Salary \$57,270*, effective November 24, 2025 and unfund but retain the position of Probation Officer #14.

Motion was made by Mr. Maday, seconded by Mr. Strainer and carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Probation business to discuss, review of the Public Defender agenda commenced with the Action Agenda/New Business Items, which included the following requests:

1. To authorize a new contract with P.S. Technologies, Inc. dba LegalServer in a lump sum amount of \$27,600 for site administration services for product support over a term commencing January 1, 2026 and terminating twelve months after commencement of service.

Mr. Conover called for a motion to bring Item 1 to the floor for consideration; the requested motion was made by Mr. Strainer, seconded by Ms. Gilligan and carried unanimously.

Discussion ensued with regard to the request, during which the County Attorney apprised that a contract already existed with P.S. Technologies, Inc. dba LegalServer under Resolution No. 96 of 2025 and clarified the request should actually be to amend the current resolution and agreement to include the additional services outlined above.

Motion was made by Mr. Patchett and seconded by Mr. Strainer to alter the request in line with the County Attorney's advisement to amend Resolution No. 96 of 2025 and the agreement with P.S. Technologies, Inc. dba LegalServer in a lump sum amount of \$27,600 to include site administration services for product support over a term commencing January 1, 2026 and terminating twelve months after commencement of service. Mr. Conover called the question and the motion to amend the request was carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*).

Motion was made by Mr. Patchett, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the amended request, as outline above, and the necessary resolution was authorized for the November 21st Board Meeting.

2. To amend the County Budget in the amount of \$3,560 to reflect receipt of NYS Office of Indigent Legal Services Distribution #14 grant funding to cover hospitalization and dental insurance fringe benefits for the remainder of 2025.

Motion was made by Mr. Maday and seconded by Mr. Strainer to approve the request as presented; following discussion, Mr Conover called the question and the motion was carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Public Defender business to discuss, review of the Sheriff's agenda commenced with the Action Agenda/New Business Items, which included a request to authorize a new contract with Motorola Solutions, Inc. in an amount not to exceed \$824,058.70 to refresh the existing VESTA 911 system over a term commencing November 24,

2025 and terminating December 31, 2030.

Motion was made by Mr. Maday and seconded by Mr. Strainer to approve the request as presented; following discussion, Mr. Conover called the question and the motion was carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the November 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor and public comments were called for:

Jason Miller, *Town of Queensbury Resident*, spoke with regard to the necessary upgrades to the Communications Center system for emergency services and law enforcement, noting he appreciated Sheriff LaFarr's efforts.

As there was no further business to come before the Criminal Justice, Public Safety & Emergency Services Committee, on motion made by Mr. Strainer, seconded by Ms. Gilligan and carried by a unanimous vote of those present (*Messrs. Geraci and Driscoll absent*), Mr. Conover adjourned the meeting at 9:11 a.m.

Respectfully submitted,
Leslie Lovelace, Legislative Office Specialist



OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

2025

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

THIS DISASTER MANUAL 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
2/10/22	Dates, names, titles, formatting, grammar updated, ICS Org Chart changed, appendix cover pages updated	A. Rivers & CEMP review committee
3/22/23	Reformatted, names, titles, dates, ICS Org chart changed, cover pages changed, demographics updated, added Section I, part E "limitations", grammatical errors, Added CEPA and HVA tables.	A. Rivers & CEMP review committee
7/8/24	Annual Review & Update	A. Rivers & CEMP review committee
9/2025	Annual Review & Update	A. Rivers & CEMP review committee

Warren County Emergency Response Quick Reference

Agency	Name	Title	Telephone
Office of Emergency Services			518-761-6240
	Ann Marie Mason	Director	518-824-6652
	Ashley Rivers	Deputy Director	518-761-6490
	Ralph Bartlett	Fire Coordinator	518-761-6537
	Pat Mellon	EMS Coordinator	518-761-7682
	James Schrammel	HAZMAT Coordinator	518-761-6497
Warren County Sheriff			518-743-2500
	James LaFarr	Sheriff	518-743-2518
	Terry Comeau	Undersheriff	518-743-2515
Warren County Board of Supervisors			
	Kevin Geraghty	Chairperson of the Board	518-761-6536
	John Taflan	County Administrator	518-761-6539
	Amanda Allen	Clerk of the Board	518-761-6535
	Tammie DeLorenzo	Asst. to the County Admin	518-761-7655
Warren County Health Services			
	Ginelle Jones	Director	518-761-6580
	Pat Belden	Asst. Director	518-761-6571
	Dan Durkee	Emergency Preparedness Coord	518-761-6584
Warren County Dept. of Public Works			518-623-4141
	Kevin Hajos	Superintendent	518-824-8842
Warren County Soil & Water			
	Jim Lieberum	District Manager	518-623-3119
Warren County Coroners			
	Paul Bachman, M.D.	Coroner	518-623-2844
	Tim Murphy	Coroner	518-793-3793
	Connie Goedert	Coroner	518-796-1010
	Lynn Keil	Coroner	518-494-2963
Warren County Social Services			
	Christina Mastrianni	Commissioner	518-761-6362
Office of the Aging			
	Deanna Park	Director	518-824-8820
Warren/Washington County Community Services			
	Rob York	Director	518-792-7143
Warren County Code Enforcement			
	Charles Wallace	Director	518-761-6542
NYS Office of Emergency Management			518-292-2200
	Jon Samiof	Region III Capital District Director	
	State Watch Center	Albany	518-292-2200
Glens Falls Hospital			518-926-1000
	Laura Stebbins	Director of Emergency Prep.	518-926-3122
American Red Cross			
	Mathew Nedin	Disaster Program Manager	518-414-4652
	Adirondack Chapter	Glens Falls	519-792-6545
New York State Police			518-583-7000
National Weather Service			518-435-9574

News Media Reference

Radio Stations

Radio Station	Location	Phone	Fax/Email
WGY	Albany	452-4848	452-4859
WBZA	Glens Falls	793-7733	793-0838
WMJR	Glens Falls	792-2151	None
WWSC / WCKM / WCQL	Glens Falls	761-9890	761-9893
WROW	Latham	786-6715	786-6659
WGNA / WQBK / WBZZ / WTMN	Latham	782-1474	881-1516
WENU / WSTL	Queensbury	793-7733	793-0838
WIPS	Ticonderoga	585-2868	585-2869
Traffax		783-2683	

Television

Television Station	Location	Phone	Fax/Email
WRGB TV 6	Schenectady	346-6666	news@wrgb.com
WNCE-TV 8	Glens Falls	798-8000	798-0735
Capital YNN News 9	Albany	641-6397	albanynews@twcnews.co
WTEN TV 10	Albany	436-0771	news@news10.com
WNYT TV 13	Albany	1-800-999-9698	newstips@wnyt.com
WMHT-TV 17	Schenectady	880-3400	880-3409
WXXA Fox 23	Albany	862-0995	news@news10.com

Newspapers

Television Station	Location	Phone	Fax/Email
The Post Star	Glens Falls	792-3131 x 3250	761-1255
The Chronicle			
The Saratogian	Saratoga Springs	584-2101	587-7750
The Times of Ti	Ticonderoga	585-9173	585-9175




















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Annexes to the Warren County CEMP

(The following Annexes are not included in this binder, they are located at the OS Office)

-  Dam Safety Annex
-  Bioterrorism Annex
-  Extreme Heat Emergency Plan
-  Hazardous Materials Response Plan
-  Hazardous Weather Annex
-  Logistics Annex
-  Mass Care Annex
-  Mass Fatality Annex
-  Mental Health Disaster Response Plan
-  Pandemic Flu Annex
-  Public Health Emergency Response and Preparedness Plan
-  Quarantine and Isolation Annex
-  Resource List
-  Social Media Networking Plan
-  Strategic National Stockpile Annex (Attachment 1 – CHEMPACK Annex)
-  Tri-County Animal Response Team (CART) Annex
-  Violent Event Annex
-  Warren County Continuity of Operations Plan (COOP)
-  Warren County Municipal & Human Services Building EAPs

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 and/or disaster situations more effectively. 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.

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:
 - i. Detecting, monitoring, and assessment of the hazard
 - ii. Alerting and warning of endangered populations
 - iii. Protective actions for the public
 - iv. 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, as amended
2. New York State Defense Emergency Act, as amended
3. Disaster Relief Act of 1974, Public Law 93-288
4. Federal Civil Defense Act of 1950
5. Presidential Executive Order 11490
6. Correction Law, Sec 93
7. Warren County Local Law No. 1 of 1962
8. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operation

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. Limitations

1. There are no identified limitations to this plan. This plan places no guarantee to a flawless response system. Assets are vulnerable to complications from natural, technological and terrorism means which may limit response. It is the objective of Warren County to make every reasonable effort within its capabilities to respond to emergencies based on the situation, information available, and capability of resources.

F. 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.

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 developed by Kaiser Permanente and included key stakeholders' input. 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. The last County Emergency Preparedness Assessment (CEPA) was performed on February 20, 2020. An updated CEPA for 2024 will be completed in the near future and forwarded. Until an updated CEPA is performed, Warren County will perform its own Hazard Vulnerability Assessment. Warren County has completed a 2024 Hazard Mitigation Plan, the update has been approved by NYS DHSES and FEMA.
 - 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 is located in the Warren County Office of Emergency Services and can be found in the Hazard Mitigation Plan that is 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. These may include, but are not limited to:
 - 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. New York State Department of Transportation (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 (HM) 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 in the FEMA 386-4 guidance document, to assist in the evaluation process (Worksheet #2 and #4). 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 HMP 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 HMP 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 HMP 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 New York State Department of Homeland Security and Emergency Services (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:
 - i. Likely time of onset of the hazard
 - ii. Impacted communities' preparedness levels
 - iii. Existence of effective warning systems
 - iv. 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:
 - i. 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.
 - ii. Include Incident Command System (ICS) training, focusing on individual roles.
 - iii. 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.
 - iv. 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.
 - v. 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 (NYS OEM) 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:
 - a. Handouts
 - b. Presentations
 - c. Website
 - d. Social media
 - e. 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.

H. Hazard Analysis for Warren County

Every three years a County Emergency Preparedness Assessment (CEPA) is performed with county and state stakeholders involved. The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

Warren County 2025 County Emergency Preparedness Assessment

Hazard	Likelihood	Consequence	Relative Hazard Score
Flooding	Very High	High	20
Severe Winter Snowstorms	Very High	Medium	15
Cyber Attack	Medium	High	12
Extreme Temperatures - Heat	High	Medium	12
Pandemic	High	Medium	12
Active Shooter	Medium	High	12
Major Transportation Accident	High	Medium	12
Severe Wind/Tornado	High	Medium	12
Food Contamination	High	Medium	12
Improvised Explosive Device (IED)/Vehicle Borne IED (VBIED)	Low	Very High	10
Biological Agent Release	Low	Very High	10
Hurricanes/Tropical Storm (Wind and Surge)	Medium	Medium	9
HazMat Release - In Transit	Medium	Medium	9
Ice Storms (at least a 1/2 inch or more)	Medium	Medium	9
Radiological Dispersal Devices (RDD)	Low	High	8
Sustained Power Outage (three days or more)	Low	High	8
Extreme Temperatures - Cold	High	Low	8
Landslides	Low	Medium	6
Critical Infrastructure Failure	Low	Medium	6
HazMat Release	Low	Medium	6
Wildfire	Low	Medium	6
Major Fires (non-Wildfire)	Low	Medium	6
Vehicle Ramming Attack	Low	Medium	6
Animal Disease/Foreign Animal Disease	Low	Medium	6
Drought	Low	Medium	6
Improvised Nuclear Device (IND)	Very Low	Very High	5
Radiological Release (Fixed-Site)	Very Low	Very High	5
Earthquakes	Very Low	Medium	3

CEPA, 2025

The figure below lists out specific hazards identified by both state and county officials and their corresponding likeliness to occur in the county. What is also identified is their “consequence” rating or how likely there will be an impact to the economy, buildings, infrastructure and people. These values are categorized as follows:

Warren County 2023 Hazard Vulnerability Assessment

Hazard	Probability	Consequence	Preparedness	Relative Risk Score
Act of Terrorism	High	High	Moderate	47%
Active Shooter	High	High	Moderate	43%
Communication Failure	High	Low	Low	43%
Bomb Threat	High	Moderate	Moderate	40%
Mass Casualty Incident – Trauma	High	Moderate	Moderate	40%
Epidemic	High	Moderate	High	33%
IT Systems Outage	High	Moderate	High	30%
Civil Unrest/Protesting	High	Moderate	High	27%
Flood, External	High	Moderate	High	27%
Mass Casualty Incident - Medical	High	Moderate	High	27%
Workplace Violence/Threat	High	Moderate	High	27%
Drought	Moderate	Moderate	Moderate	24%
Power Outage	High	Moderate	High	23%
Extreme Temperatures	High	Low	High	20%
Infectious Disease Outbreak	High	Low	High	20%
Seasonal Influenza	High	Low	High	20%
Viral Respiratory Disease Pandemic	Moderate	High	High	20%
Chemical Spill	Moderate	Moderate	High	20%
Chemical Exposure	Moderate	Moderate	High	20%
Mass Casualty Incident – Hazmat	Moderate	Moderate	High	20%
Utility Failure	Moderate	Low	High	16%
Tornado	Moderate	Low	High	16%
Hostage Situation	Moderate	Low	High	16%
Fire, External	Low	Moderate	High	14%
Sewage Failure	Low	Moderate	Moderate	13%
Evacuation	Low	Moderate	Moderate	13%
Explosion	Low	Moderate	Moderate	12%
Water Contamination	Low	Low	Moderate	11%
Radiation Exposure	Low	Moderate	High	11%
Earthquake	Low	Low	Moderate	11%
Dam Failure	Low	Moderate	High	10%
Generator Failure	Low	Moderate	High	9%
Hurricane	Low	Moderate	High	9%
Landslide	Low	Low	High	7%

HVA, 2023

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

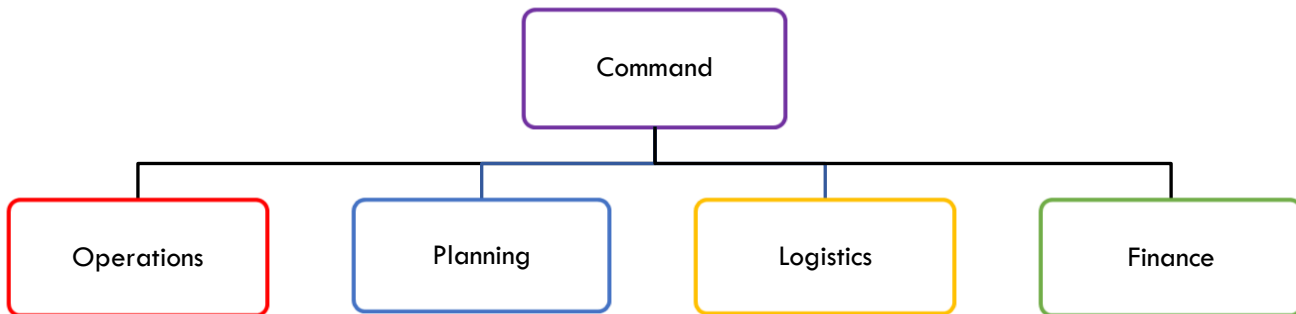
1. The Emergency Manager coordinates County emergency response activities for the Chairperson of the Warren County Board of Supervisors. Based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency, the Emergency Manager may recommend to the Chairperson of the Board of Supervisors to declare a local State of Emergency. ~~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:
 - i. The Incident Commander
 - ii. Towns, cities, and villages in the County
 - iii. Local governments outside the County
 - iv. The State of New York
 - v. Private emergency support organizations.

C. Warren County Emergency Response Organizations

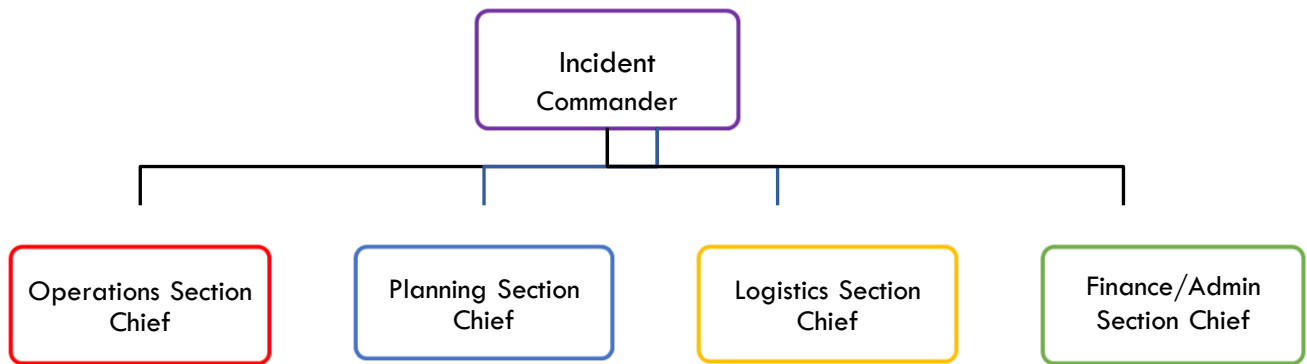
1. The Incident Command System (ICS)
 - a. Warren County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New

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:
 - i. Command
 - ii. Operations
 - iii. Planning
 - iv. Logistics
 - v. 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 Functions and Response Activities by Agency

AGENCY	ICS FUNCTIONS	RESPONSE ACTIVITIES
Chairperson – Warren County Board of Supervisors	Command	<ul style="list-style-type: none"> • Ultimate situation responsibility; • Declaration of State of Emergency (Agency Administrator); • Promulgation of Emergency Orders
Director of Public Relations (PR)	Public Information	<ul style="list-style-type: none"> • Emergency Public Information
County Attorney	Command – Legal	<ul style="list-style-type: none"> • Legal support
Office of Emergency Services	Command – Liaison	<ul style="list-style-type: none"> • Activation and coordination of the EOC (EOC Manager) • EOC Liaison and coordination with governments and organizations
Fire	Operations	<ul style="list-style-type: none"> • Fire suppression and control • Search and rescue • Haz-Mat & Exposure Control
EMS	Operations	<ul style="list-style-type: none"> • Coordinate the treatment and transport of the sick and injured
Sheriffs’ Office	Operations/Logistics	<ul style="list-style-type: none"> • Communications • Warning • Law Enforcement • Security • Traffic Control • Food
Public Health	Safety/Operations	<ul style="list-style-type: none"> • Disease Surveillance • Incident Assessment • Epidemiologic Investigation • Public Alert & Education • POD Mass Vaccination • Non-pharmaceutical interventions
Glens Falls Hospital	Operations	<ul style="list-style-type: none"> • Medical Care • Disease Surveillance
Public Works Dept.	Operations/Logistics	<ul style="list-style-type: none"> • Debris removal and disposal • Damage assessment • Traffic control • Facilities • Ground support
Self-Insurance	Finance/Admin	<ul style="list-style-type: none"> • Comp/Claims
Social Services	Operations	<ul style="list-style-type: none"> • Human Needs Assessment
Office for the Aging	Operations	<ul style="list-style-type: none"> • Human Needs Assessment
Planning & Development	Planning	<ul style="list-style-type: none"> • Situation Assessment and Documentation • Advance Planning
Mental Health Services	Operations	<ul style="list-style-type: none"> • Crisis Counseling
Coroner	Operations	<ul style="list-style-type: none"> • Identification and disposition of dead
American Red Cross	Operations	<ul style="list-style-type: none"> • Temporary housing, shelter, food, clothing
Purchasing	Logistics	<ul style="list-style-type: none"> • Supply and procurement; information systems
Human Resources	Logistics	<ul style="list-style-type: none"> • Human Resources
Treasurer/Auditor	Finance/Admin	<ul style="list-style-type: none"> • Purchasing, accounting, recordkeeping

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 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

1. 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.
2. This initial notification sets into motion the activation of County emergency response personnel.
3. The Director of the Office of Emergency Services, or their designee, 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:
 - a. Establishing curfews
 - b. Restrictions on travel
 - c. Evacuation of facilities and areas
 - d. 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. However, providing updates and other relevant emergency information to the public as it develops is a function of the Public Information Officer.
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 Warren County Office of Emergency Services:
 - a. Mass notification systems such as NY-Alert and "Ready Warren County NY" 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, fire and EMS 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.
 - f. General Public can be notified of emergency situations through the media channels to include Facebook. Facebook account name: @WarrenCountyNYOES
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.
 8. A plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities, is being considered for the future and would be found in the Evacuation Annex.

F. Public Health

1. A high impact disaster can cause injury and death to large numbers of people and potentially overwhelm existing medical infrastructure and/ or require specialized medical response not available in traditional medical settings. 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. Refer to the Mass Fatality Annex, Mass Care Annex and the Public Health Emergency Response and Preparedness Plan.
2. Plans for the utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, individuals with disabilities and other groups which may be especially affected can be found in the Mass Care Annex.
3. 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 or his/her designee.
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. Fire

There may be established within the Operations section a Fire Group.

1. This group will be led by the Warren County Fire Coordinator or his/her designee.
2. The function of this group is to assist with the coordination of fire department response while preserving the overall integrity of the County Fire System.
3. At times this group may include representatives from a variety of local, state and federal resources.
4. Refer to the Hazmat Annex and County Mutual Aid Plan as needed.

I. Law Enforcement

There may be established within the Operations section a Law Enforcement Group.

1. This group will be led by the Warren County Sheriff or his/her designee.
2. The function of this group is to assist with public safety and security. This includes controlling ingress and egress to and from the disaster area.
3. At times this group may include representatives from the New York State Police as well as representatives of Village, Town, City and/or Federal law enforcement entities.

J. Animal Services

1. Utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options can be found in the County Animal Response Team Annex (subject to revision).

K. 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.

L. Real Property

1. The Real Property Office may assist in the response by conducting damage assessment. During the recovery phase they may assist by making special efforts to preserve vital records.

M. Planning

1. This office has tools that may assist with response and recovery, of which include, but are not limited to, map production, GIS Data, and infrastructure databases.

N. Treasurer's Office

1. The Treasurer's Office may assist the County Executive in the administration of disaster related budgets, provide financial record keeping and establish a system for removal and safety of public records.
2. Under disaster declarations they may track funding and maintain records for proper accountability of all emergency expenditures for the duration of the incident.

O. Coroners

1. The County Coroners will be responsible for establishing an emergency morgue facilities, care for the deceased, including identification, mortuary services and notification of the next of kin with assistance from Law Enforcement and Glens Falls Hospital.

P. County Attorney and Legal Staff

1. The County Attorney's Office may provide legal advice to the County Executive and Emergency Operations Center Staff in the development and execution of emergency plans and procedures to

ensure proper documentation and that all actions are appropriated under the law and governance as specified.

Q. American Red Cross

1. The American Red Cross shall assist the county in providing food, shelter and first aid to disaster victims and emergency workers, and will work to coordinate with the other social agencies to provide individualized assistance to families and any emergency supplies that may need to be distributed.
2. They will also coordinate with school districts to provide facilities for Mass Care operations. Any other supporting functions of the entity may be requested as needed or as available to supply.

R. Area Hospitals

1. Area hospitals shall provide emergency medical services and health care services to disaster victims and emergency workers.
2. If possible, provide statistical data to the Emergency Operations Center.

S. R.A.C.E.S

1. RACES is an Amateur Radio Service that will be valuable in the event many mainstream communication means is unavailable. They shall be able to relay emergency communications through radio frequencies.
2. These operations typically involve messages between critical locations such as hospitals, emergency services, emergency shelters, and any other locations where communication is needed.
3. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact duties of activation for each incident will be different, the common thread is communications and the relaying of information between emergency entities.

T. Restoring Public Services

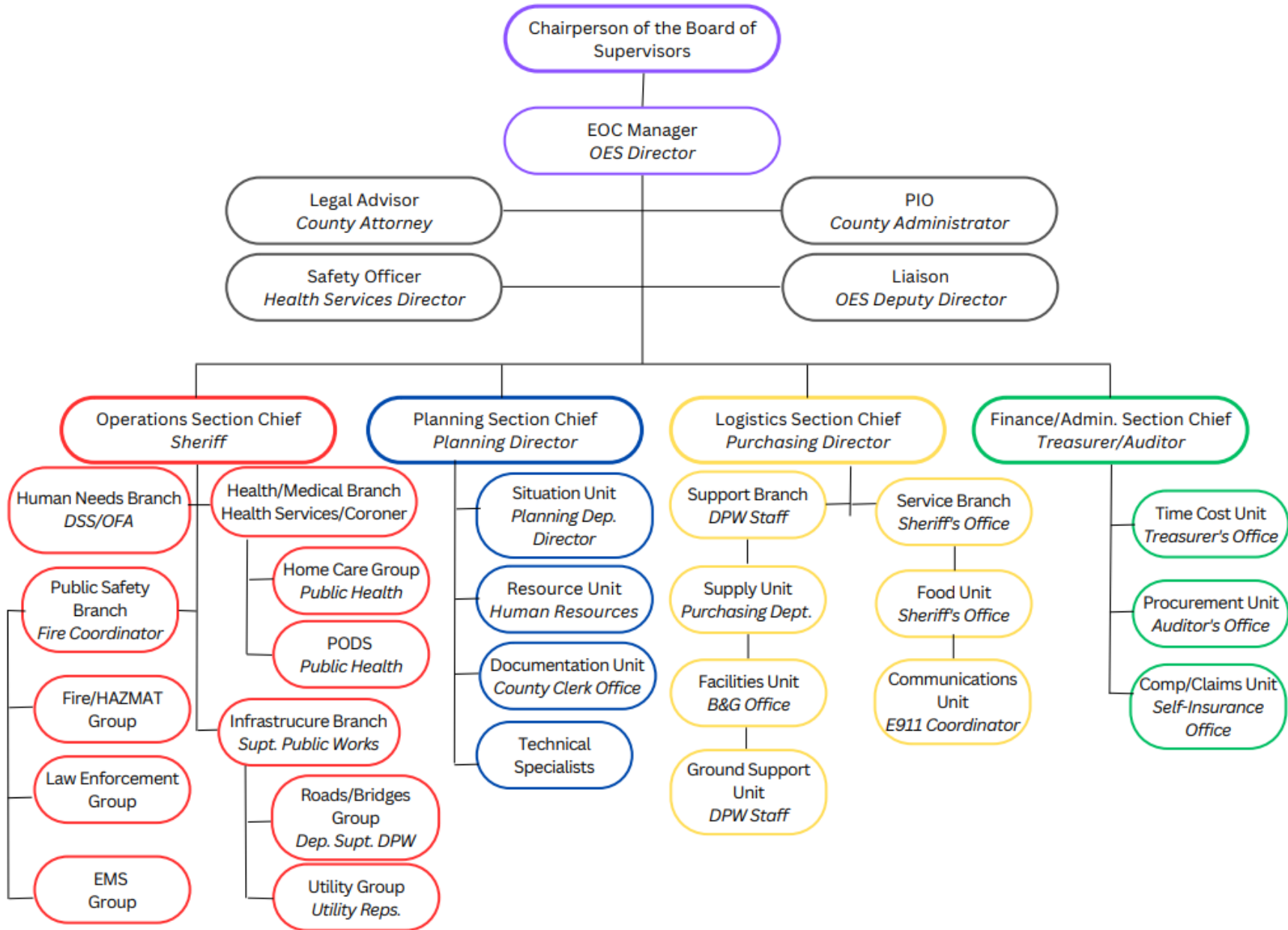
1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of 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.
7. Plans for the continued effective operation of the county departments can be found in Warren County's Continuity of Operations Plan.

U. 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.

Other departments and agencies within Warren County and its jurisdictions, although not specifically mentioned in the plan, may be asked by the County Executive or Emergency Manager in times of emergency or disaster, to provide personnel to other departments as needed, and to perform other emergency tasks as assigned.

Warren County Incident Command System Organizational Chart



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 and property sustaining major damage. The report shall contain information for the following categories:
 - a) Damage to private property in dollar loss to the extent not covered by insurance:
 - Homes
 - Business
 - 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 local community development plan prepared under direction of local planning boards with technical assistance provided by the Warren County Department of Planning & 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 any time in the same manner as originally prepared, revised and adopted; and

➤ Shall be the official policy for recovery and redevelopment within the municipality.

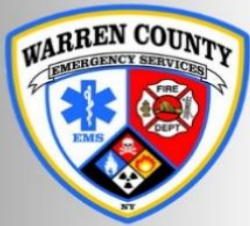
C. Reconstruction

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.



OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

Appendix A:
National Incident Management Systems

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

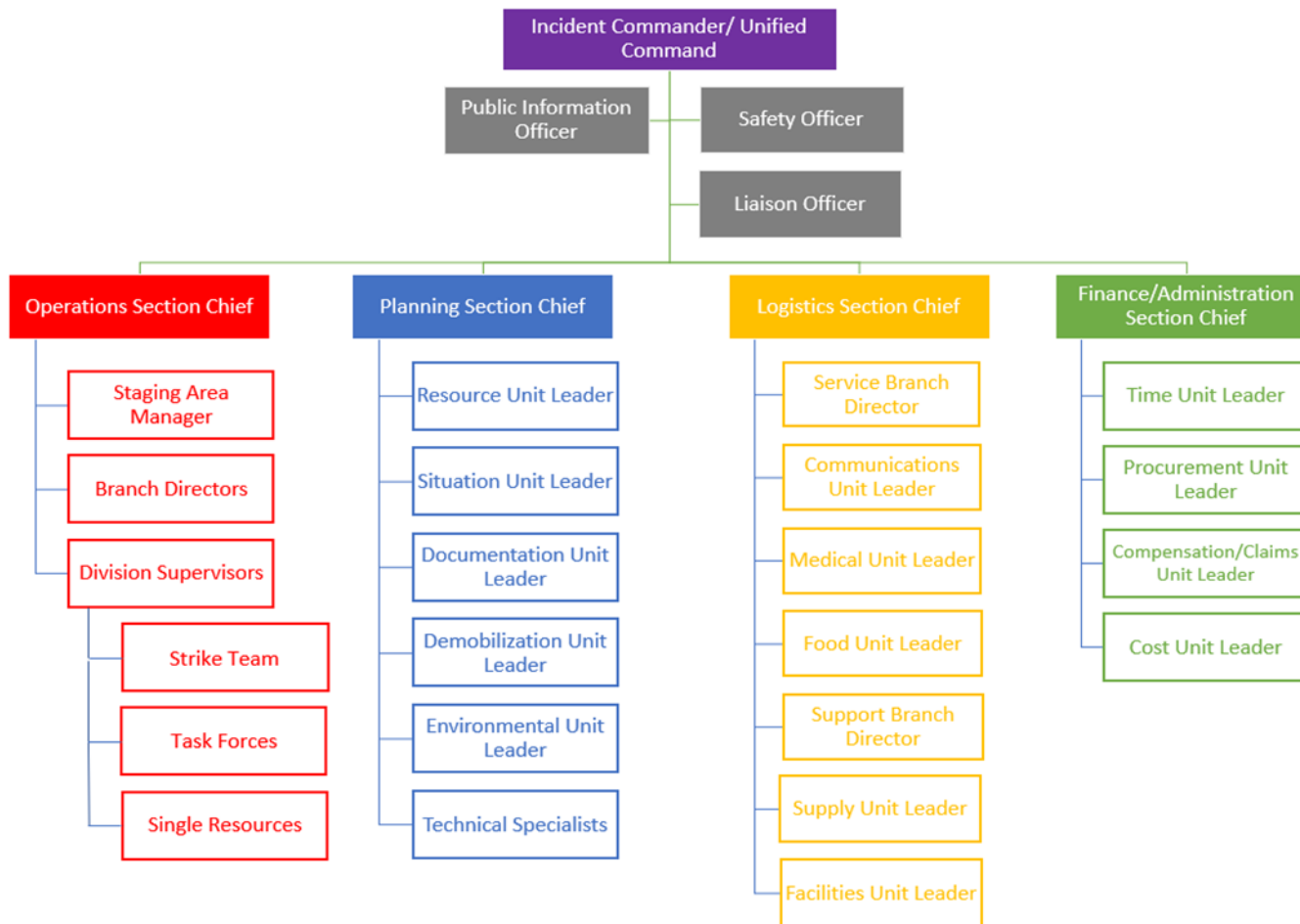
THIS DISASTER MANUAL REPRESENTS GENERAL GUIDELINES, WHICH CAN BE MODIFIED BY EMERGENCY PERSONNEL AS APPROPRIATE. THIS PLAN DOES NOT CREATE ANY RIGHT OR DUTY THAT IS ENFORCEABLE IN A COURT OF LAW.

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Appendix A: National Incident Management Systems (NIMS) – Incident Command Systems 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 may be simplified.



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Organization

Incident Commander

The Incident Commander will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander will secure the site with the aid of law enforcement and/or available agencies. The Incident Commander has the authority to direct and control emergency actions on scene. A unified command system will be deployed, as needed, to help facilitate an effective coordinated response by all local, state and federal agencies.

Emergency Operations Center (EOC)

The County Emergency Operations Center (EOC) will be activated for predetermined incidents as identified in emergency plans and/or as requested. The operations of the EOC will be coordinated by the Warren County Office of Emergency Services staff.

Fire Service

The Fire Service will assist the Incident Commander to ensure effective and efficient utilization of mutual aid, equipment and resources.

Law Enforcement

Law Enforcement will assist the Incident Commander by securing and controlling access to the scene for the duration of the incident.

Emergency Medical Services

EMS will assist the Incident Commander with on-scene triage, treatment and transportation of victims of the incident.

Concept of Operations

A. Preparedness

1. Preparedness is a continuous effort of planning, organizing, training, resource gathering and allocation, exercising, evaluating, and mitigating in an effort to ensure an effective response and coordination during an incident response.
2. Responders on all levels should:
 - i. Maintain a NIMS resource-typed inventory of equipment and personnel that is easy to access and can be readily utilized
 - ii. Train personnel in their respective emergency duties and responsibilities based upon NIMS standards and required by this plan.
 - iii. Conduct periodic exercises to test the effectiveness of their plans
 - iv. Review and update SOP's and SOG's as needed based on exercises, emergency response or change in policy.
 - v. Follow
 - vi. the established communications network identified in this plan

B. Emergency Response

1. The emergency response begins as soon as the incident is identified or reported.
2. The initial arriving first responder will make a preliminary assessment and notify Communications giving all available information.
3. The Incident Commander is identified based on local AHJ and agencies who respond. Once established the Incident Commander will notify Communications of their role.
4. The Incident Commander will then initiate the Incident Command System.

C. Recovery

1. Recovery begins immediately following the emergency response. With direction from the Chief Executive or Chairperson, action to restore the community to "normal" conditions will be explored and placed into action in conjunction with all known plans and guidelines.

D. Direction and Control

1. The Incident Commander will control and direct all activities at the scene.
2. The Command Post shall be established in a safe area either on scene or close by as deemed appropriate by jurisdictional officials. All emergency operations will be directed from this area. Staff will be determined by the Incident Commander and the needs dictated by the incident.
3. If there is a disaster declaration mad, the Chief Executive will exercise Executive Authority over all disaster operations in the municipality in accordance with mission assignments contained in the emergency plan.
4. Lines of succession within the command structure will follow municipal practice.
5. A Joint Information Center (JIC) will be established at the direction of the Chief Executive Official if seen to be necessary based on the circumstances (alternatively from the EOC).

Position Descriptions and Responsibilities

Command Post

Position Description:

The Command Post serves as the central location for the direction and control of all on-scene activities. It operates under the supervision of the Incident Commander and/or Unified Command and functions as the operational headquarters for managing the incident. The Command Post houses the Incident Commander, Command Staff, and General Staff, and serves as the coordination point between on-scene operations, the PSAP/911 Communications Center, and the Emergency Operations Center (EOC).

Responsibilities:

- Establish and secure a safe, accessible location for the Command Post, based on the nature and scale of the incident
- Serve as the central point for command, control, and coordination of all tactical and operational activities on scene
- Ensure that the Incident Commander and/or Unified Command operate from the Command Post with access to the necessary resources and communications
- Support the development, dissemination, and tracking of the Incident Action Plan (IAP) and other operational documents
- Maintain direct communication with the PSAP/911 Communications Center for incident updates, resource requests, and status reports
- Maintain direct communication and coordination with the Emergency Operations Center (EOC) for strategic guidance, policy decisions, and resource support
- Document all significant decisions, actions, and communications occurring within the Command Post during the incident

Incident Commander

Position Description:

The Incident Commander is responsible to implement the command structure for the incident.

Responsibilities:

- Assess the magnitude of the incident scene and report to communications
- Assume overall responsibility for determining the status of the emergency
- Establish and staff the Incident Command Post as needed
- Develop and implement an Incident Action Plan (IAP) as needed
- Assign Command Staff Officers as the incident requires (Safety Officer, Liaison Officer, Public Information's Officer (PIO), Scribe)
- Assign General Staff as Section Chiefs as sections are needed to implement the ICS framework. (Fire and EMS Coordinators, Senior Law Enforcement Officers and Senior Staff from Public Safety Organizations should be available to the Incident Commander and utilized as General Staff where needed)

Unified Command

Position Description:

Unified Command is responsible for jointly implementing the command structure for the incident when multiple jurisdictions, agencies, or disciplines are involved. Unified Command enables collaborative decision-making and shared responsibility among the involved parties while maintaining a single, coordinated Incident Action Plan (IAP).

Responsibilities:

- Assesses the magnitude and complexity of the incident in coordination with all participating jurisdictions and agencies.
- Jointly assume overall responsibility for determining the status and scope of the emergency
- Establish and jointly staff a Unified Command Post as needed
- Develop, approve, and implement a single, coordinated Incident Action Plan (IAP) that reflects shared objectives and priorities
- Assign and coordinate Command Staff Officers across all involved agencies as the incident requires (e.g., Safety Officer, Liaison Officer, Public Information Officer (PIO), Scribe)
- Appoint and oversee General Staff Section Chiefs collaboratively, ensuring that representation from all appropriate agencies is included to support the ICS framework
 - Fire and EMS Coordinators, Senior Law Enforcement Officials, and Senior Staff from involved Public Safety Organizations should be available to the Unified Command and utilized as General Staff where needed
- Ensure ongoing communication, coordination, and information sharing among all Unified Command partners
- Present a unified voice to the public, media, and stakeholders through joint information operations and coordinated messaging

Emergency Operations Center

Position Description:

The Emergency Operations Center (EOC) is responsible for supporting on-scene incident management by coordinating resources, information, and policy-level decision-making across all agencies and jurisdictions involved in the response. The EOC provides strategic oversight, facilitates interagency coordination, and ensures that operational needs are met through centralized support functions.

Responsibilities:

- Activate and staff the Emergency Operations Center in response to the incident, based on scope and severity
- Establish communication with the Incident Commander or Unified Command to assess needs and determine support requirements
- Coordinate the allocation and deployment of critical resources, personnel, and equipment to the incident scene
- Maintain situational awareness through ongoing information gathering, analysis, and dissemination to all relevant stakeholders

- Support the development and refinement of the Incident Action Plan (IAP) by providing strategic guidance and policy direction
- Facilitate multi-agency and multi-jurisdictional coordination through representation from key emergency support functions (ESFs) and departments
- Serve as the primary point for coordination with local, regional, state, tribal, and federal partners
- Oversee public information coordination and ensure consistent messaging with the Joint Information Center (JIC) or Public Information Officer (PIO)
- Maintain documentation and logs of all decisions, actions, and communications during the activation
- Support continuity of operations and long-term recovery planning during and after the response phase

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 officially at the EOC.
- Obtain a 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 future contact information including a phone number and email as necessary.

CHIEF EXECUTIVE

Position Description:

If a State of Emergency is declared, the Chief Executive will be needed for various roles and should participate with the EOC.

Responsibilities:

- Participate with the County EOC which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other supporting agencies during emergency response and the recovery phase.
- Brief municipal officials about the nature of the incident
- Designate a municipal spokesperson that is prepared to and can authorize the establishment of a Joint Information Center (JIC).
- Work with the PIO to address the media or designate a municipal spokesperson to work with the PIO to address the media.
- Request state and/or federal aid through the Office of Emergency Management if the emergency is beyond local and county capability.
- Ongoing support and communication with the EOC and IC regarding activities.

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:

- If EOC is being established, assess the situation and prepare for a briefing. If taking over for a previous EOC Manager, obtain a briefing and situational overview from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine the appropriate personnel for the EOC and staffing level for the EOC. Continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure that an EOC check-in procedure is established and ready for operation.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- Determine which Management Section positions are required and ensure they are filled as soon as possible.
- 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:

- Warren County ICS Incident Organization Chart
- Copy of Notification Procedure
- Checklist for Emergency Preparedness
- SOP for Transfer of Command

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 Manager on financial issues that may have an impact on incident operations.

Responsibilities:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- 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.
- Try to anticipate setbacks as the situation unfolds and recognize there will need to be adaptations as necessary.

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:

- County Telephone Directory
- ICS Forms Catalog
- ICS Incident Organization Chart

LOGISTICS SECTION COORDINATOR

Position Descriptions:

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:

- County Telephone Directory
- ICS Forms Catalog
- ICS Incident Organization Chart

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 Manager, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan 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 Manager.

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 Manager 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 Manager.
- ✓ 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.

PLANNING SECTION COORDINATOR

Position Descriptions:

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 Manager.
- 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 Manager's objectives.
- Provide input to the EOC Manager 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.
- Ensure coordination between the Planning Section and other Command and General staff

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OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

Appendix B: Emergency Operations Center (EOC) Standard Operating Guide

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

THIS DISASTER MANUAL 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.

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Emergency Operations Center Standard Operating Guide

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 Manager based on the incident.

B. Readiness

1. In order for the EOC to stay in a constant state of readiness, the Emergency Manager maintains:
 - 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 "Checklists and Information 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 would normally be received by the Warren County 911 Communications Center. All 911 calls placed and the information contained in them are recorded.
2. In some cases, initial notification of an emergency, might be made to a County office other than the County 911 Center. In this event, the recipient should 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.
4. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
 - a. **Full Activation:** The EOC will have all positions filled. An IMAT may be used to supplement local staffing.

- b. **Partial Activation:** The EOC will have 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.
- c. **Limited Activation:** The EOC will have 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 of distinct ICS groups may be limited at the EOC. In these situations, the Emergency Manager, under the authority of the Chairperson, of the 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 are 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 rest of 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.

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OFFICE OF
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Warren County

Comprehensive Emergency Management Plan

Appendix C: Disaster Declaration Kit

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

THIS DISASTER MANUAL 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.

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Declaring a Local State of Emergency

(New York State Executive Law Article 2-B)

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, pandemics, mass casualty incidents or other emergencies and disasters. The primary responsibility of the municipality is to protect the health and safety of the people within its borders.

Preparation for an emergency should begin before the incident occurs and 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 4th 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

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.

Declaration of a Local State of Emergency

(SAMPLE)

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: Establishing Curfew (SAMPLE)

I, _____, _____
(Name) (Title)

of _____, New York, in accordance with a
(Municipality)

declaration of a local state of emergency executed on the ____ day

of _____, 20____. And pursuant to Section 24 of Article 2-B New York
(Month)

State Executive Law, do hereby declare that a curfew is established and imposed. The curfew will commence at _____ o'clock on the _____ day of _____,
(Time) (Month)

20____, until removed by the chief executive of this municipality.

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 _____
(Date) (Month) (Time)

o'clock in _____, New York
(Municipality)

Signature: _____ Witness: _____

Title: _____ Title: _____

Local Emergency Order: Prohibiting Sale and Distribution of Alcoholic Beverages

(SAMPLE)

I, _____, _____,
(Name) (Title)

of _____, New York, in accordance with a
(Municipality)

declaration of a local state of emergency executed on the _____ of _____,
(Day) (Month)

20_____, and 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 _____
(Day) (Month) (Time)

o'clock in _____, New York
(Municipality)

Signature: _____ Witness: _____

Title: _____ Title: _____

Local Emergency Order: Closing Places of Amusement and Assembly
(SAMPLE)

I, _____, _____,
(Name) (Title)

of _____, New York, in accordance with a
(Municipality)

declaration of a local state of emergency executed on the _____ of _____,
(Day) (Month)

20____, and 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 _____
(Day) (Month) (Time)

o'clock in _____, New York
(Municipality)

Signature: _____ Witness: _____

Title: _____ Title: _____

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

(SAMPLE)

I, _____, _____,
(Name) (Title)

of _____, New York, in accordance with a
(Municipality)

declaration of a local state of emergency executed on the _____ of _____,
(Day) (Month)

20____, and 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 _____
(Day) (Month) (Time)

o'clock in _____, New York
(Municipality)

Signature: _____ Witness: _____

Title: _____ Title: _____

Rescission of a Local State of Emergency

(SAMPLE)

Whereas, on the _____ day of _____, 20_____, at _____,

(Day)

(Month)

(Time)

o'clock I, _____, _____, having

(Name)

(Title)

determined 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: _____

Local Emergency Order Rescission

(SAMPLE)

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
(Time)

Article 2-B due to _____,
(Description of Emergency)

and 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
(SAMPLE)

News Release

Contact: _____ For Release: Immediate
(Name of Spokesperson)

Date: _____

_____, _____
(Name of Municipality) (Name of Chief Executive)

_____, of the _____,
(Title of CEO) (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.

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

###

News Release for Local Emergency Order
(SAMPLE)

Contact: _____ Fore Release: Immediate
(Name of Spokesperson)

Date: _____

Name of Municipality - _____
(Name of Chief Executive Officer)

of the _____
(Title of CEO) (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.

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

###

VI. 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 chairman 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

§ 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 an 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***



OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

Appendix D:
Demographics and Information

DRAFT

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

THIS DISASTER MANUAL 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.

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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	
Population, Estimates, July 1, 2021	65,380
Population, Census, April 1, 2020	65,737
Population, Census, April 1, 2010	65,707
AGE AND SEX	
Persons under 5 years, percent	4.2%
Persons under 18 years, percent	17.3%
Persons 65 years and over, percent	25%
Female persons, percent	50.3%
RACE AND HISPANIC ORIGINS	
White alone, percent	95%
Black or African American alone, percent	1.7%
American Indian and Alaska Native alone, percent	0.3%
Asian alone, percent	1.0%
Native Hawaiian and Other Pacific Islander alone, percent	<u>2</u>
Two or More Races, percent	1.9%
Hispanic or Latino, percent	3.1%
White alone, not Hispanic or Latino, percent	92.6%
POPULATION CHARACTERISTICS	
Veterans, 2018-2022	4,068
Foreign born persons, percent, 2018-2022	3.5%
HOUSING	
Housing units, July 1, 2023, (V2023)	40,580
Owner-occupied housing unit rate, 2018-2022	70.6%
Median value of owner-occupied housing units, 2018-2022	\$240,600
Median selected monthly owner costs -with a mortgage, 2018-2022	\$1,657
Median selected monthly owner costs -without a mortgage, 2018-2022	\$612
Median gross rent, 2018-2022	\$1,062
Building permits, 2023	138
FAMILIES & LIVING ARRANGEMENTS	
Households, 2018-2022	29,782
Persons per household, 2018-2022	2.17
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	88.7%

Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	3.7%
COMPUTER AND INTERNET USE	
Households with a computer, percent, 2018-2022	90.9%
Households with a broadband Internet subscription, percent, 2018-2022	87.2%
EDUCATION	
High school graduate or higher, percent of persons age 25 years+, 2018-2022	91.7%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	33.8%
HEALTH	
With a disability, under age 65 years, percent, 2018-2022	11.6%
Persons without health insurance, under age 65 years, percent	4.9%
ECONOMY	
In civilian labor force, total, percent of population age 16 years+, 2018-2022	59.8%
In civilian labor force, female, percent of population age 16 years+, 2018-2022	56.5%
Total accommodation and food services sales, 2017 (\$1,000)	420,855
Total health care and social assistance receipts/revenue, 2017 (\$1,000)	774,281
Total transportation and warehousing receipts/revenue, 2017 (\$1,000)	67,689
Total manufacturers' shipments, 2017 (\$1,000)	928,859
Total retail sales, 2017 (\$1,000)	1,590,365
Total retail sales per capita, 2017	\$24,693
TRANSPORTATION	
Mean travel time to work (minutes), workers age 16 years+, 2018-2022	21.7
INCOME & POVERTY	
Median household income (in 2022 dollars), 2018-2022	\$74,531
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$44,183
Persons in poverty, percent	10.1%
BUSINESS	
Total employer establishments, 2022	2,192
Total employment, 2022	29,303
Total annual payroll, 2022 (\$1,000)	1,525,500
Total employment, percent change, 2021-2022	1.3%
Total nonemployer establishments, 2021	5,163
All firms, 2017	2,180
Men-owned firms, 2017	1,246
Women-owned firms, 2017	419

Minority-owned firms, 2017	119
Nonminority-owned firms, 2017	1,788
Veteran-owned firms, 2017	77
Nonveteran-owned firms, 2017	1,809
GEOGRAPHY	
Population per square mile, 2020	75.8
Population per square mile, 2010	75.8
Land area in square miles, 2020	867.22
Land area in square miles, 2010	866.95
FIPS Code	36113

Source: US Census Bureau State & County QuickFacts

<https://www.census.gov/quickfacts/fact/table/warrencountynewyork#>

August 14th, 2024



OFFICE OF
EMERGENCY
SERVICES

Warren County

Comprehensive Emergency Management Plan

Appendix F: Multiyear Training and Exercise Plan

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

THIS DISASTER MANUAL 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.

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Preface

The U.S. Department of Homeland Security and Emergency Services (US DHSES) 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 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 that may face.

Members of Multiyear Training & Exercise Planning Committee

Warren County Emergency Services Director

Warren County Emergency Services-Deputy Director

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

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Purpose

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.¹ 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.

¹ <https://www.fema.gov/media-library/assets/documents/25959>

References and Authorities

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 (DOHS).
- National Infrastructure Protection Plan (NIPP), US DOHS.

Training Resource

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. <https://www.dhses.ny.gov/state-preparedness-training-center>
- **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; <https://www.dhses.ny.gov/new-york-state-frederick-l-warder-academy-fire-science>
- **Zone 9 Law Enforcement Training Academy** hosted by the Plattsburgh Police Department is where police recruits are trained. <https://www.cityofplattsburgh-ny.gov/department/police-department/police-academy>

Enhancement of Core Capabilities

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 recovery from any natural or human-caused incident. While mutual aid in the event of a disaster may ultimately be essential, Warren County may well need to rely on its own resources for 72 hours or more, in the aftermath of a disaster.

Furthermore, 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 post 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, exercised and then enticed to stay.

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

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

- Disability Awareness Training
- Including People with Disabilities in Disaster Operations (IS-368.A)
- Planning for the Needs of Children in Disasters (IS-366.A)
- Citizens Preparedness Training (NYS)
- Biannual SkyWarn Training (National Weather Service)

Tabletop:

- Monthly Tabletop with Glens Falls Hospital
- Chempack Tabletop
- Airport Emergency Tabletop

Exercise

- Skywarn Spotter drills (real events or a component of larger exercises)
- Exercise with Six Flags
- RACES Field Days

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 (E0388) [CDP]
- Crisis Emergency Risk Communications (CERC) CDC online
- Message Mapping Training CDC online
- Public Information & Warning (E/L 105 EMI)
- Integrated Public Alert and Warning System (IPAWS) for Alert Originators (IS-247.c)
- 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)
- Mass Care/Emergency Assistance Overview (IS-405)
- Animals in Disasters: Awareness and Preparedness (IS-10.a)
- Animals in Disasters: Community Planning (IS-11.a)

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)
- Hazardous Materials Awareness Distance Learning (AWR-358)

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)
- Special Events Contingency Planning for Public Safety Agencies (IS-15.b)

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)
- Developing and Managing Volunteers (IS-244.b)

Exercise

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

Methodology and Event Tracking

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

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.

Color Code Key for Calendars

Training	Grey
Seminar	White
Workshop	Blue
Tabletop	Yellow
Drill	Green
Functional	Orange
Full-scale	Light Yellow

Warren County

Warren County Multiyear Exercise Schedule: 2025

Dates are Subject to Change

Warren County	Warren County Multiyear Exercise Schedule: 2025											
	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place		Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn : NWS				Skywarn: NWS			Citizens Preparedness		

Warren County Multiyear Exercise Schedule: 2026												
Dates are Subject to Change												
Warren County	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place	IS 400	Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn : NWS				Skywarn: NWS			Citizens Preparedness		

Warren County Multiyear Exercise Schedule: 2027												
Dates are Subject to Change												
Warren County	QTR 1			QTR 2			QTR 3			QTR 4		
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
ALL	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH	TTX: GFH
Law Enforcement	Initial Response to Active Shooter	Drill: Active Shooter		Patrol Annual Training					Drill: Chempack			
Fire & EMS; Emergency Management	TTX: National Grid	NYSEMA	Drill: Shelter in Place		Functional: HAZMAT Consortium	Drill: RACES TTX: Airport			Workshop: Grants	TAM Summit		
Health Services		Functional: DOH/Hospital Surge Exercise		Full-Scale Exercise: DOH/PH Exercise								
Community			Skywarn: NWS				Skywarn: NWS			Citizens Preparedness		

Acronyms

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

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

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

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>



**OFFICE OF
EMERGENCY
SERVICES**

Warren County

Comprehensive Emergency Management Plan

Appendix E: List of Acronyms

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

**THIS DISASTER MANUAL 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.**

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List of Acronyms

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
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