

Cayuga County

Comprehensive Emergency Management Plan



Approved By:
The Cayuga County Legislature

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Forward

Cayuga County is located in the Finger Lakes region of upstate New York. Water access was vital to the settlement and development of Cayuga County, which is bounded on the east by Skaneateles Lake, on the west by Cayuga Lake and on the north by Lake Ontario. Owasco Lake is contained within the county. The New York State Barge Canal and the Seneca River cross the county north of the New York State Thruway, which also bisect the county north and south.

Auburn, the county seat and the only city, is centrally located within the county and is 60 miles from Rochester to the Northwest and 25 miles from Syracuse to the East. Roughly one-half of Cayuga County's 734 square miles is actively farmed, while 25% of the land is forest or brush land. Oswego, Onondaga and Cortland counties border Cayuga County to the east, Tompkins county borders to the south, and Seneca and Wayne counties border to the west.

The total county population is 80,026 (2010) and is spread among one city, nine incorporated villages and 23 towns. The major commercial and industrial areas of the county are located in the city of Auburn and the towns of Mentz, Sennett, Brutus and Aurelius, all centrally located in the county along the major transportation routes.

The Cayuga County Legislature consists of fifteen legislators who select a County Chairperson annually.

Advisory

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

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Executive Summary

A. Introduction

This plan results from the recognition on the part of Cayuga County government and New York State officials that a comprehensive plan is needed to enhance this County's ability to manage the range of emergency / disaster situations to which we are exposed. It was prepared by County Officials' working as a team in a planning process recommended by the New York State Office of Emergency Management (NYS-OEM). 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. In the past, government action was taken primarily when or after a disaster struck. Today, the need for a comprehensive emergency management system at the local, state and federal levels of government, to deal effectively before, during and after an emergency occurs is apparent. The plan outlines the actions to be taken by Cayuga County to establish such a management capability.

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

B. Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of Mitigation (Risk Reduction) measures before a disaster or emergency occurs; Preparedness efforts to include planning, training and exercises; timely and effective response during an actual occurrence; provision for both short and long term recovery assistance after the occurrence of a disaster; and the fifteen Emergency Support Functions, 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.

This comprehensive plan is organized according to the recognized methodology of emergency management. This plan emphasizes an "all hazards" approach that is necessary to respond to and manage any emergency or disaster. Accordingly, this plan is divided into **seven sections** that include:

- Section One – Planning
- Section Two – Mitigation / Risk Reduction
- Section Three – Preparedness
- Section Four – Response
- Section Five – Recovery
- Section Six – Attachments (descriptions, directives, guidelines and job aids that support the other sections
- Section Seven – Emergency Support Functions

This Comprehensive Emergency Management Plan is supported with Annexes. Annexes are specific emergency management guidance for situations requiring special knowledge, technical expertise, specialized responses and resources, which are developed to be stand-alone documents that are functional or hazard specific operational. Examples' of situations that may require an annex include, but is not limited to:

- Hazardous Materials Incidents
- Dam failures
- Fire & Rescue Services Mutual Aid

- Multiple Casualty Incidents
- Animals in Disaster
- Radiation Emergencies
- Bio Terrorism
- Unknown Substance Emergencies
- Public Alerting and Information
- National Incident Management System
- Sheltering / Special Needs Sheltering

C. Management Responsibilities

Cayuga County Departments' and Agencies' emergency management and response responsibilities are outlined in this plan. Assignments are made within the framework of the County capability and existing organizational structure. The Cayuga County Office of Emergency Services is designated to coordinate all emergency management activities for Cayuga County.

Cayuga County has adopted the National Incident Management System (NIMS) to respond to and manage emergencies in accordance with Homeland Security Presidential Directive-5 (**Attachment 6**), the New York State Governor's Executive Order No. 26 (**Attachment 5**), and Cayuga County Legislature Resolution adopting NIMS (**Attachment 4**). NIMS is the preferred emergency management tool for the command, control, and coordination of resources and personnel in an emergency. Cayuga County has adopted NIMS as the guiding document to meet federal guidelines for domestic incident management.

County responsibilities are closely related to that of the local levels of government within the County (cities, towns, and villages). All disasters begin and end in the local jurisdictions. Therefore, the local jurisdictions are charged with developing and maintaining a Comprehensive Emergency Management Plan. In an emergency and/or disaster, each local jurisdiction must fully commit all of their local resources and remain unable to cope with the situation. Upon full commitment of the local resources, and a request for assistance, Cayuga County is committed and obligated to support and assist the local jurisdictions with any and all available resources. Similarly, New York State is obligated to provide assistance to the County after the County resources have been fully committed and the County is unable to cope with the event or incident.

The plan describes in detail and provides sample documents for 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.

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/disaster.

Section One: General Considerations & Planning

A. Policy Regarding Comprehensive Emergency Management

A wide variety of natural and/or man made emergencies may result in loss of life, property and income; disrupt the normal functions of Government, communities and families; and cause human suffering.

The Cayuga County Government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Cayuga County. Under authority of Section 23 of the New York State Executive Law, 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, Cayuga County has developed this Comprehensive Emergency Management Plan.

- Comprehensive – meaning all aspects of a situation
- Emergency – meaning an extraordinary happening
- Management - meaning overall coordination, direction and control

This CEMP for Cayuga County is based on several assumptions concerning the likelihood of an emergency requiring extensive and coordinated response. These assumptions include:

- Local Jurisdictions are usually the First Responders and will assume command until a higher authority is necessitated (Note: there are some cases, namely on County property, where County Responders assume the lead).
- All emergencies have potential for significant impact on the population and may escalate rapidly.
- A Local Jurisdiction's or major institution's ability to respond to an emergency and available resources may be exceeded or overextended.
- An emergency is defined as an exceptional condition of crisis requiring immediate action which is within the scope and capability of the Local Jurisdiction or institutions First Responders to handle adequately.
- A disaster is an exceptional condition of crisis requiring immediate action which exceeds and overwhelms the Local Jurisdiction or institution's capability to adequately address.
- Local municipal resources supplemented by Cayuga County and institutional resources provide the ability to effectively manage and resolve most emergencies.
- Flexibility is deliberately designed into this CEMP to provide the latitude for managing a varied range of emergencies. This is not inconsistent with Local Jurisdiction's emergency plans within the County.
- For maximum effectiveness, this CEMP ***must*** be continuously updated, revised, and exercised based on Government reorganizations, new strategies, technological developments, resource changes, developments in the world/Local socio-political body, and/or simply the passage of time.

This concept of Comprehensive Emergency Management includes four phases:

- Mitigation (Prevention)
- Preparedness
- Response
- Recovery

Mitigation (prevention) describes activities identified that may prevent or minimize the impact of hazards in Cayuga County. Mitigation refers to those short or long-term activities that result in the reduction or elimination of losses.

Preparedness activities are those ongoing program elements that enable County emergency Responders to effectively implement plans and procedures. It includes training programs for emergency Responders, drills and

exercises to validate capabilities, pre-emergency planning, and continuous improvement plans with lessons learned and after action evaluations

Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the public
- Allocating/distributing of equipment/resources
- Communication, Cooperation, and Coordination between Agencies and organizations

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.

Response operations in the affected area are the responsibility of and controlled by the Local municipalities, supported by County emergency operations as appropriate. If a Local municipality or institution is unable to adequately respond, County response operations may be asked to assume a leadership role via the Cayuga County Legislative Chairperson.

If the County's capabilities to respond are exceeded or expected to be exceeded, assistance may be requested from State and Federal authorities.

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 risk reduction actions to prevent or mitigate a recurrence of the emergency.

B. Purpose and Objectives of the Plan

This Plan sets forth the basic requirements and elements necessary for managing emergencies in Cayuga County. The basic elements necessary include but are not limited to the following:

- Authority
- Alerting
- Monitoring
- Communications
- Organizational Structures
- Response
- Availability of Human Resources and Materials
- Remedial Actions Required for Recovery
- Actions Required for Mitigation and Prevention

The objectives of the Plan are:

1. 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.
2. To outline short, medium and long range measures to improve the County's capability to manage hazards.

3. To provide 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.
4. To provide for the efficient utilization of all available resources during an emergency.
5. To provide for the utilization and coordination of Local Government, County, 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 that may be inordinately affected.
6. Provide for the utilization and coordination of State and Federal programs for recovery from a disaster with attention to the development of mitigation programs.

C. Legal Authority

The main authority for this plan is contained in New York State Executive Law, Article 2-B. Additionally, this plan in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

1. New York State Defense Emergency Act, as amended
2. Cayuga County Local Law Number 1 of 1999
3. Robert T. Stafford Federal Disaster Relief and Emergency Assistance Act
4. Federal Civil Defense Act of 1950
5. Homeland Security Act of 2002
6. General Municipal Law 12-B
7. New York State Governor's Executive Order, Number 26, 1996
8. Correction Law, Sec. 93
9. Code of Federal Regulations, Title 44, Chapter I, Section 60.3(b)
9. Emergency Planning and Community Right to Know Act of 1986 (PL 99-499)
10. Homeland Security Presidential directives as issued

D. Concept of Operations / Response Operations Overview

Given that all disasters begin and end locally, the primary responsibility for responding to emergencies rests with the Local Governments of towns, villages and city of Auburn, and with their Chief Elected Officials. Local Government and the emergency service organizations play an essential role as the first line of defense. Responding to a disaster, Local Jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first. The Local Chief Elected Official has the authority to direct and coordinate disaster operations and may delegate this authority to a Local coordinator.

When Local resources are inadequate, the Chief Elected Official of a town, village or city may obtain assistance from other political subdivisions and the County Government. The Chairperson of the Cayuga County Legislature or a Designee may coordinate the County's response to requests for assistance from the Local Governments.

The Chairperson of the Cayuga County Legislature or a Designee has the authority to direct and coordinate County disaster operations. The Cayuga County Legislature has assigned to the Cayuga County Office of Emergency Service the responsibility to coordinate County Emergency Management activities.

The Chairperson of the Cayuga County Legislature may obtain assistance from other counties or the State when the emergency or disaster exceeds the resources of Cayuga County.

Cayuga County will utilize the National Incident Management System (NIMS) (**See Section 6 Attachment 2A for NIMS components and descriptions**), to manage all emergencies requiring multi-agency response. Cayuga County recommends and encourages all Local Governments in Cayuga County to utilize the NIMS Incident Command System (ICS).

A request for assistance to the State will be submitted through the Region IV Office of the New York State Office of Emergency Management (SOEM) located in Syracuse, New York, and presupposes the utilization of all personnel and resources at the Local and County level.

Exchange of information as normal conditions escalates toward disaster is essential. Information flows upward to the appropriate level as dictated by the severity of the emergency or disaster. Each level of organization will make the decision as to the necessity of action and further communication. Requests for assistance must use the appropriate Chain of Command and communications for accurate and expedient support. State assistance is supplemental to the Local emergency efforts.

The New York State Disaster Preparedness Commission (DPC) coordinated by New York State Office of Emergency Management (SOEM), exercises direction and control of State risk reduction, response and recovery actions.

When all other Local and State emergency resources have been exhausted, the Governor can direct the use of the State Military Forces for assistance.

When an emergency or disaster exceeds the capabilities of a Local Jurisdiction, the County, and the State capabilities, the Governor may request Federal assistance by asking the President for a Major Presidential Declaration of Emergency or Disaster. When determined to be a Presidential Declaration of Disaster or emergency, a variety of Federal assistance may become available from Federal Agencies under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL93-288).

E. Plan Maintenance and Update

The Cayuga County Office of Emergency Services is responsible for maintaining and updating this plan.

All County Departments and Agencies are charged with the responsibility of annual review of their emergency response roles in the Emergency Support Functions and Local procedures, and to provide the Cayuga County Office of Emergency Services with any changes as appropriate by February 1st of each year.

This plan should be reviewed annually with page revisions distributed by March 1st of each year.

Section Two – Risk Reduction

A. Designation of County Hazard Mitigation Coordinator

The Cayuga County Legislature has authorized the Cayuga County Department of Planning and Economic Development’s Environmental Engineer as the County Hazard Mitigation Coordinator. The County Hazard Mitigation Coordinator is responsible for coordinating County-level efforts in reducing hazards in Cayuga County. These specific responsibilities are delineated within the section below.

All County Agencies will participate in risk reduction activities in coordination with the County Hazard Mitigation Coordinator. The Hazard Mitigation Coordinator will participate as a member of the Cayuga County Local Emergency Planning Committee (LEPC).

B. The Cayuga County Local Emergency Planning Committee (LEPC)

Cayuga County will maintain an active Local Emergency Planning Committee (LEPC). The LEPC will function as a committee charged with an all hazards evaluation and planning group in Cayuga County. The Cayuga County Local Emergency Planning Committee will be comprised of the following:

- The Cayuga County Legislative Chairperson or designee
- The Clerk of the Cayuga County Legislature or designee
- The Cayuga County Emergency Manager or designee
- The Cayuga County Deputy Director of Emergency Services or designee
- The Cayuga County Deputy Director of Fire Services or designee
- The Cayuga County Deputy Director of Emergency Medical Services or designee
- The Cayuga County Hazardous Materials Coordinator
- The Cayuga County Director of Health & Human Services or designee
- The Cayuga County Sheriff or designee
- The Cayuga County Hazard Mitigation Coordinator or designee
- Others as referenced in PL99-499

The Local Emergency Planning Committee, through the Cayuga County Office of Emergency Services, will be tasked with:

- Identifying potential hazards in the County
- Determine the probable impact each of those hazards could have on people and property
- Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
- Advising and assisting county departments in developing and reviewing comprehensive plans for facilities.
- Conduct risk reduction workshops for municipalities and major institutions to encourage their involvement in the county risk reduction program.
- Conduct annual audits of all SARA tier two reporting.
- Identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant. For each hazard reduction action identified, the following information is to be included:
 1. A description of the action
 2. A Statement of technical feasibility of the action
 3. The estimated costs of the action
 4. The expected benefits of the action and the estimated monetary value of each benefit

5. An estimate of the level of community support for the action

- The hazard reduction actions identified shall be consolidated into a Risk Reduction Report that prioritizes and makes recommendations concerning the identified action, and submitted to the Hazard Mitigation Coordinator and the Director of the Office of Emergency Services to be forwarded as appropriate to institutions, government entities, Agencies, boards or committees.

Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

To comply with Section II, B above, hazards that pose a potential threat have been identified using the program HAZNY, (Hazards New York) provided by the State Emergency Management Office. This hazard analysis:

- Provides a basic method for analyzing and ranking the identified hazards
- Includes identification of geographic areas and populations at risk to specific hazards
- Establishes priorities for planning for those hazards receiving a high ranking of significance
- Was conducted in accordance with guidance from New York State Emergency Management
- Was conducted by the Cayuga County Emergency Management Office and the Cayuga County Department of Planning and Economic Development
- After completion in 2009, was submitted to the Region IV office of SEMO in Syracuse, NY.
- Is to be reviewed and updated every three years

The results of the hazard analysis are found below in Figure 2-1.

Figure 2-1 HAZNY Hazard Analysis Results for Cayuga County (November 2009)

Hazard Identified	HAZNY Rating	HAZNY Classification
Flood	286	Moderately High Hazard
Severe Storm	280	Moderately High Hazard
Hazardous Materials in Transit	279	Moderately High Hazard
Ice Storm	271	Moderately High Hazard
Utility Failure	271	Moderately High Hazard
Oil Spill	270	Moderately High Hazard
Fire	260	Moderately High Hazard
Terrorism	239	Moderately Low Hazard
Dam Failure	227	Moderately Low Hazard
Severe Winter Storm	224	Moderately Low Hazard
Explosion	223	Moderately Low Hazard
Tornado	217	Moderately Low Hazard
Civil Unrest	202	Moderately Low Hazard
Epidemic / Pandemic	200	Moderately Low Hazard
Hazardous Materials @ Fixed Site	200	Moderately Low Hazard
Drought	196	Moderately Low Hazard
Earthquake	194	Moderately Low Hazard
Water Supply Contamination	191	Moderately Low Hazard
Extreme Temperatures	190	Moderately Low Hazard
Radiologic Hazard @ Fixed Site	190	Moderately Low Hazard
Ice Jam	189	Moderately Low Hazard
Transportation Accident	188	Moderately Low Hazard
Radiologic Hazard in Transit	179	Moderately Low Hazard
Landslide	178	Moderately Low Hazard
Hurricane	174	Moderately Low Hazard
Infestation	156	Low Hazard
Wild Fire	130	Low Hazard

Figure 2-1 Hazard Analysis as reported by the Cayuga County Local Emergency Planning Committee on November 30th, 2009

**Due to the sensitivity of the Hazard Analysis results, the HAZNY results will only be included in Controlled Copies of the CEMP

C. Risk Reduction Policies, Programs and Reports

County Agencies are authorized to:

- Promote policies, programs and activities to reduce hazard risks in their area of responsibility
- 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
- Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations
- Encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant
- Encourage and participate in municipal stream channel maintenance programs
- Encourage state Department of Transportation (DOT) and local highway departments to address dangerous conditions on roads used by hazardous materials carriers

The Cayuga County Public Works Committee is responsible for land use planning and management of County owned land. The Cayuga County Department of Planning and Economic Development advise the Public Works Committee concerning land use and planning matters.

The Cayuga County Department of Planning and Economic Development also reviews land use planning and management actions by municipal governments and private interests in developing land use policies and programs as well as reviewing land use actions throughout the county, including:

- Authorizing County land use management programs
- Advising and assisting local governments in the County in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes.
- Assisting and advising the City, Town and Village planning boards in the review process of local zoning and subdivision actions.
- Participating in State Environmental Quality Review Act (SEQRA) review of proposed projects in the County.

In all of the above activities, the Cayuga County Department of Planning and Economic Development will take into account the significant hazards in Cayuga County.

D. Emergency Response Capability Assessment

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. The Cayuga County Office of Emergency Services and the Local Emergency Planning Committee, on an annual basis, will assess the County's capability for dealing with identified and analyzed hazards. The capability assessment shall include but is not limited to the following:

- The impacted communities' preparedness level
- The existence of effective warning and public information dissemination
- Cayuga County's means to respond to anticipated casualties and damage

To assist with the Emergency Response Capability Assessment, the County Office of Emergency Services and Local Emergency Planning Committee will conduct exercises based upon specific hazards and hazard areas identified.

The Office of Emergency Services and the LEPC will identify emergency response shortfalls and gaps in response. The Cayuga County Director of Emergency Services will convey recommendations to implement corrective actions to the County Legislature, local governments, County and local Agencies, and the New York State Emergency Management Region IV office.

E. Monitoring of Identified Hazard Areas

The County will coordinate with municipalities and local emergency services to develop the capability to monitor identified hazard areas in order to detect hazardous situations in their earliest stages. This capability will be developed over time and will link with ongoing hazard mitigation planning and programs.

If or when a hazard is detected by a County department the information is to be immediately provided to the Cayuga County Office of Emergency Services for dissemination.

All County hazards monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, utility companies, and volunteer Agencies and individuals, as appropriate.

F. Identification, Location, and Management of Critical Resources

The Cayuga County Director of Emergency Services is responsible for mobilization and management of the County's emergency response resources including personnel, equipment and supplies that are under the control of, or available to the county, to be marshaled when an emergency or disaster threatens or strikes.

The Cayuga County Office of Emergency Services shall identify and inventory all available County resources including, but not limited to the following:

- Shelter Facilities
- Special Equipment
- Heavy Equipment
- Fire & Rescue Services and Supplies
- Hazardous Materials Service and Supplies
- Emergency Medical Services and Supplies
- Food Supplies
- Fuel Supplies
- Building Supplies
- Utilities

All County Agencies and department heads shall prepare and maintain critical resources inventories. Such resource inventories are due to be updated annually and submitted to the County Office of Emergency Services, using a standardized format including :

- Type and Kind
- Quantity
- Location of the Resource
- Names, Addresses and 24 hour contact phone numbers for the persons to be contacted in the event that the resources are required for support during an emergency or disaster.

The Office of Emergency Services will maintain a directory of resources and contact information for use during an emergency or disaster.

It is recognized that the use of private sector resources may be necessary during times of emergency or disaster. To that end, the Director of Emergency Services shall draft Memorandums of Understanding (MOU's) with private sector Agencies and organizations and/or mutual aid agreements with neighboring counties for resource support. Such resources may include but are not limited to:

- Supplemental Shelter Facilities and Resources
- Special and/or Heavy Equipment
- Emergency Medical Services and/or Supplies
- Commodities
- Transportation Vehicles
- Engineering Services
- Utilities
- Rotary and/or Fixed Wing Aircraft

Section Three: Preparedness

A. Emergency / Disaster Planning

It is recognized that planning is an essential component of Preparedness. The Cayuga County Office of Emergency Services, Department of Health, and Department of Planning & Economic Development are charged with the development and management of the Comprehensive Emergency Management Plan and Annex's.

In collaboration with the Local Emergency Planning Committee, planning groups are assembled and plans developed.

B. Training of Emergency Personnel

The Cayuga County Office of Emergency Services is charged with the responsibility to coordinate and facilitate the delivery of Fire, Emergency Medical Service and Emergency Preparedness training. To be effective, the Office of Emergency Services partners with other local, County, State, and Federal entities. These partnerships include, but are not limited to:

- New York State Office of Emergency Management
- New York State Office of Fire Prevention & Control
- New York State Department of Health
- Federal Emergency Management Agency
- National Weather Service
- Volunteer Agencies
- Local and County Governments
- Local Fire & Emergency Medical Services
- Other County Departments

In addition to offering training, and to maximize the availability and delivery of training and education, the Cayuga County Office of Emergency Services is available to assist all of our local partners with oversight or assistance with development and delivery of local level training. It is broadly recognized that the local training and education effort is an essential part of County preparedness, and often reaches a greater number of citizens. There are many key elements that are essential to the local, County and larger emergency responses. These may include topics such as:

- The National Incident Management System
- Public Officials Training in the National Incident Management System
- The role of those officials in emergency or disaster
- Hazard characteristics and the consequences of those hazards
- Emergency response actions such as protective measures, notifications, and resources available
- Fire and Emergency Medical Service Responders rolls
- The roll of Communities, responders, and local governments have in reduction or elimination of hazards in their community (Mitigation)
- The response process
- The recovery process
- Other specialized areas as determined necessary

All County departments are encouraged to develop internal training programs for their employees in department specific responsibilities and assigned emergency functions.

It is the Cayuga County Office of Emergency Services responsibility to train local agencies and organizations to ensure these organizations can successfully integrate their response functions with first responders and other county operations, such as the Emergency Operations Center (EOC). Fire, police, emergency medical services (EMS) and volunteer organizations active in disaster's (VOAD's) should be trained in accordance with their internal operating procedures.

C. Emergency Preparedness and Public Education

It is recognized that a well educated public will be better prepared to understand and follow official instructions during times of emergency or disaster.

The County Office of Emergency Services, along with public and private agencies / organization, municipalities and volunteer organizations active in disaster are responsible for:

- Providing education on emergency preparedness to the citizens, visitors and commuter populations of Cayuga County
- Providing education on all significant Hazards to the public in the County
- Making the public aware of existing hazards in their communities
- Familiarizing the public with the kind of protective measures that the County has developed to respond to an emergency or disaster
- Develop a list of resources for the public, including internet sites

Pamphlets, books, and emergency lists published by the Federal Emergency Management Agency, State Emergency Management, and other federal, state and local agencies, dealing with all aspects of preparedness and emergency management, will be made available for public preparedness and preparedness education.

Public preparedness and preparedness education shall be free of charge to the citizens of Cayuga County.

D. Exercise

The Cayuga County Office of Emergency Services, Health Department, and the Planning & Economic Development Department are charged with the responsibility of developing and conducting periodic Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises and drills to evaluate the County's capabilities and preparedness. These exercises are designed to test major portions of CEMP or annexes, the capability and readiness of the County Departments, and the overall preparedness for emergency and/ or disaster. Table 3-1 outlines the types of exercises that can or will be utilized by Cayuga County.

Table 3-1 Types and Definitions of Exercises Utilized in Cayuga County

Tabletop Exercise	Discussion exercise based on a described emergency situation plus a series of messages to the players. Based on the emergency plan or annex, an ongoing critique of actions and decisions. Little stress and no time pressure to players.
Functional Exercise	Simulation of an emergency that includes a description of the simulation, a timed sequence of messages, and communications between Players and Simulators. A coordinated, effective response in a time pressured, realistic emergency simulation. Individuals and system performance is evaluated.
Full Scale Exercise	Involves all levels and functions of the emergency response system. Adds a field component to the functional exercise where operations groups interact with coordination groups. Uses an EOC or field command post locations. Involves development of resources and field operations. All activities occur in real time.

E. Equipment and Facility Maintenance

Each County department shall maintain an inventory of all equipment and facilities at a level of operational readiness. This list shall be forwarded to the Office of Emergency Services annually. Additionally, each County department is responsible for maintaining up-to-date inventories of equipment resources that can be marshaled in the event of an emergency.

The Cayuga County Emergency Communications Center, the Office of Emergency Services, and the Sheriff's Office shall collaborate and maintain the facilities and equipment of the County emergency communications system.

The Cayuga County Office of Emergency Services shall maintain the County Emergency Operations Center (EOC) in operational readiness state at all times. In the event of a failure of the EOC, the Director of Emergency Services will have in place a plan for a contingent EOC.

Section Four: Response

Response Organizations and Assignment of Responsibilities

A. The Chairperson of the Cayuga County Legislature:

The Chairperson of the Cayuga County Legislature is ultimately responsible for the Cayuga County emergency or disaster response. When the scope and magnitude of an event rise to a level that indicates the need for personal management and direction, the Legislative Chairperson, by virtue of his position, may exercise the following:

- Assume personal oversight of the County emergency response organizations.
- Control the use of all County-owned resources and facilities for disaster response.
- Declare a local state of emergency in consultation with the County Administrator, the County Director of Emergency Services, the County Sheriff and the County Attorney.
- Promulgate emergency orders and waive local laws, ordinances, and regulations as outlined in **Attachment 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders** in section 6.
- Request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources.
- Provide assistance to others at the request of other local governments both within and outside Cayuga County.

B. Succession of Authority in Emergency or Disaster

In the event that the Chairperson of the County Legislature is determined to be unavailable, the following line of command and succession has been established by County Law number One of 1999 and as amended in 2010, (**Attachment 8**) to ensure continuity of government and the direction of emergency operations:

- The County Administrator will assume the responsibilities of the Chairperson of the Cayuga County Legislature until the Chairperson is available.
- In the absence of both the Legislative Chairperson and the County Administrator, responsibility will move to the Majority Leader, followed by the Chairman of the Judicial & Public Safety Committee.
- Such Chain of Command shall remain in effect unless the County Legislature or a Committee exercising its function, by Resolution designates a different person for purposes of the particular emergency or disaster.

C. Immediate Direction and Authority

It shall be understood, at all levels of County Government, that often times an emergency or disaster may happen without notice, or escalate from a local incident to a large scale County involvement. In that event, given the critical nature of early incident decision making, the authority to make emergent decisions in the best interests of Cayuga County until the Chain of Command outlined herein can be established, shall lie with the Cayuga County Director of Emergency Services, the Cayuga County Health Department Director, and/or the Cayuga County Sheriff (discipline specific decisions) in consult with the Cayuga County Administrator utilizing a Unified Command as outlined in the National Incident Management System structure.

D. The Role of the Office of Emergency Services and Director of Emergency Services

The Cayuga County Office of Emergency Services and specifically the Director of Emergency services serves as staff to the Chairperson of the County Legislature. Typically, in consultation with the Sheriff, the County Attorney and the County Administrator, he shall coordinate County emergency response activities.

The Director of Emergency Services will act as an advisor to the Chairperson with regard to New York State Executive Law Article 2-B, and make recommendations for the declaration of a local State of Emergency based on the severity of an emergency or disaster. He will also advise on the necessity to utilize additional executive powers to respond effectively to an emergency or disaster situation.

In addition, the Director of Emergency Services, and in his absence, the Deputy Director of Emergency Services may also:

- Activate the County's response organization and initiate County response activities.
- Notify and brief County departments, agencies and other organizations involved in an emergency response.
- Maintain and manage the Emergency Operations Center.
- Facilitate coordination between the County and other agencies, organizations, institutions, groups which may include but is not limited to:
 - An Incident Commander
 - Towns, Villages in the County and the City of Auburn
 - Local Governments outside of the County
 - The New York State Office of Emergency Management
 - Other State Agencies
 - Federal Agencies
 - Emergency Support Organizations
 - Educational Institutions
 - Private Industry

E. The County Emergency Response Organization

Cayuga County uses the Incident Command System (ICS), as outlined in the National Incident Management System and adopted by New York State in Executive Order number 26 (**Attachment 5**) and the Homeland Security Presidential Directive number 5 (HSPD-5)(**Attachment 6**), for command and management of an emergency response.

NIMS ICS allows for flexibility in its implementation so that it can be tailored to the specific situation at hand. As local incidents become multi-agency incidents, the command and management can expand. When incidents become under control and deescalate, the NIMS ICS structure can also deescalate.

The NIMS ICS structure will always be established or initiated by the emergency forces first responding to an emergency or disaster. An Incident Commander (IC), usually staffed by a representative of a local emergency response agency has the overall responsibility for the effective 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 a single Incident Command Post, at or near the scene of an emergency.

In the event of an expanding incident of disaster, and/or an incident involving multiple jurisdictions, the Director of Emergency Services is authorized to initiate a County emergency response. In that event, the Emergency Operations Center may be activated. The local incident Command Post retains authority of that local incident.

The EOC and the management structure of the EOC will function in a supportive roll, and assist the local Incident Commander.

F. Emergency Operations Center

The Emergency Operations Center provides for the centralized coordination of local, County and private agencies' activities from a secure and functional location. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.

Within the EOC's ICS structure each departments or agency's senior representative at the EOC will be responsible for directing or coordinating the departments or agency's response and resources. In the event that 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.

If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. Designation of the start time and duration of operational periods will be established as conditions warrant by the Cayuga County Office of Emergency Services. Each agency that is charged with EOC responsibility will ensure their respective staffing is capable of 24-hour operations.

In the event that the primary EOC is unavailable, an auxiliary EOC will be designated and identified to all EOC Responders.

Internal security at the EOC during activation will be coordinated by the Cayuga County Sheriff's Department and the Cayuga County Auxiliary Police. All persons entering the EOC will be required to present EOC credentials and check in at the security desk. All EOC responders shall display their credentials at all times while in the EOC. Authorized individuals without credentials will be issued a temporary credential to be displayed at all times. Any temporary credentials issued by security must be returned to the security desk upon departure from the EOC.

The Cayuga County Office of Emergency Services shall maintain the EOC in a state of readiness at all times. Each agency generally recognized to have a roll in the EOC shall identify a list of their personnel available for assignment to the EOC. This list **must** include 24 hour contact information and will be maintained in the Office of Emergency Services Database. Each County department will forward revised list to Office of Emergency Services as changes occur. At a minimum, a new list will be provided to the Office annually.

The Cayuga County Office of Emergency Services shall maintain Guidelines for activating, staffing and managing the Emergency Operations Center in the Emergency Operations Center Annex to the Cayuga County Comprehensive Emergency Management Plan.

G. EOC Command Structure

The EOC will operate under a NIMS format under the authority and direction of the County Legislative Chairperson or his designee. The Legislative Chairperson and other members of the Legislature will make up the Command Group. The Command Group has overall control and responsibility of Cayuga County government's response to emergency and/or disaster.

The EOC Manager has the overall responsibility of coordinating the response of all departments and agencies represented in the EOC. The EOC Manager takes direction from the Command Group.

To ensure that span of control, one of the main tenants of Incident Command and NIMS, is maintained, County Government departments will be assigned to one of seven branches. Branches will not be exclusive to County Departments, as it may be necessary to integrate other local agencies, municipalities, volunteer organizations, and in some cases industry representatives into the Branch to achieve the objectives that are assigned.

Each Cayuga County Government department will be assigned to one of the following Branches:

- Public Safety Branch
- Infrastructure Branch
- Health & Human Needs Branch
- Utilities Branch
- Communications Branch
- Government Branch
- Services / Support Branch

In an emergency or disaster situation, each branch will have a Branch Director who is responsible for all activities of the Branch. The Branch Director will staff the EOC and act as the EOC liaison for their Branch.

Each County Government Department Head is responsible for knowing which branch they are assigned, and when called upon by a Branch Director, they must be prepared to assign their staff to facilitate any missions that are assigned by the Branch Director. The Department Heads will function as their department's liaison to the Branch and the Emergency Operations Center.

Branch Directors report to the Emergency Operations Center Manager in limited scale incidents or emergencies. In the case of a large scale incident, the Branch Directors will be assigned to a Section Chief to which their Branch is assigned. When Sections are activated, they will be led by Section Chiefs. The Section Chiefs will report to the EOC Manager, and the Branch Directors would in turn, report to the Section Chiefs.

The Sections that may be activated include the following:

- Operations
- Planning
- Logistics
- Finance/Administration

Additional roles, definitions, and supportive NIMS information is available in **Attachment 2B - NIMS Incident Command Position Descriptions**, in Section 6.

H. Branch Assignments:

1. Public Safety Branch - The Public Safety Branch is responsible for the coordination of all public safety services within County government and the local community's emergency services. A representative from one of the assigned agencies of the Branch will be appointed to the Branch Director position, and operate as the Public Safety Branch Director. The Following departments and agencies are assigned to the Public Safety Branch:

- Cayuga County Office of Emergency Services
- Cayuga County Bureau of Fire
- Cayuga County Bureau of Emergency Medical Services
- Cayuga County Sheriff's Office / Corrections
- Cayuga County Auxiliary Police

- City of Auburn Police Department
- City of Auburn Fire Services
- New York State Police
- New York State Office of Emergency Management Agents

2. Infrastructure Branch - The Infrastructure Branch is responsible for determining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, fuel distribution, public water, communication systems, the public school system, and sewage treatment. The Infrastructure Branches primary mission is to ensure that restoration of basic services is accomplished without undue delay. A representative from one of the assigned agencies of the Branch will be appointed to the Branch Director position, and operate as the Infrastructure Branch Director. The following departments and agencies are assigned to the Infrastructure Branch:

- Cayuga County Highway Department
- Cayuga County Parks & Trails Department
- Cayuga County Buildings Department
- Cayuga County Soil & Water Department
- Cayuga County Water & Sewer Authority
- Schools / BOCES
- City of Auburn Department of Public Works
- CENTRO (Municipal Transit Authority)
- NY State Department of Transportation Agents

3. Health & Human Needs Branch - The Human Needs Branch section will address health and medical issues associated with the disaster. This Branch, led by the County Department of Health, will need to interface with its counterparts in surrounding counties and state. The following departments and agencies are assigned to the Health & Human Needs Branch:

- Cayuga County Health Department
- Cayuga County Department of Social Services
- Cayuga County Department of Community Mental Health
- Cayuga County Office for the Aging / Senior Services
- American Red Cross
- Cayuga County Critical Incident Stress Management Team
- Auburn Memorial Hospital
- New York State Department of Health Agents

4. Utilities Branch - The Utilities Branch is responsible for coordinating the response of the utility companies throughout the County. Typically, a representative from the Utility Agencies will operate as the Utilities Branch Director and not a County Department representative. It is likely that a County Liaison will be assigned to assist that Branch Director in County Operations. The Utility Branch Director is responsible for coordinating the rebuilding or repair of vital utility services such as electric, water, gas, telephone and cable television. The following agencies are assigned to the Utilities Branch:

- NY State Electric & Gas (NYSEG)
- National Grid / Niagara Mohawk
- Rochester Gas & Electric (RG&E)
- Time Warner Cable
- Verizon

5. **Communications Branch** - The Communication Branch is responsible for establishing and maintaining radio communications with field units. A representative from the County’s Emergency Communication Center (911) will operate as the Communication Branch Director. The following departments are assigned to the Communication Branch
 - Cayuga County 911
 - Cayuga County Information Technology Department
 - RACES

6. **Government Branch** - The Government Branch is responsible for maintaining communication between local elected officials and the County EOC. This branch is not to be used as a conduit for emergency requests. All emergency requests should be forwarded through normal emergency service communication pathways. A representative from the County Administrators Office or the Chair of the Cayuga County Ways & Means Committee will likely operate as the Government Branch Director. The following departments or agencies are assigned to the Government Branch:
 - Cayuga County Legislature and Committee’s of the Legislature
 - County Budget Office
 - Municipal Officials Liaison
 - City of Auburn Mayor’s Office
 - Planning & Economic Development Department

7. **Services & Support Branch** – The Service & Support Branch is responsible for providing personnel and services in support of an emergency or disaster. It is recognized that there is a constant need to revitalize and support ongoing operations and management. The Service & Support Branch Director role likely is fulfilled by the Director of the Human Resource & Civil Service Department.

Table 4-1 to follow identifies the likely placement of all county departments in the NIMS Incident Command Structure.

Table 4-1 – Cayuga County Governmental Department ICS Assignments

Department / Agency	Section Assignment	Branch Assignment
Office of the Chairperson	Command Section	
Office of Emergency Services	Command Section	
Sheriff’s Department	Operations Section	Public Safety Branch
Bureau of EMS Services	Operations Section	Public Safety Branch
Bureau of Fire Services	Operations Section	Public Safety Branch
Auxiliary Police Unit	Operations Section	Public Safety Branch
Highway Department / Motor Pool	Operations Section	Infrastructure Branch
Soil & Water	Operations Section	Infrastructure Branch
Buildings Department	Operations Section	Infrastructure Branch
Parks & Trails	Operations Section	Infrastructure Branch
SCAT Transportation Project	Operations Section	Infrastructure Branch
Water & Sewer Authority	Operations Section	Infrastructure Branch
Health & Human Services	Operations Section	Human Needs Branch
Nursing Home	Operations Section	Human Needs Branch
Office for the Aging	Operations Section	Human Needs Branch
Veterans Department	Operations Section	Human Needs Branch
Community Mental Health	Operations Section	Human Needs Branch
Coroner’s Office	Operations Section	Human Needs Branch

Attorney's Office	Finance / Admin Section	Government Branch
Civil Service / Human Resources	Finance / Admin Section	Government Branch
Office of the Treasurer	Finance / Admin Section	Government Branch
Planning & Economic Development	Finance / Admin Section	Government Branch
District Attorney's Office	Finance / Admin Section	Government Branch
Clerk of the Legislator Office	Finance / Admin Section	Government Branch
Office of the County Manager	Finance / Admin Section	Government Branch
911 Center	Logistics Section	Communications Branch
Information Technology	Logistics Section	Communications Branch
RACES	Logistics Section	Communications Branch
Board of Elections	Logistics Section	Service & Support Branch
County Clerk's Office	Logistics Section	Service & Support Branch
Data Processing Office	Logistics Section	Service & Support Branch
Department of Motor Vehicles	Logistics Section	Service & Support Branch
Purchasing Department	Logistics Section	Service & Support Branch
Employment & Training	Logistics Section	Service & Support Branch
Probation Department / Youth Bureau	Logistics Section	Service & Support Branch
Records Retention	Logistics Section	Service & Support Branch
Assessment & Real Property	Logistics Section	Service & Support Branch

I. EOC Activation & Notification

Spin-up or Activation of the Cayuga County Emergency Operations Center is based upon the scope and complexity of an emergency or disaster. Typically, the Director of Emergency Services or a designee will determine the necessary level of County response and EOC activation.

The Cayuga County 911 Center initially addresses the activation of local authorities to an emergency or incident. If and /or when the conditions or events change substantially or worsen, the Director of Emergency Services is notified. Based on the information provided by the 911 Center, and the circumstances surrounding the incident a determination will be made to classify the emergency response level for EOC activation and Notifications as indicated in **Table 4-2 – Cayuga County EOC Emergency Response Levels for Activation and Notification**. The response level determines the appropriate “County” response to an incident for notification and activation of an EOC. It is not a determination of the complexity and/or magnitude, which is discussed in detail in a later section.

It is recognized that a majority of incidents in Cayuga County are Response Level One. It is also recognized that any situation can escalate or expand, and re-classification of the **Cayuga County EOC Emergency Response Levels for Activation and Notification** may be appropriate, and response needed.

Table 4-2 – EOC Emergency Response Levels for Activation and Notification

Incident Type	Description / Qualifiers	Actions
Response Level 5	<ul style="list-style-type: none"> Day-to-day state of readiness, maintained through planning, training & exercise 	<ul style="list-style-type: none"> Monitored by the Emergency Management office for the County No additional actions necessary
Response Level 4	<ul style="list-style-type: none"> Controlled emergency incident or situation, without serious threat to life, health, property or the environment, which requires no assistance beyond initial first responders 	<ul style="list-style-type: none"> Notification of Director of Emergency Services & appropriate staff

<p>Response Level 3</p>	<ul style="list-style-type: none"> Limited emergency incident or situation, which may involve significant threat to life, health, property or the environment, but confined to a limited area such as a single municipality, or involving a small population 	<ul style="list-style-type: none"> Assigned additional first response agencies as requested by local IC Notification of the Director of Emergency Services & additional staff as determined necessary (i.e. Fire / EMS Coordinators to respond)
<p>Response Level 2</p>	<ul style="list-style-type: none"> Large scale emergency incident or situation with major threat to life, health, property and/or the environment, involving multiple jurisdictions, populations, and/or municipalities. Incident of Disaster Proportion with local or limited State Declaration of a State of Emergency 	<ul style="list-style-type: none"> Expanded Incident Management, Command Staff and General Staff assigned complete EOC Operation and staffing State Agencies involved Disaster Declaration if determined appropriate All logistics managed through the EOC Local incident staffing and command structure remains in place
<p>Response Level 1</p>	<ul style="list-style-type: none"> Large scale emergency incident or situation with major threat to life, health, property and/or the environment, involving multiple jurisdictions, populations, and/or municipalities. Incident of Disaster Proportion with State and /or Federal Declaration of a State of Emergency 	<ul style="list-style-type: none"> Expanded Incident Management, Command Staff and General Staff assigned complete EOC Operation and staffing State Agencies involved Disaster Declaration if determined appropriate All logistics managed through the EOC Local incident staffing and command structure remains in place

Activation of Command Staff, Section Chief’s and Branch Directors will be accomplished utilizing all available formats, the most recognized and reliable being by phone. Cayuga County will also utilize the Reverse 911 system specific to group selections as available, the NY-Alert mass notification system available from New York State Emergency Management and the Emergency Alert System if and when necessary.

Upon activation, Command Staff, Section Chief’s, and Branch Directors will make appropriate notifications of their staff, and report immediately to the Emergency Operations Center. Support staff and any additional levels of staffing (Groups & Units) will report as directed by the Section Chief’s or Branch Director’s.

In a catastrophic event or major disaster, which renders normal communication inoperable, Section Chief’s and Branch Directors are to report to the EOC in the basement of the County Office Building, and await further direction even if they have not received an official notification.

J. Assessment and Evaluation

For incidents in which the County Legislative Chairperson is serving in the capacity of Incident Commander and as a result of information provided through the EOC, Command Staff will:

- Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat.
- Analyze the best available data and information on the emergency.
- Explore alternative actions and consequences.
- Select and direct specific response actions.

- Where there is an on-scene Incident Commander (IC), the County EOC will provide support as requested.

K. Declaration of a Local State of Emergency and Promulgation of Local Emergency Orders

In anticipation of a disaster or emergency event, or in response to an actual disaster emergency in which public safety is imperiled, the County Legislative Chairperson may declare a State of Emergency pursuant to New York State Executive Law Section 24, Article 2-B. See **Attachment 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders** in Section 6.

Such a proclamation authorizes the Chairperson of the County Legislature to deal with the emergency situation with the full executive and legislative powers of County government.

This power is realized **only** through the promulgation of **Local Emergency Orders**, as more fully described in **Attachment 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders** in Section 6. The following are examples of such Emergency Orders:

- Establish curfews
- Restrict travel
- Evacuate facilities and areas
- Close places of amusement or assembly

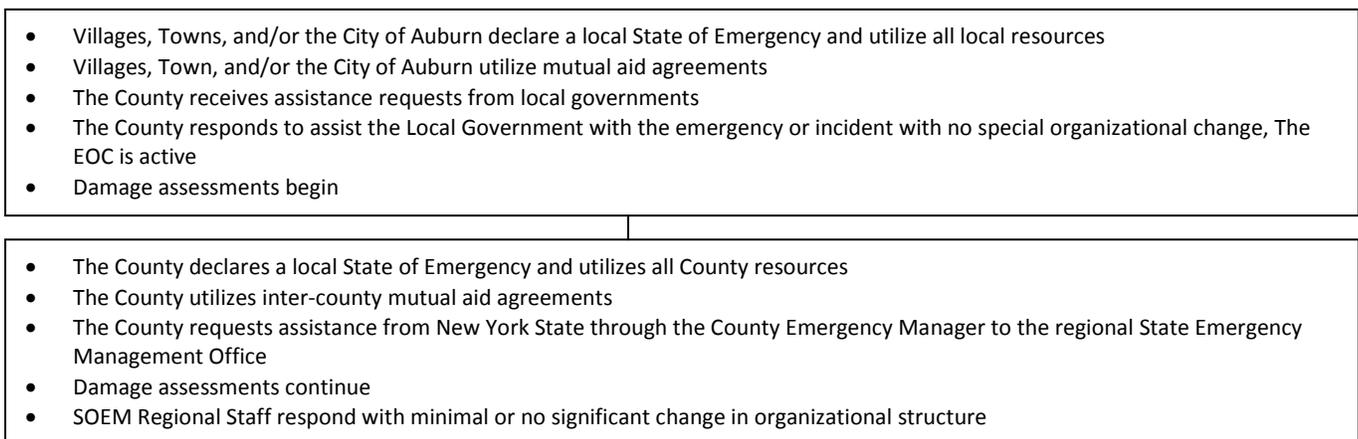
Chief Executives of City of Auburn, towns and villages in Cayuga County have the same authority to declare states of emergency and issue emergency orders within their jurisdiction. With such a declaration, all local facilities, equipment, supplies, services, assistance, and resources must be exhausted.

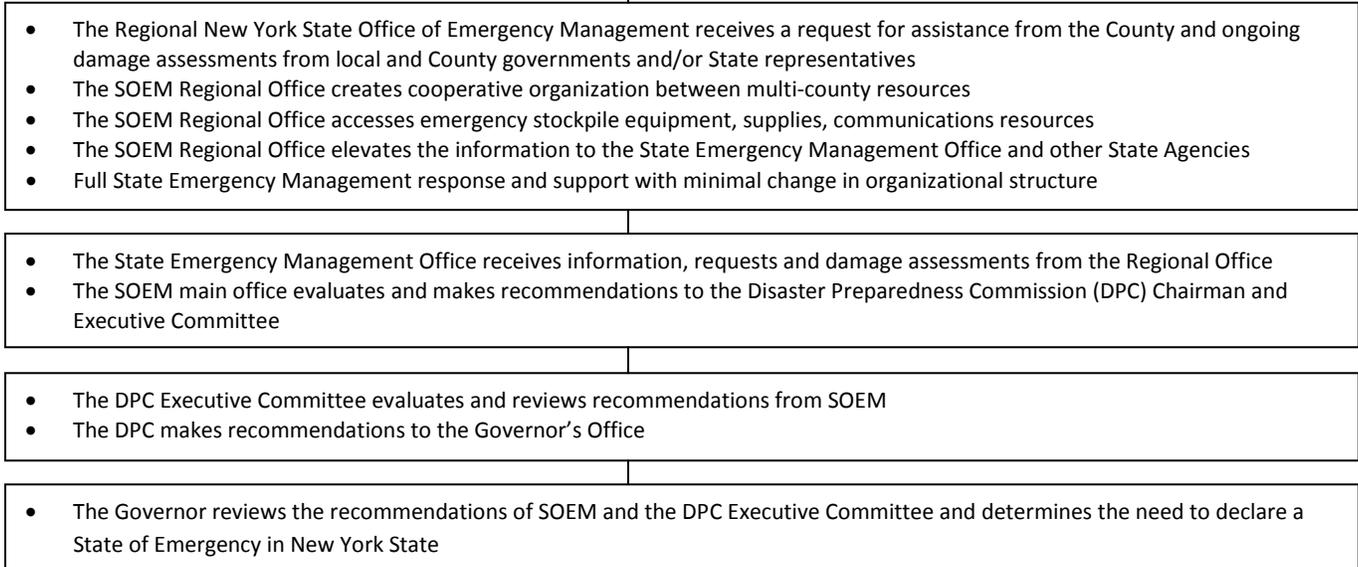
Whenever the County declares a State of Emergency or issues Emergency Orders, such action should be coordinated with the affected municipalities.

Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

As a local municipality declaration of a **State of Emergency** escalates into a County declaration, all County facilities, equipment, supplies, services, assistance, and resources must be utilized first and exhausted as above. The County Chairperson is then authorized to invoke inter-county mutual aid, and further escalate the declaration. The following flow chart **Figure A**, identifies the necessary steps and results for such an escalation:

Figure A – Flowchart of expanding declaration of State of Emergency





Further escalation, requiring the Governor to request Federal assistance necessitates an organizational change to integrate the State Coordinating Officer (SCO) who will manage the State’s response and interface with the Federal Coordination Officer (FCO).

L. Disaster Communications

Communications in disaster and emergency is of three primary types:

- Dispatch Systems for activating and monitoring emergency events and assigning personnel, services and equipment to those events
- Information Exchange Systems for sending or reporting data, messages and other routine but critical information regarding emergency events and response activities
- Direction and Control Systems for exchanging information and analysis regarding the status, priorities and evaluation of emergency actions among decision makers and key officials managing response operations

The communications systems available for disaster operations and emergency management in Cayuga County include the following:

- Emergency Management Direction & Control Networks – a system based at the primary County Emergency Operations Center and the back-up EOC, and managed by the communications Branch Director when assigned.
 - Emergency Management networks for emergency management staff, including limited access for key officials.
 - A System for coordination of emergency operations with the New York State Office of Emergency Management and emergency management officials in nearby Counties.
 - Access and limited back-up capability for local emergency networks (fire, police, emergency medical services, and public works).

- Radio Armature Civil Emergency Services – a system of licensed volunteers that maintain their own radio equipment and towers capable of establishing disaster and emergency communications networks among fixed sites or field units in Cayuga County and across New York State.
- Public Safety Emergency Communications System – a staffed 24 hour communications system utilized by Cayuga County fire, police, and emergency medical services. This system is designed for:
 - Dispatch and information exchange among the 911 Center, stations and vehicles routinely providing emergency services as a function of their daily operations.
 - Direction and control of personnel and resources within a specific emergency service discipline by two-way communications.
 - Direction and control among agencies providing similar emergency services in a mutual aid operation within and from outside the County.
 - Interoperable communications between different public safety disciplines through the Cayuga County 911 Center and field units.
- Support Systems – a system of public works departments and related agencies which have an independent communications system universal to all of Cayuga County public works agencies (interoperable) utilized for daily internal operations, with the capability to provide equipment, vehicles, and manpower for emergency communications in support of public works, utility, and transportation infrastructure and activities.
- Redundant / back-up facilities – the primary public safety communications center operates from the public safety complex in Cayuga County. The system is supported and backed-up by a fully functional back-up 911 center at the EOC. The back-up center will support EOC operations and the communications branch during an emergency or disaster.

M. Public Warning and Emergency Information

In order to effectively implement public protective actions, there should be a timely, reliable and effective method to warn and inform the public. Activation and implementation of County public warning systems will be coordinated by the Emergency Operations Center and the Office of Emergency Services. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources:

- Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV and Tone Alert Radios to issue emergency warnings. Select County officials including the Office of Emergency Management and the 911 Administrator can activate the EAS by means of a telephone or encoder.
- NOAA National Weather Service Radio's (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 National Weather Service office in Binghamton. The National Weather Service will also broadcast non-weather related emergency warnings if necessary.
- Stationary warning sirens – there are two types of stationary warning sirens in use in Cayuga County:
 - Fire Sirens – located at fire stations throughout the County for alerting Cayuga County volunteer firefighters. The sirens can be activated on site at the stations, or remotely activated from the Cayuga County 911 Center and the back-up Cayuga County 911 Center. These sirens can be

- used in conjunction with the Emergency Alert System. When activated in conjunction with the EAS, these sirens will sound a special warning alerting the public to tune into radio and television.
 - Special Hazard Siren at the Auburn Correctional Facility – This siren is activated by the Correctional Facility to alert the immediate area to take immediate protective actions.
- Cayuga County Emergency Communications Center maintains a reverse-911 automated telephone call out system. The system has the capability to place calls to phones in a user-specified geographical area within the County.
- Emergency Services vehicles with siren and public address capabilities
- Door-to-Door public warning
- NY-Alert – Cayuga County has partnered with the New York State Office of Emergency Management system of mass notification across multiple formats of communications (SMS, cell bursting, email, land line phones, pager systems, satellite communications systems, fax).
- County officials advocate that special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR).
- Special arrangements may be made to provide warning information to the hearing impaired and, non-English speaking population groups.
- The Command Staff position of Public Information Officer, may, in coordination with Incident Command:
 - Establish and manage a Joint Information Center (JIC) where official announcements will be made to respond to inquiries from the news media.
 - Authenticate all sources of information, verify accuracy of information and control the spread of rumors.
 - Provide essential information and instructions including the appropriate protective actions to be taken by the public.
 - Coordinate the release of all public information with the key departments and agencies involved both at the EOC and on-scene.
 - Arrange and approve interviews with emergency personnel.
 - Arrange any media tours of emergency sites.
 - A Joint Information Center (JIC) may be established by the EOC at a location where information flow can be maintained, without interfering with emergency operations.

N. Standard Operating Guides and Other Supporting Plans.

All County departments are required to have emergency plans and suggested operating guidelines (SOG's) for their department. These SOGs shall address activation of personnel, shift assignments at the EOC, assignment to the field, including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.

Each department's SOGs are to be updated at least annually (or when significant changes are made). Each department shall be responsible for ensuring that updated, controlled copies of the department's SOGs and

other emergency plans are delivered to Office of Emergency Services for review and available at the department's work area in the EOC.

Cayuga County shall maintain functional and hazard-specific annexes and reference documents that support this Plan.

Section Five – Recovery

A. Damage Assessment

Damage assessment will be performed within the Infrastructure Branch. The Branch Director shall appoint an appropriate lead agency and Damage Assessment Group Supervisor for the assessment depending upon the nature of the incident. This assigned agency will coordinate with local jurisdictions, as necessary.

The Cayuga County Office of Emergency Services is responsible for developing, with local governments, a damage assessment program. The Director of the Office of Emergency Services will establish the necessary resources and personnel for damage assessment before an emergency. The Director may call upon the following departments and agencies as necessary to conduct damage assessment:

- The Cayuga County Highway Department
- The Cayuga County Planning and Economic Development Department
- The Cayuga County Soil & Water Conservation District
- The Cayuga County Assessment & Real Property Department
- The Cayuga County Department of Health & Human Services
- The Cayuga County Office for the Aging
- The Cayuga County Sheriff's Office
- Cayuga County Public Safety Agencies
- The City of Auburn Department of Public Works
- The Cornell Cooperative Extension
- Local Town and Village Governments
- Local Town and Village Highway Departments / Departments of Public Works

Damage assessment will be conducted by County and local government personnel, such as Public Works engineers, building inspectors and assessors. There may also be instances where state and federal damage assessment assets may be available to the County and local municipalities. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may also supplement the effort.

All County departments and agencies, as well as local municipalities in the County, will cooperate fully with the County Office of Emergency Services to conduct activities such as:

- 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 to assist and support damage assessment activities
 - Fostering agreements between local government and the private sector for technical support
 - Utilizing geographic information systems (GIS) in damage assessment
 - Participating in annual training and review
- Emergency:
 - Obtain and maintain documents that may include maps, photos and video tapes of damage
 - Reviewing procedures and forms for reporting damage to higher levels of government
 - Determining if State assistance is required in the damage assessment process

- Advising 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
- Determine, with the New York State Office of Emergency Management , other types of available damage assessment assistance, and procedures for obtaining them
- Post Emergency:
 - Advise County departments and local municipalities of assessment requirements.
 - Select personnel to participate in damage assessment survey teams.
 - Arrange for training of selected personnel in damage assessment survey techniques.
 - Identify and prioritize areas of damage to survey.
 - Assign survey teams to selected areas.
 - Complete damage assessment survey reports, submit them to the EOC, and maintain records of the submitted reports

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

- Labor used
- Use of owned equipment, as well as borrowed or rented equipment
- Use of materials from existing stock
- Contracted services for emergency response

B. Reporting

County and local damage assessment information will be reported to the Damage Assessment Group Supervisor, and the reported to the Infrastructure Branch Director, Operations Section Chief, and the Incident Commander in the EOC. In addition, damage assessments will follow appropriate notification to the New York State Office of Emergency Management and further to other State and Federal Agencies as necessary.

There will be two types of damage assessments:

- Public Assistance (PA) (damage to public property and infrastructure).
- Individual assistance (IA) (impact on individuals and families, agriculture, private sector).

Personnel from County departments and agencies, assigned to the damage assessment group will function under the technical supervision of the Damage Assessment Group Supervisor, the Infrastructure Branch Director, and/or the Operations Section Chief.

All assessment activities will be coordinated with the local municipal authorities, local incident commanders and the EOC.

The Communications Branch, Armature Radio (RACES) Group will support damage assessment teams to the fullest extent possible.

The Office of Emergency Services, in conjunction with the Damage Assessment Group Supervisor, will prepare a Damage Assessment Report which will contain information on:

- Private property and infrastructure damage in dollar loss to the extent not covered by insurance for:
 - Homes
 - Business / Industry

- Private Utilities
- Private Hospitals / Private Institutions / Private Schools
- Public property and infrastructure damage in dollar loss to the extent not covered by insurance for:
 - Road Systems & Bridges
 - Water Control Facilities
 - Public Schools
 - Public Buildings / Equipment / Vehicles
 - Public Utilities
 - Public Parks & Recreational Facilities
- Agriculture damage and infrastructure in dollar loss to the extent not covered by insurance for:
 - Farm Buildings
 - Farm Machinery & Equipment
 - Crop Losses
 - Livestock Losses
- Cost in dollar value will be calculated for individual assistance in the areas of:
 - Mass care
 - Housing
 - Individual family losses
- Community services provided beyond normal needs
- Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
- Financing overtime and labor required for emergency operations.

The Chairperson of the Cayuga County Legislature, through the Director of Emergency Services, will submit all damage assessment reports to the New York State Emergency Management Office. These reports are required for establishing eligibility for any State and/or Federal disaster assistance.

C. Authorized Agent

Unless otherwise designated by the Chairman of the Cayuga County Legislature, the County Hazard Mitigation Coordinator, through the Cayuga County Office of Emergency Services will serve as the County's authorized agent in disaster assistance applications to State and Federal government.

The County's authorized agent will:

- Attend public assistance applicant briefing conducted by Federal and State Emergency officials.
- Review SOEM's and/or FEMA's Public Assistance Handbook of Policies and Guidelines for Applicants.
- Obtain from the Damage Assessment Group Supervisor maps showing disaster damage locations documented with photographs and video tapes.
- Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance.
- Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- Consult and follow up with Governor's Authorized Representative (GAR), FEMA and local Public Assistance Liaisons (PAL's) and Public Assistance Coordinators (PAC's).
- Submit Proof of Insurance, if required.
- Maintain accurate and adequate documentation for costs on each project.
- Observe FEMA time limits for project completion.
- Request final inspection of completed work or provide appropriate certificates.
- Prepare and submit final claim for reimbursement.
- Assist in the required state audit.

- Maintain summary of damage suffered and recovery actions taken.

D. Planning for Recovery

Recovery includes community development and redevelopment. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning and Economic Development.

Comprehensive community development plans are officially adopted by local government as the official policy for development of the community. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.

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.

The Chairperson of the County Legislature or designee upon the advice of the County Director of Emergency Services 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.

If created, a recovery task force will:

- Direct the recovery with the assistance of county departments and agencies coordinated by the County Director of Emergency Services
- Prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a of the State Executive Law.

If necessary, the recovery and redevelopment plan shall include;

- Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
- Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
- Economic recovery and community development.
- New or amended zoning ordinances, subdivision regulations, building and sanitary codes.

The Recovery and Redevelopment Plan will account for and incorporate to the extent practical, relevant existing plans and policies.

Prevention and mitigation measures should be incorporated into all recovery planning where possible, such as engineering solutions to reduce vulnerability to certain disaster types; land use management regulations; and/or local ordinances which mitigate against disasters from natural and man-made hazards.

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.

If the governor declares a state disaster emergency, then under Section 28-a (post disaster recovery planning) the local governments have the following responsibilities:

- Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.

- Within 15 days after 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 SOEM, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
- Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- The local recovery and redevelopment plan shall be prepared within 45 days
- 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.
- A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.

The Adopted Plan may be amended at anytime in the same manner as originally prepared, revised and adopted, and shall be the official policy for recovery and redevelopment within the municipality.

E. Reconstruction

Reconstruction consists of two phases:

- Phase 1 - short term reconstruction to return vital life support systems to minimum operating standards;
- 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 after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.

Long term reconstruction and recovery includes activities such as:

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

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

F. Public Information on Recovery Assistance

The County's Public Information Officer(s) shall be responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

- What kind of emergency assistance is available to the public?
- Who provides the assistance?
- Who is eligible for assistance?

- What kinds of records are needed to document items which are damaged or destroyed by the disaster?
- What actions to take to apply for assistance?
- Where to apply for assistance?

The following types of assistance may be available:

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

All the above information will be prepared jointly by the federal, State, and County PIO's as appropriate and furnished to the media for reporting to public.

Section Six - Attachments

Attachment 1: Cayuga County Population Based on the 2010 Census Figures

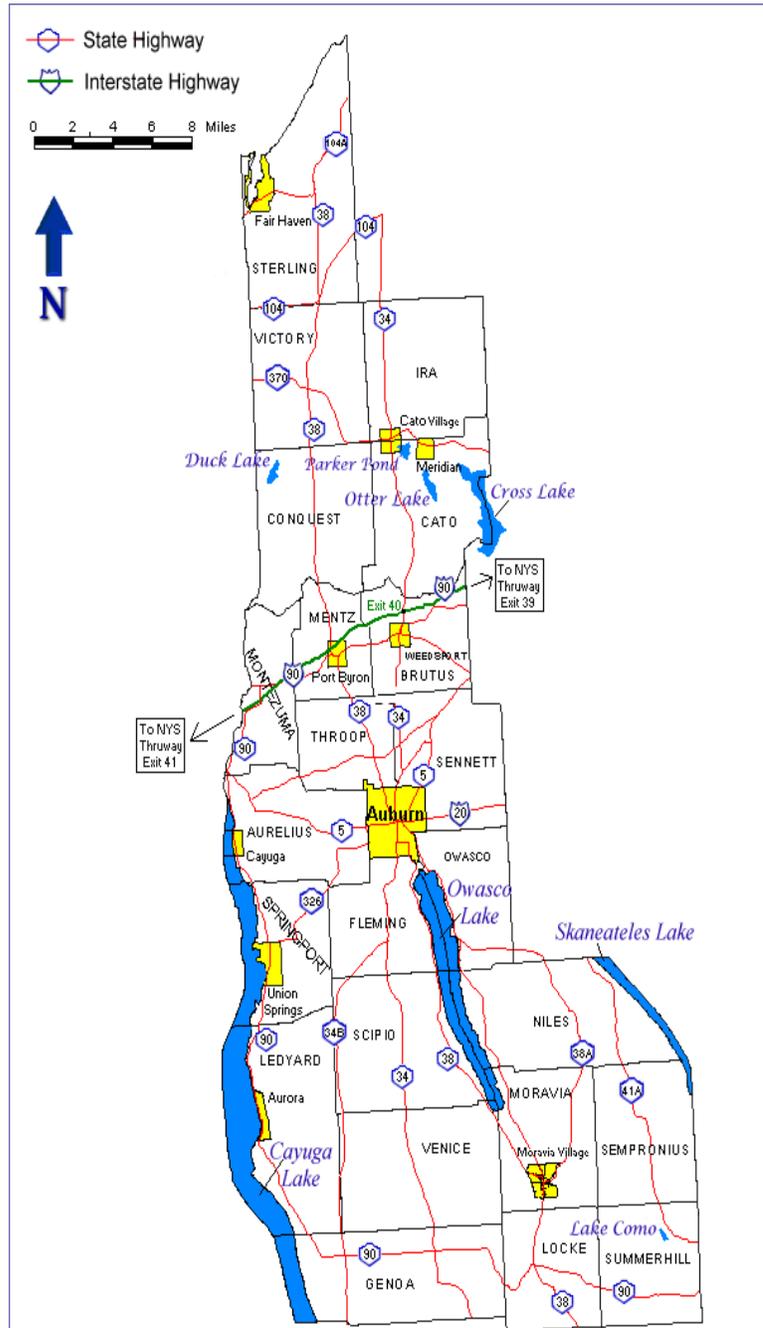
Cayuga County 80,026
 Auburn 27,687

Towns (note town population includes village population):

Aurelius	2,792
Brutus	4,464
Cato	2,537
Conquest	1,819
Fleming	2,636
Genoa	1,935
Ira	2,206
Ledyard	1,886
Locke	1,951
Mentz	2,378
Montezuma	1,277
Moravia	3,626
Niles	1,194
Owasco	3,793
Scipio	1,713
Sempronius	895
Sennett	3,595
Springport	2,367
Sterling	3,040
Summerhill	1,217
Throop	1,990
Venice	1,368
Victory	1,660

Villages

Aurora	724
Cato	532
Cayuga	549
Fair Haven	745
Meridian	309
Moravia	1,282
Port Byron	1,290
Union Springs	1,197
Weedsport	1,815



Attachment 2A: National Incident Management System (NIMS)

Excerpt taken from **National Incident Management System**, 2004, pages 3-6. Full text can be accessed at http://www.fema.gov/pdf/nims/nims_doc_full.pdf

NIMS Components:

The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size or complexity. A more detailed discussion of each component is included in subsequent chapters of this document.

1. **Command and Management:** NIMS standard incident command structures are based on three key organizational systems:

- a. *The ICS* - The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;
- b. *Multiagency Coordination Systems* - These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements;
- c. *Public Information Systems* - These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

2. **Preparedness:** Effective incident management begins with a host of preparedness activities conducted on a “steady-state” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- a. *Planning* - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- b. *Training* - Training includes standard courses on multiagency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- c. *Exercises* - Incident management organizations and personnel must participate in realistic exercises—including multidisciplinary, multijurisdictional, and multi-sector interaction—to

improve integration and interoperability and optimize resource utilization during incident operations.

d. *Personnel Qualification and Certification* - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.

e. *Equipment Acquisition and Certification* - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.

f. *Mutual Aid* - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.

g. *Publications Management* - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

3. Resource Management: The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

4. Communications and Information Management: The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

a. *Incident Management Communications* - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

b. *Information Management* - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

5. Supporting Technologies: Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

6. Ongoing Management and Maintenance: This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

Attachment 2B – National Incident Management Basic Position Descriptions

Overall Organizational Function

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were used in ICS development. These analyses identified the primary needs of incidents.

As incidents become more complex, difficult and expensive, the need for an organizational manager becomes more evident. Thus in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

Incident Complexity

Incident Complexity is a combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident including but not limited to:

- The area involved
- Threat to life, property and the economy
- Community and Responder Safety
- Political sensitivity, external influences, and media relations
- Organizational complexity
- Hazardous materials involvement
- Jurisdictional boundaries
- Values at risk, cascading events
- Weather and other environmental factors
- Strategies and Tactics
- Agency Policies
- Availability of resources
- Terrorism / Crime concerns

Incident Complexity is considered when making incident management level, staffing, and safety decisions.

Incident Types

Incidents can be typed based on complexity in order to assist in decision making and resource requirements. In Cayuga County incidents are typed as indicated in Figure A to follow:

Figure A – Incident Complexity Types

Incident Type	Characteristics / Actions
Type 5	<ul style="list-style-type: none">• Managed by a type 5 incident commander• The incident can be handled with one or two single resources / companies, 4 to 8 personnel• Primarily local resources used• The incident is controlled within the first operational period and often within one to a few hours of the onset• Additional resources and logistics are typically not required• Command and General Staff positions are not activated• Written Incident Action Plan (IAP) is not necessary

<p>Type 4</p>	<ul style="list-style-type: none"> • Managed by a type 4 incident commander • The incident is typically managed with resources varying from a single resource / company to multiple resources / companies (strike teams / task forces) • Primarily local resources and adjoining jurisdiction resources are used • This incident is usually limited to one operational period for control phase • Command and General Staff assignments are made on an as needed basis • Written IAP is not required but is recommended • Briefings should occur with incoming mutual aid resources to include operational plans including objectives and priorities • May involve command level briefings to ensure the complexity analysis is accurate and updated as necessary
<p>Type 3</p>	<ul style="list-style-type: none"> • An ad-hoc or pre-established type 3 incident management team will be put in place with a type 3 incident commander and all command and general staff positions filled • Branches, Divisions, Groups and Units may be assigned with appropriate leadership • Continual reassessment of complexity of the incident, with briefings as appropriate • Local and non-local resources are used, local and State mutual aid resources are utilized • May require incident staging and bases • May extend into multiple operational periods • Typically an incident action plan will be utilized for each operational period
<p>Type 2</p>	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing • All of the Command and General Staff positions are filled • The incident extends into multiple operational periods • A written IAP is required for each operational period • Geographic and functional area divisions are established and staffed as needed • Incident Command Posts, Area Command Posts, bases, camps, and staging areas are operational • Operations personnel may exceed 200 per operational period and total incident personnel may exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
<p>Type 1</p>	<ul style="list-style-type: none"> • This type of incident is the most complex, requiring national resources to safely and effectively manage and operate • All Command and General Staff positions are activated • Branches, Divisions, Groups and Units may be assigned with appropriate leadership • Geographic and functional area divisions are established and staffed as needed • Incident Command Posts, Area Command Posts, bases, camps, and staging areas are operational • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated • Use of resource advisors at the incident base is recommended • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Incident Commander – The incident Commander is not part of either the general staff or the command staff. As an incident grows more complex, the incident commander in the EOC will manage the organizations response (Cayuga County) and not the incident (at a local level). The incident Commander is responsible for command functions such as:

- Ensuring clear authority and knowledge of agency policy
- Ensure incident safety
- Establish an incident command post
- Obtain a briefing from the prior incident commander and/or assessing the situation
- Establish immediate priorities (Life Safety, Incident Stabilization & Environmental Protection)
- Determine incident objectives and strategies to be followed
- Establish the level of organization needed, and continuously monitor the operation and effectiveness of the organization
- Attending planning meetings as necessary
- Approve and implement the incident action plan
- Coordinate the activities of Command and General Staff
- Approve requests for additional resources or release of resources
- Approve the use of any students, volunteers, or auxiliary personnel
- Authorize the release of information to the media
- Order demobilization of the incident when appropriate
- Ensure after action reports are complete

Command Staff – The command staff is assigned to carry out the “staff functions” necessary to support the incident commander. The command staff positions establish responsibility for key activities not specifically identified in the General Staff positions. The command staff assignments are generally as follows, but can be expanded as necessary when other functional needs are determined by the IC:

Public Information Officer (PIO) – The public information officer is responsible for interfacing with the public, media, and/or other agencies with incident related information requirements. The public information officer develops accurate and complete information on the incident:

- Cause, size, and complexity
- Current situation
- Resources committed
- Other matters of interest for both internal and external information sharing

The Public Information Officer may also perform a key public monitoring role. Typically, there will only be one PIO, assistants may be assigned from other agencies or departments involved. The incident Commander ***must*** approve the release of any incident information. The PIO coordinates through the Joint Information Center (JIC) or Joint Information System (JIS)

Safety Officer – The Safety Officer monitors incident operations and advises the incident commander on all matters relating to operational safety, including the health and safety of emergency responders. The ultimate responsibility for the safe conduct of incident management operations rests with the incident commander and supervisors at all levels of the Incident Command Structure. The safety Officer is in turn , responsible to the incident commander for the systems and procedures necessary to ensure:

- The ongoing assessment of hazardous environments
- Coordination of multi-agency responder safety efforts
- Implementation of measures to promote emergency responder safety

- Implementation of measures to promote general incident operations safety
- Ensure coordination of safety management functions and issues across jurisdictions, agencies, the private sector, and non-governmental organizations

The Safety Officer has emergency authority to stop and/or prevent any unsafe acts during incident operations. Typically a single Safety Officer will be designated regardless of the multiple jurisdictions and/or agencies involved in an incident.

Liaison Officer – The Liaison Officer is the point of contact for representatives of other government agencies, non-government organizations, and/or private entities. In either a single or unified command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or Organization representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

General Staff – The General Staff represents and is responsible for the functional aspects of the incident command structure. The general Staff typically consists of the Operations Section, Planning Section, Logistics Section, and the Finance / Administration Section. General Staff positions may be filled with qualified persons from any agency, department or jurisdiction. Personnel assigned to General Staff positions report directly to the Incident Commander. If a General Staff position is not filled, the Incident Commander will have the responsibility for that functional activity.

Operations Section Chief – The Operations Section Chief is responsible for managing all tactical operations for an incident. The incident action plan provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved, and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief include but are not limited to the following:

- Manage tactical operations
- Assist in the development of and supervise the operations portion of the incident action plan
- Maintain close contact with the subordinate positions
- Ensure safe tactical operations
- Request additional resources for tactical operations
- Approve release of resources from active assignments (not from the incident)
- Make or approve expedient changes to the operations portion of the incident action plan
- Maintain close communications with the incident commander

Planning Section Chief – The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the planning section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information typically will be in the form of Incident Action Plans, formal briefings, or through map and status board display. Major responsibilities of the Operations Section Chief include but are not limited to the following:

- Collect and manage all incident-relevant operational data
- Provide input to the Incident Commander and Operations Section Chief for use in preparing Incident Action Plans
- Supervise preparation of the Incident Action Plan
- Conduct and facilitate planning meetings and briefings

- Expands planning section as necessary and appropriate
- Establish information requirements and reporting schedules for planning section units
- Determines the need for specialized resources to support the incident
- Assembles and disassembles task forces and strike teams not assigned to operations section
- Establishes specialized data collection units to support the incident (i.e. weather unit)
- Assembles information on alternative and contingency plans
- Provide periodic predictions on incident potential
- Report any significant changes in incident status
- Compile and display incident status information
- Oversee preparation of the demobilization plan
- Incorporate traffic, medical, communications plans and other supporting material into the incident action plan

Logistics Section Chief – The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fueling
- Food Service for Responders
- Medical Services for Responders
- All off incident resources

The major responsibilities of the Logistics Section Chief include but are not limited to the following:

- Manage all incident logistics
- Provide logistical input to the Incident Commander in preparing the Incident Action Plan
- Brief Logistics Branch Directors and Unit Leaders as necessary
- Request, from the Incident Commander and order additional resources as necessary
- Develop as requested or required all communications, traffic, and medical plans
- Oversee the demobilization of the Logistics Section

Finance/ Administration Section Chief – The Finance / Administration Section Chief is responsible for managing all financial aspects of an Incident. Not all incidents will require a Finance / Administration Section. When the involved agencies have a specific need for finance services, the section is activated. Requirements for managing costs, procurement, time, and injury compensation claims must be handled by the incident jurisdictional agency. The major responsibilities of the Finance / Administration Section Chief include but are not limited to the following:

- Managing all financial aspects of the incident
- Provide financial and cost analysis information as requested
- Ensure compensation and claims functions are being addressed relative to the incident
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plans for the Finance / Administration Section; fill section supply and support needs
- Determine the need to set up and operate an incident commissary
- Meet with assisting and cooperating agency representatives as necessary
- Maintain daily contact with agency(s) administrative headquarters on financial matters

- Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy
- Provide financial input for demobilization planning
- Ensure that all obligation documents initiated at the incidents are properly prepared and completed
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up

Attachment 3 – Declaring a State of Emergency & Issuing Executive Orders

INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

A. Instructions for declaring a local State of Emergency

1. Only the Chairperson of the County Legislature, or a person acting for the Chairperson of the County Legislature pursuant to Appendix 1 (G)(1) of this plan, can declare a local State of Emergency for all of, or anywhere in, Cayuga County. Each Town Supervisor and City and Village Mayor can declare States of Emergency within their jurisdiction. The Sheriff also has certain emergency powers.
2. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written declaration.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the County Clerk's Office.
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Chairperson of the County Legislature, or person acting for, may rescind a local State of Emergency. Each Town Supervisor and City and Village Mayor may also rescind a local State of Emergency for their local jurisdiction
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office.

B. Sample Declaration of a Local State of Emergency

A State of Emergency is hereby declared in _____ effective at _____
(Area within County or entire County)
_____ on _____.
(Time) (Date)

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

_____.

This situation threatens the public safety.

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

As the Chairperson of the County Legislature of Cayuga County, I, _____,
(Name of Chairperson of the County
Legislature)

exercise the authority given me under section 24 of the New York State Executive Law, 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 County.

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

(Signature)

(Name)

(Title)

(Date)

C. Questions and Answers on declaring a State of Emergency

1. *Who is considered a local chief executive for the purpose of declaring a local state of emergency?*

The Mayor of a City or Village, a Town Supervisor, the County Executive or County Manager are considered local Chief Executives. When a County does not have a County Executive or Manager, the Chairman or other presiding officer of the County Legislature serves as Chief Executive. In cases where the City, Village or Town has a Manager, then the Manager serves as the Chief Executive.

2. *Why should I declare a local state of emergency?*

It provides the local chief executive with additional powers in order to respond adequately to a disaster. These powers, exercised through the issuance of emergency orders, include, but are not limited to:

- Establishing curfews;
- Implementing public protective measures (e.g., controlling traffic, prohibiting ingress and egress into the affected area, prohibiting the sale of alcohol and firearms);
- Establishing shelters, medical shelters, or alternate care sites;
- Suspending local laws; and
- Requesting supplemental assistance.

3. *Can a declaration give legal protection?*

Yes. A declaration of a local state of emergency provides legal protection and immunities for the local chief executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

4. *Can a state of emergency be declared at any time?*

No. A local state of emergency can be issued only when a situation exists that has or will place the public at risk and that will require extraordinary measures for proper protection.

5. *When should I declare a local state of emergency?*

You should consider declaring a local state of emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:

- Evacuation of people for a large or heavily populated area street, road, housing development, multi-resident buildings),
- Sheltering people in designated areas or buildings,
- Large-scale closing of roads due to conditions considered to be dangerous to lives and property, or Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. *Can I issue Local emergency orders without a state of emergency?*

No. A state of emergency must be declared before you may issue local emergency orders.

7. Will a declaration help in getting assistance from the state?

Yes. If you declare a local state of emergency and you determine the disaster is beyond the capacity of your jurisdiction's resources, and the resources of the county, the **County Chief Executive** may request the Governor to declare a state disaster emergency which will allow the Governor to provide assistance from state resources.

8. Must I rescind a declaration of state of emergency?

No. Executive Law § 24 does not require you to rescind the declaration of a state of emergency, however, a written rescinding statement should be made when the emergency no longer exists. The local chief executive can rescind the declaration of emergency at any time.

9. If I don't rescind a state of emergency, does it end automatically?

No. If no time limit was specified in the declaration, the state of emergency does NOT end automatically. If a time limit was indicated in the declaration of state of emergency it will terminate at that the time and date indicated therein.

10. When should I rescind a state of emergency?

You should rescind it when the conditions that warranted the declaration no longer exist.

11. Must the rescission be issued in writing?

No. However, it is recommended, in the same manner as a declaration of state of emergency is recommended, to be issued in written form.

12. Must the rescission be filed?

No. However, it is recommended that it be filed in the Office of the Municipal or County Clerk.

D. Instructions for issuing local Emergency Orders

Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law

1. Local emergency orders can only be issued by the local chief executive for his/her own jurisdiction following the declaration of a local state of emergency by that same executive.
2. Local emergency orders must be written.
3. Local emergency orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
4. A local emergency order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the local chief executive. It is also automatically rescinded when the state of emergency is rescinded

5. The local chief executive may extend local emergency orders for periods not to exceed five (5) days each during the state of emergency.
6. Local emergency orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
7. Local emergency orders may be terminated at any time by the local legislative body via concurrent resolution.
8. Local emergency orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the County Clerk, and the Office of the Secretary of State.
9. Local emergency orders must be re-filed if they are extended.

E. Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Chairperson of the County Legislature of Cayuga County, in accordance with a declaration of a State of Emergency issued on _____, 200____, and pursuant to Section 24 of the State Executive Law; hereby order the evacuation of all persons from the following zones (locales):

Zone 1. _____

Zone 2. _____

This evacuation is necessary to protect the public from _____.

This order is effective immediately and shall apply until removed by order of the Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 200____
(Date) (Month)

at _____ o'clock, in _____, New York
(time) (municipality)

Signed: _____

Title: _____

Witness: _____

Title: _____

F. QUESTIONS AND ANSWERS ON ISSUING LOCAL EMERGENCY ORDERS

1. *Can anyone issue a local emergency order?*

No. Only the chief Executive of a county, city, town or village may issue a local emergency order.

2. *What can a local emergency order include?*

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of the local government. An emergency order should be used to execute the additional powers given to the chief executive by virtue of declaring a local state of emergency. *See section B.4 above.*

3. *Can a local emergency order be issued at any time after I've declared an emergency?*

Yes. Once the local chief executive has declared a local state of emergency s/he can issue local emergency orders.

4. *Is it in effect indefinitely?*

No. A local emergency order automatically terminates 5 days after issuance, or by rescission by the local chief executive, or a declaration by the local chief executive that the state of emergency no longer exists, whichever occurs sooner. It can also be terminated at any time by concurrent resolution by the local legislative body.

5. *Can an order be modified once it's issued?*

Yes. A local emergency order may be amended, modified, or rescinded at any time by the local chief executive during the state of emergency.

6. *Can a local emergency order be extended beyond five days?*

Yes. The local chief executive may extend an order for additional periods up to 5 days each during the local state of emergency. Each extension must be re-filed.

7. *Can a citizen who disobeys an emergency order be arrested?*

Yes. Any person who knowingly violates any local emergency order of a local chief executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

G. ADDITIONAL QUESTIONS AND ANSWERS REGARDING DECLARATION OF A STATE OF EMERGENCY

1. *Do I have to declare a local state of emergency to receive state and federal disaster assistance?*

No. A local state of emergency is not required for the municipality to receive state and federal aid. By proclaiming a local state of emergency, the local chief executive of a community is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary measures for effective response or recovery. The Governor may, on his own initiative, declare a state disaster emergency for the affected local area, which will allow the use of state assets. In addition, the threshold for seeking assistance from higher levels of government is the inability to respond adequately with available local resources. The declaration of a local state of emergency can be an acknowledgement that the disaster is beyond the capabilities of the local government.

2. *What are the advantages of declaring a local state of emergency?*

The declaration of a local state of emergency increases the powers of the local chief executive. These powers are implemented through the use of emergency orders. Additionally, an emergency declaration gives greater legal protection and immunities for local chief executives and local emergency officials when making decisions and taking actions during disasters and emergencies.

3. *Are there circumstances when it would be inappropriate to declare a local state of emergency?*

A local state of emergency can be declared and emergency orders can be issued in the event of a disaster, rioting, catastrophe or similar public emergency---or when there is reasonable apprehension of an immediate danger from such events. Declarations under Executive Law generally have been in response to disasters, emergencies and related catastrophes or threats that pose an immediate peril or have an acute impact on the community and public safety.

In many cases, the need to proclaim a local state of emergency is obvious. When a situation exists which has or will place the public at risk and will require extraordinary measures for proper protection, a declaration should be made. For example, a Category III hurricane travelling up the coast, a blizzard that dumps 4' of snow in a short period of time, an explosion and subsequent release at a local chemical plant.

In most situations assessing the need for the special powers, authorities and protections are primary concerns when deciding whether to declare a local state of emergency. When the incident can be effectively managed within the capabilities of the community and extraordinary measures are not required for response or recovery, a local state of emergency is not necessary. Examples would be a minor hazardous materials incident or normal and low-lying flooding from rains or spring snowmelt.

4. *Can a local state of emergency be declared in anticipation of a disaster or in advance of an expected emergency?*

Yes. If the impending disaster or emergency creates an imminent danger and may imperil public safety, a local state of emergency can be proclaimed. Doing so permits the community to obtain resources or take actions needed to provide more timely public protection or services in anticipation of an emergency (for example, ordering an evacuation).

5. *When a municipality declares a local state of emergency, must the county also declare?*

No. It is not necessary for the County to declare a local state of emergency because a municipality does.

6. *Can a county declare an emergency in an area if the affected town, village, or city has not done so?*

Yes. The county chief executive can declare an emergency if it determines the situation may have impacts or requirements that affect the county and its resources. The county chief executive may declare a local state of emergency for any portion of the county, including part or all of any Town, Village or City --- even when the local jurisdiction does not declare.

7. *Should the local state of emergency include the entire jurisdiction or can a declaration be made for a specific area within the jurisdiction?*

A local state of emergency can include the entire jurisdiction, or it can be designated for a specific geographical section or area of the community. In either case, the declaration area should be clearly defined. Counties may consider issuing a declaration for specific communities and contiguous areas, in case the situation has impacts or requirements extending beyond a local site. For example, when the Governor declares a state disaster emergency for an event that has occurred within one county, that county will be specifically named along with the generic statement "and contiguous counties."

8. *Does declaring a local state of emergency require the local jurisdiction to pay for assistance it receives from other local governmental units?*

Under the provisions of the Intrastate Mutual Aid Program (IMAP) (Exec. Law § 29-h), the assisting local government is authorized to seek reimbursement from the requesting local government. The assisting local government may choose to lend or loan resources to the requesting local government without any expectation of reimbursement. However, this expectation should be made clear prior to sending or accepting resources. If the assisting local government offers to provide resources and makes it clear that it is expecting to be reimbursed, the requesting jurisdiction may choose to refuse to accept assistance or accept the resources and reimburse the assisting local government. The IMAP committee is responsible for creating guidelines to be used and procedures to be followed when requesting reimbursement for the deployment of resources from the assisting local government.

9. *If a local state of emergency is declared, does it allow officials to confiscate or demand the use of private resources, property, and equipment?*

No. Declaring a local state of emergency does not permit government to demand or confiscate private property and resources. The local chief executive can undertake emergency actions on any property within his or her jurisdiction, including private property, with the possible exception of Federal and Indian property.

10. *Is there a difference between a disaster declaration, an emergency declaration or proclamation and a local state of emergency?*

The wording in Article 2-B of the Executive Law refers to a proclamation of a local state of emergency. When a declaration is issued, it actually means a local state of emergency is in effect, as proclaimed by the local chief executive. The terms "disaster declaration," "local state of emergency," and "disaster proclamation" are often

used interchangeably to refer to the same thing. However, the correct term as cited in § 24 of the Executive Law is “local state of emergency.”

11. *Is the local chief executive the only local official that can declare a local state of emergency?*

Yes. The local chief executive is the only official that can proclaim a local state of emergency under provisions of § 24 of the Executive Law. It is important to keep in mind that the declaration of a local state of emergency **does** not affect the statutory powers, duties, and authorities which may be given to other local officials pursuant to other provisions of New York State or local laws. For example, a Sheriff can declare a “Special Emergency” relating to public safety under provisions of the General Municipal Law (§ 209-f(2)). These declarations are applied in specific circumstances and are not considered to be as comprehensive as a proclamation under Article 2-B.

12. *What is the relationship between a local state of emergency and emergency orders? How are each applied and handled?*

A local state of emergency is a declaration or proclamation by the local chief executive that a disaster has occurred and certain emergency conditions exist. The declaration is a statement to the public that some type of hazard or threat exists and has been determined to pose a risk to the community and to public safety. It also establishes a legal basis for the local chief executive and local emergency officials to implement authorities and actions to address the situation.

Once a local chief executive proclaims a local state of emergency, it then permits him or her to issue emergency orders. Emergency orders are the specific actions taken by the local chief executive when a local state of emergency is in effect. An evacuation order or an order limiting access in certain areas would be examples of emergency orders.

13. *Can a local state of emergency be used to suspend existing local laws?*

Yes. A local chief executive can use a local state of emergency to suspend local laws, ordinances and regulations, provided certain conditions outlined in § 24(1)(g) of the Executive Law are met. Requirements associated with suspension of local laws can be complex and should be done in consultation with your local attorney. Before local laws can be suspended, either the Governor must have declared a state disaster emergency, or after a local chief executive has declared a state of emergency, the county chief executive has requested assistance from the Governor. Suspensions must be reasonably necessary as a result of the disaster and provide for minimum deviation from the intent of the law, ordinance or regulation.

Local chief executives cannot suspend state or federal laws, rules, or regulations.

14. *Will declaring a local state of emergency expose me to a greater risk of liability?*

No. Section 25(5) of the Executive Law provides immunity for local officials when making discretionary decisions during a disaster or emergency. Although a declaration of a local state of emergency cannot prevent lawsuits against public officials and municipalities, having a proclamation in effect provides greater protection from liability. While a declaration provides immunity, it is still important that local officials act within the scope of their authority and experience. It is also recommended that a local disaster preparedness plan be followed to the extent possible during the response and recovery to such a disaster.

15. Do the individuals who provide assistance in response to or recovery from a disaster have any kind of liability protection?

Yes. Individuals, such as public officers, employees or affiliated volunteers that have duties or responsibilities specified in the local comprehensive emergency management plan are given protection from liability in § 29-b of the Executive Law. These individuals, referred to as Disaster Emergency Response Personnel (DERP), when operating under the command of the county emergency management director, receive the same privileges and immunities they would receive if they were participating in a local civil defense drill in the political subdivision in which they are enrolled. When participating in a civil defense drill, civil defense forces (DERPs in Article 2-B) are provided with immunity from liability (Defense Emergency Act – NYS Unconsolidated Laws § 9193)

16. Is it necessary to declare a local state of emergency to order an evacuation of the general public?

Yes. Section 24 of the Executive Law gives the local chief executive the authority to issue emergency orders, which could include the requirement for an evacuation in time of emergency to protect public health and safety. At times, on-scene responders may recognize a need for a limited and immediate evacuation. It may not always be possible or practical to declare a local state of emergency. In these situations, evacuations are commonly conducted as a recommended emergency protective measure, without a local state of emergency and order, and are completely voluntary.

17. When can the Governor declare a state disaster emergency?

When the Governor, on his own initiative or upon request from one or more local chief executives, finds that a disaster has occurred or is imminent for which local governments are unable to respond adequately, he may declare a state disaster emergency. In many cases, when state agencies can provide emergency assistance pursuant to existing authorities and resources, a declaration by the Governor is not required.

18. Is a Governor's state disaster emergency declaration necessary to receive federal aid?

A declaration by the Governor is not necessary to request federal assistance. A decision by the Governor to declare a state disaster emergency is based upon the scope of the disaster and the authority needed to implement state resources.

State requests for federal disaster assistance are based on an assessment of response and recovery demands and damages to the public and private sectors. The assessment is done in coordination with FEMA staff, and further determines if the implementation of various supplemental federal disaster relief programs is warranted in relation to the scope of the disaster and the capability of state and local governments to effectively address response and recovery needs.

19. Can the Governor request federal assistance immediately?

Yes. In catastrophic disasters, where the need for early federal support from the President is proven, the Governor may request federal involvement immediately. When requesting disaster assistance from the President, federal law requires the Governor to submit specific information and meet certain requirements, supported by impact statements and damage estimates. By federal law, the Governor has 30 days to request federal assistance from the President. In emergencies of less significant scope, a determination on the extent and kinds of federal assistance to be requested are generally not made until a comprehensive damage assessment is completed to ascertain the exact type of assistance needed. It may be that federal disaster relief

programs can be implemented under the authority of a Federal Agency (such as the U.S. Small Business Administration, U.S. Department of Agricultural, the U.S. Corps of Engineers, etc.), and that Presidential assistance is not warranted. Such an assessment is conducted jointly by state and local governments, usually with technical assistance from FEMA.

Attachment 4 – Cayuga County Resolution Adopting the National Incident Management System

Resolution No. 199-06 03.28.06 cemonims

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Hon: Raymond E. Lockwood, Chairman, Judicial and Public Safety

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, the following county agencies are or will be involved in the process: Cayuga County Emergency Management Office
Cayuga County Health & Human Services Depts.
Cayuga County Parks and Trials
Cayuga County Highway Department
Cayuga County Office of the Aging
Cayuga County Planning Department
Cayuga County Sheriff's Departments

Cayuga County Soil and Water Department
Cayuga County Coroner Department
Cayuga County Legislatures

now therefore be it

RESOLVED, that, pursuant to the authority of Constitution of the State of New York and the provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7101 et seq., as amended), the Cayuga County Legislature does hereby mandate that the National Incident Management System be utilized for all incident management in the County of Cayuga; and be it further

RESOLVED, that the Cayuga County Legislature does and hereby establish the National Incident Management System (NIMS) as the County's standard for incident management; and be it further

RESOLVED, that the Chairman of the Cayuga County Legislature is hereby authorized and directed to sign any and all documents necessary to implement the intent of this resolution; and be it further

RESOLVED, that this resolution shall take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 28th DAY OF MARCH, 2006 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

3/29/2006 9:20 AM

Deputy Kimberly C Taggart
CLERK, CAYUGA COUNTY LEGISLATURE

Attachment 5 – New York State Executive Order # 26 NIMS Adoption

**State of New York
Executive Chamber
No. 26
EXECUTIVE ORDER**

ESTABLISHING A MANAGEMENT SYSTEM FOR EMERGENCY RESPONSE

WHEREAS, on occasion disasters occur that threaten the public health, safety and lives of the Citizens of the State;

WHEREAS, it is necessary and desirable to ensure that all State and local emergency agencies and personnel coordinate their efforts to efficiently provide emergency relief and disaster recovery aid;

WHEREAS, to facilitate efficient and effective assistance to those impacted it is important that all State and local emergency response agencies and personnel utilize common terminology, integrated communications, consolidated action plans, unified command, modular organization, manageable span of control, comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the Incident Command System, as developed by the National Interagency Incident Management System, sets forth standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, the Incident Command System procedures are used by the Federal Emergency Management Agency, National Fire Academy, National Fire Protection Association, National Wildfire Coordinating Group, and other states;

WHEREAS, the Incident Command System is an integral part of various emergency management training programs currently taught throughout the State;

WHEREAS, the Occupational Safety and Health Administration requires the establishment of a site-specific Incident Command System to handle emergency responses; and

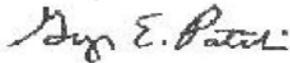
WHEREAS, the Disaster Preparedness Commission Task Force on Command and Control and the State Emergency Response Commission endorse a standardized Incident Command System;

NOW, THEREFORE, I, GEORGE E. PATAKI, Governor of the State of New York, by the virtue of the authority vested in me by the Constitution and Laws of the State of New York, do hereby establish the National Interagency Incident Management System -- Incident Command System as the State standard command and control system during emergency operations.

GIVEN under my hand and the Privy Seal of
The State in the City of Albany this
LS fifth day of March in the year one
Thousand nine hundred ninety-six.

BY THE Governor

/s/ George E. Pataki



/s/ Bradford J. Race, Jr.
Secretary to the Governor



For Immediate Release
Office of the Press Secretary
February 28, 2003

Homeland Security Presidential Directive/HSPD-5

Subject: Management of Domestic Incidents

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters,

or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local

governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

(21) NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

(22) NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;

(b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;

(c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;

(d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;

(e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;

(i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;

(j) inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;

(k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;

(l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;

(m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;

(n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and

(o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

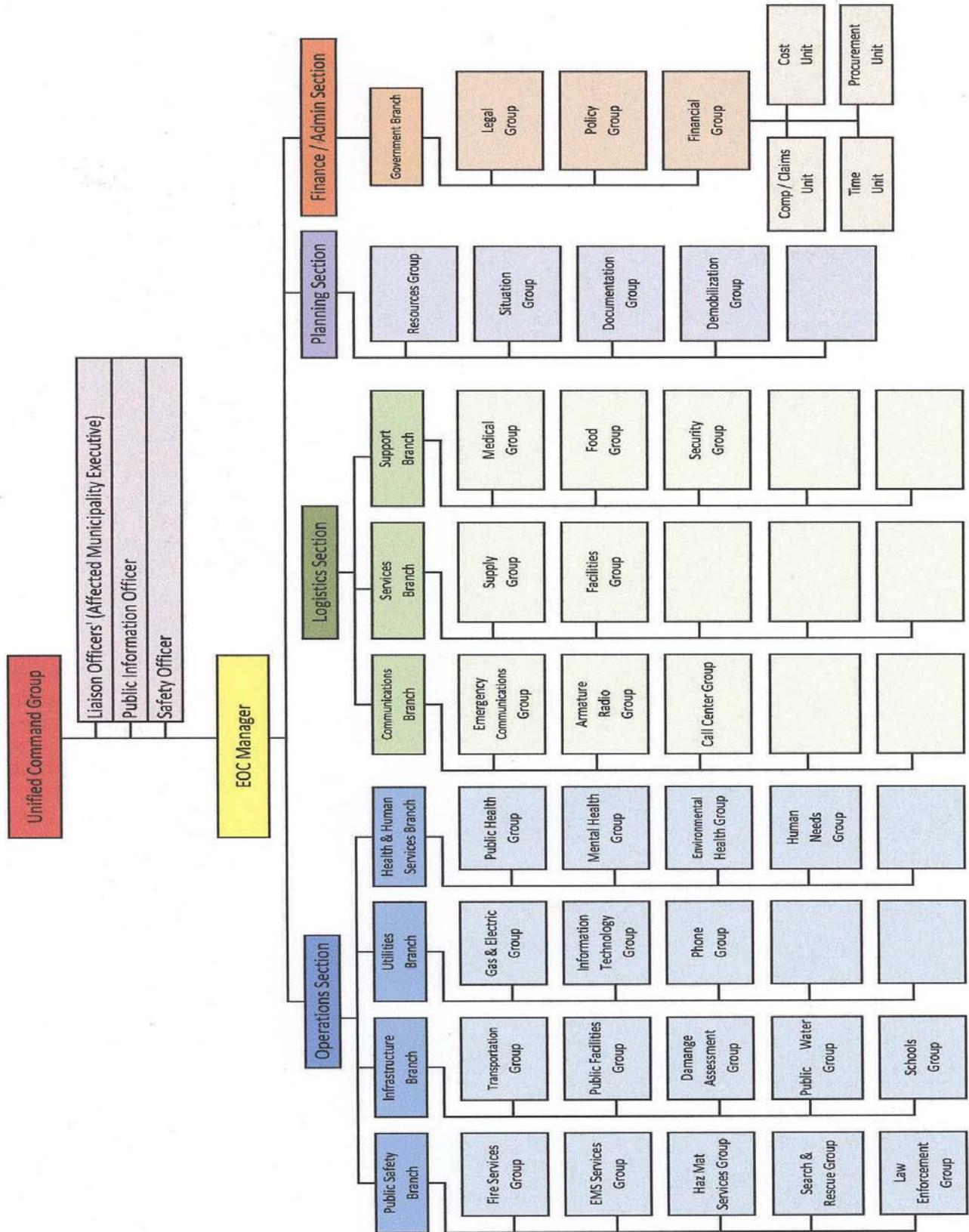
(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

GEORGE W. BUSH

Attachment 7 – Cayuga County Preliminary Incident Management Org Chart



Attachment 8 – Local Law # 1 of 1999 – Continuity of Government

Attachment 1

Local Law Filing

NEW YORK STATE DEPARTMENT OF STATE
162 WASHINGTON AVENUE, ALBANY, NY 12231

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
~~City~~ of CAYUGA
~~Town~~
~~Village~~

Local Law No. 1 of the year 1999

A local law *Establishing the Continuity of County Government in the*
Event of a Disaster.

Be It enacted by the Legislature of the

County
~~City~~ of Cayuga
~~Town~~
~~Village~~ as follows:

(If additional space is needed, attach pages the same size as this sheet, and number each.)

COUNTY OF CAYUGA
LOCAL LAW NO. / OF 1999

A LOCAL LAW ESTABLISHING THE CONTINUITY OF COUNTY GOVERNMENT IN THE EVENT
OF A DISASTER.

BE IT ENACTED by the County Legislature of the County of Cayuga, as follows:

WHEREAS, Section 20 (2)(a) of the Executive Law defines a disaster as follows: "...occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident, water contamination, bridge failure or bridge collapse"; and

WHEREAS, Section 27 of the said law authorizes County Government to provide for the continuity of County Government in the event of a disaster and that is the purpose of the following:

Section 1: Designation of Duties during Emergency or Disaster:

Pursuant to Article 2-B of the Executive Law of the State of New York, in the event of a natural or man-made disaster, as defined in Section 20 of the New York Executive Law, within the County of Cayuga, the following directives shall apply to the conduct and duties of Cayuga County officers and agencies:

- A. All County officers and Agencies of Cayuga County shall continue regular County government operations to the extent permitted by natural or man-made disaster emergency conditions, shall implement all provisions of disaster preparedness and emergency response plans as authorized by the Chairman of the County Legislature (hereafter may be referred to as "the Chairman"), and if necessary, will follow lines of succession established by this Local Law for continuity of government.
- B. All County Officers listed in paragraph E and all others, who are so directed by the Chairman of the County Legislature shall report to the County Emergency Management Office or such alternate site indicated to direct their Agency operations from there.
- C. All County Officers and agencies are hereby designated as Disaster Preparedness Forces pursuant to Article 2B of the Executive Law and Civil Defense Forces of Cayuga County pursuant to the State Defense Emergency Act.
- D. The Chairman of the County Legislature:
 1. Shall be responsible for the conduct of natural or man-made disaster operations;
 2. May declare a state of emergency in all or part of the County and issue such executive orders to expedite the response to the emergency that exists or is imminent pursuant to Article 2-B, section 24 of the State Executive Law.
 3. Shall utilize, when necessary, County Emergency Management/Civil Defense forces as provided in Article 2-B of the Executive Law, and any New York State Defense Emergency statutes.
 4. Shall, when necessary, procure assistance from the State and Federal Governments and other political subdivisions;
 5. Shall submit to the New York State Emergency Management Office and Disaster Preparedness Commission all such reports as are required as a basis for obtaining State and/or Federal financial assistance.
- E. The following officers and agencies of Cayuga County shall direct and coordinate performance of their emergency functions in the event of natural or man-made disaster:
 1. County Attorney: Renders advice and legal opinions to the Chairman of the County Legislature with regard to continuity of government, and interpretation, application and implementation of the New York State and United States Government laws, rules and regulations, as well as orders of the State Disaster Preparedness Commission, Civil Defense Commission, and executive orders.
 2. Director of Emergency Services: Under supervision of the Sheriff, maintains and activates the Emergency Operations Center, coordinate the activities of governmental, private, and volunteer agencies associated with preparation for, response to, mitigation of, and recovery from a disaster within the County. Acts as the Regional Fire Administrator under the New York Statewide Mobilization and Mutual Aid Plan for the County to make available state assistance through the New York State Office of Fire Prevention and Control.
 3. Sheriff: Supervise the Director of Emergency Services, maintain law and order including protection of life and property, regulate and control traffic, direct the injured and sick to medical installations and those in need of temporary shelter, to mass care installations, and provide assistance to handicapped persons by obtaining transportation and directing them to Red Cross or other suitable reception and mass care installations.

4. District Attorney: Act as legal advisor to the Sheriff and other law enforcement officials with regard to Criminal Law matters.
 5. Highway Superintendent: Maintains highways and bridges under his jurisdiction, oversees clearing of roads from ice, snow, and other debris, coordinates activities with other highway departments and utilities, assists emergency services providers when necessary, assists in assessments and documentation of the disaster impact on the County.
 6. Deputy Director for Fire Services: Under supervision of the Sheriff and the Director of Emergency Services, coordinates the containment and extinguishment of fires, obtain aid under the "Cayuga County Emergency Services Mutual Aid Plan," utilize fire emergency rescue and first aid squads and departments for removal of trapped and injured persons from damaged buildings and structures and coordinates the county's firefighting departments through the County's Mutual Aid Program.
 7. Deputy Director of EMS Services: Under the supervision of the Sheriff and the Director of Emergency Services, coordinates the provision of resources for triage, treatment and transport of ill and injured victims between service providers and hospital (s), obtains aid under the "Cayuga County Emergency Services Mutual Aid Plan" utilizing EMS first response and ambulance service providers.
 8. Director of Health & Human Services: Furnishes authorized assistance to those in need in accordance with the provisions of the Social Services Law, and provide staff for reception and congregate care centers when Red Cross resources are overwhelmed. Also, provides health and medical services to the population including safe-guarding the health of people and procuring medical care for the sick and injured.
 9. Director of Real Property Tax Services: Provides all assistance available from his office in the preparation of property damage assessment surveys and reports in cooperation with the Highway Superintendent, Planning Director, and Data Processing Department.
 10. County Treasurer & Data Processing Personnel: Provide all the assistance available from their office, at the direction of the Chairman or his successor, for the collection, compilation, processing and reporting of all data relative to the evaluation, preparation and reporting of damage assessments, injury and death records and statistics, and all other information required to assess and evaluate the effects of a disaster by local, state and federal authorities.
 11. Director of Office for the Aging: Assess and minister to the disaster needs of the elderly, provide departmental resources, facilities, and personnel to meet these needs.
 12. County Purchasing Agent: Assists in the procurement and distribution of critical supplies and resources to effect disaster response and recovery.
 13. Superintendent of Buildings: Provides building maintenance services necessary to effect disaster response and recovery operations to ensure essential Emergency Operations Center functions including, but not limited to emergency power, ventilation, lights, plumbing and accessibility of the parking lot(s).
 14. Director of Planning: Provides assistance in analyzing economic and other disaster impact information required for state and federal assistance. Shall provide code, land use, and research data available to effect disaster operations. Shall be part of the County Damage Assessment Team.
 15. Coroners: Identifies the dead, coordinates the removal of bodies to secured areas for proper identification or processing. Maintains records and submits required reports to county and state agencies.
 16. County Clerk: Is responsible for the maintenance and availability of essential records, documents and other materials required during the emergency.
 17. Clerk of the Legislature: Files with the Secretary of State any declarations of a State of Emergency and Emergency Orders issued to expedite response. Assists the Chairman in whatever manner possible. Acts as the Public Information Officer to the public and media.
 18. Any other county official(s) or employees deemed necessary by the Chairman of the County Legislature shall render whatever aid possible as directed by the Chairman.
- F. Each County Officer shall render to the Chairman of the County Legislature with regard to his/her agency, a report of natural disaster expenditures, obligations to spend and resources utilized (above normal).
 - G. To ensure an effective operational capability in the event of a natural or man-made disaster or a national emergency, it is incumbent upon those named in this resolution to prepare themselves and their agencies to fulfill their assigned duties and responsibilities by organizing, planning, recruiting and training to achieve the full integration of existing local resources of manpower, materials, facilities and services into an emergency operation. They shall also maintain lists of employee home addresses and phone numbers to be used for emergency call-backs to work.

- H. In the event of a natural or man-made disaster or national emergency, or preparation therefore, all the officers of the County shall have the authority to assign emergency management functions to members of their staffs and such personnel shall cooperate and extend such services as required of them.
- I. Succession of Authority: In the absence of the Chairman or in the event of his inability for any reason to discharge the powers and duties of his office during a period of disaster, the succeeding chain of command during the period of the disaster shall be the Vice-Chairman of the County Legislature, then the Majority Leader and then the Chairman of Judicial & Public Safety. Such chain of command shall remain in effect unless the County Legislature (or the committee exercising its function) by resolution designates a different chief administrator for purposes of the particular emergency or disaster.
- J. The chief elected or appointed officers of the County shall provide for continuity of government by establishing a chain of command. To insure prompt notification to administrative officials, the County Emergency Management Office should be advised of each departmental line of succession. Whenever possible, the line of succession should extend to four levels of management including home addresses and home phone numbers, and phone numbers of pagers and cell phones if available and/or used by the person.
- K. If, as a result of a disaster, the County Legislature is unable to discharge its powers and duties and the Chairman or his appropriate successor pursuant to this Local Law files a sworn certificate with the County Clerk and the Clerk of the County Legislature to that effect, then the following officers shall act as the governing body in its place: Chairman of the County Legislature, Vice Chairman, Majority Leader/Minority Leader, Chairman of each Committee. There shall be a minimum of 5 persons if available. Chairman may designate substitutes if above-mentioned person or persons not available by sworn certificate filed with the County Clerk and the Clerk of the Legislature. Persons other than County Legislators may be designated as substitutes only after it is determined there are no County Legislators available. The emergency governing body shall have all the power and duties of the County Legislature and may appoint replacements for County Officers not available to act in their disability or absence.
- L. Local Law No. 1 of 1963 entitled "A LOCAL LAW to provide for the continuity of government of the County of Cayuga, New York, in the event of an attack or public disaster." is hereby superceded by this Local Law.
- M. Severability: In the event that any article, section, paragraph, subparagraph, or any part of the Local Law, as originally enacted or as amended, shall be stricken or found void or illegal, or its application to any person(s) or circumstance(s) is held to be invalid by decision or order of a court of competent jurisdiction, the remainder of the Local Law, and the application of its provisions to persons or circumstances other than those to which it is expressly held invalid, shall not be affected thereby, and shall remain in full force and effect.
- N. Effective Date: This local law shall be a part of the Disaster Preparedness Plan for Cayuga County and shall be effective upon completion of filing procedures required by Law.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 1999, of the (County)(City)(Town)(Village) of Cayuga was duly passed by the Legislature on June 15 1999, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ and was deemed duly adopted on _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 19____. Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 19____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 19____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 19____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph _____, above.

Clerk of the County legislative body, City, Town or Village Clerk
or officer designated by local legislative body
Lee Brew

Date: June 16, 1999

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK
COUNTY OF Cayuga

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Signature
Thomas P. Stopyra
County Attorney

Title

County
~~City~~ of Cayuga
~~Town~~
~~Village~~

Date: June 16, 1999