

ST. LAWRENCE COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



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St. Lawrence County Office of Emergency Services
Public Safety Complex
49 1/2 Court Street
Canton, New York 13617

MARCH 10, 2004

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ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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ST. LAWRENCE COUNTY EMERGENCY RESPONSE QUICK REFERENCE

When Disaster Strikes...

CALL 9-1-1, The St. Lawrence County E-911 Center

Agency	Phone	Fax	E-mail	Home/Cell
Emergency Management Office				
(Richard Rusaw, Director)	(315) 379-2240	(315) 379-0681	rirusaw@stlawco.gov	(315) 229-8274
(Vacant, Deputy Director)	(315) 379-2240	(315) 379-0681		
(Tammy Sapp, Supervisor Disp)	(315) 379-2240	(315) 379-0681	tsapp@stlawco.gov	(315) 854-5200
(Brandon Michaud, Admin Assistant)	(315) 379-2240	(315) 379-0681	bmichaud@stlawco.gov	(315) 705-3418
Outside Verizon Lines (Office)	(315) 379-9414/386-4204			
(Fire/EMS Dispatch)	(315) 386-2856			
(Sheriff Dispatch)	(315) 379-9435			
St. Lawrence County Sheriff				
(Patrick R. Engle, Sheriff)	(315) 379-2222	(315) 379-0335	rengle@stlawco.gov	(315) 528-4816
(Shawn McCargar, Undersheriff)	(315) 379-2222	(315) 229-2003	smccargar@stlawco.gov	(315) 262-6077
Chief Executive				
(David Forsythe)	(315) 379-2276	(315) 379-2463	daforsythe@stlawco.gov	(315) 854-0550
Chief Administrative Officer				
(Ruth Doyle, County Administrator)	(315) 379-2276	(315) 379-2463	rdoyle@stlawco.gov	(315) 393-1160
				(Cell) (315) 323-7100
St. Lawrence Co. Public Health Dept.				
(Erin Streiff, Director)	(315) 229-3463	(315) 386-2203	estreiff@stlawco.gov	(315) 317-0101
St. Lawrence Co. Highway Dept.				
(Vacant, Superintendent)	(315) 379-1542	(315) 379-1061		
(Ryan Herron, Deputy Superintendent)	(315) 379-2790		rherron@stlawco.gov	315-244-8766
Office for the Aging				
(Andrea Montgomery, Director)	(315) 386-4730	(315) 386-8636	amontgomery@stlawco.gov	(315) 344-7065
				(Cell) (315) 244-7628
Department of Homeland Security & Emergency Services Albany Watch Center				
	(518) 292-2200	(518) 322-4982	ny.statewatchcenter@dhses.ny.gov	
Department of Homeland Security & Emergency Services Region IV, Syracuse, NY				
	(315) 438-8907	(315) 438-3350		
(Bruce Jordan)	(518) 605-8851		bjordan@dhses.ny.gov	
Emergency Management Ontario				
(Dave Clarke)	(613) 545-0372	(613) 293-0322 (Cell)		
St. Lawrence County Hazard Mitigation Coordinator				
(Jason Pfothner)	(315) 379-2292		jpfothner@stlawco.gov	

Hospitals

Canton-Potsdam Hospital	(315) 261-5910
Claxton-Hepburn Medical Center	(315) 393-3887
Clifton-Fine Hospital	(315) 848-3351
Gouverneur Hospital	(315) 535-9217
Massena Memorial Hospital	(315) 769-4237

National Weather Service

(Steve Hogan) – Burlington	(802) 862-9883
	(800) 863-4279 (unlisted)

News Media**-Radio:**

WSNN/WPDM, Potsdam	(315) 265-5510	(315) 265-4040	hits@slc.com
WSLU - North Country			
Public Radio	(315) 229-5356	(315) 229-5373	radio@ncpr.org
YES FM, Ogdensburg	(315) 393-1220	(315) 393-3974	john@q1029.com
WTSC, Clarkson Univ., Potsdam	(315) 268-7658		radio@clarkson.edu
WAIH FM, SUNY Potsdam	(315) 267-7692		neuman21@potsdam.edu
The Valley, WVIF, Massena	(315) 769-3333		
KSLU, St. Lawrence Univ., Canton			kslu@music-stlawu.edu
WMSA AM Massena	(315) 769-3594	(315) 769-3299	bob@1340wmsa.com
WNCQ, Ogdensburg	(315) 393-1220		

-Television:

WWNY-7	(315) 788-3800	(315) 782-7468	
WNYF Fox-28	(315) 786-0028	(315) 786-2080	fox28@wwnytv.net
WPBS-TV	(315) 782-3142		tom_hanley@wpbs.org

- Newspapers:

Watertown Daily Times	(315) 782-1000	(315) 386-2855	bgorman@wdt.net
Ogdensburg Journal	(315) 393-1000		
Daily Courier Observer, Potsdam	(315) 265-6000		
St. Lawrence Plaindealer, Canton	(315) 386-8521		

Volunteer Organizations**RACES (Radio Amateur Civil Emergency Service)**

(Bob Farrington, KD2QLH County Radio Officer)	(315) 262-2256	bobfarr1155@outlook.com
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Red Cross

(Watertown 24 hr. #)	(315) 782-4410
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Salvation Army

Massena	(315) 769-5154
Ogdensburg	(315) 393-3351

VOAD (Volunteer Organization Active in Disasters)

(Norma Cary)	(315) 386-1102
(Gery & Leo Ryan)	(315) 769-8572

Public Health Key Personnel List
St. Lawrence County Public Health Department

Phone: (315) 386-2325 Fax: (315) 386-2774

After Hours, Weekends, Holidays – Notify on call nurse 315-454-2363
or
Emergency Preparedness Coordinator 315-854-7117

Erin Streiff Director Personal Cell: 315-317-0101 E-mail: estreiff@stlawco.gov In House: 2325	Kindra Cousineau Public Health Nurse/HIN Coordinator 24/7 Communicable Disease Cell Phone: 315-244-4542 E-mail: kcousineau@stlawco.gov In House: 3449
Carly Zimmermann Deputy Director Cell: 315-854-7113 E-mail: czimmermann@stlawco.gov In House: 3401	Richard Rusaw Director of Emergency Services Cell Phone: 315-229-8374 Central Dispatch: 315-386-4591 E-mail: rirusaw@stlawco.gov In House: 2091

EXECUTIVE SUMMARY

Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the County's ability to manage emergency/disaster situations. It was prepared by County officials working as a team in a planning process recommended by the New York State Emergency Management Office. 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 New York State Defense Emergency Act.

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

Comprehensive Approach

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

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

Management Responsibilities

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

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

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

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

Conclusion

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

**ST. LAWRENCE COUNTY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN**

Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in St. Lawrence County.
3. 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, St. Lawrence County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - a) Risk Reduction (Prevention and Mitigation)
 - b) Response
 - c) Recovery
5. Risk Reduction (Prevention and Mitigation):
 - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in St. Lawrence County.
6. Response:
 - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
 - Alerting and warning of endangered populations
 - Protective actions for the public
 - Allocating/distributing of equipment/resources
- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
- d) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

7. Recovery:

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

B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in St. Lawrence County.
2. The objectives of the Plan are:
 - a) To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - b) To outline short, medium and long range measures to improve the County's capability to manage hazards.
 - c) To 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.
 - d) To provide for the efficient utilization of all available resources during an emergency.

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

C. Legal Authority

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

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operations

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

9. The Chair, St. Lawrence County Board of Legislators has assigned to the Office of Emergency Services the responsibility to coordinate County emergency management activities.
10. St. Lawrence County will utilize the National Incident Management System (NIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response. St. Lawrence County recommends and encourages all local governments in St. Lawrence County to utilize NIMS ICS.
11. A request for assistance to the State will be submitted through the Region Office of the Department of Homeland Security located in Syracuse, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the Department of Homeland Security.
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

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

**ST. LAWRENCE COUNTY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN**

Section II

RISK REDUCTION

A. Designation of County Hazard Mitigation Coordinator

1. The St. Lawrence County Director of Planning has been designated by the Chair, St. Lawrence County Board of Legislators, as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in St. Lawrence County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will participate as a member of the County Emergency Planning Committee.

B. Identification and Analysis of Potential Hazards

1. The County Emergency Planning Committee will be comprised of:
 - a) County Emergency Services Director
 - b) County Emergency Services Deputy Director
 - c) County Administrator
 - d) County Health Department Director
 - e) County Highway Superintendent
 - f) County Hazard Mitigation Coordinator
 - g) County Probation Director
 - h) County Community Services Director
 - i) County Sheriff/Undersheriff
 - j) Social Services Commissioner
2. The County Emergency Planning Committee will:
 - a) identify potential hazards in the County
 - b) determine the probable impact each of those hazards could have on people and property

- c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
- 3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
- 4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program **HAZNY**, provided by the State Emergency Management Office. In addition, a Vulnerability Assessment was completed involving County Departments, local facilities operated by the State, community agencies, media, and local industry.
- 5. This hazard analysis:
 - a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards, establishes priorities for planning for those hazards receiving a high ranking of significance
 - b) after completion in the Fall of 2001 was submitted to the Regional Office of the Department of Homeland Security. It was updated on September 9, 2003.
 - c) is to be reviewed and updated every three years
- 6. The complete Hazard Analysis results are located in the St. Lawrence County Emergency Management Office.

C. Risk Reduction Policies, Programs and Reports

- 1. County agencies are authorized to:
 - a) promote policies, programs and activities to reduce hazard risks in their area of responsibility
 - b) Examples of the above are:
 - encourage 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 and local DOT's to address dangerous conditions on roads used by hazardous materials carriers.
2. The St. Lawrence County Planning Office is responsible for land use management of county owned land and the review of land use management actions throughout the county.
 3. In all of the above activities, the County Planning Office will take into account the significant hazards in St. Lawrence County.
 4. The St. Lawrence County Emergency Planning Committee will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program as needed.
 5. The St. Lawrence County Emergency Planning Committee will meet tri-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
 6. For each hazard reduction action identified, the following information is to included by the Planning Team:
 - a) a description of the action
 - b) a statement on the technical feasibility of the action
 - c) the estimated cost of the action
 - d) the expected benefits of the action and the estimated monetary value of each benefit
 - e) an estimate of the level of community support for the action
 7. This information will be consolidated into a Risk Reduction Report.
 8. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
 9. The Risk Reduction report will be presented to the St. Lawrence County Office of Emergency Services for review, revision, and approval or disapproval, bi-annually beginning December, 2003.
 10. The Risk Reduction Report will be presented to the Chief Administrative Officer and the County Board of Legislators, via the Chair, St. Lawrence County Board of Legislators, for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the County's capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of Risk Reduction.
2. The Emergency Planning Committee will, on a tri-annual basis:
 - a) assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:

- the likely time of onset of the hazard
 - the impacted communities' preparedness levels
 - the existence of effective warning systems
 - the communities' means to respond to anticipated casualties and damage
3. To assist the Planning Committee in its assessment, the County Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.

E. Training of Emergency Personnel

1. The St. Lawrence County Director of Emergency Services has the responsibility to:
- a) arrange and provide, with the assistance of the New York State Emergency Management Office, the conduct of training programs for County emergency response personnel.
 - b) encourage and support training for city, town and village emergency response personnel, including volunteers
 - c) such training programs will:
 - include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
 - include National Incident Management System (NIMS) Incident Command System (ICS) training, focusing on individual roles
 - conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including NIMS ICS for Executives training
 - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
 - be provided in crisis situations, that requires additional specialized training and refresher training
 - d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Attachment 2, St. Lawrence County Drill and Exercise Schedule- 2003.
 - e) consult with the county departments and agencies, in developing training courses and exercises

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

F. Education and Public Awareness

- 1. The Director of Cooperative Extension, in cooperation with the County Office of Emergency Services is responsible for:
 - a) providing education on hazards to the young adult and adult public in the county
 - b) making the public aware of existing hazards in their communities
 - c) familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard.
- 2. This education will:
 - a) cover all significant hazards
 - b) be available free of charge
 - c) be provided by the existing school systems in the county through arrangements with the superintendent of schools.
- 3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by Department of Homeland Security and other State and Federal departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

- 1. The County Highway Department will develop, with the necessary assistance of other County departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
- 2. As a hazard's emergence is detected, this information is to be immediately provided to the County Office of Emergency Services or the St. Lawrence County 9-1-1 Communications Center, as appropriate, and disseminated per protocol.

3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program.
5. All County hazard 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.

Attachment 1

Vulnerability Analysis Chart

TYPE OF EMERGENCY	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
	High 5 ↔ Low 1	High Impact 5 ↔ 1 Low Impact			Weak Resources 5 ↔ Strong Resources 1		
Winter Storm	5	3	2	2	2	1	15
Flood	4	3	3	3	4	2	19
Power Failure	4	4	2	3	4	2	19
Wind Storm	3	2	3	2	1	2	13
Terrorist Activity	1	2	3	2	4	3	15
Hazard Material in Transit	3	4	1	1	4	2	15
Ice Storm	4	4	3	4	3	1	19
Forest Fire	3	1	3	1	5	2	15

St. Lawrence County

The Vulnerability Analysis Chart was completed in October 2003, and is intended as an interim update of the HAZNY report completed in cooperation with SEMO. It reveals the following:

The County's greatest threats remain Power Failure, Flood, and Ice Storm. The County has extensive experience in handling all three. Though the probability was highest in a Winter Storm, the impacts were low and the internal and external resources were rated as "strong."

The weakest internal and external resources listed pertained to Terrorist Activity, but this was offset by a low probability rating (1).

The greatest impact to business is anticipated from a Winter Storm or an Ice Storm. Strong resources were indicated both internally and externally for responding to both.

Attachment 2

St. Lawrence County Drill and Exercise Schedule

2003-2004

October 14, 2003 Terrorism Annex Drill, Canton

**ST. LAWRENCE COUNTY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN**

Section III

RESPONSE

I. Response Organization and Assignment of Responsibilities

A. County Executive Responsibilities, Powers, and Succession

1. The Chair, St. Lawrence County Board of Legislators (County Executive) is ultimately responsible for County emergency response activities and:
 - a) may assume personal oversight of the County emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,
 - b) controls the use of all County owned resources and facilities for disaster response,
 - c) may declare a local state of emergency in consultation with the County Emergency Management Office Director (County Emergency Manager) and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 28),
 - d) may request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources,
 - e) may provide assistance to others at the request of other local governments both within and outside St. Lawrence County.
2. In the event of the unavailability of the County Executive, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:
 - a) Chair, Board of Legislators
 - b) Vice Chair, Board of Legislators
 - c) Chair of Finance Committee
 - d) Chair, Operations Committee
 - e) Chair, Services Committee
 - f) County Administrator
 - g) Director Economic Development
 - h) Director of Probation
 - i) Director, Emergency Services
 - j) Deputy Director, Emergency Services

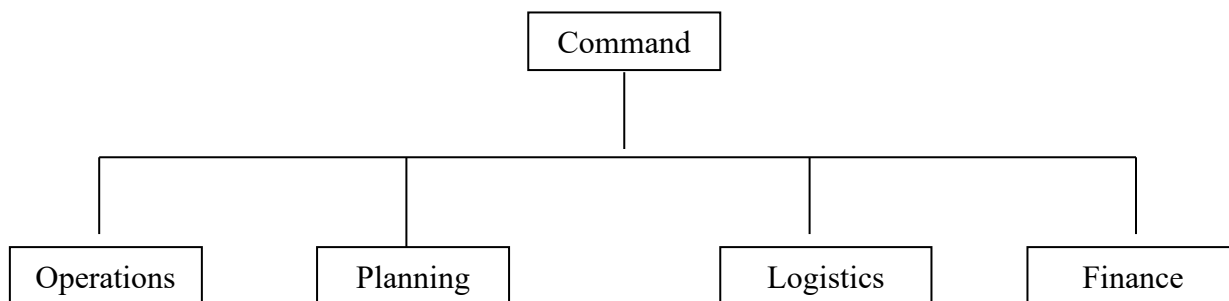
B. The Role of the Emergency Manager

1. The Emergency Manager coordinates County emergency response activities for the Chair, St. Lawrence County Board of Legislators (County Executive), and recommends to the County Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.
2. The Emergency Manager:
 - a) activates the County's response organization and initiates County response activities
 - b) notifies and briefs County departments, agencies and other organizations involved in an emergency response
 - c) maintains and manages an Emergency Operations Center
 - d) facilitates coordination between the County and:
 - the Incident Commander
 - towns, cities, and villages in the County
 - local governments outside the County
 - the State of New York
 - private emergency support organizations.

C. The St. Lawrence County Emergency Response Organization

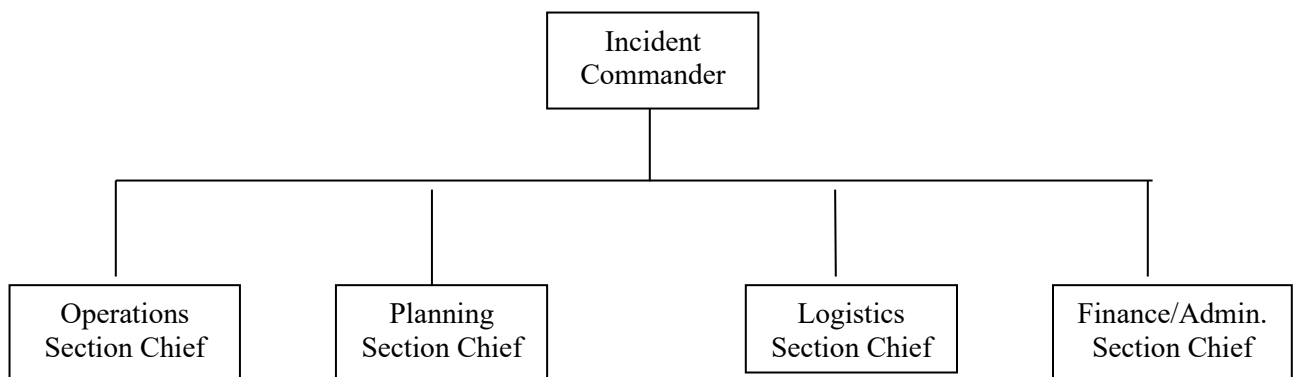
1. The National Incident Management System (NIMS) Incident Command System (ICS)
 - a) St. Lawrence County endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency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

- c) Under NIMS ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five NIMS ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- f) An on-scene NIMS ICS with all five functions organized as sections is depicted as:



- g) During an emergency, County response personnel must be cognizant of the Incident Command System in place and their role in it. Some County personnel may be responders to the scene and part of the on-scene NIMS ICS structure in a functional or staff role. Other County personnel may be assigned to the County Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene NIMS ICS will be coordinated by or through the County Emergency Manager.
- h) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.

- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal NIMS ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A County official could be designated as an Incident Manager and numerous County response personnel assigned to the Area NIMS ICS.
- j) County response personnel operating at the EOC will be organized by NIMS ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- k) Whenever the NIMS ICS is established, County response forces should be assigned to specific NIMS ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for sample NIMS ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

2. Agency Responsibilities

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

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

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

TABLE 1 – NIMS ICS Function and Response Activities by Agency

<u>AGENCY</u>	<u>NIMS ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Chair, St. Lawrence County Board of Legislators	Command (Agency Administrator) Public Information	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders; Emergency Public Information
Emergency Management	Command, Liaison	Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.
Sheriff's Department	Operations	Communications, Warning, Law Enforcement.
Health Dept.	Safety	Medical Care and Treatment; Disease and Pest Control; Emergency Worker Protection
Highway Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
Office of Fire Coordinator	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
Social Services	Operations	Human Needs Assessment
Office for the Aging	Operations	Human Needs Assessment
Planning & Development	Planning	Situation Assessment and Documentation Advance Planning
Mental Health Services	Operations	Crisis Counseling
Coroner	Operations	Identification and Disposition of Dead
American Red Cross	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
County Clerk	Logistics	Supply and Procurement; Information Systems
Personnel & Self Insurance	Logistics/ Planning	Human Resources
Budget Officer	Finance/Administration	Purchasing; Accounting; Record-keeping

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, a mobile unit or field trailer may be used.
5. The County EOC is located at the County Office of Emergency Services, Public Safety Complex, 49 1/2 Court Street, Canton, NY 13617.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Court House, 48 Court Street, Canton, NY 13617, or at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to NIMS ICS function under the direction of the EOC Manager.
9. Though organized by NIMS ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an NIMS ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated as changes occur, no less than annually.
13. Work areas will be assigned to each agency represented at the EOC.

14. Internal Security at the EOC during an emergency will be provided by the St. Lawrence County Sheriff's Department:
 - a) all persons entering the EOC will be required to check in at the security desk located at the main entrance
 - b) all emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC
 - c) temporary passes will be returned to the security desk when departing from the premises
15. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
16. The NIMS ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
17. The Emergency Manager maintains a Standard Operating Guide (SOG) for activating, staffing and managing the EOC. This SOG can be found as Attachment 2 to this section of the plan.

B. Notification and Activation

1. As described in detail in Attachment 2, upon initial notification of an emergency to the County 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate County official(s). This initial notification sets into motion the activation of County emergency response personnel.
2. Each emergency is to be classified into one of four County Response Levels according to the scope and magnitude of the incident.
 - a. Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
 - b. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 - c. Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.
 - d. Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

3. Emergency response personnel will be activated according to the Response Level classification:

For Response Level 1, only the staff of the Office of Emergency Services are notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select members of the county response organization as determined by the Emergency Manager.

For Response Level 3, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of County response personnel to other locations including the emergency scene will be made through the EOC.

See Attachment 2 for further details.

C. Assessment and Evaluation

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

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

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Chair, St. Lawrence County Board of Legislators may proclaim a **state of emergency** pursuant to section 24 of the State Executive Law.
2. Such a proclamation authorizes the County Executive to deal with the emergency situation with the full executive and legislative powers of county government.
3. This power is realized **only** through the promulgation of **local emergency orders**. For example, emergency orders can be issued for actions such as:
 - establishing curfews
 - restrictions on travel
 - evacuation of facilities and areas
 - closing of places of amusement or assembly.

4. Appendix 28 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. Chief Executives of cities, towns and villages in St. Lawrence County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.
6. Whenever a State of Emergency is declared in St. Lawrence County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. Public Warning and Emergency Information

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the County EOC:
 - a) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager. See Attachment 3, St. Lawrence County Emergency Alert System.
 - b) NOAA Weather Radio (NWR) - is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Binghamton. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received by County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials. See Attachment 3.
 - c) Stationary Fire Sirens: Located at fire stations throughout the County for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the County, and can be used in conjunction with EAS. When

activated, the siren can sound a special warning to the public, indicating that residents should turn to local radio or TV for emergency instructions. This will allow County Municipalities using this type system to warn residents pursuant to local protocol and capabilities. See Attachment 3.

- d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public.
 - e) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
- 4. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.
 - 5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.
 - 6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
 - a) establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
 - b) authenticate all sources of information being received and verify accuracy
 - c) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - d) coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - e) check and control the spreading of rumors
 - f) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - g) arrange any media tours of emergency sites.

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

F. Emergency Medical and Public Health

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

G. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.
3. By written agreement, in the event of a major power outage, the Operations Section will request that Niagara Mohawk assign a representative to the St. Lawrence County EOC to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations section may request assigning a representative from other utilities (telephone, water, cable) as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, St. Lawrence County should act in cognizance of and in cooperation with the State Highway Emergency Task Force. See Attachment 4, NY State Highway Emergency Task Force Policy and Procedures.

H. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the County Executive during an emergency and can be utilized as necessary.

4. Resources owned by other municipalities in and outside of St. Lawrence County can be utilized upon agreement between the requesting and offering government.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

I. Standard Operating Guides and Other Supporting Plans.

1. Each County agency assigned responsibility under this Response portion of the plan has been provided a Contingency Planning Survey Document for preparing its own Standard Operating Guides (SOGs). These SOGs 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 NIMS ICS training.
2. Each agency SOG is to be updated at least annually and reviewed at a joint agency planning meeting held each spring. Copies of each SOG are retained by the County Emergency Manager. The following agency SOG's have been filed as drafts as of October 30, 2003:
 - Office of Emergency Services
 - Mass Fatalities Plan of Operation, Coroner's Office
 - Office for the Aging
 - County Clerk/Canton Motor Vehicle
 - St. Lawrence County Sheriff Office/Criminal Division
 - St. Lawrence County Treasurer
 - St. Lawrence County Job Development/Center for Workforce Development
 - Office of the Chief Administrative Officer
 - St. Lawrence County Buildings & Grounds
 - St. Lawrence County Probation
 - Department of Social Services
3. The following is a list of functional and hazard specific annexes that support this plan, and are filed in the County Emergency Management Office:
 - St. Lawrence County Hazardous Materials Response Plan (Sara Title III)

Attachment 1

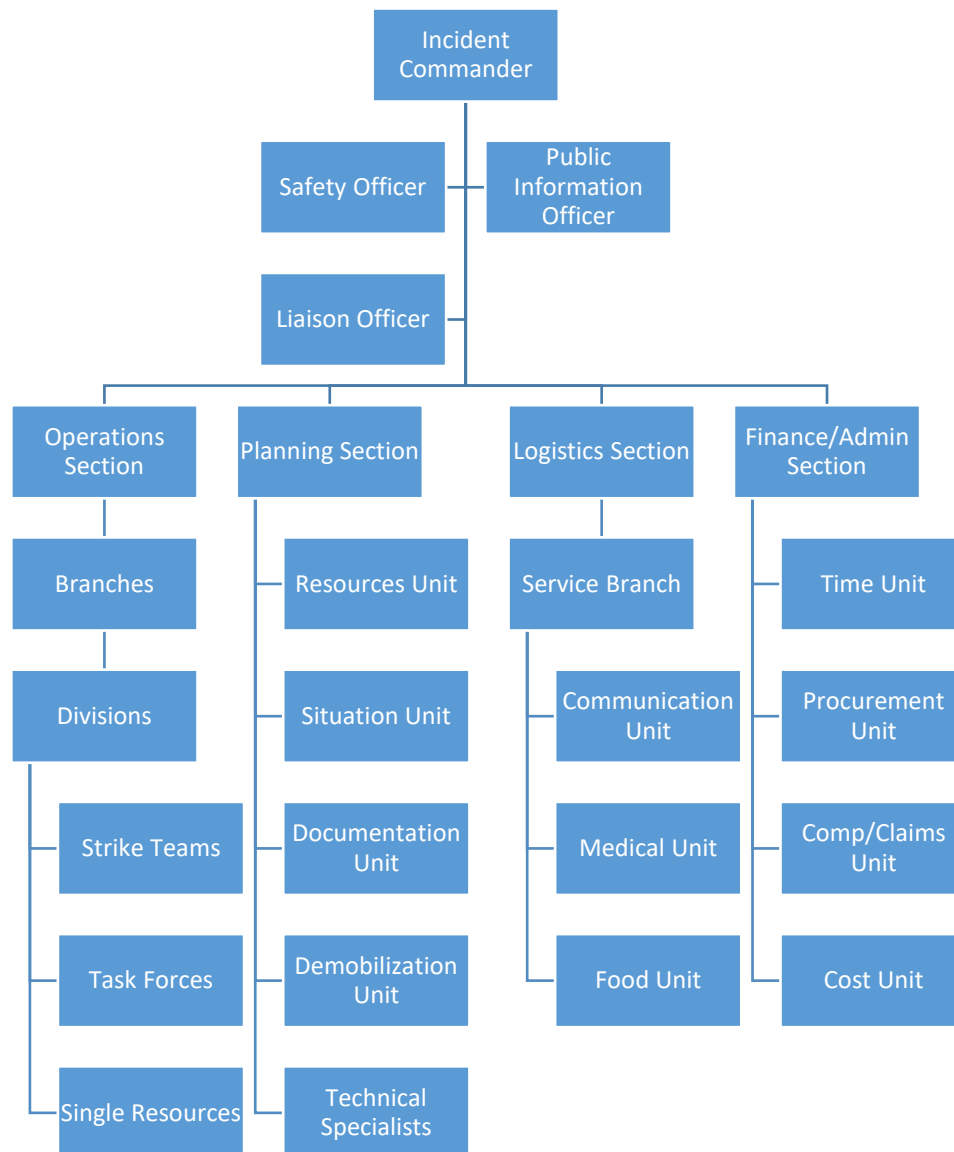
ST. LAWRENCE COUNTY

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

NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM DIAGRAM

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

NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM ORGANIZATION CHART



INTRODUCTION

The NIMS ICS organizational guidance provided is not regulatory. Recognizing that a response will bring together numerous organizations with varying incident management structures, the Incident Commander or Unified Command for the specific incident will determine how to best set up and staff the incident-specific NIMS ICS organization for the most efficient and effective use of the resources involved.

The NIMS Incident Command System provides for maximum flexibility in varied situations, but specific training is recommended. These Position Descriptions are a job aid rather than a stand-alone document. By reading the position descriptions, and checklists, responders will be guided in their duties within the NIMS ICS process.

The NIMS ICS diagram outlines a generic response organization for pre-event planning. However, an actual organization will be event-specific. Not all positions need to be filled. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

INCIDENT COMMANDER

On most incidents, a single Incident Commander carries out the Command activity. The Incident Commander is selected through pre-designation, qualifications, or experience. The Incident Commander may have a deputy, who may be from the same entity or from an assisting entity. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

- a. Review common responsibilities.
- b. Assess the situation and/or obtain a briefing from the prior Incident Commander.
- c. Determine incident objectives and strategies.
- d. Establish the immediate priorities.
- e. Establish an Incident Command Post.
- f. Establish an appropriate organization.
- g. Approve and authorize implementation of an Incident Action Plan.
- h. Ensure that adequate safety measures are in place.
- i. Coordinate activity of all Command and General Staff.
- j. Coordinate with key stakeholders and officials through the Liaison Officer.
- k. Approve requests for additional resources or for the release of resources.
- l. Keep agency or authorizing entity (Responsible Party) informed about incident status.
- m. Approve, if appropriate, the use of trainees, volunteers, or auxiliary personnel.
- n. Authorize release of information through the Information Officer.
- o. Ensure incident funding is available.
- p. Notify natural resource trustees(s) and coordinate with NRDA Representative(s).
- q. Coordinate incident investigation responsibilities.
- r. Seek appropriate legal counsel.
- s. Order the demobilization of incident resources, when appropriate.

INFORMATION OFFICER

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Review Common Responsibilities.
- b. Determine from the Incident Commander if there are any limits on information release.
- c. Develop material for use in news briefings.
- d. Obtain Incident Commander approval for news media releases.
- e. Inform news media and conduct news briefings.
- f. Arrange for tours and other interviews or briefings that may be required.
- g. Obtain news media information that may be useful for incident planning.
- h. Maintain current information summaries and/or displays on the incident.
- i. Provide information on status of incident to assigned personnel.
- j. Establish and staff a Joint Information Center (JIC) as necessary.
- k. Maintain Unit/Activity Log (ICS 214).

SAFETY OFFICER

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required.

The Safety Officer maintains awareness of active and developing situations, ensures the Site Safety and Health Plan is prepared and implemented, and includes safety messages in each Incident Action Plan. Only one Safety Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Review Common Responsibilities.
- b. During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
- c. Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work-plan.
- d. Review the Incident Action Plan for safety implications.
- e. Exercise emergency authority to prevent or stop unsafe acts.
- f. Investigate accidents that have occurred within incident areas.
- g. Ensure preparation and implementation of Site Safety and Health Plan (SSHP) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations.

The SSHP shall, at a minimum, address, include, or contain the following elements:

- Health and safety hazard analysis for each site task or operation.
 - Comprehensive operations work-plan.
 - Personnel training requirements.
 - PPE selection criteria.
 - Site-specific occupational medical monitoring requirements.
 - Air monitoring plan: area/personal.
 - Site control measures.
 - Confined space entry procedures "only if needed".
 - Pre-entry briefings (tailgate meetings): initial and as needed.
 - Pre-operations health and safety conference for all incident participants.
 - Quality assurance of SSHP effectiveness.
- h. Assign assistants and manage the incident safety organization.
 - i. Review and approve the Medical Plan (ICS 206).
 - j. Maintain Unit/Activity Log (ICS 214).

LIAISON OFFICER

Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the point of contact for the assisting and cooperating Agency Representatives and stakeholder groups.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Review Common Responsibilities.
- b. Provide a point of contact for assisting and cooperating Agency Representatives.
- c. Identify Agency Representatives from each agency, including communications link and location.
- d. Maintain a list of assisting and cooperating agency and stakeholder group contacts.
- e. Assist in establishing and coordinating interagency contacts.
- f. Keep agencies supporting incident aware of incident status.
- g. Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Command, as appropriate.
- h. Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
- i. Provide information and support to local government officials and stakeholder groups.
- j. Maintain Unit/Activity Log (ICS 214).

AGENCY REPRESENTATIVES

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer.

- a. Review Common Responsibilities.
- b. Ensure that all agency resources are properly checked-in at the incident.
- c. Obtain briefing from the Liaison Officer or Incident Commander.
- d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- e. Attend briefings and planning meetings, as required.
- f. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- g. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- h. Ensure the well-being of agency personnel assigned to the incident.
- i. Advise the Liaison Officer of any special agency needs or requirements.
- j. Report to home agency or headquarters on a prearranged schedule.
- k. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- l. Ensure that all required agency forms, reports, and documents are complete prior to departure.
- m. Meet with the Liaison Officer or Incident Commander for debriefing prior to departure.

OPERATIONS SECTION CHIEF

The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission.

The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety and Health Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plans as necessary; and reports such to the Incident Commander.

- a. Review Common Responsibilities.
- b. Develop operations portion of Incident Action Plan.
- c. Brief and assign operations personnel in accordance with Incident Action Plan.
- d. Supervise execution of the Incident Action Plan for Operations.
- e. Request resources needed to implement Operation's tactics as part of the Incident Action Plan development (ICS 215).
- f. Ensure safe tactical operations.
- g. Make, or approve, expedient changes to the Incident Action Plan during the operational period, as necessary.
- h. Approve suggested list of resources to be released from assigned status (not released from the incident).
- i. Assemble and disassemble teams/task forces assigned to operations section.

- j. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
- k. Maintain Unit/Activity Log (ICS 214).

PLANNING SECTION CHIEF

The Planning Section Chief, a member of the General Staff, is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

- a. Review Common Responsibilities.
- b. Activate Planning Section units.
- c. Assign available personnel already on site to NIMS ICS organizational positions, as appropriate.
- d. Collect and process information about the incident.
- e. Supervise Incident Action Plan preparation.
- f. Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.
- g. Participate in planning and other meetings, as required.
- h. Establish information requirements and reporting schedules for all NIMS ICS organizational elements for use in preparing the Incident Action Plan.
- i. Determine need for any specialized resources in support of the incident.
- j. Provide Resources Unit with the Planning Section's organizational structure, including names and locations of assigned personnel.
- k. Assign Technical Specialists, where needed.
- l. Assemble information on alternative strategies.
- m. Assemble and disassemble Strike Teams or Task Forces, as necessary.
- n. Provide periodic predictions on incident potential.
- o. Compile and display incident status summary information.
- p. Provide status reports to appropriate requesters.
- q. Advise General Staff of any significant changes in incident status.
- r. Incorporate the incident Traffic Plan (from Ground Support Unit), Vessel Routing Plan (from Vessel Support Unit) and other supporting plans in the Incident Action Plan.
- s. Instruct Planning Section Units in distribution and routing of incident information.
- t. Prepare resource release recommendations for submission to Incident Command.
- u. Maintain Section records.
- v. Maintain Unit/Activity Log (ICS 214).

PLANNING SECTION - TECHNICAL SPECIALISTS

Technical Specialist are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the NIMS ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be used during a terrorism incident response.

- a. Review Common Responsibilities.
- b. Check in.
- c. Obtain briefing from supervisor.
- d. Obtain personal protective equipment as appropriate.
- e. Determine coordination procedures with other sections, units, and local agencies.
- f. Establish work area and acquire work materials.
- g. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies as appropriate.
- h. Obtain appropriate transportation and communications.
- i. Keep supervisor informed.
- j. Maintain Unit/Activity Log.

EXAMPLES OF TECHNICAL SPECIALISTS:

Fire Behavior Specialist
Environmental Specialist
Hostage Negotiations Specialist
DMORT Family Notification Specialist
Training Specialist
Weather Forecasting Specialist

SCIENTIFIC SUPPORT COORDINATOR

The Scientific Support Coordinator (SSC) is a technical specialist and is defined in the National Contingency Plan as the principal advisor to the FOSC for scientific issues. The SSC is responsible for providing expertise on chemical hazards, field observations, trajectory analysis, resources at risk, environmental tradeoffs of countermeasures and cleanup methods, and information management. The SSC is also charged with gaining consensus on scientific issues affecting the response, but ensuring that differing opinions within the scientific community are communicated to the Incident Command. The SSC is the point of contact for the Scientific Support Team from NOAA's Office of Response and Restoration (OR&R). Additionally, the SSC is responsible for providing data on weather, tides, and currents, and other applicable environmental conditions. The SSC can serve as the Environmental Unit Leader.

- a. Review Common Responsibilities.
- b. Attend planning meetings.
- c. Determine resource needs.
- d. Provide overflight maps and trajectory analysis to the Situation Unit.

- e. Provide weather, tidal, and current information.
- f. Obtain consensus on scientific issues affecting the response.
- g. Develop a prioritized list of the resources at risk.
- h. Provide information on chemical hazards.
- i. Evaluate environmental tradeoffs of countermeasures and cleanup methods, and response endpoints.
- j. Maintain Unit Activity Log (ICS 214).

LOGISTICS SECTION CHIEF

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident response. The Logistics Section Chief participates in developing and implementing the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

- a. Review Common Responsibilities.
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in Incident Action Plan preparation.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to, and review, Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Incident Action Plan.
- m. Estimate future service and support requirements.
- n. Provide input to Demobilization Plan as required by Planning Section.
- o. Recommend release of unit resources in conformance with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS 214).

FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

- a. Review Common Responsibilities.
- b. Attend briefing with responsible company/agency to gather information.
- c. Attend planning meetings to gather information on overall strategy.
- d. Determine resource needs.
- e. Develop an operating plan for Finance/Administration function on incident.

- f. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- g. Inform members of the Unified Command and General Staff when Section is fully operational.
- h. Meet with assisting and cooperating company/agency representatives, as required.
- i. Provide input in all planning sessions on financial and cost analysis matters.
- j. Maintain daily contact with company/ agency(s) administrative headquarters on finance matters.
- k. Ensure that all personnel time records are transmitted to home company/agency according to policy.
- l. Participate in all demobilization planning.
- m. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- n. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.

Attachment 2

STANDARD OPERATING GUIDE FOR THE ST. LAWRENCE COUNTY EMERGENCY OPERATIONS CENTER (EOC)

A. INTRODUCTION

1. This Guide is a supplement to the St. Lawrence County Comprehensive Emergency Management Plan.
2. The St. Lawrence County Emergency Operations Center (EOC), located at the County Court House Legislative Chambers, 48 Court Street, Canton, NY 13617, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations.
3. The County Director of Emergency Services (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

B. READINESS

1. The Emergency Manager maintains (at the EOC):
 - a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the EOC computer system).
 - b) A current chart and/or checklist of response activities required during emergencies.
 - c) Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.

- d) Current copies of agencies' response plans/procedures.
- e) A situation display board for recording and reporting during the progress of an emergency.
- f) A "daily activities" log (both in hard copy and in the EOC computer system).
- g) A current resource inventory (both in hard copy and in the EOC computer system).
- h) EOC space is to be maintained in an emergency operations mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

C. ACTIVATION

1. Each emergency in St. Lawrence County should be classified into one of four Response Levels, according to the scope and magnitude of the situation:

Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.

Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

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

Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

2. Initial notification of an emergency is usually received at the St. Lawrence County 9-1-1 Communications Center where the information is recorded.
3. Upon initial notification of an emergency (or a potential emergency), the Communications Center duty officer will immediately, based upon all available information, assign a Response Level for the purposes of activating the appropriate county personnel as described below:

For Response Level 1, only the staff of the County Office of Emergency Services are notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select members of the county response organization as determined by the

Emergency Manager.

For Response Level 3, classification, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of County response personnel to other locations including the emergency scene will be made through the EOC.

4. Initial notification of an emergency to a County office other than the County 911 Center requires the recipient to notify the Director, St. Lawrence County Office of Emergency Services.
5. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
6. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

D. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
2. For a Level 3 emergency, with full EOC staffing, staff will be organized into the five NIMS ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. For a Level 3 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation de-escalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (6:00a to 6:30p and 6:00p to 6:30a).
5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.
6. For lesser emergencies (Levels 1 and 2), where there is no need for a major County response, the formal use at the EOC of distinct NIMS ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the Chair, St. Lawrence County Board of Legislators, will normally be responsible for all NIMS ICS functions and may utilize distinct NIMS ICS functional components as needed.

E. SITUATION REPORTING

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

- i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Sheriff, Chair, St. Lawrence County Board of Legislators and the SEMO Regional Office.
- j) Maintain an event log to include all pertinent disaster-related information.

F. SECURITY

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

Attachment 3

ST. LAWRENCE COUNTY EMERGENCY ALERT SYSTEM (EAS)

PURPOSE

1. To meet Federal guidelines set down for a plan by each county to be established by January 1, 1997.
2. To have a plan to alert the citizens of the affected areas of St. Lawrence County of a natural or technical (including man-made) disaster.
3. To give advanced warning to potentially affected citizens on what steps should be taken to prevent injuries or deaths from occurring.

AUTHORITY

Title 47 U.S.C. 161, 154 (1) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part II, FCC Rules & Regulations, Emergency Alert System

OBJECTIVE

The objective of this plan is to document the steps to take for the proper notifications to the sending agency (National Weather Services or media resources) to notify the citizens of St. Lawrence County of an impending emergency whether it be natural or technical (man made) to prevent injury or death.

This document will utilize certain aspects of the St. Lawrence County Comprehensive Emergency Management Plan and the Hazardous Materials Response Annex in order to properly activate the EAS. This plan contains procedures for local officials and/or the National Weather Service to transmit emergency information to the public during a local emergency using the EAS.

This document is intended to supplement existing procedures in the EAS New York State Plan as promulgated by the State Emergency Communications Commission. Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast or cable licensee from exercising her/his independent discretion and responsibility in any given situation. Stations originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system exercising discretion during the broadcast of emergency instructions to the general public is provided by FCC rules.

WHO CAN ACTIVATE THE PLAN

1. President
2. Governor
3. Department of Homeland Security/FEMA
4. Chair, St. Lawrence County Board of Legislators and/or the Emergency Management Office Director
5. National Weather Service
6. Media (radio, TV, cable) with authorization by one of the above.

AUTHENTICATION

1. The following authentication should be used in order to activate the EAS System:
2. A return phone call to the appropriate number shall be made to verify the activation for emergencies.

HAZARDS WHICH REQUIRE PLAN ACTIVATION

1. Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.
2. Natural disaster (notification from National Weather Service probable).
3. Any other major emergency where public would need to be notified.

COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE

1. Communications with the National Weather Service will be for the following reasons:
 - a. A test of the Emergency Alert System
 - b. An actual emergency where the system needs to be activated.
2. Communications will be by the following means:
 - a. High band radio – FEMA/DHS frequency
 - b. Regular telephone
 - c. NYSPIN (St. Lawrence County Emergency Management)

- d. NAWAS (St. Lawrence County Emergency Management)
- e. Cellular phone
- f. Packet radio
- g. High band radio - local government
- h. If any of the above is not available, then a low band portable will be taken to the National Weather Service for use on either St. Lawrence County F-2 or state wide fire ground F-4 frequencies.

DEFINITIONS

1. Emergency - A situation posing an extraordinary threat to the safety of life and property. Examples are tornadoes, floods, earthquakes, icing conditions, heavy snows, widespread fires, discharge of toxic gases, widespread power failures, industrial explosions, civil disorders and radiological emergencies, etc.
2. Designated Local Government Officials - The person or persons designated by the state and local government as specified on the top of Page 29.

SAMPLE MESSAGES

1. Hazardous Materials

St. Lawrence County Executive has announced that an emergency condition exists at (insert area) and orders the evacuation of all persons living or working in Response Zone 1. Response Zone 1 includes_____.

2. Weather

The National Weather Service has issued a:

☐ Tornado Warning	☐ Tornado Watch
☐ Severe Thunderstorm Warning	☐ Severe Thunderstorm Watch
☐ Flash Flood Warning	☐ Flash Flood Watch
☐ Special Marine Warning	☐ Flood Watch
☐ Lakeshore Warning	☐ High Wind Warning
☐ Winter Storm Warning	
☐ Blizzard Warning	
☐ Flood Warning	

For the following counties in New York State

 St. Lawrence Franklin
 Lewis Jefferson

(Note: May use portions of counties, as appropriate)

The (WARNING/WATCH) is in effect until (TIME AM/PM)

(BRIEF, short-fused information as to the location and movement of storms, communities to be affected and description of hazard.)

Stay tuned to local media or NOAA Weather Radio for more information and further updates on this WATCH/WARNING

Notes: This message should take no longer than 45 seconds to broadcast.
When completed, please initial this sheet and place on clipboard.
Initials:

LIST OF PARTICIPATING AGENCIES

WSLU – North Country Public Radio (315) 229-5356 ph, (315) 229-5373 fax, radio@ncpr.org

Each station must be called and password given along with who is authorizing it.

Activation of EAS In Emergencies

WARNING OF ENDANGERED POPULATIONS

1. Emergency warnings may be received at the 911 Communication Center through the National Warning System (NAWAS) or on a NYSPIN on a 24-hour basis.
2. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the “voice” of emergency public information.
3. The primary EAS program control station serving St. Lawrence County is WSLU at (315) 229-5356.
4. Notification of the public residing within an area exposed to a disaster will be accomplished by public address systems of local police and fire vehicles or door-to-door notification in rural and urban areas.
5. Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly will be notified individually. Arrangement will be made for warning the hearing impaired as conditions warrant.

6. Emergency warnings may be received at the EOC of the Department of Emergency Services CD/ODP Division-St. Lawrence County Sheriff's Department-Communication Center and the NYS Police Information Network (NYSPIN), 24 hours.

SITUATION REPORTING

1. The Emergency Manager will prepare the initial disaster situation report to be submitted to the County Executive and the Region IV District Office of the State Emergency Management Office (SEMO). The report will contain the following information:
 - a. Date and time of disaster
 - b. Type of disaster
 - c. General location of disaster
 - d. Specific area affected including the number of people
 - e. Number of injured (estimate)
 - f. Number of dead (estimate)
 - g. Damage or loss of municipal response equipment-assessment
 - h. Roads closed
 - i. Actions taken
2. The Emergency Manager or his designee will prepare follow-up reports.
3. Statewide emergency situation reports will be received through the National Warning System (NAWAS), the National Weather Service (NWS) and the NY State Police Information Networks (NYSPIN).

EMERGENCY PUBLIC INFORMATION

1. In consultation with the Emergency Manager or his designee, the County Executive will designate a County Public Information Officer (PIO) as the authoritative spokesperson for the county.
2. The County Public Information Officer (PIO) will:
 - a. Establish a Public Information Center (PIC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings.
 - b. Make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the major emergency or disaster.
 - c. Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
 - d. Authenticate all sources of information being received and verify accuracy.

- e. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
 - f. Coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved.
 - g. Clear all news releases with the County Executive.
 - h. Check and control the spreading of rumors.
 - i. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
 - j. Arrange any media and public tours of emergency sites with law enforcement personnel.
 - k. Inform the public about places of contact for missing persons and continued emergency services with the Red Cross.
 - l. Develop and keep updated Emergency Public Information (EPI) materials such as pamphlets with instructions as to what action to take (including instructions to groups when primary language is not English) - Linguistic Department SUNY Albany.
 - m. Make EPI materials available for distribution to the public and use by the news media, including for the visually impaired.
 - n. Make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact.
 - o. Conduct annual information meetings with the news media to acquaint them with current emergency plans and procedures.
3. The Public Information Center (PIC) may be established at the EOC or at any location where information flow can be maintained without interfering with emergency operations.
 4. The PIC may be located at a "one-stop" center where citizens and news media can obtain information and assistance.

IMMEDIATE PROTECTIVE ACTION

1. Protective action for emergency workers involved in containment, mitigation, assessment and recovery operations will be specific to the situation and the organization involved. The purpose of all protective actions will be to minimize the hazard to emergency response workers and the general public.

2. Depending on the type of disaster, the County Health Department, State Health Department, and/or other designated local or state agencies will combine their efforts for monitoring and exposure control.
3. The initial protective action recommendations will be made to the County EOC and to the incident commander. Reports and records will be communicated to and coordinated by the EOC.
4. The assessment of data will be done at the EOC as follows:
 - a. All monitoring data received at the EOC will be plotted on overlays.
 - b. Meteorological data received from the agencies and local NOAA stations will be recorded and correlated with monitoring data to construct downwind hazard predictions.
 - c. These analyses will be compared to the more complex and definitive assessments received from state and federal sources.
5. The County Executive, on recommendation of County/State Health and/or other state technical assistance agencies, will order proper exposure control.

TECHNICAL ANNEX TO ST. LAWRENCE COUNTY'S EAS PLAN

EAS MESSAGE PRIORITIES

A national activation for a Presidential message with the event code EAN must take priority over any other message and preempt it if it is in progress.

EAS participants should transmit other EAS messages in the following order:

- a. Local Area Messages
- b. State Messages
- c. National Information Center (NIC) Messages

During a national emergency, the radio and television broadcast network program distribution facilities must be reserved exclusively for distribution for Presidential messages.

NIC messages received from national networks which are not broadcast at the time of original transmission must be recorded locally by LP sources for transmission at the earliest opportunity.

TRANSMISSION REQUIREMENTS

Transmissions may be either automatic or manual.

Transmissions must include:

- a. EAS header codes
- b. Attention signal
- c. Emergency message
- d. End of message (EQM)

VISUAL REQUIREMENTS

Effective July 1, 1997, television stations shall transmit a visual message containing the originator, event, location and the valid time period of an EAS message. If the message is a video crawl, it shall be displayed at the top of the television screen or where it will not interfere with other visual messages.

Television stations should ensure that pauses in video before EAS message transmissions do not cause television receivers to mute EAS audio messages.

TRANSMISSION REQUIREMENTS (CABLE)

Effective January 1, 1997, cable systems shall transmit EAS audio messages in the same order as broadcast stations. The attention signal may be produced from a storage device. Additionally, subject cable systems must:

- ◆ Provide a video interruption and an audio EAS message on all channels. The audio message must state which channel is carrying the visual EAS message.

- ◆ Subject cable systems shall transmit a visual EAS message on at least one channel. The message shall contain the originator, event, location and the valid time period of the EAS message. If the visual message is a video crawl, it shall be displayed at the top of the subscriber's television screen or where it will not interfere with other visual messages.
- ◆ Cable systems shall provide a method to alert hearing impaired or deaf subscribers to EAS messages. Methods may include: a box that displays EAS messages and activates other alerting mechanisms or lights; visual messages on all channels; etc.
- ◆ Cable systems may elect not to interrupt EAS messages from broadcast stations based on a written agreement between all concerned.

UNATTENDED REQUIREMENTS

Automatic interrupt of programming and transmission of EAS messages is required when facilities are unattended and must include a permanent record that contains a minimum of the following:

- a. Originator
- b. Event
- c. Location
- d. Valid time period of the message

The decoder performs the functions necessary to determine which EAS messages are automatically transmitted by the encoder.

RETRANSMISSION REQUIREMENTS

Participants are required to transmit all received EAS messages that have the following event codes:

- a. Emergency Action Notification (EAN)
- b. Emergency Action Termination (EAT)
- c. Required Monthly Test (RMT)

and accompanying location codes for their state and state/county.

These EAS messages shall be retransmitted unchanged except for the LLLLLLLL-code which identifies the broadcast station or cable system retransmitting the message.

If an EAS source originates any EAS messages with the above event codes, it must include the location codes for the state and counties in its service area.

Retransmission must be within the following time frame:

- a. EAS messages with the EAN and EAT event codes must be transmitted immediately upon reception.
- b. Monthly EAS messages must be transmitted within 15 minutes of reception.

MONITORING REQUIREMENTS

Broadcast stations and subject cable systems must monitor two (2) EAS sources specified in the state EAS Plan and FCC Mapbook.

Broadcast station and cable system management will determine which header codes for state and local area emergency situations will automatically interrupt their programming.

TESTING REQUIREMENTS

Entries shall be made in the broadcast station or cable system records for all tests.

REQUIRED MONTHLY TESTS (RMT) CONSISTS OF THE TRANSMISSION OF:

- a. EAS header codes
- b. Attention signal
- c. Test script
- d. EOM code

Tests in odd numbered months: 8:30 a.m. to local sunset.

Tests in even numbered months: local sunset to 8:30 a.m.

Originate from local or state primary sources.

Must be re-transmitted within 15 minutes of receipt.

Class D FM and LPTV need to transmit only the test script.

REQUIRED WEEKLY TESTS (RWT) CONSISTS OF THE TRANSMISSION OF:

- a. EAS header codes
- b. EOM codes

Originated by stations once a week at random days and times.

Class D FM and LPTV not required to transmit, but must log receipt.

Not required during the week that a monthly test is conducted.

PERIODIC NATIONAL TESTS

National Primary (NP) sources shall participate in tests as appropriate. The FCC may request a report of these tests.

CLOSED CIRCUIT TESTS OF NATIONAL LEVEL EAS FACILITIES

Not more than once a month and not less than once every three months. Test times will be selected by the White House. The FCC will notify participants at least four (4) working days before the test.

CO-LOCATED OPTIONS

Broadcast stations or cable systems that are co-owned and co-located may provide the EAS transmitting requirements with one EAS encoder and the monitoring requirements with one EAS decoder.

REMOTE CONTROL OPTIONS

Either manual or automatic operation of EAS equipment may be used at broadcast stations or cable systems that use remote control

If manual operation is used, an EAS decoder must be located at the remote control location and directly monitor the signals of the two assigned EAS sources.

If direct monitoring of the assigned EAS sources is not possible at the remote location, automatic operation is required.

If automatic operation is used, the remote control location may be used to override the transmission of an EAS message.

Broadcast stations and cable systems may change back and forth between automatic and manual operation.

ADDITIONAL CARRIER OPTIONS

Broadcast stations may additionally transmit EAS messages through other communications means than the main audio channel.

For example:

- ☐ FM stations on sub-carriers including 57 kHz using the Radio Broadcast Data System (RBDS) standard produced by the National Radio Systems Committee (NRSC)
- ☐ Television stations may use subsidiary communications services

EQUIPMENT FAILURE PROCEDURE

Broadcast stations and subject cable systems must determine the cause of any failure to receive the required tests or activations. Appropriate entries must be made in the broadcast station log or cable system record indicating reasons why any tests were not received.

In the event of equipment failure, a broadcast station or subject cable system may operate without the equipment, pending its repair or replacement, for a period not in excess of 60 days without further FCC authority, with appropriate entries in the broadcast station log, or subject cable system records, showing the date and time the equipment was removed and restored to service.

For personnel training purposes, the required monthly test script must still be transmitted even through the equipment for generating the EAS message codes, attention signal and EOM code is not functioning.

NATIONAL OPERATION PROCEDURE

The EAN is issued by the White House to:

- ☐ Participating radio and television networks
- ☐ Cable networks and program suppliers
- ☐ Wire services
- ☐ Communications common carriers

It is then disseminated via:

- ☐ Radio and television broadcast networks to all affiliates with the use of internal alerting facilities.
- ☐ Cable networks and program suppliers to cable systems and subscribers.
- ☐ Wire services to all subscribers (AM, FM, TV, LPTV and other stations).
- ☐ Off-air monitoring of EAS sources.

UPON RECEIPT OF AN EAN MESSAGE

1. Monitor the radio and television networks, cable networks and program suppliers , and wire services for further instructions.
2. Verify the authenticity of the EAN message with the current Red Envelope Authenticator List (broadcast stations only).
3. Monitor the two EAS sources assigned in the State or Local Area Plan.
4. Discontinue normal programming and follow the transmission procedures in the EAS Operating Handbook.

-Non-participating National (NN) sources make the sign-off announcement and remove their carriers from the air and monitor for the Emergency Action termination message.

-NN sources using automatic interrupt must transmit the header codes, attention signal, sign-off announcement and EOM code.

5. Transmit a common emergency message until receipt of the Emergency Action Termination Message.

6. TV broadcast stations shall display an appropriate EAS slide and then transmit all EAS announcements visually and aurally.
7. Stations in the International Broadcast Service must cease broadcasting immediately upon receipt of an Emergency Action Notification and must maintain radio silence until an EAT is issued.

STATE OPERATION PROCEDURE

EAN dissemination arrangements at these levels originate from State and local governments in accordance with State and local area plans.

1. The EAS may be activated at the state or local area levels by broadcast stations and cable systems at their discretion for day-to-day emergency situations posing a threat to life and property.
2. EAS operations must be conducted as specified in State and local area plans.
3. State Relay (SR) sources monitor the State Relay Network or follow the State EAS Plan for instructions from the State Primary (SP) source.
4. Local Primary (LP) sources monitor the Local Area SR sources to follow the State EAS Plan for instructions.
5. Participating National (PN) and Non-participating National (NN) sources monitor the Local Area LP sources for instructions.
6. Broadcast stations and cable systems participating in the State or Local Area EAS must discontinue normal programming and follow the procedures in the State and Local Area Plans.
7. Upon completion of the State and Local Area EAS transmission procedures, resume normal programming until receipt of the cue from the SR or LP sources in your Local Area. Then broadcast the common emergency message. Resume normal programming at the conclusion of the emergency message.

Attachment 4

NY STATE HIGHWAY EMERGENCY TASK FORCE POLICY AND PROCEDURES

New York State Disaster Preparedness Commission

I. STATE DISASTER EMERGENCY DECLARATION

Under a State Disaster Emergency Declaration (Section 28, New York State Executive Law, Article 2-B), the Governor normally issues an Executive Order which directs State agencies to take such actions as may be necessary to assist affected areas in repairing, restoring and protecting private and public facilities and to provide such other emergency assistance as would protect the public health and safety.

II. STATE HIGHWAY EMERGENCY TASK FORCE ASSISTANCE

Frequently, in the aftermath of a disaster, municipalities and public utilities must remove large quantities of downed trees and other debris, as part of their efforts to restore services and clear public streets. When a State Disaster Emergency is declared, State agencies may be directed to assist in those efforts. If that occurs, their activities will be conducted in accordance with the policy described in (III.) below, subject to the direction of and priorities established by the State Coordinating Officer.

III. STATE HIGHWAY EMERGENCY TASK FORCE POLICY

With respect to debris clearance and removal, the State's policy following a State Disaster Emergency Declaration is as follows:

A. MISSION RESPONSIBILITIES

State resources may be utilized to clear debris from impacted roads and other public property. The removal of the cleared debris and ultimate storage and/or disposal is the responsibility of the affected governmental entity.

B. MISSION PRIORITIES

State missions to clear debris shall be assigned on a prioritized basis, according to the following order of priorities:

1. **First Priority:** the clearance of transportation corridors in order to enable the passage of emergency vehicles.

2. **Second Priority:** the clearance of transportation corridors and other property to allow utility crews access to damaged power lines and other utility infrastructure which must be repaired in order to restore power to affected areas.
3. **Third Priority:** other emergency-related needs as identified by the affected local jurisdictions or by State agencies, and as authorized by the State Coordinating Officer.

C. MISSION REQUESTS

Local jurisdictions will submit requests for debris clearance assistance to the State Emergency Management Office (SEMO), which will evaluate and prioritize requests. When requested by SEMO, State agencies will conduct damage assessments at impacted sites in order to determine the appropriate equipment and other resources needed to perform the required work.

D. MISSION ASSIGNMENTS

Under SEMO coordination, State agencies with debris clearance capabilities will jointly review requests for debris clearance assistance to determine which agencies have the appropriate and necessary resources available to perform the required work.

E. COMPLETION DATE

At the direction of the State Coordinating Officer (SCO), or within one to two weeks after the issuance of the State Disaster Emergency Declaration, the SCO, SEMO, impacted local jurisdictions and appropriate State agencies will assess the need to determine a completion date for the collection of debris placed in public rights-of-way by private property owners and others. This assessment will be conducted at least weekly thereafter. Once the SCO decides to implement a completion date, the date will be publicized in the affected jurisdictions. The purpose of the deadline is to maintain emphasis on the emergency nature of the work and to insure that storm-related debris clearance activities are completed in a timely manner. This will also serve to avoid problems that can occur when non-disaster work is performed simultaneously with emergency projects. In addition, this will allow residents and local jurisdictions to complete storm clean-up and will free governmental workers to proceed with other essential services.

IV. STATE DEBRIS CLEARANCE RESPONSIBILITIES

A. STATE COORDINATING OFFICER (SCO)

The SCO provides overall direction and control of available State agency resources under a State Disaster Emergency Declaration.

B. STATE EMERGENCY MANAGEMENT OFFICE (SEMO)

SEMO coordinates debris clearance missions under a State Disaster Emergency Declaration.

C. DEPARTMENT OF TRANSPORTATION (DOT)

DOT, as part of its agency mandate to keep transportation routes clear, is involved in debris clearance activities. DOT's normal policy is to clear debris from major transportation routes by moving it to the side of the road. At that point, the County or local jurisdiction which owns the road is expected to transport the debris from the side of the road to approved disposal sites or to landfills for final disposition (burying or burning). DOT Regional offices maintain a list of disposal sites within their regions to which they may take "State-owned" debris (i.e., debris which is not under local jurisdiction) for disposal.

D. DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Under 6 NYCRR Part 215, DEC requires a permit for the disposal of trees, branches, leaves and other brush by open burning. In addition, storage sites and transfer stations require a solid waste management permit under 6 NYCRR Part 360. These permits must be filed by each entity wishing to burn brush or landfill debris. However, NYS Environmental Conservation Law (ECL) Sec. 270-0111(d) provides for the issuance of general permits, valid for a specific period of time following natural disasters, when numbers of individuals undertake similar types of minor projects that are of a remedial nature. Further, ECL Sec. 270-0116 allows the DEC to give emergency authorization, not to exceed 30 days, for an action normally requiring a permit. Both emergency provisions require a finding of emergency or written statement of necessity by the DEC Commissioner in order to be implemented.

Under the Commissioner's finding, DEC Regional Directors and their staffs may be authorized to issue general permits or emergency authorizations in affected areas when, in their judgment, open burning or temporary storage of downed trees and brush is immediately required. Actions taken in furtherance of the storage and disposal of downed trees are exempted from the requirements of Article 8 of the ECL and 6 NYCRR Part 617.

DEC maintains a computerized list of Construction and Demolition landfills which will accept storm debris. Periodically, as well as during emergency operations, this list is provided to SEMO to serve as a source of disposal sites for storm debris. In addition, DEC may also be required to provide personnel and equipment to assist in debris clearance activities.

E. OTHER STATE AGENCIES

Other State agencies, such as the Department of Correctional Services, the Thruway Authority and the Office of Parks, Recreation and Historic Preservation, will be called upon to provide personnel, equipment and other needed resources for debris clearance activities.

V. FEDERAL DEBRIS CLEARANCE ASSISTANCE

A. Federal Disaster Assistance Law Provisions

Following a Presidential Disaster Declaration, Federal disaster assistance will be used to the maximum extent possible to remove debris and wreckage from publicly and privately owned lands and waters. Such assistance can only be provided when it is judged to be in the public interest by meeting the following three conditions:

1. The necessary elimination of immediate threats to life, public health and safety;
2. The elimination of immediate threats of significant damage to improved public or private property; and,
3. To ensure the economic recovery of the affected community to the benefit of the community-at-large.

**ST. LAWRENCE COUNTY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN**

Section IV

RECOVERY

A. Damage Assessment

1. All local governments (towns, villages, and cities) in St. Lawrence County must participate in damage assessment activities.
2. The Director of Emergency Services (County Emergency Manager) is responsible for:
 - a) developing with local governments a damage assessment program;
 - b) coordinating damage assessment activities in the County during and following an emergency;
 - c) designating a Damage Assessment Officer for each emergency.

The County Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.

3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the County Emergency Manager in damage assessment activities including:

(a) Pre-emergency:

- identifying county agencies, personnel, and resources to assist and support damage assessment activities
- identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
- fostering agreements between local government and the private sector for technical support
- utilizing geographic information systems (GIS) in damage assessment
- participate in annual training

(b) Emergency:

- obtaining and maintaining documents, 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

(c) Post-emergency:

- advise county departments and local municipalities of assessment requirements
 - selecting personnel to participate in damage assessment survey teams
 - arranging for training of selected personnel in damage assessment survey techniques
 - identifying and prioritizing areas to survey damage
 - assigning survey teams to selected areas
 - completing damage assessment survey reports and maintaining records of the reports
4. It is essential that, from the outset of emergency response actions, county response personnel keep detailed records of expenditures for:
- a) labor used
 - b) use of owned equipment
 - c) use of borrowed or rented equipment
 - d) use of materials from existing stock
 - e) contracted services for emergency response
 - f) submitting damage assessment reports to the Department of Homeland Security.
5. Damage assessment will be conducted by county and local government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the effort.
6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
7. County and local Municipalities damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.

10. The Director of Emergency Services, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on:

- destroyed property
- property sustaining major damage
- property sustaining minor damage, for the following categories:

a) damage to private property in dollar loss to the extent not covered by insurance:

- homes
- businesses
- industries
- utilities
- hospitals, institutions and private schools

b) damage to public property in dollar loss to the extent not covered by insurance:

- road systems
- bridges
- water control facilities such as dikes, levees, channels
- public buildings, equipment, and vehicles
- publicly-owned utilities
- parks and recreational facilities

c) damage to agriculture in dollar loss to the extent not covered by insurance:

- farm buildings
- machinery and equipment
- crop losses
- livestock

d) cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants

e) community services provided beyond normal needs

f) debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.

g) financing overtime and labor required for emergency operations

DHS' damage assessment guidance, with appropriate forms, is available from the St. Lawrence County Emergency Management Office.

11. The Chair, St. Lawrence County Board of Legislators, through the Emergency Manager, will submit the Damage Assessment Report to the Department of Homeland Security, Region Office. It is required for establishing the eligibility for any State and/or federal assistance.
12. Unless otherwise designated by the County Executive, the County Clerk will serve as the County's authorized agent in disaster assistance applications to state and Federal government.
13. The County's authorized agent will:
 - a) attend public assistance applicant briefing conducted by Federal and State Emergency officials;
 - b) review DHS' Public Assistance Handbook of Policies and Guidelines for Applicants;
 - c) obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes;
 - d) prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance;
 - e) assign local representative(s) who will accompany the Federal/State Survey Teams(s);
 - f) follow up with governor's authorized representative and FEMA;
 - g) submit Proof of Insurance, if required;
 - h) prepare and submit project listing if small project grant;
 - i) follow eligibility regarding categorical or flexibly funded grant;
 - j) maintain accurate and adequate documentation for costs on each project;
 - k) observe FEMA time limits for project completion;
 - l) request final inspection of completed work or provide appropriate certificates;
 - m) prepare and submit final claim for reimbursement;
 - n) assist in the required state audit;
 - o) consult with governor's authorized representative (GAR) for assistance;
 - p) maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning & Development.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.

4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
 - a) direct the recovery with the assistance of county departments and agencies coordinated by the Director of Emergency Management;
 - b) prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a of the State Executive Law.
8. The recovery and redevelopment plan shall include:
 - a) replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings;
 - b) establishment of priorities for emergency repairs to facilities, buildings and infrastructures;
 - c) economic recovery and community development;
 - d) new or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a state disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-a, the local governments have the following responsibilities:
 - a) Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the

municipality shall determine such a plan to be unnecessary or impractical.

- b) Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
- c) Proposed plans shall be presented at a public hearing upon five (5) days notice, published in a newspaper of general circulation in the area affected, and transmitted to the radio and television media for publications and broadcast.
- d) The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- e) A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.

C. Reconstruction

1. Reconstruction consists of two phases:

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

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

- a) scheduling planning for redevelopment;
- b) analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction;
- c) conducting of public meetings and hearings;
- d) providing temporary housing and facilities;
- e) public assistance;
- f) coordinating State/Federal recovery assistance;
- g) monitoring of reconstruction progress;
- h) preparation of periodic progress reports to be submitted to DHS.

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

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
 - a) what kind of emergency assistance is available to the public;
 - b) who provides the assistance;
 - c) who is eligible for assistance;
 - d) what kinds of records are needed to document items which are damaged or destroyed by the disaster;
 - e) what actions to take to apply for assistance;
 - f) where to apply for assistance.
2. The following types of assistance may be available:
 - a) food stamps (regular and/or emergency);
 - b) temporary housing (rental, mobile home, motel);
 - c) unemployment assistance and job placement (regular and disaster unemployment);
 - d) Veteran's benefits;
 - e) Social Security benefits;
 - f) disaster and emergency loans (Small Business Administration, Farmers Home Administration);
 - g) tax refund;
 - h) individual and family grants;
 - i) legal assistance;
3. All the above information will be prepared jointly by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section V

OPERATIONS

St. Lawrence County Administrative Guidelines For Implementation In The Event Of A Possible Man Made or Natural Disaster

The following guidelines are to be considered exactly that, guidelines. Each incident must be independently assessed as to scope and magnitude. Independent judgment must be initiated to implement elements of this document to best meet the needs of the County relative to the nature of the problem.

Phase I - Initial Response

In case of catastrophic equipment failure or EOC personnel being placed in imminent danger initiate the Transition Plan for Implementation of the Back-up PSAP (Appendix 26).

In the event of an “in-house” **bomb threat** refer to (Appendix 1).

When dealing with a Weapons of Mass Destruction (WMD) or a Biological Threat incident refer to the initial contact information, Domestic Preparedness Annex (Appendix 23-1), and implement the appropriate elements of the following “major incident” guidelines.

If indications of a **major incident** such as a Y2K related general system failure are received by or relayed to the County Emergency Operating Center (EOC):

911 Dispatcher:

Obtain pertinent information from the caller.

Dispatch emergency response units deemed necessary for initial response. If hazardous materials are involved follow the HAZMAT Response Procedures (Appendix 2).

Notify the Emergency Services Office Director of the situation. Request his/her presence at the Incident Command Center.

Initiate a cursory resource availability assessment for telephone, electricity and /or natural gas based upon input information. Solicit assistance from the Sheriff and NYSP

dispatchers. “Check sheets” for tracking the availability of each resource are in the appendix; Telephone (Appendix 3), Electricity and/or Natural Gas (Appendix 4).

If preliminary information confirms that a situation of large magnitude is in fact occurring or has occurred, request the Sheriff’s Dispatcher and NYSP Dispatcher notify their command officer and request their presence at the Incident Command Center.

Office of Emergency Services contacts:

Initiate the use of the Situation Field Report Guide (Appendix 22) and the Situation Field Reporting Form (Appendix 22-1) for reporting to NYSEMO Operations.

Notify the State Warning Point (518-457-2200 / 518-793-1356) of the nature of the disaster and request assistance from the State Emergency Management Office (SEMO) and / or the Office of Fire Prevention and Control (OFPC).

County Administrator to have him or a representative report to the Incident Command Center.

Call in “back-up” Dispatcher(s) as deemed necessary.

Buildings & Grounds to have a Supervisor or a representative report to Incident Command to insure systems continuity.

If the following problem(s) are identified.....Call and have a representative come to the EOC!

Major Systems Failure

Radios	-	BearCom	Watertown 782-2422 Canton 408-3673
Telephones	-	Verizon 1-800-773-7911 Central Services Citizen’s Telephone Activate the “Call-In” Procedure for R.A.C.E.S.	
Electricity	-	National Grid 1-800-282-2262 or 267-5239	
Natural Gas	-	St. Lawrence Gas – 322-5781	

Notify the District Deputy Fire / Rescue Coordinator(s) in the appropriate district(s). Provide a briefing and set a time and method for communicating again.

If the following problem(s) are identified.....Call and have a representative come to the EOC!

Need for Shelters and Remote Care Sites

Red Cross	-	782-4410
Public Health	-	386-2325
State Health	-	386-1040
Mental Health	-	386-2167

Contact North Country Public Radio (229-5356 or by UHF radio) to initiate information flow to the residents of St. Lawrence County via the emergency broadcast system (Appendix 31).

Phase II – Evaluation

Key representatives responding from the following Agencies / Departments will convene at the Incident Command Post to evaluate the facts, determine the scope of the problem and make a Declaration Order determination. A listing of St. Lawrence County Management and Key Personnel appear in Appendix 5. A listing of Incident Command Staff Assignments is in Appendix 5-1. Initiate the use of the Incident Command Locations/Status Sheet (Appendix 5-2). An overview of Executive Law Article 2B, Continuity of Government information, and a sample format for preparing an Emergency Declaration appear in Appendix 28-1 & 28-2 respectively. Refer to the Declaration Instructions and Checklist (Appendix 28).

County Administrator
Emergency Services Director
Sheriff
State Police
Buildings and Grounds
Red Cross
Public Health
State Health Department

Phase III – Mobilization

Depending upon the results of the needs assessment undertaken during the Phase II Evaluation, the Disaster Operations Incident Command Structure will be expanded to meet the operational needs.

Track the EOC assigned location and phone information of responding outside agencies on the EOC/IC Phone Directory (Appendix 27), referencing the EOC Floor Plan (Appendix 27-1).

Follow up with SEMO and OFPC to better define needs and incoming resources.

Track SEFU and EMS incoming support units (Appendix 6 and 6-1)

Expand the Sheltering Program complementing Red Cross resources with County resources as deemed beneficial:

Initiate the use of the Emergency Shelter Logs (Appendix 7)

EMS

Public Health

Mental Health

Public Safety

Track the status of Hospitals and Nursing Homes in the county utilizing structured forms (Appendix 8 & 9 respectively). A listing of group and special needs sites including Schools, Correctional Facilities, Housing Authorities, Hospitals, Nursing Homes, ARC, United Helpers, DDSO, and UCP Facilities follows (Appendix 10).

Additional listings of “human needs” items are as follows:

Red Cross/Salvation Army/VOAD	-	Appendix 12
Pharmacies	-	Appendix 11
Food Sources	-	Appendix 12
St. Lawrence County Food Pantries	-	Appendix 13
Oxygen Suppliers	-	Appendix 14
Water Haulers	-	Appendix 15
Fuel (Gasoline & Diesel) Suppliers	-	Appendix 16
Animal Shelters	-	Appendix 17
Garbage Removal (Packer Service)	-	Appendix 18

Psychological Response (County Mental Health & CISD)	-	Appendix 19 and 19-1
Generators (County Owned & Assignable)	-	Appendix 20
Industry Resource List	-	Appendix 21
Sand Bags	-	Appendix 24
Listings of “Agricultural/Large Animal” Resources	-	Appendix 25

APPENDIX 1

Bomb Threat Incident Guidelines

COUNTY COMPLEX

Phase I - Evacuation

Bomb Threat Received (Real or Perceived)

Worker holds up orange card to attract co-worker's attention

Co-worker comes over, verifies bomb threat and tries to acquire basic information

While worker receiving call continues to gather information, co-worker dials "911" to notify dispatch that a bomb threat exists, what building it is in and any other available information and activates fire alarm to evacuate the building.

All workers evacuate building assuring "outsiders" are also evacuated and meet their co-workers at the designated primary staging site for accountability: While exiting, workers should take note of any unusual package, box, or parcel which looks suspicious and relay that information to Buildings & Grounds personnel who meet you at your designated assembly area. They will relay the information via radio to the Incident Command Post.

DOSS	-	At the Southeast corner of the parking lot near the day care area and Office For The Aging
Court House & Buildings & Grounds	-	On the Court Street sidewalk North of the Court House parking lot in proximity of 66-54 Court Street
C.A.P.	-	On the Court Street sidewalk at the Northwest corner of the intersection of Court and Chapel Streets
Board of Elections	-	On the Court Street sidewalk South of the Board of Elections where the sidewalk borders the HB Smith parking lot
Public Safety (Except Emergency Services Personnel)	-	On the Court Street sidewalk North of the Public Safety Building parking lot in proximity of 55-57 Court Street

Bomb Threat Incident Guidelines

COUNTY HUMAN SERVICES BUILDING

1. **Assignment of personnel to barricade the driveway entrance and exit to the building.**

Two people will be assigned at the driveway entrance to the building, one at the entrance side and one at the exit side. Their duties will be to barricade the entrance and the exit, allow cars to exit as needed and control the entrance and exit until the arrival of Buildings and Grounds personnel or the Sheriff's office. Signs will also be placed at the entry doors to the building to advise people arriving that an evacuation is in progress.

2. **Evacuation staging area.** The evacuation staging area is the driveway entrance to the Canton Human Services Building. Each department head will advise their personnel where the staging area is.

3. **All County personnel should stay on the sidewalks during the evacuations on their way to the actual evacuation staging area.** Personnel will be in charge of the building and evacuation staging areas until arrival of the Building and Grounds people or the Sheriff's Office. Community Services will designate these personnel. A flag will be kept in the Community Services Department, along with a department checklist. Personnel assigned these obligations will secure a flag and proceed to the staging area. Each department will have the obligation to send a representative to this person to account for the personnel in their department. Each department will also be responsible for their own accounting and reporting to the person in charge.

4. **Each department is accountable for their own employees and for any member of the public within their department.** Any person from the public within the department will be treated the same as an employee with regard to accountability.

5. **Responsibility for public in common area.** The public in the common areas is each employees responsibility upon encountering a member of the public. The member of the public should be advised that an evacuation is taking place and accompany the County employee to the staging area.

6. **Procedure for handicapped individuals.** A handicapped person should be accompanied or taken to a stairwell to await assistance. If a wheelchair is available it should be utilized. The person taking the handicapped person to the stairwell, should not remain with the handicapped person, but advise the handicapped person that help will be arriving. There is an intercom stationed at each stairwell that connects directly to the 911 dispatcher. The information that a handicapped person is left in the building should also be directed to the department head in charge and immediately to the person in charge of the staging area. (Flag person)

Bomb Threat Incident Guidelines

IF EVACUATION WAS FOR A FIRE and weather conditions make it prudent, Buildings & Grounds personnel will escort the workers to the following secondary staging points: Buildings & Grounds will attempt to contact the appropriate location(s) to let them know people will be arriving.

		<u>Location</u>	<u>Contact</u>	<u>Transport Via</u>
DOSS	-	Unitarian Universalist Church (3 ½ East Main)	315-386-2498	Walking*
C.A.P.	-	St. Thomas More Newman Center (33 Court Street)	315-386-8425	Walking
Board of Elections	-	St. Thomas More Newman Center (33 Court Street)	315-386-8425	Walking
Court House & Buildings & Grounds	-	St. Mary's Parochial School (2 Powers Street)	315-386-3572	Walking Principle
Public Safety (Except Emergency Services Personnel)	-	St. Mary's Parochial School (2 Powers Street)	315-386-3572	Walking Principle

*If church is locked, the 911 Dispatcher has a key to the building.

Accountability for those involved is a primary concern. A count must be taken at the primary assembly point before movement and again upon arrival at the secondary assembly point. If anyone is missing, it must be determined who and why.

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

Emergency Services/Central Dispatch personnel will, if in imminent danger from fire, initiate action to activate the “back up” Dispatch Center located at 21 Harrowgate Commons, Massena and follow the planned egress procedure from the Dispatch Center.

Bomb Threat Incident Guidelines

IF EVACUATION WAS FOR A BOMB THREAT once the Department head and worker receiving the call are “accounted for” at the primary staging site, Buildings & Grounds will escort them to the Incident Command Post for de-briefing and situation evaluation.

The Incident Command Post will be located at the Emergency Operations Center.

If the bomb threat is deemed a “true emergency”, Buildings & Grounds personnel will oversee evacuation of the workers from the primary staging site to the following assigned area:

	<u>Location</u>	<u>Contact</u>	<u>Transport Via</u>
Intercept	Canton Central School	Joseph McDonough	Walking/Bus
		Superintendent 315-386-8561 X44201	
		After Hours 315-386-8340	

Accountability for those involved is a primary concern. A count must be taken at the primary assembly point before movement and again upon arrival at the secondary assembly point. If anyone is missing, it must be determined who and why.

A log of those present at the secondary assembly point will be maintained by the Buildings & Grounds personnel or their designated representative. Those leaving must sign out as they are released in an orderly fashion at the direction of the County Administrator or his designated representative.

Bomb Threat Incident Guidelines

If the bomb threat call comes to 911 from an outside source, i.e. an individual, a radio station etc...the 911 Dispatcher will go to Step (1).

If the bomb threat call comes to 911 from a County Building, the 911 Dispatcher will go to Step (2).

911 Dispatcher (Step 1):

Obtain pertinent information from the caller.

Notify the Emergency Services Director of the situation.

Request the Sheriff's Dispatcher notify people in the effected County buildings either by telephone or through the dispatch of Deputy(s) of the need to activate the fire alarm and evacuate (See Page 7).

If from a radio station, second source, etc., have the Sheriff's Dispatcher dispatch a car to bring the caller to the Incident Command Post.

If the call comes via 911 from an individual threatening to bomb the complex, have the Sheriff Dispatcher dispatch the nearest Sheriff or State Police unit to investigate if an ALI address is available.

Proceed to Step (2)

911 Dispatcher (Step 2):

Notify the Emergency Services Director of the situation.

Request the Sheriff's Dispatcher notify people in the effected County buildings either by telephone or through the dispatch of Deputy(s) of the need to activate the fire alarm and evacuate (See Page 7).

Request by radio that a Canton Fire Department Chief contact dispatch via land line. Inform them that a bomb threat evacuation is in progress and have a representative report to the Incident Command Post.

Telephone Canton Police Department (315-386-4561) to have a representative come to the Incident Command Post to participate in the situation evaluation and to have key streets blocked off to assure access by emergency vehicles and provide evacuation routes if this is deemed a "true

emergency”.

Bomb Threat Incident Guidelines

Notify Sheriff Dispatcher of possible situation and have a representative report to the Command Post. If deemed a true emergency, this may necessitate the evacuation of prisoners. K9 units may be needed to help locate victims.

Notify the State Police Dispatcher of a possible bomb threat so they can prepare to mobilize trained officers and bomb search dog(s) to search the area and have a representative report to the Command Post. K9 units may be needed to help locate victims.

Notify St. Lawrence-Lewis Counties District Superintendent (315-386-4504) that two buses may be needed to carry “walking wounded”. Request that he/she come to Incident Command Post to coordinate the bus activity. If District Superintendent is unavailable, contact the Canton Central School Director of Support Services (Scott Sanderson 315-386-8561/Cell # 315-854-1610 to tell him or his representative of the threat and ask that the emergency operating plan be put into effect. Ask to have a representative from the district come to the Incident Command Post.

Have two buses stage at the Canton Bus Garage and monitor the emergency dispatch frequency. (Bus dispatcher pager, if all else fails, 315-386-4548 #6405).

Office of Emergency Services contacts:

County Administrator (315-379-2276) to have him/her or a representative report to the Incident Command Post.

Village of Canton/Mayor’s Office (315-386-2851) to communicate the possible need for evacuation of the surrounding area and ask for a representative to come to the Command Post.

Union President Casey Shantie (315-379-2138) to have him/her report to Incident Command to assist in the decision making process to ensure employee safety.

Bomb Threat Incident Guidelines

Sheriff Dispatcher:

Notify people in all other effected “County Complex” buildings of the need to activate the fire alarm and evacuate. If there is a delay in doing so by telephone, dispatch a Deputy(s).

Buildings/Phone Extensions

Board of Elections – 2202 or 2393
Court House East & West – 2410 and 2276
Buildings & Grounds – 2273
Corrections – Sheriff – 2365
Public Safety – 2240
CAP (5 Pearl St.) – 2451

State Police Dispatcher:

Notify State Police – Canton, West Port and Ray Brook that their K9 units may be needed to search the building and/or locate victims.

Notify DEC that their K9 unit may be needed to locate victims.

Phase II - Evaluation

Key representatives from the following Agencies/Departments will convene at the Incident Command Post to evaluate the facts, assess the risks, and determine whether or not actions continue in “emergency mode”:

County Administrator
Department Head
Worker receiving threatening call
Buildings & Grounds
Emergency Services
Canton Fire Department
Canton Police Department
Sheriff
State Police
CSEA Union President

Canton Village Mayor

Bomb Threat Incident Guidelines

Phase III - Action

If the event is deemed a “**hoax**”:

911 will:

Radio Buildings & Grounds personnel and inform them that people may return from their primary staging areas.

Tell Sheriff and State Police Dispatchers that their K9 units won't be needed. Have State Police notify DEC that their K9 unit won't be needed.

Tell Canton Central School the buses won't be needed.

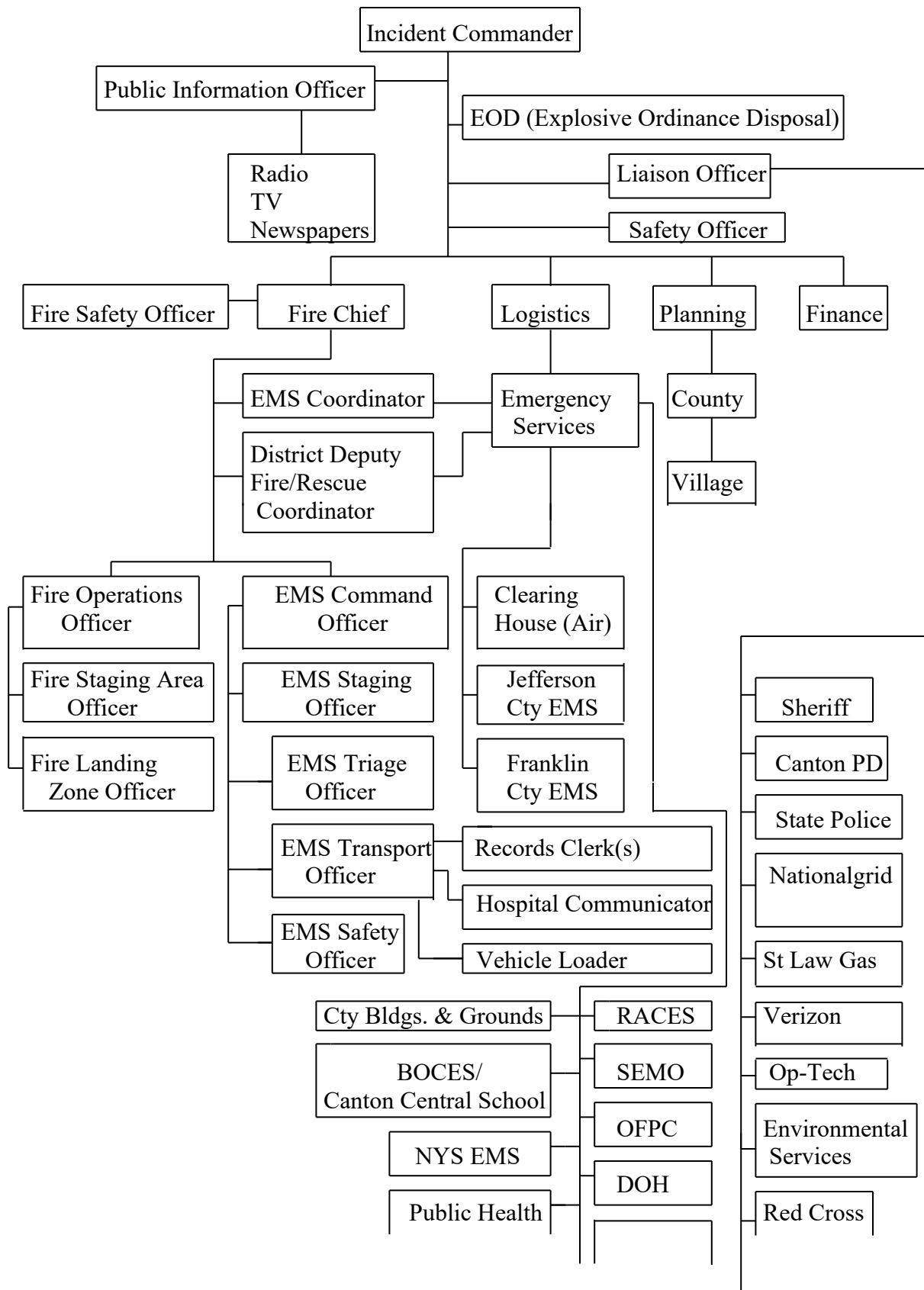
Office of Emergency Services will:

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

If the event is deemed a “**true emergency**”:

Emergency Services/Central Dispatch personnel will, if this is deemed a true bomb threat, initiate action to activate the “back up” Incident Command Post located at 21 Harrowgate Commons, Massena and follow the planned egress procedure from the Dispatch Center.

Formalize and expand scope of Incident Command “As Needed”



Mental Health – _____
Cty Hwy
Bomb Threat Incident Guidelines – _____
Salvation Army

If deemed a true emergency **WITH POTENTIAL MAJOR CASUALTIES:**

911 Dispatcher will:

Communicate with the Canton Fire Department representative at the EOC. Determine what staging site(s) they want used for fire & EMS mutual aid units and what fire departments they initially want requested. What Fire Police units do they want and how do they want them deployed?

Put Level II MCI Plan for Canton into action. Have Canton Rescue and all Level II stand-by units deploy to EMS staging site at _____. Have them await instructions on Fire Channel 2.

Request mutual aid stand-by from the designated fire department units at the designated staging site. Have them await instructions on Fire Channel 2.

Request mutual aid Fire Police from the designated departments.

Notify Clearing House of bomb threat and have them dispatch a helicopter to staging site at Canton High School. Have fire deploy a truck to the site and set up a landing zone.

Dispatch Canton Central School buses to pick up SLC employees at staging sites.

Initiate support activity as requested.

State Police will contact:

State Police Bomb unit to request manpower and dogs to search the building.

EOD – Ft. Drum Bomb Disposal Unit that threat is real and request their response.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Begin evacuation of residents from surrounding “hot zone” areas.

Bomb Threat Incident Guidelines

Office of Emergency Services will:

Notify State Warning Point (518-457-2200) that possible terrorist activity (bomb) has been experienced.

If deemed a true emergency **WITH MAJOR CASUALTIES**:

911 Dispatcher will:

Notify Sheriff and State Police Dispatchers that the K9 units will be needed.

Put Level III MCI Plan for Canton into action with the above instructions.

Request Clearing House for Air Transport to direct resources to Potsdam and Ogdensburg to start transport after stabilization.

Dispatch Canton Central School buses to the EMS staging area.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Evaluate the need for evacuation of residents from surrounding “hot zone” areas and commence appropriate action.

State Police will:

Notify EOD – Ft. Drum Bomb Disposal Unit that a bomb has exploded and request their response in case another device is found.

Office of Emergency Services will contact as deemed necessary:

Call in a “back up” Dispatcher to help implement egress plans and activate the “back up” Incident Command Post located at 21 Harrowgate Commons, Massena.

Notify “initial contact” hospitals (first 4) of MCI situation and possible need to react. Note how many patients they can take on the “Hospital Roll Call” Sheet (Appendix 29).

Bomb Threat Incident Guidelines

St. Lawrence County Public Health (315-386-2325) for medical, Emergency Preparedness Coordinator assistance, and implementation of the County Mass Fatality Plan.

If the situation escalates, contact additional “Roll Call” Hospitals to determine the number of patients they can take and relay this information to the Hospital Communicator for the EMS Transport Officer (Med Channel 9).

Contact the CVPH Regional Resource Center to initiate the Regional Mass Casualty Incident Plan (518-562-7581 or 518-561-2000)

Jefferson County Emergency Services (315-786-2600/315-788-1313) to request ambulances to come to Ogdensburg and Potsdam for transport of patients to Watertown and south as needed.

Notify State Warning Point (518-457-2200/518-793-6646) that terrorist activity (bomb) has been experienced.

Franklin County Emergency Services (518-483-1219) to request ambulances come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

Clinton County Emergency Services (518-561-3371/518-561-3370) to request ambulances to come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

Oswego County Emergency Services (315-343-1313) to request ambulances to come to Canton and Potsdam to transport patients south as needed.

County Highway Dept. (315-379-1542/315-379-1356) to acquire heavy equipment if needed to clear access routes, help with victim extrication (loader, cranes, trucks, manpower), and/or support EOD.

Notify K9 Search and Rescue Teams, other than Sheriff, State Police and DEC, of the need for their services.

Bomb Threat Incident Guidelines

NYS EMS in Syracuse (315-426-7662) to request mutual aid of ambulances to Watertown and St. Lawrence County to transport patients south as needed. Coordinate hospital bed space through State EMS and coordinate recommended distribution.

National Grid (1-800-282-2262)
Rich Burns (315-267-5247).

St. Lawrence Gas (315-322-5781).

Verizon (1-800-773-7911).

St. Lawrence County Mental Health (315-386-2167) for worker, patient and family needs in dealing with mental stress.

NYS Department of Health – Canton (315-386-1040).

OFPC (518-474-6746) for additional statewide fire resources as needed.

Red Cross (315-782-4410) to aid and assist.

Salvation Army (315-393-3351) to aid and assist.

Consider using the Patient Distribution Recap form (Appendix 30) to help track patient movement in conjunction with the Transport Officer/Hospital Communicator

Bomb Threat Incident Guidelines

HIGHWAY DEPARTMENT

Phase I - Evacuation

Bomb Threat Received (Real or Perceived)

Worker holds up orange card to attract co-worker's attention

Co-worker comes over, verifies bomb threat and tries to acquire basic information

While worker receiving call continues to gather information, co-worker dials "911" to notify dispatch that a bomb threat exists, what building it is in, and any other available information.

If the threat is received in the Highway Department Administration Building, a co-worker must notify personnel in the shop area by calling 315-379-1356.

If the threat is received in the Maintenance Shop, a co-worker must notify personnel in the Highway Department Administration Building by calling 315-379-1542. Maintenance Shop employees are responsible to notify personnel in other out building areas – sign shop, carpenter shop, etc.

All workers evacuate the building assuring "outsiders" are also evacuated.

While exiting, workers should take note of any unusual package, box or parcel that looks suspicious and relay that information to emergency response personnel who meet you at your designated assembly area.

Proceed "on-foot". Go to the staging areas without vehicles.

Meet at the Primary Staging Site, the northwest corner of the intersection of Park Street and Lincoln Street.

EXIT ROUTES:

Administration Building	-	Go to the adjacent sidewalk on Park Street. Turn right and go to the corner of Lincoln Street.
-------------------------	---	---

- | | | |
|--|---|--|
| Maintenance Shop and
Out-Building Areas | - | Notify personnel in the Sign Shop, Sheriff's
Maintenance Shop, Carpenter's Shop, etc. of
the need to evacuate. |
|--|---|--|

Bomb Threat Incident Guidelines

- Exit the area via the "man-gate" next to the Carpenter's Shop. Use the bolt cutters next to the key located in the Carpenter's Shop to remove the chain if the key does not work.
- Do not take vehicles to the staging area.

Accountability for those involved is a primary concern. All workers must be accounted for. If anyone is missing it must be determined who and why. Report any missing people to emergency response personnel. Once the Department Head and worker receiving the call are "accounted for" at the primary staging area arrangements will be made to escort them to the Incident Command Post for de-briefing and situation evaluation.

The Incident Command Post will be located at the Emergency Operations Center.

If weather conditions make it prudent, personnel will proceed to the secondary staging site, the Owen D. Young Library on the SLU Campus. Upon arrival at the library, proceed to the brown "in-house" phone in the café. Notify the Library Director or his Secretary at extension 5454 and SLU Public Safety at 5555 of your presence. A count must be taken at the primary assembly point before movement and again upon arrival at the secondary assembly point. If anyone is missing, it must be determined who and why. A log of those present at the secondary assembly point must be maintained by the Department Head or his/her designated representative. Those leaving must sign out as they are released in an orderly fashion at the direction of the County Administrator or his designated representative.

FIRE GUIDELINES

If the fire is in the Highway Department Administration Building:

Dial "911" to notify Central Dispatch of the fire.

All workers evacuate the building assuring "outsiders are also evacuated".

Report to the Maintenance Shop Office.

If the fire is in the Maintenance Shop or Out Building Area:

Dial "911" to notify Central Dispatch of the fire.

All workers evacuate the Maintenance Shop Area and Out Buildings assuring outsiders are also evacuated.

Report to the Highway Department Administration Building.

Accountability for those involved is a primary concern. All workers must be accounted for. If anyone is missing it must be determined who and why. Report any missing people to emergency response personnel.

Bomb Threat Incident Guidelines

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

IF THE EVACUATION WAS FOR A BOMB THREAT:

911 Dispatcher:

Notify the Emergency Services Director of the situation.

Request by radio that a Canton Fire Department Chief contact dispatch via land line. Inform them that a bomb threat evacuation is in progress and have a representative report to the Incident Command Post.

Telephone Canton Police Department (315-386-4561). Request that they pick up the Department Head and worker who received the call at the primary assembly area (Northwest corner of Park Street & Lincoln Street) and accompany them to the Incident Command Post to participate in the situation evaluation.

Notify Sheriff Dispatcher of possible situation and have a representative report to the Command Post.

Notify the State Police Dispatcher of a possible bomb threat.

Office of Emergency Services contacts:

County Administrator (315-379-2276) to have him/her or a representative report to the Incident Command Post.

Village of Canton/Mayor's Office (315-386-2851) to communicate the possible need for evacuation of the surrounding area and ask for a

representative to come to the Command Post.

Bomb Threat Incident Guidelines

Phase II - Evaluation

Key representatives from the following Agencies/Departments will convene at the Incident Command Post to evaluate the facts, assess the risks, and determine whether or not actions continue in “emergency mode”:

County Administrator
Department Head
Worker receiving threatening call
Emergency Services
Canton Fire Department
Canton Police Department
Sheriff
State Police
Canton Village Mayor

Phase III - Action

If the event is deemed a “hoax”:

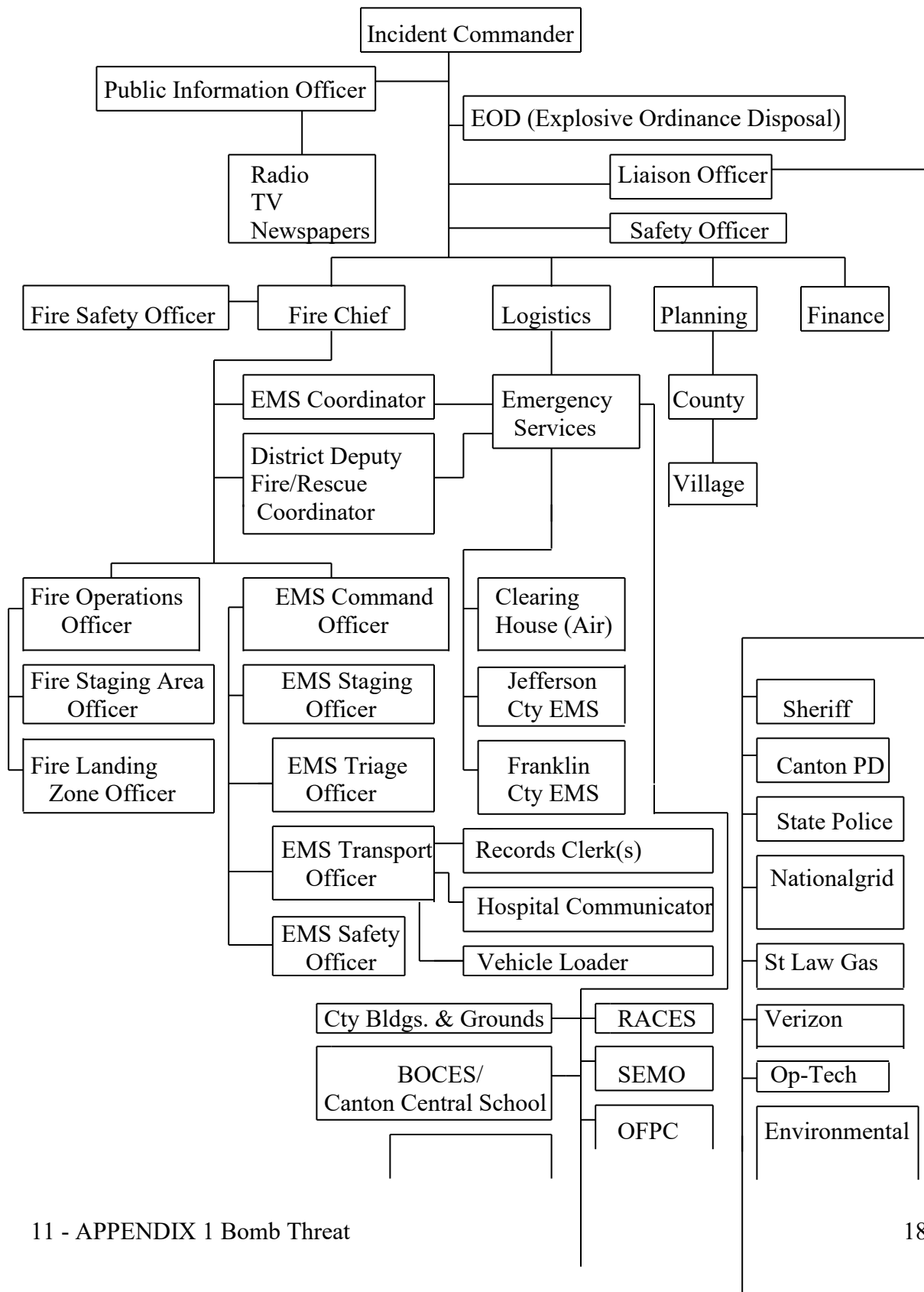
911 will:

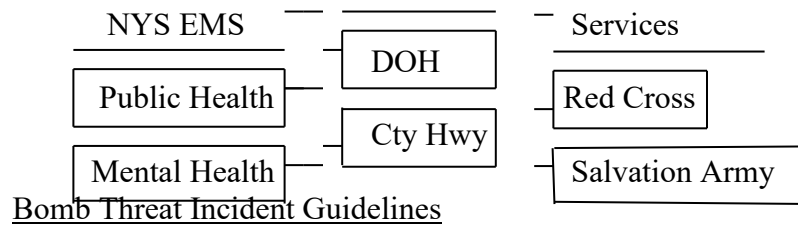
Inform Highway Department personnel that they may return to their work areas.

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

If the event is deemed a “true emergency”:

Formalize and expand scope of Incident Command “As Needed”





If deemed a true emergency **WITH POTENTIAL MAJOR CASUALTIES:**

911 Dispatcher will:

Communicate with the Canton Fire Department representative at the EOC. Determine what staging site they want used for fire & EMS mutual aid units and what fire departments they initially want requested. What Fire Police units do they want and how do they want them deployed?

Put Level II MCI Plan for Canton into action. Have Canton Rescue and all Level II stand-by units deploy to EMS staging site at _____. Have them await instructions on Fire Channel 2.

Request mutual aid stand-by from the designated fire department units at the designated staging site. Have them await instructions on Fire Channel 2.

Request mutual aid Fire Police from the designated departments.

Initiate support activity as requested.

State Police will contact:

State Police Bomb unit to request manpower and dogs to search the building.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Begin evacuation of residents from surrounding “hot zone” areas.

Office of Emergency Services will:

Notify State Warning Point (518-457-2200) that possible terrorist activity (bomb) has been experienced.

Bomb Threat Incident Guidelines

If deemed a true emergency **WITH MAJOR CASUALTIES**:

911 Dispatcher will:

Notify Sheriff and State Police Dispatchers that the K9 units will be needed.

Put Level III MCI Plan for Canton into action with the above instructions.

Request Clearing House for Air Transport to direct resources to Potsdam and Ogdensburg to start transport after stabilization.

Dispatch Canton Central School buses to the EMS staging area.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Evaluate the need for evacuation of residents from surrounding “hot zone” areas and commence appropriate action.

State Police will:

Notify EOD – Ft. Drum Bomb Disposal Unit that a bomb has exploded and request their response in case another device is found.

Office of Emergency Services will contact as deemed necessary:

Notify “initial contact” hospitals (first 4) of MCI situation and possible need to react. Note how many patients they can take on the “Hospital Roll Call” Sheet (Appendix 29).

If the situation escalates, contact additional “Roll Call” Hospitals to determine the number of patients they can take and relay this information

to the Hospital Communicator for the EMS Transport Officer (Med Channel 9).

St. Lawrence County Public Health (315-386-2325) for medical and Emergency Preparedness Coordinator assistance.

Bomb Threat Incident Guidelines

Jefferson County Emergency Services (315-786-2600/315-788-1313) to request ambulances to come to Ogdensburg and Potsdam for transport of patients to Watertown and south as needed.

Notify State Warning Point (518-457-2200/518-793-6646) that terrorist activity (bomb) has been experienced.

Franklin County Emergency Services (518-483-1219) to request ambulances come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

Clinton County Emergency Services (518-561-3371/518-561-3370) to request ambulances to come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

National Grid (1-800-282-2262)
Rich Burns (267-5247).

St. Lawrence Gas (315-322-5781).

Verizon (1-800-773-7911).

St. Lawrence County Mental Health (386-2167) for worker, patient and family needs in dealing with mental stress.

Red Cross (782-4410) to aid and assist.

Salvation Army (393-3351) to aid and assist.

Bomb Threat Incident Guidelines

HUMAN SERVICES CENTER

Phase I - Evacuation

Bomb Threat Received (Real or Perceived)

Worker holds up orange card to attract co-worker's attention

Co-worker comes over, verifies bomb threat and tries to acquire basic information

While worker receiving call continues to gather information, co-worker dials "911" to notify dispatch that a bomb threat exists, what building it is in and any other available information and activates fire alarm to evacuate the building.

All workers evacuate building assuring "outsiders" are also evacuated and meet their co-workers at the designated primary staging site for accountability: While exiting, workers should take note of any unusual package, box, or parcel which looks suspicious and relay that information to Buildings & Grounds personnel who meet you at your designated assembly area, the southwest corner of the property near the railroad tracks. They will relay the information to the Incident Command Post.

Accountability for those involved is a primary concern. A count must be taken at the primary assembly point before movement and again upon arrival at the secondary assembly point. If anyone is missing, it must be determined who and why.

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

Bomb Threat Incident Guidelines

IF EVACUATION WAS FOR A BOMB THREAT once the Department head and worker receiving the call are “accounted for” at the primary staging site, Canton Police Department will escort them to the Incident Command Post for de-briefing and situation evaluation.

The Incident Command Post will be located at the Emergency Operations Center.

Accountability for those involved is a primary concern. A count must be taken at the primary assembly point before movement and again upon arrival at the secondary assembly point. If anyone is missing, it must be determined who and why.

A log of those present at the secondary assembly point will be maintained by the Buildings & Grounds personnel or their designated representative. Those leaving must sign out as they are released in an orderly fashion at the direction of the County Administrator or his designated representative.

Bomb Threat Incident Guidelines

IF THE EVACUATION WAS FOR A BOMB THREAT:

911 Dispatcher:

Notify the Emergency Services Director of the situation.

Request by radio that a Canton Fire Department Chief contact dispatch via land line. Inform them that a bomb threat evacuation is in progress and have a representative report to the Incident Command Post.

Telephone Canton Police Department (315-386-4561). Request that they pick up the Department Head and worker who received the call at the primary assembly area, the southwest corner of the property next to the railroad tracks, and accompany them to the Incident Command Post to participate in the situation evaluation.

Notify Sheriff Dispatcher of possible situation and have a representative report to the Command Post. Send a car to the scene to control traffic so personnel can safely cross the street if deemed necessary

Notify the State Police Dispatcher of a possible bomb threat.

Notify St. Lawrence-Lewis Counties District Superintendent (315-386-4504) that two buses may be

needed to carry “walking wounded”. Request that he/she come to Incident Command Post to coordinate the bus activity. If District Superintendent is unavailable,

contact the Canton Central School Director of Support Services (Scott Sanderson 315-386-8561/ cell 315-854-1610) to tell him or his representative of the threat and ask to have a representative from the district come to the Incident Command Post.

Bomb Threat Incident Guidelines

Office of Emergency Services contacts:

County Administrator (315-379-2276) to have him/her or a representative report to the Incident Command Post.

Village of Canton/Mayor's Office (315-386-2851) to communicate the possible need for evacuation of the surrounding area and ask for a representative to come to the Command Post.

Union President – Amy Simmons (315-379-2327) to have him report to Incident Command to assist in the decision making process to ensure employee safety.

State Police Dispatcher:

Notify State Police – Canton, West Port and Ray Brook that their K9 units may be needed to search the building and/or locate victims.

Notify DEC that their K9 unit may be needed to locate victims.

Bomb Threat Incident Guidelines

Phase II - Evaluation

Key representatives from the following Agencies/Departments will convene at the Incident Command Post to evaluate the facts, assess the risks, and determine whether or not actions continue in “emergency mode”:

County Administrator
Department Head
Worker receiving threatening call
Emergency Services
Buildings & Grounds
Canton Fire Department
Canton Police Department
Sheriff
State Police
Canton Village Mayor
CSEA Union President

Phase III - Action

If the event is deemed a “**hoax**”:

911 will:

Inform Human Services Center personnel that they may return to their work areas.

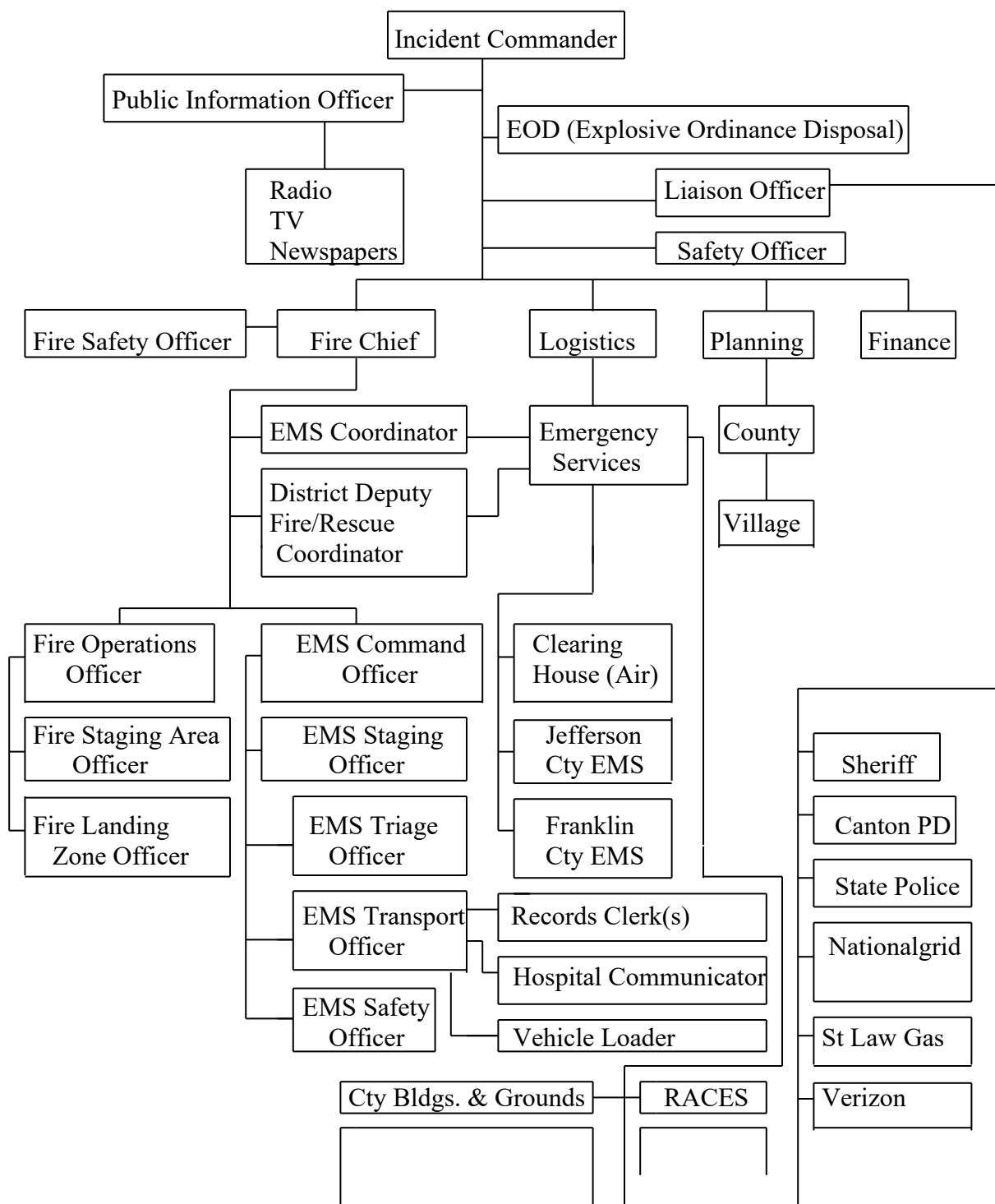
Tell Canton Central School the buses won’t be needed.

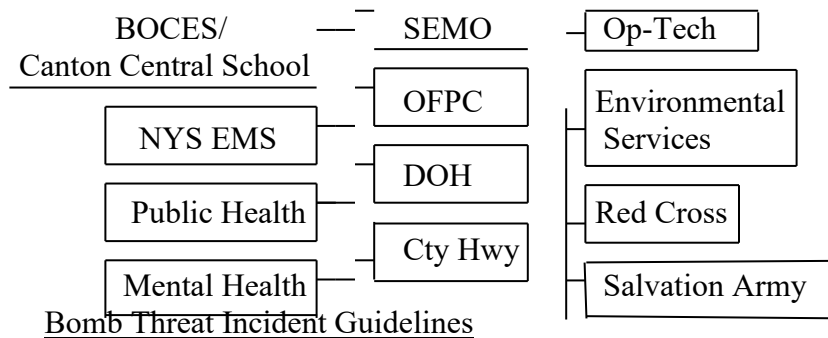
Office of Emergency Services will:

The County Administrator shall determine, with input from other key personnel, the appropriate measures to be taken to effect a safe and expedient return to the building.

If the event is deemed a “**true emergency**”:

Formalize and expand scope of Incident Command “As Needed”





Request through the Canton Central School Rep at the ICS that two buses stage at the Canton Bus Garage and monitor the emergency dispatch frequency. (Bus dispatcher pager, if all else fails, 315-386-4548 #6405).

If deemed a true emergency **WITH POTENTIAL MAJOR CASUALTIES:**

911 Dispatcher will:

Communicate with the Canton Fire Department representative at the EOC. Determine what staging site(s) they want used for fire & EMS mutual aid units and what fire departments they initially want requested. What Fire Police units do they want and how do they want them deployed?

Put Level II MCI Plan for Canton into action. Have Canton Rescue and all Level II stand-by units deploy to EMS staging site at _____. Have them await instructions on Fire Channel 2.

Request mutual aid stand-by from the designated fire department units at the designated staging site. Have them await instructions on Fire Channel 2.

Request mutual aid Fire Police from the designated departments.

Notify Clearing House of bomb threat and have them dispatch a helicopter to staging site at Canton High School. Have fire deploy a truck to the site and set up a landing zone.

Initiate support activity as requested.

State Police will contact:

State Police Bomb unit to request manpower and dogs to search the building.

EOD – Ft. Drum Bomb Disposal Unit that threat is real and request their response.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Begin evacuation of residents from surrounding “hot zone” areas.

Bomb Threat Incident Guidelines

Office of Emergency Services will:

Notify State Warning Point (518-457-2200) that possible terrorist activity (bomb) has been experienced.

If deemed a true emergency **WITH MAJOR CASUALTIES:**

911 Dispatcher will:

Notify Sheriff and State Police Dispatchers that the K9 units will be needed.

Put Level III MCI Plan for Canton into action with the above instructions.

Request Clearing House for Air Transport to direct resources to Potsdam and Ogdensburg to start transport after stabilization.

Dispatch Canton Central School buses to the EMS staging area.

Mayor will:

Issue Declaration of State of Emergency if deemed appropriate.

Canton Police Department will:

Evaluate the need for evacuation of residents from surrounding “hot zone” areas and commence appropriate action.

State Police will:

Notify EOD – Ft. Drum Bomb Disposal Unit that a bomb has exploded and request their response in case another device is found.

Office of Emergency Services will contact as deemed necessary:

Notify “initial contact” hospitals (first 4) of MCI situation and possible need to react. Note how many patients they can take on the “Hospital Roll Call” Sheet (Appendix 29) and Public Health.

Bomb Threat Incident Guidelines

If the situation escalates, contact additional “Roll Call” Hospitals to determine the number of patients they can take and relay this information to the Hospital Communicator for the EMS Transport Officer (Med Channel 9).

Initiate Regional Preparedness Plan (Hospital & Public Health).

County Highway Dept. (315-379-1542/315-379-1356) to acquire heavy equipment if needed to clear access routes, help with victim extrication (loader, cranes, trucks, manpower), and/or support EOD.

Jefferson County Emergency Services (315-786-2600/315-788-1313) to request ambulances to come to Ogdensburg and Potsdam for transport of patients to Watertown and south as needed.

Notify State Warning Point (518-457-2200/518-793-6646) that terrorist activity (bomb) has been experienced.

Franklin County Emergency Services (518-483-1219) to request ambulances come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

Clinton County Emergency Services (518-561-3371/518-561-3370) to request ambulances to come to Potsdam and Massena to transport patients from CPH and MMH to Malone, Plattsburg and Burlington as needed.

Oswego County Emergency Services (315-343-1313) to request ambulances to come to Canton and Potsdam to transport patients south as needed.

Notify K9 Search and Rescue Teams, other than Sheriff, State Police and DEC, of the need for their services.

Bomb Threat Incident Guidelines

NYS EMS in Syracuse (315-426-7662) to request mutual aid of ambulances to Watertown and St. Lawrence County to transport patients south as needed. Coordinate hospital bed space through State EMS and coordinate recommended distribution.

National Grid (1-800-282-2262)
Rich Burns (267-5247).

St. Lawrence Gas (315-322-5781).

Verizon (1-800-773-7911).

St. Lawrence County Mental Health for worker, patient and family needs in dealing with mental stress.

NYS Department of Health – Canton (315-386-1040).

OFPC (518-474-6746) for additional statewide fire resources as needed.

Red Cross (315-782-4410) to aid and assist.

Salvation Army (315-393-3351) to aid and assist.

APPENDIX 2

SLC Office of Emergency Services/911 Dispatch HAZMAT Response Procedures

911 Dispatch:

Time

Date _____

Request the following information:

- _____ 1. Name of caller: _____
2. Callback number: _____
3. Location and type of spill/accident: _____

4. What is the extent of injury/damage? _____

5. Identification number and/or name of the product? _____

6. Has CHEMTREC or any other agency been notified? _____
If so who? _____

**Tell the caller to stay on the line...that you are dispatching help and
That you will need additional information!!!!**

_____ Dispatch Fire, EMS, the local District Deputy Coordinator, and the
HazMat Team based on response level classifications and/or specific
requests evaluated by Car 1 or his designee. Let the responder(s) know
you are getting further information.

_____ Notify law enforcement (Sheriff & State Police Dispatchers) - Request
that the State Police notify DEC and send a rep to the incident command
post.

_____ **Obtain additional information from the caller!!**

1. Description and time of incident: _____

2. Weather conditions: (wet/dry, sunny/overcast),
temperature _____, windspeed _____, direction _____
etc. _____

Time

3. Spill quantity: _____
4. Area and/or body of water affected: _____

5. Agencies at the scene: _____

6. Shipper/Manufacturer Identification: _____

7. Container type: _____
8. Placard ID Number: _____
9. Guide number being used: _____
10. Railcar/Truck ID Numbers: _____
11. Carrier Name: _____
12. Consignee: _____

_____ Notify CHEMTREC (1-800-424-9300) for Incident Command if IC
is unable to contact CHEMTREC directly via cell phone. CHEMTREC
will need as much of the above incident information as is available.

_____ Notify the Director of Emergency Services

If spill is on land.....

_____ DEC spill hot line 1-800-457-7362 - Request rep to the incident command
post

For oil/water spills & North of Rt. 37.....

_____ NRC (National Response Center) 1-800-424-8802
(Coast Guard Center for reporting oil/water spills)

_____ Report spills to DEC via Spill Response Message on NYSPIN if law enforcement is not dispatched. If dispatched, they will do this.

Time

As needed:

_____ County Highway Department (315-379-1542/315-379-1356)

_____ NYS DOT (315-393-4420/315-782-2197 (nights))

_____ Clearing House for air transport (1-800-395-2835)

Etc.....

Office of Emergency Services

Notify:

_____ County Administrator: Ruth Doyle (315-379-2276 (W)/315-393-1160 (H)/315-854-1936 (C))

As needed notify:

_____ State Health Department (315-386-1040) - Request rep to command post

_____ Public Health (315-386-2325) (After hours Director Cell: 315-854-7113)

_____ Red Cross (315-782-4410)

_____ Initial Contact Hospitals

_____ SEMO Warning Point (518-457-2200)

_____ NYS EMS (315-426-7662)

_____ Office of Fire Prevention and Control (518-474-6746)

_____ Municipal Official - Town Supervisor/Highway Supt./etc.

_____ Emergency Management Ontario (613-545-0372)
Dave Clarke (Cell: 613-293-0322)

If the shipper or the STATE agrees to pay the cost:

_____ OpTec Environmental Services (1-800-225-6750)

APPENDIX 3

E-911 PROBLEM RESPONSE

The following are the steps to be taken in case of failures in the county's E-911 system:

1. Call Verizon @ 1-800-773-7911 to notify them that problems are occurring with the E-911 trunk lines. This number is manned 24 hrs.a day.
2. Call each exchange throughout St. Lawrence County. Check for the following at each exchange and document on attached form;
 - CAN WE REACH THEM THROUGH 7 DIGIT DIALING
 - CAN THEY REACH US THROUGH 7 DIGIT DIALING
 - CAN THEY REACH US THROUGH 911 DIALING

Once the above information has been tabulated, prepare and fax a press release to all media outlets. (Sample attached)

3. Notify the following people:
 - Director
 - County Administrator
 - Information Technology
 - Sheriff's Office
 - NYS Police

By following this simple procedure we can identify problem areas and address the possible actions to be taken. This will also give us the documentation necessary should questions arise as to who we contacted.

All questions should be directed to the Director of Emergency Services as soon as possible.

EXCHANGE	7 DIGIT DIAL OUT	7 DIGIT DIAL IN	911 DIAL IN
262 Potsdam			
265 Potsdam			
267 Potsdam			
268 Potsdam			
276 Madrid			
287 Gouverneur			
322 Madrid			
323 Madrid			
324 Hammond			
328 Nicholville			
344 Heuvelton			
347 Hermon			
353 Norwood			
358 Helena (518)			
359 Piercefield (518)			
375 Morristown			
379 Canton			
384 Norfolk			
386 Canton			
388 Waddington			
389 Winthrop			
393 Ogdensburg			
394 Ogdensburg			
528 Madrid			
543 Harrisville			
562 Edwards			
578 Macomb			
705 Massena			
713 Ogdensburg			
714 Canton			
742 Potsdam			
764 Massena			
769 Massena			
848 Star Lake			
369 Tupper Lake (518)			

Completed By

Date

PRESS RELEASE

TO: All Media Outlets
FROM: St. Lawrence County 911 Center
DATE: _____

At the present time the St. Lawrence County Public Safety Building is experiencing problems with the 911 system in some areas of the county.

If you have an emergency and can not get through using 911, contact one of the following 7 digit telephone numbers:

Canton Area: 315-379-0012, 315-379-2240, 315-379-2222

Potsdam Area: 315-265-2121

Massena Village: 315-769-3577

Surrounding Area: 315-769-3503

Ogdensburg City: 315-393-1555

Surrounding Area: 315-393-0531

Gouverneur Village: 315-287-2121

Surrounding Area: 315-287-2311

If you experience difficulty reaching the above numbers, attempt to contact your local emergency services provider.

IMMEDIATE NEWS RELEASE

**PLEASE BE ADVISED THAT THE ST. LAWRENCE COUNTY
DISPATCH CENTER IS EXPERIENCING PHONE PROBLEMS
AT THIS TIME. IN THE EVENT THAT YOU HAVE AN
EMERGENCY AND CAN NOT REACH 9-1-1, PLEASE CALL:
315-229-3055, 315-229-3060, 315-229-3061, OR 315-229-3062.**

IMMEDIATE NEWS RELEASE

THE PHONE PROBLEMS THAT WERE BEING
EXPERIENCED BY ST. LAWRENCE COUNTY 911
DISPATCH HAVE BEEN RESOLVED AND ARE NOW IN
WORKING ORDER.

THANK YOU FOR YOUR PATIENCE WHILE WE DEALT
WITH THIS MATTER.

APPENDIX 4

EVALUATION OF A POTENTIAL MAJOR POWER AND/OR NATURAL GAS FAILURE

To confirm a major power failure, the following steps should be utilized:

1. Contact the (5) major hospitals

		<u>Experiencing Power Outage</u>		<u>On Standby Power</u>		<u>Experiencing Natural Gas Supply Failure</u>	
(Please circle appropriate response)							
Canton-Potsdam Hospital	315-265-7334	YES	NO	YES	NO	YES	NO
Clifton-Fine Hospital	315-848-3351	YES	NO	YES	NO	YES	NO
Gouverneur Hospital	315-535-9217	YES	NO	YES	NO	YES	NO
Claxton-Hepburn Medical	315-393-8902	YES	NO	YES	NO	YES	NO
Massena Hospital	315-764-5759	YES	NO	YES	NO	YES	NO

2. If power outage, contact National Grid

Emergency Number 800-282-2262

Potsdam Office 315-267-5235

Malone Office 518-483-5724

3. If natural gas supply failure, contact Liberty Utilities

Emergency Number 1-800-673-3301

Liberty Utilities Emergency Response Guidelines

EMERGENCY RESPONSE GUIDELINES

The following outlines suggested emergency response procedures for incidents occurring on St. Lawrence Gas facilities only.

Response Guidelines for Natural Gas Leak or Fire:

- Call St. Lawrence Gas emergency #800-673-3301 to report.
- Clear the area; evacuate if necessary (see evacuation guidelines below).
- Eliminate ignition sources in evacuation area. Do not approach with equipment until evacuation area has been identified.
- Do not attempt to operate valves as this may make situation worse. Leave valve operation to gas company personnel.
- Seek assistance from gas company personnel on-site.
- Do not enter a fenced facility unless absolutely necessary to protect life or unless cleared through gas company personnel.

Additional Response Guidelines for Natural Gas Fire:

- Do not attempt to extinguish gas fed fires. It is much safer to allow gas company personnel to starve fire by cutting off fuel supply.
- Control secondary fires. Cool exposures with water.

Evacuation Guidelines for Natural Gas Leak or Fire:

- If there is a fire, evacuation distance will be dictated by heat associated with the fire. The intensity of the fire will decrease as pressure decreases.
- If no fire is present, evacuation should be based on noise generated by leaking gas as follows:
If the leak is:
 - ◆ On an aboveground facility, evacuate a minimum 50-foot radius or to a distance at which personnel can effectively communicate with one another in a normal tone of voice, whichever is furthest from the leak.
 - ◆ In any other location where a leak can be heard or the source can be identified evacuate a minimum 200-foot radius or to a distance at which personnel can effectively communicate with one another in a normal tone of voice, whichever is furthest from the leak.

Telephone Numbers:

St. Lawrence Gas Emergency	800-673-3301
St. Lawrence Gas Emergency	315-769-3511
One-Call Center (pre-construction locations only) (Dig Safely New York)	800-962-7962

St. Lawrence Gas Company, Inc.
Emergency Personnel
For Emergency 24 Hour Service Call: 1-800-673-3301

(Area Code 315)		<u>Home</u>	<u>Cell</u>	<u>Work</u>
1.	Manager Distribution Operations			
	Darren J. Wilson	315-265-6223	315-250-0632	315-842-3609
	3 Riggs Dr.			
	Hannawa Falls, NY 13647			
2.	Supervisor Technical			
	Tucker Stutzman	315-212-5064	315-296-8261	315-842-3624
	55 Dutton Rd.			
	Canton, NY 13617			
3.	Supervisor Utility Service Operations			
	Royal Martin	315-344-7137	315-250-3512	
	4375 CR 10			
	Depeyster, NY			
4.	Supervisor Construction & Maintenance			
	Andy Hart	315-769-7154	315-250-3453	315-842-3601
	18 Hillcrest Ave.			
	Massena, NY 13662			
5.	Supervisor Integrity Management			
	Ryan Hayes	315-212-1655	315-842-3618	
	1734 SH 72			
	Parishville, NY 13672			
6.	Coordinator Damage Prevention			
	Thomas Carroll	315-769-8960	315-842-2593	315-842-3621
	359 SH 131			
	Massena, NY 13662			
7.	Supervisor Measurement, Regulation, & Corrosion			
	James Sutton	315-389-5241	315-250-0365	315-842-3608
	120 SH 11C			
	Winthrop, NY 13697			
8.	Construction Manager			
	Brian Poirier	315-388-3062	315-250-0361	315-842-3603
	11 St. Lawrence Crescent			
	Waddington, NY 13694			
9.	General Manager			
	Peter Jurgeneit			315-842-3625
	Massena, NY 13662			

APPENDIX 5

ST. LAWRENCE COUNTY MANAGEMENT AND KEY PERSONNEL

DEPARTMENT	DIRECTOR	DEPUTY	KEY PERSONNEL	TELEPHONES		
				OFFICE	HOME	CELL/PAGER
BOARD OF ELECTIONS	Jennie Bacon			379-2202	714-2339	212-3671
		Gordon Ward IV		379-2202		783-7983
	Thomas Nichols			379-2202	393-2452	323-0748
		Jesse Sovie		379-2202		276-5049
BOARD OF LEGISLATORS	Ruth Doyle			379-2276	393-1160	854-1936
COMMISSIONER OF JURORS	Lindsay Cota			379-2270		
COMMUNITY DEVELOPMENT PROGRAM	Norma Cary			386-1102	265-7087	244-0311
		Karen Halland		386-8574		
			Tim Felt	386-1102		
COMMUNITY SERVICES	Jay Ulrich			386-2167		518-481-7371
			Sheena Smith	379-2276		842-0953
			Amy Richardson	379-2276		
REACHOUT				265-2422		
CONFLICT DEFENDER	Amy Dona			379-2282		592-8535
COOPERATIVE EXTENSION	Patrick Ames			379-9192	379-9376	262-4760
COUNTY ATTORNEY	Stephen Button			379-2269	267-6562	267-6564
	David Huber			379-2269		854-5160
			Michele Zera	379-2269		296-4771

DEPARTMENT	DIRECTOR	DEPUTY	KEY PERSONNEL	TELEPHONES		
				OFFICE	HOME	CELL/PAGER
COUNTY CLERK	Sandy Santamoor			379-2237		244-2058
		Lisa Woodard		386-1408		323-8310
		Melissa Friedel		379-2237		322-2926
COUNTY COURT	Gregory Storie			379-2214		
		Sue Simms		379-2214		
DISTRICT ATTORNEY	Gary Pasqua			379-2225	518-353-3467	229-8080
		Joshua Haberkornhalam		379-2225		
EMERGENCY SERVICES	Richard Rusaw			379-2240	408-8444 unlisted	229-8273
				379-2240		
			Tammy Sapp	379-2240		854-5200
				379-2240		
FAMILY COURT	Judge Andrew Moses			379-2410		
			Shannon Besette	379-2410		
			Sarah LaShomb	379-2410		
GOVERNMENTAL SERVICES	Corey Perreault			379-2276		778-7911
			Vacant	379-2273		
HIGHWAY		Ryan Herron		379-1542	244-7046	854-0025
			Andy Willard	379-1542	347-4234	854-0030
			Kevin Burke	347-4444	854-4183	854-0034
			Eric Colton	265-6624	562-2170	854-0035
			Marty Miller	344-7180	353-2112	854-0031
			Wes Zeller	379-1542	386-2725	854-0028
			John Waite	379-1542	265-6787	854-0026
			Joseph Tresidder	379-1542	562-4351	854-0027
HUMAN RESOURCES	Jonnie Dorothy			379-2210		317-0101
INFORMATION TECHNOLOGY	Rick Johnson			229-3002	265-0760	212-5645
LAW LIBRARY	Tammy B. Lomaki			379-2279	386-4877	
			Marie Amell	379-2279		

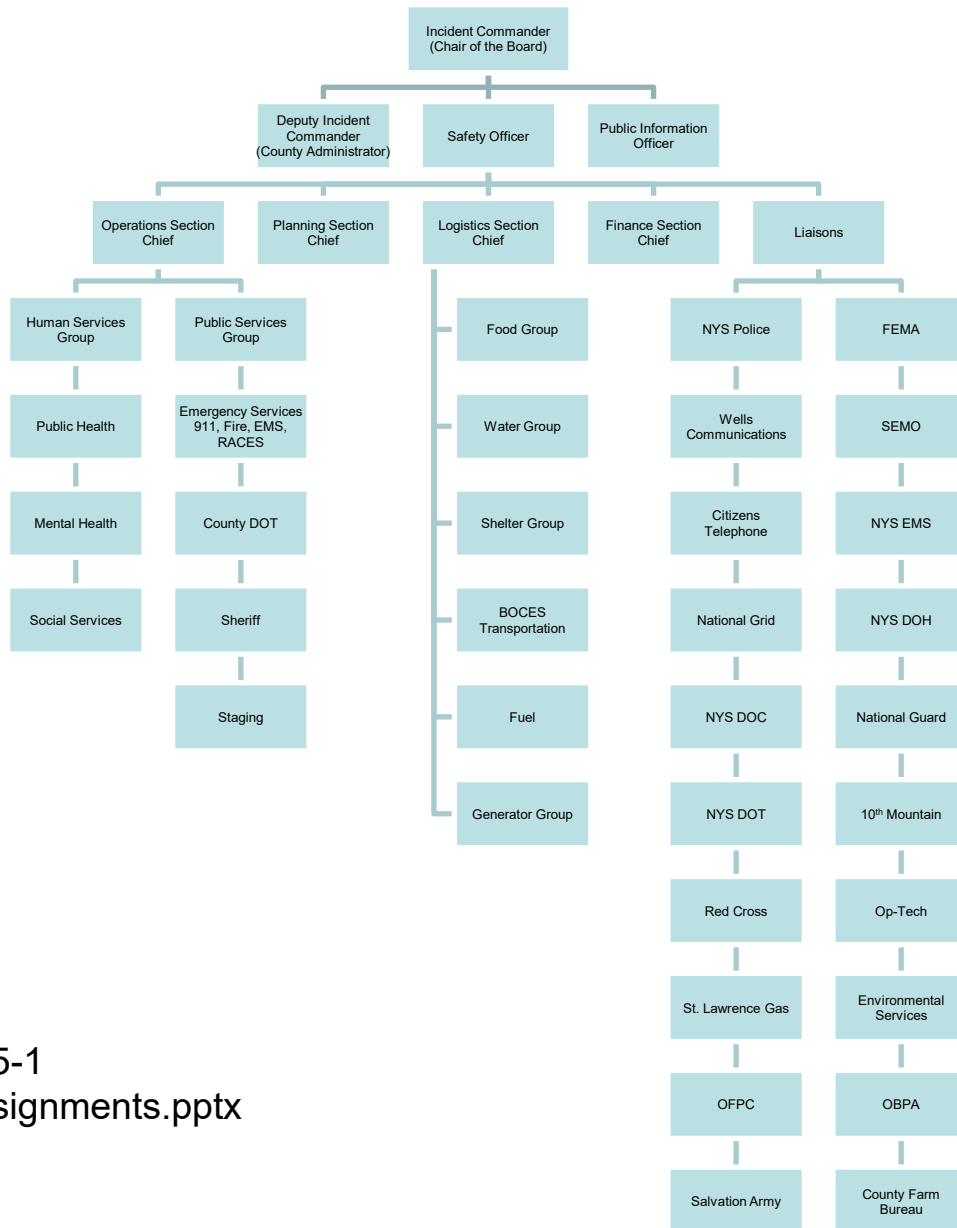
Municipality	Superintendent	Cell	Work
BRASHER	Larry Hewlett	250-1592	769-8202
CANTON - T	Steven Smith	244-0422	386-8707
CANTON - V	Tim Bacon	322-1753	386-4700
	Rick Delorme	842-0087	386-2452
CLARE	Richard Hance	212-6162	386-3084
CLIFTON	Kelly J Smith II	783-3423	848-2782
COLTON	Kevin Hawley	212-9949	262-2500
DEKALB	Wayne Holland	771-4767	347-3323
DEPEYSTER	Robert Chambers	528-5000	344-2463
EDWARDS	Duane Sykes	767-1615	562-3265
FINE	Nelson Martin Jr		848-2425
FOWLER	Randy Durham	222-6797	287-0045
GOUVERNEUR - T	Michael Wainwright	778-7644	287-2340
GOUVERNEUR - V	Terry Simmons	771-6643	287-0110
HAMMOND	Roger Hadlock	528-9586	324-5611
HERMON	Shane Brunet	261-1295	347-2533
HEUVELTON	Allan Spaman	528-2377	344-7262
HOPKINTON	Greg Crump	603-0981	328-4361
LAWRENCE	Ronald Flannery	705-1143	740-0107
LISBON	Michael Baldock	869-3084	393-2779

Municipality	Superintendent	Cell	Work
LOUISVILLE	Lindsey Gladding	250-2349	769-5651
MACOMB	William Law	408-4618	578-2212
MADRID	Wyatt Boswell	869-8181	322-5606
MASSENA - T	Dylan Casselman	250-0167	769-7429
MASSENA - V	Marty Miller	244-4951	769-6823
	Paul Russell	600-6092	769-6823
MORRISTOWN	Dean Hoffman	221-1651	375-6563
NORWOOD	Dan McGregor	244-0058	353-6667
NORFOLK	Peter Darabon	244-6128	384-4911
OGDENSBURG	Shane Brown	399-0125	393-2300
OSWEGATCHIE	Karl Cougler	528-4813	393-2039
PARISHVILLE	Donnie Phillips	261-8920	265-6832
PIERCEFIELD	Jay Rust	315-742-2220	518-359-9660
PIERREPONT	Bob Moulton	212-1922	386-8961
PITCAIRN	Allen Bango	486-2260	543-2111x22
POTSDAM - T	John Keleher	276-6621	265-3470
POTSDAM - V	Brian Barrett	267-6129	265-4620
ROSSIE	Jeff Hutton	767-7158	324-5166 x11
RUSSELL	Richard Meilleur	244-6564	347-2317
STOCKHOLM	Ethan Cheney	621-8631	389-4684
WADDINGTON	Dave Putney	244-4151	388-7821

DEPARTMENT	DIRECTOR	DEPUTY	KEY PERSONNEL	TELEPHONES		
				OFFICE	HOME	CELL/PAGER
OFFICE FOR THE AGING	Andrea Montgomery			386-4730		244-7628
			John Southwick	386-4730	769-0226	250-0069
PLANNING	Jason Pfothenhauer			379-2292	379-9065	528-3235
PRINTING & MAILING	Ruth Doyle			379-2276	393-1160	854-1936
		Stacie Burkum		379-2201		
PROBATION	Timothy LePage			379-2404		250-7090
PUBLIC DEFENDER	James McGahan			379-2323		
PUBLIC HEALTH	Erin Streiff			386-2325		317-0101
		Carly Zimmerman		379-3401		854-7113
			Kindra Cousineau			244-4542
			Jenesse Watson			854-7117
REAL PROPERTY	Emily Wilson			379-2272		
			Donna Brown	379-2272	287-2949	
SHERIFF'S OFFICE	Patrick Engle, Sheriff			379-2365		528-4815
		Shawn McCarger, Undersheriff		379-2365		528-7558
		Leighton Filiatrault, Chief		379-3580		261-1311
			Ray Barney, Secretary	379-2365		
			Peggy Harper Jail Admin.	379-2477		
			Tim Amo Asst. Jail Admin.	379-2750		
			Chief Civil Officer	379-2221		

DEPARTMENT	DIRECTOR	DEPUTY	KEY PERSONNEL	TELEPHONES		
				OFFICE	HOME	CELL/PAGER
SOCIAL SERVICES	Joseph Seeber			379-2101		
			Karen Durham Head Social Welfare Examiner	379-2155	848-3911	771-5918
		Heather Rand Director of Svcs.		229-3169		528-9723
SOIL & WATER	Cayce Salvino			386-3582		842-2007
			Russell Martin	386-3582		464-0308
			Elizabeth Gallup	386-3582	379-0673	212-7140
SOLID WASTE	Vacant			379-1542		
			Ellen Hooker	379-9084		854-2375
TREASURER'S OFFICE	Renee Cole			379-2234		296-5807
		Deb Bridges		379-2234		
VETERANS	Michael Boprey Jr.			386-4754		
				386-4754	386-4232	212-5165
WEIGHTS & MEASURES	Adam Simmons			379-9734		518-534-3991
YOUTH BUREAU	Alexa Backus Chase			379-9464		815-353-5410

APPENDIX 5-1 INCIDENT COMMAND STAFF ASSIGNMENTS



APPENDIX 5-2

INCIDENT COMMAND LOCATIONS/STATUS SHEET

LOCATION	CONTACT NAME	PHONE	PUBLIC SERVICES/ HUMAN SERVICES You are without? (See page 4)	# EVACUATED, INJURIES, DEATHS?	SHELTER OPENED?	NEXT CONTACT TIME	IMMEDIATE NEEDS
Town of Brasher Helena Fire Dept	Steve Wilson, Fire Chief	764-1166 250-1583					
Village of Canton Municipal Bldg.	Michael Dalton, Mayor	386-2851					
Town of Colton Town Hall	George Cayey, Supervisor	262-2810					
Town of DeKalb Town Hall	John Frary Supervisor	347-3016 322-1863					
Town of Edwards Town Hall	Jan Lennox, Supervisor	562-8264					
Town of Fine Town Hall	Hope Dolan, Clerk	848-3121					
Town of Fowler Town Hall	Ricky Newvine, Supervisor	771-2194					
Town of Gouverneur Town Hall	Dave Spilman, Supervisor	287-2340					
Town of Hammond Town Hall	Ron Bertram, Supervisor	324-5321					
Village of Heuvelton Town Hall	Barbara Lashua, Mayor	344-2214					

LOCATION	CONTACT NAME	PHONE	PUBLIC SERVICES/ HUMAN SERVICES You are without? (See page 4)	# EVACUATED, INJURIES, DEATHS?	SHELTER OPENED?	NEXT CONTACT TIME	IMMEDIATE NEEDS
Town of Hopkinton Hopkinton-Ft. Jackson Fire Dept	Steve Parker, Fire Chief	328-4682 212-4052					
Town of Lawrence Town Hall	Donald Villnave, Supervisor	389-4487					
Town of Lisbon Town Hall	William Nelson, Supervisor	393-0410					
Town of Louisville Town Hall	Larry Legault, Supervisor	764-7473 323-3561					
Town of Macomb Town Hall	Steve Burke, Supervisor	578-2212					
Town of Madrid Madrid- Waddington School	Tony Cooper, Supervisor	322-5760					
Town/Village of Massena Town Hall	Timothy Ahlfeld, Mayor Steve O'Shaughnessy, Supervisor	769-8625 769-3588					
Town of Morristown Town Hall	Frank Putman, Supervisor	783-4790					
Village of Morristown Morristown Fire Dept	Jay Moore, Fire Chief	375-6703 323-9069					

LOCATION	CONTACT NAME	PHONE	PUBLIC SERVICES/ HUMAN SERVICES You are without? (See page 4)	# EVACUATED, INJURIES, DEATHS?	SHELTER OPENED?	NEXT CONTACT TIME	IMMEDIATE NEEDS
Town of Norfolk Town Hall	Charles Pernice, Supervisor	384-4722					
Village of Norwood Town Hall	Tim Levison, Mayor	353-2149					
Town of Oswegatchie Town Hwy	Karl Cugler, Hwy Superintendent	393-2039					
Town of Parishville Town Hall	Rodney Votra, Supervisor	265-2131					
Town of Piercefield Town Hall	Neil Pickering, Supervisor	518-359- 7544					
Town of Pierrepoint Town Hall	Jane Powers, Supervisor	379-0415					
Village of Potsdam Potsdam Civic Center	Tim Jerome, Fire Chief	212-9209					
Village of Richville Village Office	Ella Mae Fenlong, Mayor	287-0956					
Town of Rossie Rossie Hwy. Dept.	Alwin Fleming, Hwy Supt.	324-5166					
Town of Russell Town Hall	Timothy White, Supervisor	244-1686					

LOCATION	CONTACT NAME	PHONE	PUBLIC SERVICES/ HUMAN SERVICES You are without? (See page 4)	# EVACUATED, INJURIES, DEATHS?	SHELTER OPENED?	NEXT CONTACT TIME	IMMEDIATE NEEDS
Town of Stockholm Town Hall	Clark Decker, Supervisor	389-5171					
Town of Waddington Town Hall	Alex Hammond, Supervisor	388-5629					
Village of Waddington Village Office	Michael Zagrobelny, Mayor	518-603- 0637					

HUMAN SERVICES

Housing	Shelter
Public Health	Food
Hospitals	Residential Care
Fuel/Heat	Nursing Care/Facilities
Home Life Support	Property Protection
Search and Rescue	Emergency Medical
Evacuation	

PUBLIC SERVICES

Roads/Travel	Debris Clearance
Transportation	Communications
Emergency Services	Schools
Power/Electric	Gas/Fuels
Water Supply	Waste Treatment
Security	Corrections
Hazardous Materials	Dams/Dikes/Levees
Flood Control	

APPENDIX 6

CHECK-IN LIST

[illegible]

Instructions for Completing the Check-in List

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		Incident Dispatchers, upon receipt of a check-in message by radio, record the information on the Check-in List (ICS Form 211) and then give the information to the Resources Unit.
		Resources Unit Recorders, upon receipt of information on an in-person check in, record the information directly onto the Check-in List Form.
1	Incident Name	Print the name assigned to the incident.
2	Check-in Location	Place a check mark in the appropriate box indicating where the resource or person checked in at the incident.
3	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
4	List Personnel (Overhead) by Agency & Name	Use this section to list agency three-letter designator and individual names for all overhead (supervisory) personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, task force or strike team; enter kind or resource (letter for single resources. Number 1-3 for Strike Team); enter type of resource (1-4), and designated identification number.
5	Order/Request Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6	Date/Time Check In	Self explanatory.
7	Leader's Name	Self explanatory.
8	Total Number Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9	Manifest	Indicate if a manifest was prepared.
10	Crew Weight or Individual's Weight	Self explanatory.
11	Home Base	Location at which the resource/individual is normally assigned. (May not be departure location).
12	Departure Point	Location from which resource/individual departed for this incident.
13	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
14	Incident Assignment	Assignment at time of dispatch.
15	Other Qualifications	List any other NIMS ICS position the individual has been trained to fill.
16	Sent To	Enter initials and time that the information pertaining to that entry was sent to the Resources Unit.
17	Page	Indicate page number and number of pages being used for Check-in at this location.

APPENDIX 6-1
SUPPORT UNIT TRACKING SHEET

AGENCY	TYPE	VEHICLE ID #	REQUEST #

DATE/TIME CHECK IN	
HOME BASE ADDRESS	
LEADER'S NAME	PHONE #
# IN CREW (Including Leader)	
COMMUNICATIONS: FREQUENCIES AVAILABLE	
CELL PHONE #	CARRIER

INCIDENT LOCATION	TIME	INCIDENT LOCATION	TIME
STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR		STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR	
NOTES		NOTES	

INCIDENT LOCATION	TIME	INCIDENT LOCATION	TIME
STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR		STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR	
NOTES		NOTES	

INCIDENT LOCATION	TIME	INCIDENT LOCATION	TIME
STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR		STATUS Y ASSIGNED Y O/S REST Y AVAILABLE Y O/S PERS Y O/S MECH Y ETR	
NOTES		NOTES	

APPENDIX 7

ST. LAWRENCE COUNTY EMERGENCY SHELTERS WITH RED CROSS AGREEMENTS

Shelter Number	Shelter Name	Physical Street Address 1	Physical Street Address 2	Physical City	Shelter Phone #	Contact Names/Numbers
7627	Brasher Falls HS	1039 SH 11C		Brasher Falls	315-389-5131	Christopher Rose, Superintendent 389-5131 X29108 (w) Timothy Redmond, Transportation 389-5131 X29442 (w) 276-5052 (c)
75405	Canton Central	99 State St.		Canton	315-386-8561	Ronald Burke, Superintendent 386-8561 X44201 (w) 854-1610 (c) Joe McDonough, Middle School Principal 386-8561 X41305 (w) 854-4173 (c)
	NYSARC	Commerce Lane		Canton		Daphne Pickert 379-9531 (w) 388-5508 (h)
76965	St. Lawrence Univ. Leithead Field House	Park St.		Canton	315-229-5555	Pat Gagnon 229-5609 (w) 323-7832 (c) Dan Seaman, Facility Operations 244-8345 (c) Ted Coviello 229-5907/229-5913 (w)

Shelter Number	Shelter Name	Physical Street Address 1	Physical Street Address 2	Physical City	Shelter Phone #	Contact Names/Numbers
9744	Colton-Pierrepoint HS	4921 SH 56		Colton	315-262-2100	James Nee, Superintendent 262-2100 X34144 (w) 212-0716 (c)
9208	Hermon-Dekalb Central	709 East Dekalb Rd.		Dekalb Junction	315-347-3442	Mark White, Superintendent 347-3442 (w) 347-4350 (h) 244-4898 (c)
8990	Gouverneur Central	25 Wilson St.		Gouverneur	315-287-4870	Jackie Kelly, Superintendent 287-4870 (w) 323-0289 (c) Harold Simmons, Supt of Buildings & Grounds 287-1013 (w) 771-1107 (c)
28327	Hammond Central	51 S. Main St.		Hammond	315-324-5931	Doug McQueer, Superintendent 324-5931 X26102 (w) 528-0406 (h) Lenny Bickelhaupt, B&G 324-5931 X26300 (w) 771-0592 (c)
36081	Heuvelton Central	87 Washington St.		Heuvelton	315-344-2414	Jesse Coburn, Superintendent 344-2414 X28890 (w) 854-0806 (c) Kevin Gamble, Head Maintenance 344-2414 X28810 (w) 276-9046 (c)

Shelter Number	Shelter Name	Physical Street Address 1	Physical Street Address 2	Physical City	Shelter Phone #	Contact Names/Numbers
8851	Madrid-Waddington HS	2582 SH 345		Madrid	315-322-5746	Eric Burke, Superintendent 322-5746 X35221 (w) 276-0119 (c)
8866	Morristown Central	408 Gouverneur St.		Morristown	315-375-8814	Staci Vaughn, Superintendent 375-8814 X21005 (w) 783-3392 (c)
3902	Norwood-Norfolk Central	7852 SH 56		Norwood	315-353-6631	James Cruikshank, Superintendent 353-6631 X38733 (w) 212-4990 (c) Roger LaRose, Dir of Facilities 212-6996 (c)
1538	Madill Elementary	800 Jefferson Ave.		Ogdensburg	315-393-7729	Amy DiSalvo, Principal 393-7729 X33951 (w) 527-2895 (c)
8924	Kennedy Elementary	801 Park St.		Ogdensburg	315-393-4264	Christina Frank, Principal 393-4264 X32904 (w) 323-0326 (c) SueEllen Bouchard, Principal 393-4264 X32901 (w) 323-1892(c)
9187	Ogdensburg Free Academy	1100 State St.		Ogdensburg	315-393-0900	Kevin Kendall, Superintendent 393-0900 X31901 (w) 229-2277 (c)
8874	Parishville-Hopkinton HS	12 CR 47		Parishville	315-265-4642	William Collins, Superintendent 265-4642 X24402 (w) 265-2042 (h) 261-2573 (c)

Shelter Number	Shelter Name	Physical Street Address 1	Physical Street Address 2	Physical City	Shelter Phone #	Contact Names/Numbers
28732	Piercefield Town Hall Garage	48 Waller St.		Piercefield	518-359-7544	Neil Pickering, Supervisor
17259	SUNY Potsdam	44 Pierrepont Ave.		Potsdam	315-268-0102	James DiTullio 267-2136 (w) 323-1298 (c)
17783	SUNY Potsdam Maxcy Hall	Corner of Tupper Lake & Saranac Lake Drives	SUNY Potsdam	Potsdam	315-267-3135	James DiTullio 267-2136 (w) 323-1298 (c)
75346	Potsdam HS	29 Leroy Ave.		Potsdam	315-265-2000	Joann Chambers, Superintendent 265-2000 X733 (w) 262-7701 (c)
136171	Cheel Center	8 Clarkson Ave.	Clarkson Univ.	Potsdam	315-268-6400	David Delisle 268-6666 (w) 212-1977 (c)
1863	Clifton-Fine Central	11 Hall Ave.		Star Lake	315-848-3333	Matthew Southwick, Superintendent 848-3333 X190 (w) Scott Fenlong, Transp. 848-3333 X170 (w) 528-3236 (c)
36101	Saint Hubert's Church	1046 Oswegatchie Trail Rd.		Star Lake	315-848-3612	Patricia Lincourt 848-3612 (w) 848-2065 (h)
72703	Star Lake FD	4187 SH 3		Star Lake	315-848-3621	Rick Rusaw 778-4352 (c)
28721	Wanakena Ranger School	257 Ranger School Rd.		Wanakena	315-848-8566	Jay Lawrence 848-2566 (w) Tim O'mara 848-2566 X126 (w) Tim lives at the ranger school

APPENDIX 8

ST. LAWRENCE COUNTY HOSPITAL STATUS - DATE: _____

HOSPITAL	PHONE #	CONTACT	STATUS	NOTES

APPENDIX 9

ST. LAWRENCE COUNTY NURSING HOME STATUS - DATE: _____

HOME	PHONE #	CONTACT	STATUS	NOTES

APPENDIX 10
SPECIAL NEEDS SUPPLIERS
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APPENDIX 10-1

2025-2026 SCHOOL ADMINISTRATORS

Mr. Christopher Rose Brasher Falls Central School PO BOX 307, 1039 SH 11C Brasher Falls, NY 13613 Phone: 315-389-5131 X29159 Fax: 315-389-5245 crose@bfcsd.org Sec: Cindy Delisle, Ext: 29108	Mr. Robert Finster Harrisville Central School PO Box 200, 14371 Pirate Ln Harrisville, NY 13648 Phone: 315-543-2707 X27907 Fax: 315-543-2360 rfinster@hcsk12.org Sec: Jolie Snider, Ext: 221	Mr. James Cruikshank, Superintendent Norwood-Norfolk Central School PO Box 194, 7852 SH 56 Norwood, NY 13668 Phone: 315-353-9951 X38735 Fax: 315-353-2467 jcrruikshank@nncsk12.org Sec: Jill Weaver, Ext: 38733
Ms. Susan Todd Canton Central School 99 State St. Canton, NY 13617 Phone: 315-386-8561 X44202 Fax: 315-386-1323 stodd@ccsdc12.org Sec: Autumn Brown, Ext: 44202	Mrs. Megan Foster-Trimmm Hermon-Dekalb Central School 709 East Dekalb Rd. Dekalb Junction, NY 13630 Phone: 315-347-3442 X 22904 Fax: 315-347-3817 mfoster@hdcsk12.org Sec: Donna Anson, Ext: 2320	Mr. Kevin Kendall, Superintendent Ogdensburg City School 1100 State St. Ogdensburg, NY 13669 Phone: 315-393-0900 X31910 Fax: 315-393-2767 kkendall@ogdensburgk12.org Sec: Alane Farrell, Ext: 31901
Mr. Matthew Southwick Clifton-Fine Central School PO Box 75, 11 Hall Ave. Star Lake, NY 13690 Phone: 315-848-3333 X37199 Fax: 315-848-3378 msouthwick@cliftonfine.org Sec: Alison Benjamin, Ext: 37198	Mr. Jesse Coburn Heuvelton Central School 87 Washington St. Heuvelton, NY 13654 Phone: 315-344-2414 X28890 Fax: 315-344-2349 Jcoburn@heuvelton.k12.ny.us Sec: Tessa Herron, Ext: 28891	Mr. Steven Coffin, Superintendent Parishville-Hopkinton Central School PO Box 187, 12 CR 17 Parishville, NY 13672 Phone: 315-265-4642 X24401 Fax: 315-268-1309 scoffin@phcsd.org Sec: Stefanie Latimer, Ext: 24402
Mr. James Nee, Superintendent Colton-Pierrepont Central School 4921 SH 56 Colton, NY 13625 Phone: 315-262-2100 X34444 Fax: 315-262-2644 jnee@cpcs.us Sec: Diane Ladison, Ext: 34144	Mr. Patrick Farrand Lisbon Central School 6866 CR 10 Lisbon, NY 13658 Phone: 315-393-4951 X23985 Fax: 315-393-7666 farrandp@lisbon.k12.ny.us Sec: Krista Woods, Ext: 23185	Mr. Jerry Griffin, Superintendent Potsdam Central School 29 Leroy St. Potsdam, NY 13676 Phone: 315-265-2000 X 36735 Fax: 315-265-2048 jgriffin@potsdam.k12.ny.us Sec: Davida Martin, Ext: 733
Ms. Erin Woods, Superintendent Edwards-Knox Central School 2512 CR 24 Hermon, NY 13652 Phone: 315-562-8130 X25511 Fax: 315-562-2477 ewoods@ekcsk12.org Sec: Brandi Graham, Ext: 25532	Mr. Eric Burke Madrid-Waddington Central School PO Box 67, 2582 SH 345 Madrid, NY 13660 Phone: 315-322-5746 X35220 Fax: 315-322-4462 eburke@mwcsk12.org Sec: Patty Bogart, Ext: 221	Mr. Thomas Burns, District Superintendent/ Ex. Officer Sole Supervisory District St. Lawrence-Lewis BOCES PO Box 231, 40 W. Main St. Canton, NY 13617 Phone: 315-386-4504 X10150 Fax: 315-386-2099 tburns@slloboces.org Sec: Maureen Bouchey, Ext: 10150
Jacquelyn Kelly, Superintendent Gouverneur Central School 133 East Barney St. Gouverneur, NY 13642 Phone: 315-287-4870, Ext: 46309 Fax: 315-287-4736 kelly.jackie@gcsk12.org Sec: Tatia Kennedy	Mr. Ronald Burke, Superintendent Massena Central School 84 Nightengale Ave. Massena, NY 13662 Phone: 315-764-3700 X3008 Fax: 315-705-2075 rburke@mcs.k12.ny.us Sec: Angela Wilhelm, Ext: 3008	
Mrs. Lauren Morley Hammond Central School PO Box 185, 51 S. Main St. Hammond, NY 13646 Phone: 315-324-5931 X26102 Fax: 315-324-6057 lmorley@hammond12.org Sec: Tami Niles, Ext: 26100	Ms. Staci Vaughn, Superintendent Morristown Central School PO Box 217, 408 Gouverneur St. Morristown, NY 13664 Phone: 315-375-8814 X21005 Fax: 315-375-8604 svaughn@mcsk12.org Sec: Stacey Basford, Ext: 21001	

Appendix 10-1A

School District	Contact	Title	Daytime Phone #	After School Phone #	Cell Phone #	Direct Line, if Available
Brasher Falls	Christopher Rose Timothy Redmond Jamie LaBarge Kristen Zender Danielle Colterman	Superintendent B & G / Transportation M.S. Principal H.S. Principal Elementary Principal	315-389-5131 X 29159 315-389-5131 X 29442 315-389-5131 X 29502 315-389-5131 X 29151 315-389-5131 X 29399		315-250-3534 315-276-5052 315-212-3437 315-244-2665 315-250-9009	315-389-5479 315-389-4957 315-389-5164 315-389-5328 315-389-5323
Canton	Susan Todd Scott Sanderson Henry (Doug) Dominy Viola Schmid-Doyle Joseph McDonough Bob Kotz	Interim Superintendent Director of Operations Dean of Students Elem. Principal M.S. Principal H.S. Principal	315-386-8561 X 44202 315-386-8561 X 44345 315-386-8561 X 43305 315-386-8561 X 41305 315-386-8561 X 42305 315-386-8561 X 43300	315-386-8340 315-854-1610 315-854-0565 315-386-1759 315-854-4173	315-386-8340 315-323-5143 315-854-0565 315-854-3045 315-854-417	
Clifton-Fine	Matthew Southwick Jessica Schreppel Anthony Diagostino Scott Fenlong Alison Benjamin	Superintendent PreK-12 Principal Vice Principal Supt. of B, G & Trans. Secretary to the Supt.	315-848-3333 X 37199 315-848-3333 X 37190 315-848-3333 X 37196 315-848-3333 X 190 315-848-3333 X 37198		518-534-6169 315-528-3236 315-399-2901	
Colton-Pierrepont	James Nee Jennifer McKinley Jennifer Fleury Ben Johnson	Superintendent/Principal Pre-K-12 Principal District Clerk Head Maint. Worker	315-262-2100 X 34444 315-262-2100 X 34529 315-262-2100 X 34144 315-262-2100 X 34124	315-268-1941	315-212-0716 315-212-9526 315-262-4679 315-842-2901	315-262-2100 X 34444
Edwards-Knox	Erin Woods Amy Sykes Lura Hughes Shawn DeLorme Brandi Graham	Superintendent HS Principal Elem Principal Senior Bus Driver Sec. to Supt./District Clerk	315-562-8130 X 25511 315-562-8132 X 25510 315-562-8132 X 25525 315-562-8133 X 25530 315-562-8130 X 25532	315-528-8430 315-530-2265 315-777-2542 315-262-4345 315-322-8160		
Gouverneur	Jackie Kelly Jessica Sullivan Harold Simmons Nicole Donaldson Michael Hammond Alison Connelly	Superintendent Assistant Superintendent Director of Facilities H.S. Principal M.S. Principal Elementary Principal	315-287-4870 X 46309 315-287-4870 X 46318 315-287-1013 315-287-1900 X 56509 315-287-1903 X 45714 315-287-2260	315-393-5744 315-287-4031 315-287-7213	315-323-0289 315-771-1107/783-7555 315-854-5492 315-250-8832 315-727-5839	315-287-4207 315-287-4208 315-287-0133 315-287-4153
Hammond	Lauren Morley Lenny Bickelhaupt Jamie Sweeney Tammy Niles	Superintendent Head Custodian UPK-12 Principal Administrative Secretary	315-324-5931 X 26102 315-324-5931 X 26300 315-324-5931 X 26101 315-324-5931 X 26100		315-771-0592 315-486-3465	
Harrisville	Rob Finster Don Snider Eric Luther	Superintendent B & G Supervisor H.S. Principal	315-543-2707 X27907 315-543-2707 X 9 315-543-2707 X27903		315-408-7827 315-816-7379 315-771-1756	
Hermon-DeKalb	Megan Foster Travis Averill Rebecca Hocking Margaret Munger Donna Anson	Superintendent B & G PreK-12 Principal Assistant Principal Secretary to the Supt.	315-347-3442 X 22904 315-347-3442 315-347-3442 X 22903 315-345-3442 315-347-3442	315-347-1649	315-212-2152 315-854-7650 719-332-3003 315-783-9438	

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Heuvelton	Jesse Coburn Kevin Gamble Jill Farrand Shannon Jordan Lacey Leroux	Superintendent Head Maintenance Worker PreK-6 Principal 7-12 Principal Assistant Principal	315-344-2414 X 28890 315-344-2414 X 28810 315-344-2414 X 28880 315-344-2414 X 28870 315-344-2414 x 28851	315-854-0806 315-393-6939	315-276-9046 315-528-7216	
Lisbon	Patrick Farrand Tim Jerome George Scoville-Upham Alison Spears	Superintendent Head of B & G 7-12 Principal UPK – 6 Principal	315-393-4951 X 23985 315-393-4951 X 23187 315-393-4951 X 23184 315-393-4951 x 23135		315-323-0022 315-212-9209 315-854-5020 315-212-8592	
Madrid-Waddington	Eric Burke Nicole Weakfall Joe Binion	Superintendent Elementary Principal H. S. Principal	315-322-5746 X 35220 315-322-5746 X 35204 315-322-5746 X 35225		315-276-0119 315-250-5577	
Massena	Ronald Burke Alan Oliver Amy Wells Nicole Terminelli R. Shane Halladay Jr William Lint Darrin Jock Greg Tessier	Superintendent HS Principal Principal – Nightengale Principal – Madison Principal – JW Leary Principal – Jefferson Director of Transport. Director of Main./Operat.	315-764-3700 X 3008 315-764-3700 X 3100 315-764-3700 X 3500 315-764-3700 X 3400 315-764-3700 X 3200 315-764-3700 X 3300 315-764-3700 X 3021 315-764-3700 X 3018		315-212-7203 315-705-5401 315-244-9975 518-339-5668 315-569-2092 315-250-3221	315-764-3700 X 3777
Morristown	Staci Vaughn John Barse Corey Flynn	Superintendent Head of B & G PreK-12 Principal	315-375-8814 X 21005 315-375-8814 X 21003 315-375-8814 X 21202		315-783-3392 315-783-6713	315-375-8814 X 21005
Norwood-Norfolk	Jamie Cruikshank Roger LaRose George Biffer	Superintendent Facilities Supervisor H.S. Principal	315-353-9951 X 38735 315-353-6631 X 38722 315-353-6631 X 38909		315-212-4990 315-261-3461 518-322-1730	315-353-6631 X 38735
Ogdensburg	Kevin Kendall Brooke Reid Cynthia Tuttle Tony Bjork Steve Putnam SueEllen Bouchard Christina Frank Rebecca Bascom Amy DiSalvo	Superintendent Assistant Superintendent HS Principal 7-12 Assistant Principal 7/8 Principal Kennedy Principal (3-6) Kennedy Principal (K-2) Director of Special Ed Madill Principal	315-393-0900 X 31910 315-393-0900 X 31903 315-393-0900 X 31906 315-393-0900 X 31959 315-393-0900 X 31907 315-393-4264 X 32901 315-393-4264 X 32904 315-393-0900 X 31904 315-393-7729 X 33950	315-393-5524 315-393-4059	315-229-2277 315-229-2083 315-212-2810 315-276-9309 315-393-4264 315-323-0326 802-779-2168 315-527-2895	315-393-0900 x 31910
Parishville-Hopkinton	Steven Coffin Nathan Derushia Katie Jo Thomas	Superintendent B&G Supervisor Principal (K-12)	315-265-4642 X 24401 315-265-4642 X 24414 315-265-4642 X 24405		315-250-8832	
Potsdam	Jerry Griffin Patrick McLaughlin Mark Bennett Dan Cook Sharlee Thomas Kristin Towne	Superintendent B & G Supervisor Assist. Superintendent M.S. Principal Elem. Principal H.S. Principal	315-265-2000 X 36735 315-265-2000 X 613 315-265-2000 X 36729 315-265-2000 X 36514 315-265-2000 X 36249		315-244-1672 315-276-6988 315-212-3698 315-261-2242	

APPENDIX 10-1A

St. Lawrence-Lewis BOCES	Thomas R. Burns	District Superintendent	315-386-4504 X 10150	315-353-2166	315-276-8489	315-353-4504-X 10121
	Darin Saiff	Asst. Superintendent	315-386-4504 X 15101	315-268-0189	315-212-9559	
	Nicole Ashley	Dir. Financial Services	315-386-4504 X 10172	315-353-6182	315-322-1867	
	Kevin Perretta	Supt of B & G	315-386-4504 X 10278	315-393-0373	315-600-1776	
	Lori Sheffield	Dir. CTE, Alt. & Adult	315-386-4504 X10308			
	Dave Evans	Supervisor of Adult Ed.	315-386-4504 X 10417		315-250-1842	
	Nicki O'Donnell	Principal	315-353-2293 X 20104			
Seaway CTE Center	Holly Durham	Principal	315-287-3590 X 50102		315-414-6970	
Southwest CTE Ctr.	Steven Morrow	Principal	315-393-4570 X 30224			
Northwest CTE Ctr.						

APPENDIX 10-2

HOSPITALS/NURSING HOMES HOSPITALS

Canton-Potsdam Hospital	315-265-3300
Clifton-Fine Hospital	315-848-3351
Gouverneur Hospital	315-535-9217
Claxton-Hepburn Medical Center	315-393-3600
Massena Hospital	315-764-1711

<u>NAME</u>	<u>TOWN/CITY</u>	<u>EMERGENCY PHONE # (MEDICAL CONTROL)</u>
ALICE HYDE	MALONE	1-518-483-3000
CANTON-POTSDAM	POTSDAM	315-265-7334
CARTHAGE AREA GENERAL	CARTHAGE	315-493-1000
CHAMPLAIN VALLEY	PLATTSBURGH	1-518-562-7370
CLIFTON-FINE	STAR LAKE	315-848-3351
CROUSE-IRVING	SYRACUSE	315-470-7411
GOUVERNEUR HOSPITAL	GOUVERNEUR	315-535-9217
RIVER HOSPITAL	ALEXANDRIA BAY	315-482-2511
CLAXTON HEPBURN MED CTR	OGDENSBURG	315-393-8902
LEWIS COUNTY GENERAL	LOWVILLE	315-376-5252 (ER)
MASSENA HOSPITAL	MASSENA	315-764-5759
SAMARITAN MEDICAL CTR	WATERTOWN	315-782-7673 (free cell phone call thru Frontier Cellular *SMC)
SARANAC GENERAL	SARANAC LAKE	1-518-891-3222
ST. JOSEPH'S HOSPITAL	SYRACUSE	315-448-2801/2802
UNIVERSITY HOSPITAL	SYRACUSE	315-464-5611
FLETCHER ALLEN MED. CTR	BURLINGTON (VT)	1-802-847-0000
KINGSTON GENERAL	KINGSTON, ONTARIO	1-613-548-3232
CORNWALL GENERAL	CORNWALL, ONTARIO	1-613-932-3300
HOTEL DIEN	CORNWALL, ONTARIO	1-613-932-4080

Regional Surge Capacity (Total Surge Beds)

Facility	# Staffed beds based on average daily census	20% of staffed beds based on average daily census	Negative Pressure Rooms	ICU Capability	Portable Isolation Units	Alternate Care Site Capabilitie s
Adirondack Medical Center	60	12	2		6	120
Alice-Hyde Medical Center	58	11	7	6	2	30
Canton-Potsdam	94	18	2		5	
CVPH Medical Center	212	42	14	14	8	196
Claxton-Hepburn Medical	85	17	2	9	1	75
Clifton-Fine	3	1	1		1	0
Gouverneur Hospital	47	9	1		4	
Elizabethtown	25	5	2		2	7
Massena Hospital	50	10	2	4	4	17
Moses Ludington	15	3	1		1	30

NURSING HOMES

Kinney Nursing Home - Gouverneur	315-287-1000
St. Regis Nursing Home - Massena	315-769-2494
Highland Nursing Home - Massena	315-769-9956
Hepburn Medical Center - Ogdensburg	315-393-3600
St. Joseph's Home - Ogdensburg	315-393-3780
United Helpers (See Appendix 10-4)	

Surge Capacity

Facility	# Patients/residents able to be accommodated
Claxton-Hepburn	10
Gouverneur/Kinney NH	10
Highland NH	10
St. Joseph's NH	6
St. Regis NH	10
Star Lake	10
United Helpers – Canton	15
United Helpers – Cedars	12
United Helpers NH	29

**Nursing Home
Patient Relocation Request Information Needed**

When requesting assistance in the relocation of residents in time of emergency, please be ready to provide the following information.....

- The number of individuals needing relocation
- The number of ambulatory patients
- The number of very fragile

Plan on providing attendants to accompany each group of relocated as per your MOU's.

We will make every effort to send the ambulatory and least fragile to the more distant facilities.

APPENDIX 10-3

ARC/ST. LAWRENCE PSYCH CENTER

ARC

Central Office	315-379-9531
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Residential Services

Office - 21 Miner St., Canton	315-379-0701
76 Dana St., Massena	315-764-9330
413-415 Deviller St., Ogdensburg	315-393-7829
63½ A South Main St., Norwood	315-353-2739
2 State St., Potsdam	315-265-4270
107 Main St., Hermon	315-347-2446

Intermediate Care Facility

66 Lower Pine St., Potsdam	315-265-3961
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Individual Residential Alternatives

82 Allison Rd., Waddington	315-388-5868
24 W Main St., Canton	315-379-1536
102 Rock Island St., Gouverneur	315-287-7092
244 Rock Island St., Gouverneur	315-287-0420
9 Stephenville Rd., Massena	315-764-1220
4415 SH 58, Gouverneur	315-287-7857

ST. LAWRENCE PSYCH CENTER

Director	315-541-2001
Fax	315-541-2041
Plant Superintendent	315-541-2400
Chief Safety Officer	315-541-2253/315-323-5218
Fax	315-541-2063

APPENDIX 10-4

UNITED HELPERS

General Information - 732 Ford St., Ogdensburg	315-394-1532
Management Company, Ogdensburg	315-393-3074
Senior Citizens Housing, Ogdensburg	315-393-3074
Adult Home, Ogdensburg	315-393-2567
Centennial Manor, Ogdensburg	315-393-2593
Intermediate Care Facilities, Ogdensburg	315-393-5073
Intermediate Care Facilities, Rensselaer Falls	315-344-2453
Intermediate Care Facilities, Lisbon	315-393-6206
Intermediate Care Facilities, Flackville Rd., Heuvelton	315-344-2477
Intermediate Care Facilities, Irish Settlement Rd., Heuvelton	315-344-2461
Intermediate Care Facilities, Morristown	315-375-8543
Day Habilitation Program, Ford St., Ogdensburg	315-394-0657
Day Habilitation Program, McIntyre IRA, Ogdensburg	315-394-6008
Day Habilitation Program, Riverwood IRA, Ogdensburg	315-394-6201
Day Habilitation Program, Rensselaer Falls	315-344-7133
Gateway Supportive Apartments, Ogdensburg	315-393-9425
ACT Team, Ford St., Ogdensburg	315-393-4243
Ogdensburg Nursing Home	315-393-0730
Ogdensburg Meals On Wheels	315-393-0730
Cedars Nursing Home	315-393-4810
Canton Nursing Home	315-386-4541
Rehabilitation Center	315-393-3868
Training Center	315-393-9334/0239/6702

APPENDIX 10-5

St. Lawrence County DDSO
SeaComm Plaza #14 and 15
Market Street
Potsdam, New York 13676
Telephone: (315) 265-3047
Fax: (315) 265-5776

SOIRA (C)
62 County Road 31
(Formerly Outer Elm Street)
Madrid, NY 13660
(315) 322-4107/5686
Fax: (315) 322-4359
Program Manager

SOIRA (C)
2 Spruce Street
Norwood, NY 13668
(315) 353-2539/2691
Program Manager

SOIRA
134 Leroy Street
Potsdam, NY 13676
(315) 265-7807
Coordinator of Services

SOIRA
30 Colgate Drive
Massena, NY 13662
(315) 764-7801
Coordinator of Services

SOIRA (C)
225 Bayley Road
Massena, NY 13662
(315) 769-6399/6499
Program Manager

SOIRA
4 Grant Street
Potsdam, NY 13676
(315) 265-2665
Program Manager

SOIRA (C)
9 Depot Street
(Formerly Outer State Street)
Madrid, NY 13660
(315) 322-4108/4272
Program Manager

SOIRA (C)
15 Maple Street
Norwood, NY 13668
(315) 353-2023/2403
Fax: (315) 353-6649
Program Manager

SOIRA
4 Sealy Drive
Potsdam, NY 13676
(315) 265-1349
Coordinator of Services

SLC Day Hab
(4 beds)
(Madrid)

SOIRA
227 Bayley Road
Massena, NY 13662
(315) 769-6172/6282
Program Manager

SOIRA
3 Sports Avenue
Norwood, NY 13668
(315) 353-2095/2181
Program Manager

APPENDIX 10-6

UNITED CEREBRAL PALSY ASSOCIATION OF THE NORTH COUNTRY

101 Main Street, Canton, NY 13617

(315) 379-9667 - Fax (315) 379-9388

The following are residences that are operated by UCPA of the North Country:

40 Austin Street, Apt. #2
Gouverneur, NY 13642
315-287-3859

5 Pine Street
Canton, NY 13617
315-379-9330

21 Pine Street, Apt. #7
Canton, NY 13617
315-379-1008

150 Market Street #10
Potsdam, NY 13676
315-268-0647 (unlisted)

28 East Main Street
Canton, NY 13617
315-379-1568

150 Market Street #11
Potsdam, NY 13676
315-268-0244

6232 CR 27, Apt. 6A
Canton, NY 13617
315-386-3034

150 Market Street, #14
Potsdam, NY 13676
315-265-2538

8 Buck Street, Apt. D
Canton, NY 13617
315-386-8816

150 Market Street, #19
Potsdam, NY 13676
315-265-0502

150 Market Street #9
Potsdam, NY 13676
315-265-9581

150 Market Street #1
Potsdam, NY 13676
315-268-0291

150 Market Street #8
Potsdam, NY 13676
315-268-0436

150 Market Street #3
Potsdam, NY 13676
315-268-0046

2894 CR 55
Brasher Falls, NY 13613
315-769-1449

143 Nickerson Road
Canton, NY 13617
315-386-3591

355 Pollock Road
Canton, NY 13617
315-379-0244

******The contact person for all of the above residences will be Director of Residential Services. Contact number is 315-379-9667******

The following are facilities that are operated by UCPA of the North Country:

UCPA Family Health Care Center
Canton, NY 13617
315-386-8191

UCPA of the North Country
Administrative Offices
101 Main Street, Canton, NY 13617
315-379-9667

APPENDIX 10-7

CORRECTIONAL FACILITIES/HOUSING AUTHORITIES

<u>CORRECTIONAL FACILITIES</u>	<u>PHONE #</u>
Gouverneur Correctional Facility	315-287-7351
Ogdensburg Correctional Facility	315-393-0281
Riverview Correctional Facility	315-393-8400

HOUSING AUTHORITIES

Canton Housing Authority 37 Riverside Drive, Canton	315-386-8381
Massena Housing Authority 20 Robinson Road, Massena	315-764-1706
Ogdensburg Housing Authority 1101 Jay Street, Ogdensburg	315-393-3710
Potsdam Housing Authority Racquette Acres, Potsdam	315-265-3680
St. Lawrence County Housing Council, Inc. Kilkarney Court Apartments, Fowler	315-386-8576

APPENDIX 10-8

**HOSPICE
Of St. Lawrence Valley, Inc.**

**PO Box 469
6439 State Highway 56
Potsdam, New York 13676
(315) 265-3105 Fax: (315) 265-0323
E-mail: hospice@hospiceslv.org**

Hospice of St. Lawrence Valley, Inc. Administrative Team: (315) 265-3105

When call is answered by answering system, request that the “Administrator in Charge” be notified.

APPENDIX 10-9

NYS DOH

Contacts

Megan Kash

315-477-8146 (W)
315-374-1541 (C)
Megan.kash@health.ny.gov

Ronald Sheppard

315-386-1040 (W)
315-323-5349 (C)

NYS DOH Duty Officer (24 hr.)

888-881-2809

APPENDIX 10-1

2024-2025 SCHOOL ADMINISTRATORS

Mr. Christopher Rose Brasher Falls Central School PO BOX 307, 1039 SH 11C Brasher Falls, NY 13613 Phone: 315-389-5131 X29159 Fax: 315-389-5245 crose@bfcsd.org Sec: Cindy Delisle, Ext: 29108	Mr. Robert Finster Harrisville Central School PO Box 200, 14371 Pirate Ln Harrisville, NY 13648 Phone: 315-543-2707 X27907 Fax: 315-543-2360 rfinster@hcsk12.org Sec: Jolie Snider, Ext: 221	Mr. James Cruikshank, Superintendent Norwood-Norfolk Central School PO Box 194, 7852 SH 56 Norwood, NY 13668 Phone: 315-353-9951 X38735 Fax: 315-353-2467 jcrruikshank@nncsk12.org Sec: Jill Weaver, Ext: 38733
Ms. Susan Todd Canton Central School 99 State St. Canton, NY 13617 Phone: 315-386-8561 X44202 Fax: 315-386-1323 stodd@ccsdk12.org Sec: Autumn Brown, Ext: 44202	Mrs. Megan Foster-Trimmm Hermon-Dekalb Central School 709 East Dekalb Rd. Dekalb Junction, NY 13630 Phone: 315-347-3442 X 22904 Fax: 315-347-3817 mfoster@hdcsk12.org Sec: Donna Anson, Ext: 2320	Mr. Kevin Kendall, Superintendent Ogdensburg City School 1100 State St. Ogdensburg, NY 13669 Phone: 315-393-0900 X31910 Fax: 315-393-2767 kkendall@ogdensburgk12.org Sec: Alane Farrell, Ext: 31901
Mr. Matthew Southwick Clifton-Fine Central School PO Box 75, 11 Hall Ave. Star Lake, NY 13690 Phone: 315-848-3333 X37199 Fax: 315-848-3378 msouthwick@cliftonfine.org Sec: Alison Benjamin, Ext: 37198	Mr. Jesse Coburn Heuvelton Central School 87 Washington St. Heuvelton, NY 13654 Phone: 315-344-2414 X28890 Fax: 315-344-2349 Jcoburn@heuvelton.k12.ny.us Sec: Tessa Herron, Ext: 28891	Mr. Steven Coffin, Superintendent Parishville-Hopkinton Central School PO Box 187, 12 CR 17 Parishville, NY 13672 Phone: 315-265-4642 X24401 Fax: 315-268-1309 scoffin@phcsd.org Sec: Stefanie Latimer, Ext: 24402
Mr. James Nee, Superintendent Colton-Pierrepont Central School 4921 SH 56 Colton, NY 13625 Phone: 315-262-2100 X34444 Fax: 315-262-2644 jnee@cpcs.us Sec: Diane Ladison, Ext: 34144	Mr. Patrick Farrand Lisbon Central School 6866 CR 10 Lisbon, NY 13658 Phone: 315-393-4951 X23985 Fax: 315-393-7666 farrandp@lisbon.k12.ny.us Sec: Krista Woods, Ext: 23185	Mr. Jerry Griffin, Superintendent Potsdam Central School 29 Leroy St. Potsdam, NY 13676 Phone: 315-265-2000 X 36735 Fax: 315-265-2048 jgriffin@potsdam.k12.ny.us Sec: Davida Martin, Ext: 733
Ms. Erin Woods, Superintendent Edwards-Knox Central School 2512 CR 24 Hermon, NY 13652 Phone: 315-562-8130 X25511 Fax: 315-562-2477 ewoods@ekcsk12.org Sec: Brandi Graham, Ext: 25532	Mr. Eric Burke Madrid-Waddington Central School PO Box 67, 2582 SH 345 Madrid, NY 13660 Phone: 315-322-5746 X35220 Fax: 315-322-4462 eburke@mwcsk12.org Sec: Patty Bogart, Ext: 221	Mr. Thomas Burns, District Superintendent/ Ex. Officer Sole Supervisory District St. Lawrence-Lewis BOCES PO Box 231, 40 W. Main St. Canton, NY 13617 Phone: 315-386-4504 X10150 Fax: 315-386-2099 tburns@slloboces.org Sec: Maureen Bouchey, Ext: 10150
Jacquelyn Kelly, Superintendent Gouverneur Central School 133 East Barney St. Gouverneur, NY 13642 Phone: 315-287-4870, Ext: 46309 Fax: 315-287-4736 kelly.jackie@gcsk12.org Sec: Tatia Kennedy	Mr. Ronald Burke, Superintendent Massena Central School 84 Nightengale Ave. Massena, NY 13662 Phone: 315-764-3700 X3008 Fax: 315-705-2075 rburke@mcs.k12.ny.us Sec: Angela Wilhelm, Ext: 3008	
Mrs. Lauren Morley Hammond Central School PO Box 185, 51 S. Main St. Hammond, NY 13646 Phone: 315-324-5931 X26102 Fax: 315-324-6057 lmorley@hammondk12.org Sec: Tami Niles, Ext: 26100	Ms. Staci Vaughn, Superintendent Morristown Central School PO Box 217, 408 Gouverneur St. Morristown, NY 13664 Phone: 315-375-8814 X21005 Fax: 315-375-8604 svaughn@mcsk12.org Sec: Stacey Basford, Ext: 21001	

APPENDIX 10-1A

School District	Contact	Title	Daytime Phone #	After School Phone #	Cell Phone #	Direct Line, if Available
Brasher Falls	Christopher Rose Timothy Redmond Jamie LaBarge Kristen Zender Danielle Colterman	Superintendent B & G / Transportation M.S. Principal H.S. Principal Elementary Principal	315-389-5131 X 29159 315-389-5131 X 29442 315-389-5131 X 29502 315-389-5131 X 29151 315-389-5131 X 29399		315-250-3534 315-276-5052 315-212-3437 315-244-2665 315-250-9009	315-389-5479 315-389-4957 315-389-5164 315-389-5328 315-389-5323
Canton	Susan Todd Scott Sanderson Henry (Doug) Dominy Viola Schmid-Doyle Joseph McDonough Bob Kotz	Interim Superintendent Director of Operations Dean of Students Elem. Principal M.S. Principal H.S. Principal	315-386-8561 X 44202 315-386-8561 X 44345 315-386-8561 X 43305 315-386-8561 X 41305 315-386-8561 X 42305 315-386-8561 X 43300	315-386-8340 315-854-1610 315-854-0565 315-386-1759 315-854-4173	315-386-8340 315-323-5143 315-854-0565 315-854-3045 315-854-417	
Clifton-Fine	Matthew Southwick Jessica Schreppel Anthony Diagostino Scott Fenlong Alison Benjamin	Superintendent PreK-12 Principal Vice Principal Supt. of B, G & Trans. Secretary to the Supt.	315-848-3333 X 37199 315-848-3333 X 37190 315-848-3333 X 37196 315-848-3333 X 190 315-848-3333 X 37198		518-534-6169 315-528-3236 315-399-2901	
Colton-Pierrepont	James Nee Jennifer McKinley Jennifer Fleury Ben Johnson	Superintendent/Principal Pre-K-12 Principal District Clerk Head Maint. Worker	315-262-2100 X 34444 315-262-2100 X 34529 315-262-2100 X 34144 315-262-2100 X 34124	315-268-1941	315-212-0716 315-212-9526 315-262-4679 315-842-2901	315-262-2100 X 34444
Edwards-Knox	Erin Woods Amy Sykes Lura Hughes Shawn DeLorme Brandi Graham	Superintendent HS Principal Elem Principal Senior Bus Driver Sec. to Supt./District Clerk	315-562-8130 X 25511 315-562-8132 X 25510 315-562-8132 X 25525 315-562-8133 X 25530 315-562-8130 X 25532	315-528-8430 315-530-2265 315-777-2542 315-262-4345 315-322-8160		
Gouverneur	Jackie Kelly Jessica Sullivan Harold Simmons Nicole Donaldson Michael Hammond Alison Connelly	Superintendent Assistant Superintendent Director of Facilities H.S. Principal M.S. Principal Elementary Principal	315-287-4870 X 46309 315-287-4870 X 46318 315-287-1013 315-287-1900 X 56509 315-287-1903 X 45714 315-287-2260	315-393-5744 315-287-4031 315-287-7213	315-323-0289 315-771-1107/783-7555 315-854-5492 315-250-8832 315-727-5839	315-287-4207 315-287-4208 315-287-0133 315-287-4153
Hammond	Lauren Morley Lenny Bickelhaupt Jamie Sweeney Tammy Niles	Superintendent Head Custodian UPK-12 Principal Administrative Secretary	315-324-5931 X 26102 315-324-5931 X 26300 315-324-5931 X 26101 315-324-5931 X 26100		315-771-0592 315-486-3465	
Harrisville	Rob Finster Don Snider Eric Luther	Superintendent B & G Supervisor H.S. Principal	315-543-2707 X27907 315-543-2707 X 9 315-543-2707 X27903		315-408-7827 315-816-7379 315-771-1756	
Hermon-DeKalb	Megan Foster Travis Averill Rebecca Hocking Margaret Munger Donna Anson	Superintendent B & G PreK-12 Principal Assistant Principal Secretary to the Supt.	315-347-3442 X 22904 315-347-3442 315-347-3442 X 22903 315-345-3442 315-347-3442	315-347-1649	315-212-2152 315-854-7650 719-332-3003 315-783-9438	
Heuvelton	Jesse Coburn Kevin Gamble Jill Farrand Shannon Jordan Lacey Leroux	Superintendent Head Maintenance Worker PreK-6 Principal 7-12 Principal Assistant Principal	315-344-2414 X 28890 315-344-2414 X 28810 315-344-2414 X 28880 315-344-2414 X 28870 315-344-2414 x 28851	315-854-0806 315-393-6939	315-276-9046 315-528-7216	

Lisbon	Patrick Farrand Tim Jerome George Scoville-Upham Alison Spears	Superintendent Head of B & G 7-12 Principal UPK – 6 Principal	315-393-4951 X 23985 315-393-4951 X 23187 315-393-4951 X 23184 315-393-4951 x 23135		315-323-0022 315-212-9209 315-854-5020 315-212-8592	
Madrid-Waddington	Eric Burke Nicole Weakfall Joe Binion	Superintendent Elementary Principal H. S. Principal	315-322-5746 X 35220 315-322-5746 X 35204 315-322-5746 X 35225		315-276-0119 315-250-5577	
Massena	Ronald Burke Alan Oliver Amy Wells Nicole Terminelli R. Shane Halladay Jr William Lint Darrin Jock Greg Tessier	Superintendent HS Principal Principal – Nightengale Principal – Madison Principal – JW Leary Principal – Jefferson Director of Transport. Director of Main./Operat.	315-764-3700 X 3008 315-764-3700 X 3100 315-764-3700 X 3500 315-764-3700 X 3400 315-764-3700 X 3200 315-764-3700 X 3300 315-764-3700 X 3021 315-764-3700 X 3018		315-212-7203 315-705-5401 315-244-9975 518-339-5668 315-569-2092 315-250-3221	315-764-3700 X 3777
Morristown	Staci Vaughn John Barse Corey Flynn	Superintendent Head of B & G PreK-12 Principal	315-375-8814 X 21005 315-375-8814 X 21003 315-375-8814 X 21202		315-783-3392 315-783-6713	315-375-8814 X 21005
Norwood-Norfolk	Jamie Cruikshank Roger LaRose George Biffer	Superintendent Facilities Supervisor H.S. Principal	315-353-9951 X 38735 315-353-6631 X 38722 315-353-6631 X 38909		315-212-4990 315-261-3461 518-322-1730	315-353-6631 X 38735
Ogdensburg	Kevin Kendall Brooke Reid Cynthia Tuttle Tony Bjork Steve Putnam SueEllen Bouchard Christina Frank Rebecca Bascom Amy DiSalvo	Superintendent Assistant Superintendent HS Principal 7-12 Assistant Principal 7/8 Principal Kennedy Principal (3-6) Kennedy Principal (K-2) Director of Special Ed Madill Principal	315-393-0900 X 31910 315-393-0900 X 31903 315-393-0900 X 31906 315-393-0900 X 31959 315-393-0900 X 31907 315-393-4264 X 32901 315-393-4264 X 32904 315-393-0900 X 31904 315-393-7729 X 33950	315-393-5524 315-393-4059	315-229-2277 315-229-2083 315-212-2810 315-276-9309 315-393-4264 315-323-0326 802-779-2168 315-527-2895	315-393-0900 x 31910
Parishville-Hopkinton	Steven Coffin Nathan Derushia Katie Jo Thomas	Superintendent B&G Supervisor Principal (K-12)	315-265-4642 X 24401 315-265-4642 X 24414 315-265-4642 X 24405		315-250-8832	
Potsdam	Jerry Griffin Patrick McLaughlin Mark Bennett Dan Cook Sharlee Thomas Kristin Towne	Superintendent B & G Supervisor Assist. Superintendent M.S. Principal Elem. Principal H.S. Principal	315-265-2000 X 36735 315-265-2000 X 613 315-265-2000 X 36729 315-265-2000 X 36514 315-265-2000 X 36249		315-244-1672 315-276-6988 315-212-3698 315-261-2242	
St. Lawrence-Lewis BOCES Seaway CTE Center Southwest CTE Ctr. Northwest CTE Ctr.	Thomas R. Burns Darin Saiff Nicole Ashley Kevin Perretta Lori Sheffield Dave Evans Nicki O'Donnell Holly Durham Steven Morrow	District Superintendent Asst. Superintendent Dir. Financial Services Supt of B & G Dir. CTE, Alt. & Adult Supervisor of Adult Ed. Principal Principal Principal	315-386-4504 X 10150 315-386-4504 X 15101 315-386-4504 X 10172 315-386-4504 X 10278 315-386-4504 X10308 315-386-4504 X 10417 315-353-2293 X 20104 315-287-3590 X 50102 315-393-4570 X 30224	315-353-2166 315-268-0189 315-353-6182 315-393-0373	315-276-8489 315-212-9559 315-322-1867 315-600-1776 315-250-1842 315-414-6970	315-353-4504-X 10121

APPENDIX 11

PHARMACIES

<u>KINNEY DRUGS</u>	<u>PHONE #</u>
Main Office - 29 E. Main, Gouv.	315-287-1500
17 Clinton, Gouverneur	315-287-4012
371 E. Main, Gouverneur	315-287-2900
40 SH 310, Canton	315-386-4563
210 N. Main, Massena	315-764-7153
700 Canton St., Ogdensburg	315-393-2440
200 Market St., Potsdam	315-265-2770
Demars Blvd., Tupper Lake	518-359-9173
2 Malby Ave., Massena	315-764-0559
905 Coffeen, Watertown	315-788-9366
Medical Equipment-520 E. Main, Gouv.	315-287-5002

RITE AID

59 Church St. Ext., Saranac Lake	518-891-6033
51 Park St., Tupper Lake	518-359-3378

WALGREENS

303 Main St., Massena	315-764-0204
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MEDICINE SHOPPE

511 State St., Ogdensburg	315-393-6290
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WAL-MART

Rt. 2, Massena	315-769-1078
3000 Ford St. Ext., Ogdensburg	315-394-9592
USH 11, Potsdam	315-268-6917

PRICE CHOPPER

111 E. Main St., Canton	315-379-9696
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APPENDIX 12

FOOD SOURCES

RED CROSS

Watertown

PHONE

315-782-4410

SALVATION ARMY

Captain William & Cecelia Lynch

20 Russell Rd., Massena

wlynch@use.salvationarmy.org

401 Franklin St., Ogdensburg

(H) 315-769-5549

(O) 315-769-5154

(C) 518-593-6051

(Fax) 315-769-5180

315-393-3351

PRICE CHOPPER

111 E. Main, Canton -

E. Main St., Gouverneur

Harte Haven Ctr, Massena

981 Ford St. Ext., Ogdensburg

179 Market St., Potsdam

315-379-9696

315-287-4200

315-769-0042

315-393-7153

315-265-2165

SAVE-A-LOT

200 Market St., Potsdam

5933 USH 11, Canton

210 W. Main St., Gouverneur

701 Canton St., Ogdensburg

315-265-3659

315-714-2078

315-287-1451

315-394-6230

FOOD BANK OF CNY

6970 Schuyler Rd., East Syracuse

315-437-1899

(Fax) 315-434-9629

CDP

Norma Cary

315-386-8574/1102

(C) 315-244-0311

PACES DINING SERVICES

SUNY Potsdam

315-267-2657

(Fax) 315-267-2698

DEPT. OF CORRECTIONS

Gouverneur Correctional Facility

Ogdensburg Correctional Facility

Riverview Correctional Facility

Oneida Correctional Facility

315-287-7351

315-393-0281

315-393-8400

315-339-6880 ext. 1303/2

OTHER GROCERS – RETAIL

PHONE #

Sunoco Mini Marts

71 E. Main St., Canton	315-379-9250
58 E. Main St., Canton	315-714-2212
147 Market St., Potsdam	315-265-4190
26 Maple St., Potsdam	315-265-4670
Main St., Gouverneur	315-287-1820
386 S. Main St., Massena	315-769-8898
32 E. Orvis St., Massena	315-769-1243
728 Canton St., Ogdensburg	315-393-3766
301 Champlain St., Ogdensburg	315-393-4444
1117 NY Ave., Ogdensburg	315-393-3509
72 S. Main St., Norwood	315-353-2158

Boyce's General Store, 3914 SH 56, S. Colton	315-262-2420
Breeze In Grocery, 3301 CR 6, Edwardsville	315-375-4603
Echoes, 3301 CR 6, Hammond	315-375-4202
Greg & Molly's Store, 2798 SH 11B, Hopkinton	315-328-4504
FeFee's Market, 48 W. Main St., Norfolk	315-384-4591

IGA Markets

904 SH 11C, Brasher Falls	315-389-3333
27 Elm St., Potsdam	315-274-0355
150 Lincoln Ave., Waddington	315-388-4059

Kunoco Food Mart

5998 Canton-Russell Rd., Canton	315-386-1576
3662 CR 24, Russell	315-347-4800
4765 SH 56, Colton	315-262-1100
1721 SH 72, Parishville	315-265-0999

OTHER GROCERS - RETAIL CONTPHONE #

Parkway Express, 3681 SH 37, Morristown	315-375-6601
Louisville Mini Mart, 14169 SH 37, Massena	315-769-3383
Mountain Mart, 103 E. Main St., Canton	315-386-4430
Mountain Mart, 119 Maple St., Potsdam	315-742-9013
Munson's Mini Mart, 946 SH 11C, Brasher Falls	315-389-5888
Parkway Country Store, 9890 SH 37, Lisbon	315-393-5540
Potsdam Food Co-Op, 24 Elm St., Potsdam	315-265-4630
Al Smith Superette, 4 S. Main, Norfolk	315-384-5900

Stewart's Shops

703 Ford St., Ogdensburg	315-393-3581
242 E. Main St., Gouverneur	315-287-1820
200 N. Main St., Massena	315-764-0693
10211 SH 56, Massena	315-769-3259
115 E. Main, Canton	315-386-3157
32 Gouverneur St., Canton	315-386-2648
731 SH 11C, Winthrop	315-389-9200
88 N. State St., Heuvelton	315-344-6439
8824 Main St., Harrisville	315-543-7319

Village Market, Rt. 2, Sanfordville	315-265-5737
Wanakena General Store, 6 Hamele, Wanakena	315-848-3008
Watson's Market, 2045 SH 11B, Nicholville	315-328-4222
Wilson's Country Store, 5270 CR 14, Chase Mills	315-322-4213
Edwards Grocery, 164 Main St., Edwards	315-562-3307
Woodys, 100 Russell Rd., Hermon	315-347-9787

OTHER GROCERS - RETAIL CONTPHONE #

Bowhall Family Store, 23 Hailesboro St., Gouverneur	315-535-4097
Bowhall Family Store, 102 Canton St., Rensselaer Falls	315-344-4082
Chips Place, 5858 SH, Hannawa Falls	315-268-9528
Premo's Market, 23 Hailesboro, Gouverneur	315-287-2978
Richville Store, 82 Main, Richville	315-287-0202
Twin Bridges Convenience & Deli, 49 Main, Ogdensburg	315-393-2463
Wayne's Gas & Grocery, 2500 SH 310, Madrid	315-322-4950

APPENDIX 13
FOOD PANTRIES IN ST. LAWRENCE COUNTY SUPPLIED BY
CENTRAL FOOD BANK OF NEW YORK

Contact: 315-437-1899 (Liverpool)

Canton Neighborhood Center
Church and Community Program of Canton, NY
Colton-Pierrepont Manor
Gouverneur Neighborhood Center
Hammond Neighborhood Center
Massena Neighborhood Center
Norfolk-Raymondville Neighborhood Center
Ogdensburg Neighborhood Center
Potsdam Neighborhood Center
Richville Baptist Church
Salvation Army - Massena
St. James Outreach, Gouverneur
St. Vincent D'Paul, Massena
Star Lake Neighborhood Center
Waddington Neighborhood Center

FOOD PANTRIES IN ST. LAWRENCE COUNTY

PANTRY NAME	ADDRESS	PHONE	COMMENTS
Brasher Falls Food Pantry	9962 US Rt. 11 Winthrop, NY 13697	315-389-4246	*Gleaning every other Wednesday
Canton Neighborhood Center	5 West St. Canton, NY 13617	315-386-3541	*Gleaning every other Wednesday *Emergency food 3 times a year (proof of address needed for Canton, Claire, DeKalb, Russell and Herman) *Surplus food once a month (income eligibility) *Food Sense Program
Colton Food Pantry	PO Box 354 Colton, NY 13625	315-262-2380	*Gleaning every other Wednesday *Emergency food three times a year *Serves Colton, Pierrepont and Parishville
Grace Food Pantry	52 Church St. Gouverneur, NY 13642	315-287-7656 315-287-2777	
Gouverneur Neighborhood Center	15 Rock Island St. Gouverneur, NY 13642	315-287-3370 fax: 315-287-3370	*Gleaning and surplus foods are distributed once a month *Emergency food is distributed once every three months *Income eligibility guidelines apply and client must not be using any other pantry and live in service area. Service area is Towns of Gouverneur, Fowler, Pitcairn, Edwards, Rossie, Macomb
St. Vincent De Paul Food Pantry	164 East Main St. Gouverneur, NY 13642 Pantry located: basement St. James Church	315-287-4054 fax: 315-287-0114	*Food pantry is open Friday 10-2 *Emergency food packages as needed *Meals program *Educational programs *Clothing center open Monday-Saturday 10-2

FOOD PANTRIES IN ST. LAWRENCE COUNTY

PANTRY NAME	ADDRESS	PHONE	COMMENTS
Hammond Neighborhood Center	40 Old Oak Pt. Rd. Hammond, NY 13646	315-324- 5219	*Satellite for Ogdensburg NC - call Ogdensburg NC if no answer at Hammond *Serves mostly Brier Hill, Hammond, Morristown, South Hammond, Black Lake Rd., Chippewa Bay *Open Fridays 9-11
Louisville Food Pantry	730 CR 36 Norfolk, NY 13667 Pantry located: Louisville Ice Arena	315-769- 5436	*Only gleaning every other Wednesday
Massena Neighborhood Center	61 Beach St. Massena, NY 13662 Pantry located: Community Service Bldg., Lincoln School, 3 rd Floor	315-764- 0050	*Gleaning every other Wednesday 9:00 am *Emergency food 8-4 Monday-Friday *Surplus food once a month 8-4 Monday-Friday
Massena Salvation Army	20 Russell Rd. Massena, NY 13662 Pantry located: 178 Victory Rd.	315-769- 5154	*Emergency food 9-12 Monday-Friday *Gleaning every other Wednesday *Bread distribution 10:30-11 Monday-Friday (may also be fruits, veggies & sweets)
New Beginnings Center	3605 CR 14 Madrid, NY 13660	315-322- 5631	*By appointment only
Norfolk/Raymondville Food Pantry	287 Brouse Rd. Massena, NY 13662	315-769- 3915 315-384- 4629	*Open every third Saturday *Emergency packages as needed
Ogdensburg Neighborhood Center	330 Ford St. Ogdensburg, NY 13669	315-393- 5561	*Gleaning every other Wednesday *Surplus food once a month *Emergency food 3 times a year

	Pantry located: basement of City Hall, corner of Ford St. and Caroline St.		
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FOOD PANTRIES IN ST. LAWRENCE COUNTY

PANTRY NAME	ADDRESS	PHONE	COMMENTS
Ogdensburg Salvation Army	PO Box 404 Ogdensburg, NY 13669 Pantry located: 401 Franklin St., corner of Franklin and Greene Sts. Gleaning distributed: 727 State St., almost to corners of State and Lafayette	315-393-3351	*Gleaning every other Wednesday *Emergency food as needed
Potsdam Neighborhood Center	Potsdam Civic Center 2 Park St Potsdam, NY 13676 Pantry located: Potsdam Civic Center Gleaning distributed: Church of the Nazarene	315-265-3920	*Gleaning every other Wednesday 8:30-9 *Emergency food 9-4 Monday-Friday *Surplus food 9-4 Monday-Friday
Richville Food Pantry	209 Main St. Richville, NY 13682	315-287-0259	*All distribution done once a month *Emergency food as needed
Star Lake Neighborhood Center	PO Box 493 Star Lake, NY 13690	315-848-2455	*Serves Fine, Newton Falls, Cranberry Lake
St. Mary's Church	17 Lawrence Ave. Potsdam, NY 13676	315-265-9680	*By appointment only

Waddington Neighborhood Center	38 Main St. Waddington, NY 13694	315-388- 5934	
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OTHER PANTRIES: FRANKLIN, JEFFERSON & LEWIS COUNTIES

PANTRY NAME	ADDRESS	PHONE	COMMENTS
Antwerp Food Pantry	Antwerp Town Hall	315-659- 8989 315-659- 9606	Call Jefferson County CAPC to be referred to pantry 782-4900
Harrisville Food Pantry	United Methodist Church, Box 185	315-376- 8202	In an emergency, food can be distributed to non- Lewis Co. residents if they have children and live in the Harrisville School District
Dickinson Food Pantry	PO Box 73, RRO2 Dickinson, NY 12930	(518) 529-7350	Located in Franklin Co. but close to St. Lawrence. May be able to serve clients in an emergency

****MILITARY:** 315-772-5540 or 315-772-6787

*****Please keep in mind that this list is not comprehensive. Please contact specific pantries for more information on eligibility, times, dates, locations, etc.**

APPENDIX 14
OXYGEN SUPPLIERS

Lincare – Ogdensburg	315-393-6180
Tri-Lakes Home Med. – Massena	315-769-5498
Kinney Homecare – Potsdam	800-974-6277
Rotech – Potsdam	315-268-0459
Harris Medical – Potsdam	315-265-0623

APPENDIX 15

POTABLE WATER SUPPLY SOURCES

Ray Burns & Sons Finnegan Rd. Canton, New York	315-386-4101	6000 gallon loads
Myron	315-386-4173	Approx. \$50/hr. plus water
Ron Winters Milk Haulers Tuck Rd. Ogdensburg, New York	315-393-4118	6000 gallon loads
Ann Winters	315-393-4951 (Lisbon School)	Available afternoon and evenings only
Kevin Winters	315-393-0123 (Home)	
Dean Wilson Southville-Parishville Rd. Parishville, New York	315-265-9297	4000 gallon loads
	315-322-1658 (cell)	Approx. \$40/hr. plus water
Skip Gitano Trucking 22415 US Rt. 11 Watertown, New York	315-788-4985	6000 gallon loads
	315-942-5094 (Home)	Set & Pick-up Trailer - \$50/hr. Trailer Rental - \$75/day
Silver Streak Water Service Merve Mullin NYS Certified Hauler 3 Mile Bay	315-649-2425	6 Trucks
M&T Transport Mannsville	315-465-4044	

Fire Departments With Stainless Steel Tanks

Lisbon - 2	Brier Hill - 2	Heuvelton - 1	Hammond - 1
Waddington - 1			

APPENDIX 16
FUEL (GASOLINE & DIESEL) SUPPLIERS

St. Lawrence County Highway Dept.	315-379-1356 (Shop) 315-379-1542 (Office)
Kuno Oil	315-386-1000
Agway - Gouverneur	315-287-3100
Econo Fuels - Massena	315-769-5100
MX Fuels - Massena	315-769-9500
Griffith Energy - Potsdam	315-265-3560

APPENDIX 17

ANIMAL SHELTERS & KENNELS

SPCA's

Massena Humane Society	S. Racket River Rd. Massena, NY 13662	315-764-1330
Potsdam Animal Shelter	17 Madrid Ave. Potsdam, NY 13676	315-265-3199
Ogdensburg SPCA	Canton Rd. Ogdensburg, NY 13669	315-393-5191

Kennels

Bark & Play Pet Services	89 Riverside Dr. Canton, NY 13617	315-355-7255
Honey Dew Acres	169 Post Rd. Canton, NY 13617	315-379-1035
Halls Kennels	546 CR 47 Potsdam, NY 13676	315-268-0870
Woodside Kennels	79 Hallahan Rd. North Lawrence, NY 12967	315-322-8240
Joneseys K9 Kennel	9266 SH 37 Ogdensburg, NY 13669	315-393-0401

APPENDIX 18

GARBAGE REMOVAL (PACKER SERVICE)

Casella Waste Systems

147 Maple St., Potsdam	315-355-0032
472 W. Parishville Rd., Potsdam	315-276-3035

SLC Solid Waste

44 Park St., Canton	315-379-9084
522 CR 28A, Ogdensburg	315-393-7501
1831 USH 11, Gouverneur	315-287-0919
Dump Rd., Massena	315-764-7312
4582 Rt. 3, Star Lake	315-848-3589

APPENDIX 19

PSYCHOLOGICAL RESPONSE TO DISASTER PLAN

DEFINITION: A disaster is a large scale, natural or man-made event which takes a considerable toll in property damage, injuries and human lives. Resultant of the disaster, individuals experience varying degrees of psychological distress that effect their functional abilities.

PURPOSE: In the event of a community disaster, this plan identifies responsible leadership, the trained mental health professionals & resources to be utilized to meet the needs of affected individuals.

EVALUATION & DEPLOYMENT: Since community disasters always come to the attention of the Emergency Services Coordinator for St. Lawrence County, the Emergency Services Coordinator will contact the County Director of Community Services regarding the disaster.. Should the Director of Community Services become aware of a disaster before being contacted by the EMS, she/he will initiate contact with the ESC to make arrangements to evaluate the extent of the disaster. In the DCS's absence, the Deputy Director will serve in this capacity.

Initially, the DCS will meet with the ESC and visit the scene of the disaster. While visiting the scene, the DCS will become familiar with other key individuals esp. if a command center has been set up. Subsequent to this initial assessment of the disaster's apparent & potential psychological impact on individuals, the DCS will develop a specific plan to deploy mental health professionals to meet the needs of individuals impacted.

AGENCIES & INDIVIDUALS TO PARTICIPATE: The following agencies, as needed, will be requested to participate in response to the disaster:

Reach Out-Mobile Crisis Team:	short term assistance
County & State Mental Health:	short & long term services
Catholic Charities:	financial & supportive services
Claxton-Hepburn Mental Health Center:	acute adult inpatient psychiatric services

SERVICES: Group debriefing sessions
Individual counseling

Every effort will be made to develop a plan of services that will be acceptable and accessible for individuals.

It will be the responsibility of those individuals deployed to inform the DCS if services do not seem to be meeting the need. Likewise, it is the responsibility of the DCS to contact key individuals involved to determine if services are satisfactory.

TRAINING: All mental health agencies will have at least 2 individuals trained in disaster debriefing and counseling.

FOLLOW-UP: Subsequent to the disaster, the DCS will share feedback from those deployed and other key individuals with the ESC in order to assess the effectiveness of the response and make appropriate changes as needed.

CRITICAL INCIDENT STRESS DEBRIEFING: Fire and Rescue, Emergency Services and Law Enforcement should be aware that they may obtain mental health support for critical incidents. To obtain assistance relative to mental health emergencies, they can call the Community Services office (315-386-2048) during business hours and Reachout, Inc. (315-265-2422) after hours and weekends. In the event of a major county disaster, Community Services will be coordinating activities with the Emergency Services Department. Reachout, Inc. (Information and Hotline) will keep current a list of all individuals who are trained and ready to assist in a disaster.

(Psychological Response to Disaster Plan) 5/02

APPENDIX 19-1

NORTHERN NEW YORK
CRITICAL INCIDENT STRESS DEBRIEFING TEAM

Requests for CISD should be initiated by a line officer or chief through Central Dispatch.

This service is available to EMT's, firefighters, police officers, dispatchers, or anyone else directly involved with a high stress incident. Such critical incidents may include:

- Mass Casualty Incidents
- Violent Trauma
- Death or Serious Injury to Children
- Hostage Situations
- Death of a Co-Worker
- Prolonged Rescue Situations
- Any incident which may overwhelm the normal coping mechanism used by Emergency Services Personnel

APPENDIX 20

Allocation of County Generator Resources

For _____

Make	Capacity	Serial Number	Stored At	Assigned To
Honda	6500 watt	EASJ-1002140	Highway	
Honda	6500 watt	EASJ-1002139	Highway	
Honda	6500 watt	EASJ-1002138	Highway	
Baldor	20K	PO706060104	EOC	
Whisperwatt	25K	7101393	Highway	
Whisperwatt	25K	7101379	Highway	
Craftsman	5000 watt	4341216	Highway	
Craftsman	5000 watt	4353184	Highway	
Craftsman	5000 watt	4353176	Highway	
Craftsman	5000 watt	4335443	Ogd Rescue	MCI Trailer
Craftsman	5000 watt	4341207	Trng Site	Fire/EMS Education Trailer
Craftsman	5000 watt	4338075	Highway	
Craftsman	5000 watt	4353182	Highway	
Craftsman	5000 watt	4341217	Highway	

APPENDIX 21
INDUSTRY RESOURCE LIST

<u>SECTION</u>	<u>TYPE</u>
1	Correctional Facilities
2	Farm Equipment Expertise
3	Generators
4	Hand Tools/Support Equipment
5	Heavy Equipment
6	Transportation
7	Trucking
8	Waste Removal
9	Miscellaneous Large Companies
10	Operating Engineers Union

SECTION 1**CORRECTIONAL FACILITIES**

<u>Riverview Correctional Facility</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 158, Ogdensburg	315-393-8400	1 – Bus, 6 – Vans Front End Loader Dump Truck, Box Truck Back Hoe, Stack Body Truck, Bucket Truck Confined Space Equipment – Ropes, tripod, winch, webbing etc. Toro Generator TD3000 300 KW Generator 6 – Halogen lights 20 – SCBA bottles Fire hose, turnout gear Gas/Oxy detector 2 – Circular saws

<u>Ogdensburg Correctional Facility</u>			
Contact Persons	Address	Phone #	Equipment
	1 Correction Way, Ogdensburg	315-393-0281	

<u>Gouverneur Correctional Facility</u>			
Contact Persons	Address	Phone #	Equipment
	112 Scotch Settlement Rd., Gouverneur	315-287-7351	

SECTION 2 FARM EQUIPMENT EXPERTISE

<u>Cazenovia Equipment Co.</u>			
Contact Persons	Address	Phone #	Equipment
	5986 CR 27, Canton	315-386-8568	

<u>Walldroff Farm Equipment, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
	6207 SH 11, Canton	315-379-9119	

<u>Evans Farm Repair, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
	206 Jenner Rd., Lisbon	315-322-4258	

SECTION 3 GENERATORS

<u>New York Power Authority</u>			
Contact Persons	Address	Phone #	Equipment
	830 Barnhart Island, Massena	315-764-0226 Ext. 430 Ext. 429	

<u>Riverview Correctional Facility</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 158, Ogdensburg	315-393-8400 Ext. 201	Toro TD 3000 300 KW 3-phase

<u>Lawton Electric</u>			
Contact Persons	Address	Phone #	Equipment
Bernard Lawton	148 Cemetery Rd Ogdensburg, NY	315-393-2728	Generators

<u>Kohler Rental Power</u>			
Contact Persons	Address	Phone #	Equipment
		877-273-6859	

<u>GE Energy Rentals</u>			
Contact Persons	Address	Phone #	Equipment
	Schenectady, NY	518-385-2211	

<u>Haun Welding Supply</u>			
Contact Persons	Address	Phone #	Equipment
	10149 SH 56, Massena	315-764-9728 1-800-950-1289 (2491) (pager)	

SECTION 3 GENERATORS – Cont.

<u>Little River Rental & Supply</u>			
Contact Persons	Address	Phone #	Equipment
Ken Gibson Carolyn Gibson	250 Pike Rd., Canton	315-379-9204	

<u>Snell Equipment</u>			
Contact Persons	Address	Phone #	Equipment
Matthew Snell	6698 SH 56, Potsdam	315-265-5753	Tractor PTO

<u>Sovie's Cycle Shop</u>			
Contact Persons	Address	Phone #	Equipment
	590 Ames Rd., Potsdam	315-265-4297	

SECTION 4 HAND TOOLS/SUPPORT EQUIPMENT

<u>Woodchop Shop</u>			
Contact Persons	Address	Phone #	Equipment
John Clemmo Steve Gollinger Tim Clary	352 Cowan Rd., Canton	315-386-8120	

<u>Arrow Sales & Rentals</u>			
Contact Persons	Address	Phone #	Equipment
	217 E. Orvis St., Massena	315-764-7622	

<u>Gallagher Supply Inc.</u>			
Contact Persons	Address	Phone #	Equipment
	170 Highland Rd., Massena	315-769-3509	

SECTION 5**HEAVY EQUIPMENT**

<u>Green's Sand, Gravel & Top Soil</u>			
Contact Persons	Address	Phone #	Equipment
CW Green Bruce Green	34 Main St., Lisbon	315-393-7905	6 – Dump Trucks, 3 – Tractor Trailers, Van Trailer, Dump Trailers, Flat Bed Trailer, Lowboy Trailer, 1 – Single Axle Van, 2 – Track Backhoes, 1 – Rubber Tire Backhoe, 2 – Cat Front End Loaders

<u>Bernard Reed</u>			
Contact Persons	Address	Phone #	Equipment
Bernard Reed Bernard Reed, Jr. Robert Reed		315-347-2364 315-347-3112 315-347-2399	Tractor, lowboy, 3 – excavators, 2 – dozers, 1 – loader, 1 – roller, timber mats, skidder

<u>Donald Brown</u>			
Contact Persons	Address	Phone #	Equipment
Don Brown Colleen Brown	PO Box 154, DeKalb Junction	315-347-2547	450 JD Dozer, 400 Massey Ferguson Dozer, 977 Cat Loader/dozer, 580 Case Backhoe, 410 JD Backhoe, 84 1HC Dump Truck

<u>Barrett Paving Materials, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
Roger Cameron		315-353-6611	

SECTION 5**HEAVY EQUIPMENT – Cont.**

<u>K.C. Canary</u>			
Contact Persons	Address	Phone #	Equipment
Gary Prashaw Dan Hooley Pat Walsh Del Dolly	1486 USH 11, Gouverneur	2315-87-0136	Backhoes, dozers, excavators, tree removal equipment, loaders, Morbark chippers

<u>Hanson Aggregates</u>			
Contact Persons	Address	Phone #	Equipment
	701 Cedar St., Ogdensburg	315-393-3743	

<u>Gouverneur Talc Co., Inc.</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 89, Gouverneur	315-287-0100	

<u>Zinc Corp. of American</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 226, Hailesboro	315-287-2500	

<u>Basins, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 479, Gouverneur	315-287-0780	

SECTION 5 HEAVY EQUIPMENT – Cont.

<u>D. Putney Trucking & Gravel Products</u>			
Contact Persons	Address	Phone #	Equipment
	11644-B SH 37, Lisbon	315-388-4401	

<u>Danko Construction Corp.</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 239, Massena	315-769-5508	

<u>Sheehan Contracting Corp.</u>			
Contact Persons	Address	Phone #	Equipment
	208 Sissonville Rd., Potsdam	315-265-8427	

<u>Woodside Trucking & Excavating</u>			
Contact Persons	Address	Phone #	Equipment
	258 Miner St. Rd., Canton	315-386-3828	

<u>Potsdam Stone & Concrete</u>			
Contact Persons	Address	Phone #	Equipment
	471 W. Parishville Rd., Potsdam	315-265-8038	

SECTION 5 HEAVY EQUIPMENT – Cont.GCA Construction Equipment & Supplies, Inc.

Contact Persons	Address	Phone #	Equipment
	PO Box 330, Massena	315-764-0241	

Rt. 11 Truck & Equipment Service Center

Contact Persons	Address	Phone #	Equipment
Walter Planty	6085 SH 11, Canton	315-379-0571	Limited equipment

JSL Contracting

Contact Persons	Address	Phone #	Equipment
John Langtry	62 Watson Rd., Brier Hill	315-375-6554	320 Track Hoe, 416 Cat Rubber Tire Hoe, JD 550 Dozer, Bobcat, New Holland, 2 – Dump Trucks

West Parishville Sand & Gravel

Contact Persons	Address	Phone #	Equipment
Richard Randall	81 West Parishville Rd.	315-265-8454	Pay loader, dozer, truck

Cooke Sand & Gravel, Inc.

Contact Persons	Address	Phone #	Equipment
Chad Soper	Spragueville	315-287-3187	Front end loaders, dump truck, ready mix

Harmer-Burritt, Inc.

Contact Persons	Address	Phone #	Equipment
	1454-B CR 22, Gouverneur	315-287-1285	

SECTION 5 HEAVY EQUIPMENT – Cont.

<u>Dean Rogers Contracting</u>			
Contact Persons	Address	Phone #	Equipment
Dean Rogers Brad Rogers	761 SH 37, Hammond	315-324-5270	

<u>LaFleur Sand & Gravel</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 200, Raymondville	315-384-4233	

<u>Wayne French</u>			
Contact Persons	Address	Phone #	Equipment
Wayne French	2787 CR 24, Russell	315-562-3508	

<u>Taylor Concrete</u>			
Contact Persons	Address	Phone #	Equipment
	495 W. Parishville Rd., Potsdam	315-265-6200	

<u>Snell Equipment</u>			
Contact Persons	Address	Phone #	Equipment
Matthew Snell	6698 SH 56, Potsdam	315-265-5753	Compact Tractor, loader, hoe

SECTION 6 TRANSPORTATION

St. Lawrence-Lewis
BOCES

Contact Persons	Address	Phone #	Equipment
Steve Fenton	139 State St. Rd., PO Box 231, Canton	315-386-4504 Ext. 161 315-344-7339 (H)	

Laidlaw Bus Lines

Contact Persons	Address	Phone #	Equipment
	PO Box 189, Lisbon	315-393-7160	

Roethels Coach Lines, Inc.

Contact Persons	Address	Phone #	Equipment
	1801 Ford St., Ogdensburg	315-393-5200	

SECTION 7 TRUCKING

<u>Green's Sand, Gravel & Top Soil</u>			
Contact Persons	Address	Phone #	Equipment
CW Green Bruce Green	34 Main St., Lisbon	315-393-7905	6 – Dump Trucks, 3 – Tractor Trailers, Van Trailer, Dump Trailers, Flat Bed Trailer, Lowboy Trailer, 1 – Single Axle Van, 2 – Track Backhoes, 1 – Rubber Tire Backhoe, 2 – Cat Front End Loaders

<u>JSL Contracting</u>			
Contact Persons	Address	Phone #	Equipment
John Langtry	62 Watson Rd., Brier Hill	315-375-6554	320 Track Hoe, 416 Cat Rubber Tire Hoe, JD 550 Dozer, Bobcat, New Holland, 2 – Dump Trucks

<u>West Parishville Sand & Gravel</u>			
Contact Persons	Address	Phone #	Equipment
Richard Randall	81 West Parishville Rd.	315-265-8454	Pay loader, dozer, truck

<u>Cooke Sand & Gravel, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
Chad Soper	Spragueville	315-287-3187	Front end loaders, dump truck, ready mix

SECTION 8**WASTE REMOVAL**

<u>Greencorp – Waste Removal, Inc.</u>			
Contact Persons	Address	Phone #	Equipment
Bruce Green	1606 CR 28, Lisbon	315-393-3448 (W) 315-393-3498 (H)	2 – Packer Garbage Trucks

<u>Casella Waste Systems</u>			
Contact Persons	Address	Phone #	Equipment
	147 Maple St., Potsdam	315-355-0032	

<u>LaValley Transportation</u>			
Contact Persons	Address	Phone #	Equipment
Randy LaValley	Madrid Ave., Potsdam	315-265-1235	

<u>Gibson & Son</u>			
Contact Persons	Address	Phone #	Equipment
David Gibson	Pike Rd., Canton	315-386-3623 315-386-3537	

SECTION 9**MISCELLANEOUS LARGE COMPANIES**

<u>ALCOA</u>			
Contact Persons	Address	Phone #	Equipment
	45 CR 42 Massena	315-764-4011 315-764-4126	

<u>Zinc Corp.</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 226, Hailesboro	315-287-2500	

<u>Jeffords Steel & Fabricating</u>			
Contact Persons	Address	Phone #	Equipment
	PO Box 5000, 145 Maple St., Potsdam	315-265-3871	

<u>Cives Steel</u>			
Contact Persons	Address	Phone #	Equipment
	8 Church St., Gouverneur	315-287-2200	

SECTION 10 OPERATING ENGINEERS UNION

<u>Operating Engineers Union</u>			
Contact Persons	Address	Phone #	Services
	814 CR 23, Constantia, NY 13044	315-623-7176 315-623-7194 (fax)	Cross training with Emergency Services

APPENDIX 22

SITUATION FIELD REPORT GUIDE

The following should be used as a check sheet for important information that is needed to be passed to the EOC for situation reports. Sit Reps are due to Mr. Jacoby at 0715 each morning once the EOC is activated to level 2 or upon request. **List all information by County or Locality Affected**

- ◆ **Deaths and injuries**
 - ✓ Include details, cause etc.
 - ✓ Temporary Mortuary Facilities/Location
- ◆ **Local weather brief description**
- ◆ **Road Closures, why**
 - ✓ Number of
 - State
 - Local
 - Bridges
- ◆ **Transportation System Status**
 - ✓ Condition
 - ✓ Return to service estimate
- ◆ **School Status**
 - ✓ Schools Closed or Open
- ◆ **Critical Facilities Affected**
 - ✓ Hospitals, Describe problem
 - ✓ Geriatric Facilities, Describe problem
 - ✓ Water Treatment Facilities, Describe Problem
 - ✓ Number affected
 - ✓ Return to service estimate
 - ✓ Sewerage Treatment Facilities, Describe problem
 - ✓ Number affected
 - ✓ Return to service estimate
- ◆ **Evacuations**
 - ✓ Area affected
 - ✓ Ingress expected
 - ✓ Number of People
 - ✓ Number of Businesses
 - ✓ Number of Housing Units
- ◆ **Search and Rescue Operations**
 - ✓ Number of crews involved
 - ✓ Status of operation
 - ✓ Number rescued
- ◆ **Shelters**
 - ✓ Type
 - ✓ Population
- ◆ **Feeding**
 - ✓ Type/method
 - ✓ Population being served
- ◆ **State agencies involved in field operations**
 - ✓ Numbers of & type of equipment
 - ✓ Name of agency
 - ✓ Number of people involved per agency
 - ◆ Environmental Damages

- ✓ Scope of problem
- ✓ Equipment being used & number of

◆ **Dams affected**

- ✓ Name
- ✓ Body of Water
- ✓ Type of Dam
- ✓ Approximate hold back area
- ✓ Regulated or non-regulated
- ✓ Residential/Businesses threatened or affected

◆ **Utilities**

- ✓ Type of utility (electric/gas/phone/other)
- ✓ Provider
- ✓ Number of crews working
- ✓ Number households/businesses affected
- ✓ Expected restoration time

◆ **Buildings affected (number of)**

- ✓ Homes and Businesses
- ✓ Damaged
- ✓ Destroyed
- ✓ Evacuated

◆ **Cultural Uniqueness of Area Affected**

- ✓ Example: large populations of a particular ethnic group

◆ **Health Issues, Describe**

◆ **Wild Fire**

- ✓ Number of Acres
- ✓ IC & Contact Number
- ✓ Public or Private Land
- ✓ Agencies involved, who & number of crews
- ✓ Air assets, who, how many, type
- ✓ Percent contained
- ✓ Expected date of containment
- ✓ Expected date of extinguishment

◆ **Hazardous Materials**

- ✓ Material & Amount
- ✓ Cause of spill
- ✓ How transported
- ✓ Short term effects/Long term effects
- ✓ Estimated clean up time

◆ **County EOC Status/Time of Operations/Staffing**

◆ **Recovery Efforts/Outline**

◆ **Total of Loss/Damage Estimates**

◆ **Demobilization Plans**

◆ **Other information that you think would be important for us to know, do not limit yourself to this list.**

APPENDIX 22-1

SITUATION FIELD REPORTING FORM

Date: _____ **Submitted By:** _____

Situation: (Brief Narrative) _____

Locality Affected: _____ **County:** _____

Local Weather: (Brief description of local conditions) _____

Injuries or Deaths: (Identify victim, cause, & location) _____

Road Closures:

Reason

Number of State: _____

Number of Local: _____

Bridges: _____

Transportation Systems:

System	Status (open/closed)	Condition	Return to Service Estimate
Air			
Rail			
Bus			
Ship			
Other			

Closed between what two points: _____

School Status:

School District	Open	Closed	Expect to Reopen

Critical Facilities Affected: (Name & Describe Problem)

Hospitals: # of People Affected _____ Estimate of Restoration _____

Geriatric Facilities: # of People Affected _____ Estimate of Restoration _____

Water Treatment: # of People Affected _____ Estimate of Restoration _____

Sewer Treatment: # of People Affected _____ Estimate of Restoration _____

Evacuations:

Area Affected	# of People	# of Businesses	# of Housing Units	Ingress Expected

Shelters:

Type	Agency	Location	Population

State Agencies:

Agency	Number of People	Type of Equipment	Amount of Equipment

Environmental Damages: _____

Dam Affected:

Name	Body of Water	Type	Hold Back	Regulated?

Utilities:

Type	Provider	# of Crews	Residents Affected	Businesses Affected	Expected Restoration Time
Electric					
Gas					
Phone					
Other					

Buildings Affected:

	Affected	Damaged	Destroyed
Residential			
Commercial			

Cultural Uniqueness of Area: _____

Health Issues: _____

County EOC Status/Hours of Operation: _____

Total Loss Damage Estimates: _____

Demobilization Plans: _____

Hazardous Materials:

Material	Amount	Short Term Affects	Long Term Affects	Transport Method	Estimated Clean Up

APPENDIX 23**HAZMAT TEAM CONTACT INFORMATION**

NAME	DEPARTMENT	CONTACT #	E-MAIL
David Zuhlsdorf	Corning	315-854-1382	zuhlsdorfde@gmail.com
Matthew Erwin	Ogdensburg PD	315-323-0334	merwin@ogdensburg.org
Tim Murray	Ogdensburg PD	315-393-1551	tmurray@ogdensburg.org
Mark Kearns	Ogdensburg PD	315-250-5390	mkearns@ogdensburg.org
Jarret LeClair	Ogdensburg PD	315-528-4888	jleclair@ogdensburg.org
Chuck Irvine	Ogdensburg FD	315-323-6556	irvinechuck@yahoo.com
James R. Lowery	Ogdensburg FD	315-869-2234	jlcar9@yahoo.com
Randy A. Petell	Ogdensburg FD	315-528-8688	ogdfire20@yahoo.com
Kenneth J. Stull, Car 18	Ogdensburg FD	315-323-3301	firefighter3115@hotmail.com
Brian Sias	Ogdensburg FD	315-323-7628	Brian2360sias@hotmail.com
Jamie Ladouceur	Ogdensburg FD	315-854-1638	jamieladouceur@gmail.com
Jason Bouchard	Ogdensburg FD	315-323-3235	jayjackiealexa@gmail.com
Daniel Strader	Ogdensburg FD	315-528-6079	strader101@yahoo.com
Aaron Charlton	Ogdensburg FD	315-323-2717	aaroncharlton@hotmail.com
Charles Langley	Ogdensburg FD	315-323-7055	tubesx27@yahoo.com
Allen Rickett	Ogdensburg FD	315-528-6858	arickett@ogdensburg.org
Kevin Durant	Alcoa	315-769-2805	kevin.durant@alcoa.com
Brian Sullivan	Alcoa	315-268-1042/315-244-2219 Cell	brian.sullivan36@yahoo.com

Rick Coller	Alcoa	315-384-3407/315-705- 9074 Cell	tnrcoller@yahoo.com
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APPENDIX 23-1

ST. LAWRENCE COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

DOMESTIC PREPAREDNESS ANNEX

Last Review Date: November 29, 2000

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY PREPAREDNESS PLAN**

DOMESTIC PREPAREDNESS ANNEX

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**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

DOMESTIC PREPAREDNESS ANNEX

**Section I
General Considerations**

1. Introduction

Recent events world-wide and in this county have caused all levels of government to take a closer look at terrorism and how it can affect us. This Annex to the St. Lawrence County Comprehensive Emergency Management Plan is for use by County and local officials in addressing the terrorism threat.

Terrorism is the threat or use of force or violence against persons and property to achieve political/social ends usually associated with community disruption and/or multiple injuries or death.

2. Purpose

The purpose of this plan is to protect lives and property by better preventing, mitigating, and responding to terrorist incidents affecting St. Lawrence County.

3. Scope

The response to a terrorist incident includes two major components, which may operate concurrently or consecutively:

- 3.1 Crisis Management involves measures to resolve the hostile situation, investigate, and prepare a criminal case for prosecution under Federal and State law. It includes measures to identify the terrorist(s), define the threat, secure the area, and prevent the threat from being carried out.
- 3.2 Consequence Management involves measures to alleviate the damage, loss, hardship or suffering caused by terrorist emergencies. It includes measures to protect public health and safety, provide emergency relief to affected governments, businesses, and individuals, and to restore essential government services.

4. **Situation**

St. Lawrence County's response to a terrorist incident will be determined by the material involved (i.e., firearms, explosive, nuclear, incendiary, biological, or chemical) and by the authorities, plans and operations that are triggered.

4.1 Crime Scene as HAZMAT Site as Disaster Area

In a terrorist incident, the area of operations is potentially a crime scene and a hazardous materials site and a disaster area - spanning the borders of several local jurisdictions. In order to organize an effective on-scene operation, operational boundaries need to be defined with common terminology and procedures for officials responding to the crime, the hazardous materials incident, and the disaster. Operational boundaries may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential impacts on the population and the environment. The physical location of these boundaries will depend on the type and quantity of hazardous materials involved:

- 4.1.1 The Crime Scene Boundary defines the crime scene. The crime scene may include the areas which are referred to in technical operations as the restricted area. Access to the crime scene may be restricted by the State, Federal and local law enforcement. Response activities within the crime scene may require special procedures in order to protect evidence collection.
 - 4.1.2 The Hazardous Materials Boundary defines the hazardous materials site, which may be referred to in technical operations as the hot zone. Depending on the spread of contaminants, the HAZMAT site may include some portion of the crime scene and the surrounding community. Access to the HAZMAT site may be restricted to response personnel wearing protective clothing and using decontamination procedures.
 - 4.1.3 The Disaster Boundary identifies the community-at-risk which may need to take protective actions such as shelter, evacuation or quarantine. Access into this area may or may not be restricted on the authority of State and local health officials.
- ##### 4.2 Assumptions
- 4.2.1 Terrorist attacks are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.

- 4.2.2 Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident
- 4.2.3 Terrorist attacks may require a vast response effort from all levels of government (Federal, State, local).
- 4.2.4 Terrorist attacks may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.
- 4.2.5 The attack may be at multiple locations.
- 4.2.6 The attack may be accompanied by fire, explosion, or other acts of sabotage.
- 4.2.7 There may be a boobytrap device set off to attract emergency responders, then a second device is set off for the purpose of injuring the emergency responders.
- 4.2.8 The presence of a chemical or biological agent may not be recognized until sometime after casualties occur.
- 4.2.9 There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.
- 4.2.10 The chemical or biological agent may quickly dissipate or may be long-acting and persistent.
- 4.2.11 Investigation of the cause of the event and those responsible for it are important law enforcement activities.
- 4.2.12 Resources for combating terrorist attacks exist in local, State and Federal governments.
- 4.2.13 Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

5. Concept of Operations

A terrorist threat or actual incident will likely require the response by the State and Federal governments. However, St. Lawrence County and its local governments will still play a key role in Crisis Management and the full role, initially, in Consequence Management, with that role continuing throughout. With the response of multiple levels of government, the coordination between and among such agencies is a necessity.

The National Incident Management System (NIMS) Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. St. Lawrence County and New York State government will organize its response to a terrorist threat/incident according to the Incident Command System. Crisis Management, the purview of law enforcement, may operate from a general threat, to a credible threat, through the incident. Consequence Management, the purview of all response agencies, may operate before, during, and after an incident, and continue until demobilization of emergency operations.

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

DOMESTIC PREPAREDNESS ANNEX

**Section II
Response**

1. Protecting Emergency Responders

- 1.1 Emergency personnel first responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These hazards include:

Mechanical hazard - Any type of mechanical harm causing trauma (includes gunshot wounds, bomb fragments or shrapnel)

Etiological hazard - Disease causing material including bacteria (e.g., anthrax), rickettsia (e.g., Q fever), viruses (e.g., hemorrhagic fever), and toxins (e.g., ricin or botulinus)

Thermal hazard - From both extreme heat and cold (e.g., burning liquids or metals like magnesium; cryogenic materials such as liquid oxygen)

Chemical hazard - Toxic or corrosive substance (e.g., acids such as sulfuric or hydrochloric; caustics such as ammonium hydroxide; toxic substances such as nerve agents, pesticides, or other chemical agents)

Radiological hazard - Alpha, beta, and gamma radiation from nuclear material

Asphyxiation hazard - Lack of oxygen in the atmosphere due to displacement by heavier than air vapors or depletion by a chemical reaction such as burning

1.2 Principles of protection

Though the type of protection required varies from hazard to hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.

These principles include:

- 1.2.1 **Time** - Spend the shortest amount of time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue. Rotate personnel in the hazard area. The less time spent in the affected area, the less likely you are to become injured. Minimizing time spent in the affected area will also reduce the chance of contaminating the crime scene.
- 1.2.2 **Distance** - Maximize the distance from the hazard area or the projected hazard area. For chemical hazards recommended distances are included in the North American Emergency Response Guidebook (NAERG).
- 1.2.3 **Shielding** - Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, chemical protective clothing, and personnel protective equipment.
- 1.3 **Detailed information on protection from specified terrorist incidents and hazards is contained in Appendix 1.**

2. **Scene Control**

- 2.1 **Initial Considerations** - Approaching a criminal event that has been created by an act of terrorism presents unique challenges to the responder. To effectively implement scene control and ensure public safety, emergency responders must quickly and accurately evaluate the incident area and determine the severity of danger. Once the magnitude of the incident is realized, attempts to isolate the danger can begin. Establishing perimeters early will enhance public protection efforts.
 - 2.1.1 Initially, when response resources are limited, isolating the hazard area and controlling a mass exodus of panicked and contaminated people will likely overwhelm the best efforts of the first arriving responders.
 - 2.1.2 Terrorists may still be lurking nearby waiting for responders to arrive, or could be among the injured. If this is suspected, initial scene control will likely be delayed and dictated by law enforcement activities.
 - 2.1.3 Anticipate the potential for multiple hazard locations. Responders may have to define outer and inner operational perimeters. There may exist several hazards within the outer perimeter that must be isolated, especially when victims are scattered throughout the boundaries of the incident, or multiple targets contain dangers.
 - 2.1.4 Controlling the scene, isolating hazards and attempting to conduct controlled evacuations will be resource intensive. Inordinate security may be needed for the event, so responders should request additional assistance early.

2.1.5 After a bombing, access to the scene may be limited due to rubble or debris. Police activity may make it difficult to establish access and exit avenues for operations.

2.2 **Perimeter Control** - Recognizing and evaluating dangers are critical to implementing perimeter control. Adequately evaluating potential harm will guide decisions and considerations for "stand off" distances, or establishing "work zones".

- Take time to perform an adequate size-up.
- Better to over-estimate the perimeter than underestimate (it is easier to reduce the perimeter instead of increasing it after operations are set up).

2.2.1 Depending on the size and complexity of the incident, the boundaries may need to be divided or identified as having "outer" and "inner" perimeters.

- The outer perimeter is the most distant control point or boundary of the incident. It is used to restrict all public access to the incident.

- The inner perimeter isolates known hazards within the outer perimeter. It is used to control the movement of responders.

- Types of terrorist incidents that may require outer and inner perimeter control include:

- Improvised explosive devices
- Chemical or biological dispersion devices
- Radioactive contamination

2.2.2 Perimeter control may be influenced by the following components:

- Amount and type of resources on-hand
- Capability of available resources (training level)
- Ability of the resources to provide self-protection (PPE)
- Size and configuration of the incident
- Stability of the incident

2.2.3 Control zone must be established within the outer perimeter. These zones include the:

- Hot (exclusion) zone (exceptional access)
- Warm zone (contamination reduction corridor)

- Cold zone (support, staging area)
- 2.2.4 Because of the potential for secondary and tertiary events, the perimeter and control zones should be mapped. Therefore, if the incidents escalate, boundaries can be expanded using established reference points that are familiar to on-scene responders. Mapping components should include:
- Topography
 - Structures/landmarks
 - Access and egress points
 - Perimeter boundaries
- 2.2.5 Responders must attempt to identify "clean" areas as well as hazardous areas. This is usually accomplished by using detection and monitoring equipment. However, equipment designed to detect hazardous materials may not be immediately available to first responders.
- 2.2.6 Unlike chemical and/or biological detectors, radiological detection equipment is available from the Office of Emergency Services.
- 2.2.7 Isolation Distance Considerations - The problem may be identified from initial incident information (dispatcher reports) and outward warning signs and detection clues. The isolation area can be determined based upon these factors:
- Potential of harm to life, critical systems, and property
 - Topography
 - Meteorological factors
 - Resources available to implement tactical operations
- 2.2.8 Stand-off Distance Considerations - Access reference materials such as the North American Emergency Response Guidebook (NAERG) to determine initial isolation and protection distance. When limited information is available pertaining to the agent, Guide 111 in the NAERG recommends minimal isolation distance of 50 to 100 meters (160 to 330 ft.); in all directions. If responders suspect radioactive materials, use appropriate detection equipment with trained operators in determining isolation distances. Monitoring for radioactive materials at any bombing event should be done routinely. Monitoring is the only way to detect the presence of radiation at the scene.

3. Public Protection Consideration

- 3.1 Overview - Public safety will largely depend on the ability of responders to effectively conduct a hazard and risk analysis of the affected population. The same basic strategies used by responders to protect the

public during a hazardous materials incident can be applied to a terrorist event. First arriving responders may be required to make rapid decisions that apply to implementing public protection measures because of escalating dangers. This being the case, those responders will need to base decisions on information gathered during the primary size-up. This can be a challenging task at any significant incident when so many demands are placed upon first arriving units. Remember size-up is a continuous process of gathering and using information to make the best decision for a particular point in time.

3.2 For a major terrorist incident, the following options should be considered in defining the approach to protecting the public

- Evacuation
- Shelter-in-place
- A combination of evacuation and shelter-in-place

3.2.1 Evacuation - Evacuating the public from a hazard is a decision based on information that indicates the public is at greater risk by remaining in or nearby the hazard area. The types of information that should be considered in the decision to evacuate should include the following:

- The degree of severity of public dangers or threats as a result of the hazard
- The number of individuals or population area affected by the hazard

- Availability of the resources needed to evacuate the affected population including additional fire/EMS/police personnel and transportation vehicles including school buses or privately-owned vehicles.
- Means available to notify the public and provide emergency instructions before and during the evacuation, including:
 - Local broadcast media (Emergency Alert System)
 - NOAA Weather Radio
 - Route alerting via mobile address systems
 - Sirens
 - Door to door alerting
- Safe passage for the evacuees, including:
 - Adequate time and opportunity to conduct the evacuation
 - Evacuation route monitoring
 - Ability to re-route traffic due to congestion
 - Availability of shelters
- Special needs of the evacuees:
 - The need to assist special facilities (e.g., hospitals, nursing homes, prisons) in evacuating
 - The need to alert and warn the hearing impaired and provide evacuation assistance to the mobility impaired
- The ability to provide shelter and sustenance to evacuees including:
 - Adequately staffed shelters with feeding and lavatory facilities
 - The provision of medical care to evacuees in need

3.2.2 Shelter-in-place - Shelter-in-place is advising the affected population to remain indoors and seek protection within the structure that they occupy or a nearby structure. The decision to do so, like evacuation, is based upon the analysis of the hazard. If the danger to the public is determined to be less by sheltering-in-place, rather than evacuating, then it should be carried out. With certain hazards (i.e., short-term airborne chemical or radiation hazards or line-of-sight exposure to explosives) the best decision is probably to shelter-in-place. One distinct advantage of shelter-in-place

over evacuation is the relative short time and ease of implementation. As long as there remains a danger, hazards and risks must be continuously evaluated. When considering shelter-in-place include the following:

- The risks of shelter-in-place vs. evacuation
- The availability of resources
- The time available to take protective action
- The level of public understanding of the shelter-in-place concept

3.2.2.1 For some hazards, the in-place shelter can be enhanced by seeking the most protective refuge in the structure (for explosions) or reducing the indoor-outdoor air exchange rate (for chemical, radiation, and some biological hazards).

3.2.3 Combination of Both Protective Actions - There may be circumstances when using both evacuation and shelter-in-place would be appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard, and at the greatest danger, could be instructed to evacuate, while people not in the immediate hazard area would be advised to take shelter-in-place.

4. Scene Security Considerations

- 4.1 The agency assigned site security responsibilities will likely vary according to the location and scope of the incident and the resources available.
- 4.2 Whenever there is an ongoing or unstable criminal activity present, law enforcement officials should dictate security measures for scene control.
- 4.3 As the incident becomes more defined and more stable, (intermediate phase), the shift from a combination of police and other (non-police) personnel in control of perimeter, should begin to transition to all law enforcement.
- 4.4 If the incident is of such magnitude that response activities may continue for days, the use of National Guard units should be considered for perimeter security and control. National Guard support can only be obtained if requested through the State Emergency Management Office.

5. Tactical Considerations

- 5.1 When an emergency responder approaches any type of suspicious incident, he or she should do so in a cautious manner with all senses alert for warning signs and detection clues. The following rules should always apply.

- 5.1.1 Always approach the scene utilizing protective clothing and equipment.
- 5.1.2 Be alert for outward warning signs that may indicate the type of danger present, such as:
- Casualties resulting from no apparent reason
 - Signs and symptoms indicating chemical exposure
 - Obvious signs of criminal activity, such as weapons on the scene
 - Suspicious vehicles or packages
 - Pre-incident verbal or written warnings
- 5.1.3 Properly stage vehicles. During emergency conditions (especially if the incident has created large scale public chaos and panic) responders must realize when approaching the event, conditions may not provide the most ideal locations to stage vehicles and apparatus. When possible, consider the following:
- 5.1.3.1 If practical, position first-in vehicles and responders upwind and uphill
- 5.1.3.2 Direct supporting responders to approach from upwind and uphill
- 5.1.3.3 Avoid "stacking" vehicles where they interfere with each other's evacuation route
- 5.1.3.4 Avoid line-of-sight staging with suspected explosive devices
- 5.1.3.5 Strictly enforce staging instructions
- 5.1.3.6 Consider having vehicles back into position so that they may leave the scene quickly
- 5.1.4 Avoid vapor clouds, mist and unknown liquid.
- 5.1.5 Initially, assign at least one responder to observe on-going activities surrounding your operating position. This person should be alert for criminal activities and the potential for secondary events.
- 5.1.6 Plan tentative escape routes for emergency personnel and refuge assembly points.
- 5.1.7 Prepare for emergency decontamination on arrival and during all phases of the incident.

- 5.1.8 Each response agency should have plans for Emergency decon of large (mass decon) and small groups of contaminated persons. These plans should be developed and maintained with the assistance of the St. Lawrence County Health Department in order to provide technically correct decon procedures without incurring potential liability for privacy violations.

5.2 Detailed information on tactical considerations from specified terrorist incidents and hazards is contained in Appendix 2.

6. Incident Command for Terrorist Incidents

6.1 Overview - Terrorism is more challenging to manage than most other emergency events.

6.2 Response to terrorism requires coordination of multiple response agencies.

6.2.1 The incident commander (IC) must ensure that all participating agencies (Local, State, and Federal) are effectively communicating within the designated command structure.

6.2.2 Regular planning sessions should be conducted to review the progress of assigned tasks and to incorporate new resources as they engage or disengage from the incident.

6.2.3 When multiple agencies are operating on site, the IC must request or appoint a representative or liaison for each.

6.3 Response to terrorism requires unique scene control and security issues.

6.3.1 On-going criminal activities will likely impact scene control initiatives. Police may limit or restrict access to the scene due to security concerns.

6.3.2 Due to the dynamic nature of criminal activity, anticipate that the incident perimeter will be larger than would be expected simply due to the incident scope.

6.4 Response to terrorism demands special awareness that responders may be an intended target.

6.4.1 Consider that terrorists may still be on the scene, waiting for responders to arrive. The intent could be to add responders to the victim list.

6.5 Response to terrorism presents the need for specialized resources.

- 6.5.1 Terrorist events will generate responses from many agencies. Some of the response teams will provide personnel who are specially trained and equipped to support operational objectives. Examples include the FBI Hazardous Materials Response Unit and law enforcement bomb disposal teams.
- 6.5.2 Crime scene considerations include evidential preservation. Responders working in the confines of a crime scene must respect the mission of law enforcement investigators. Assist the mission by identifying and preserving potential evidence whenever encountered or suspected.
- 6.6 The Incident Commander must safely, effectively and efficiently manage response resources to achieve the most favorable incident outcomes possible.
- 6.7 Incident Command responsibilities may include, but are not limited to:
- Establishing command
 - Hazard and risk assessment
 - Notifications
 - Developing and implementing site safety
 - Ensuring responder protection levels
 - Public protection
 - Developing and implementing integrated Incident Action Plans (IAP)
 - Controlling hazards
 - Requesting specialized resources
 - Resource management
 - Evaluating progress
 - Logistical support
 - Information control - to both emergency responders and the public
 - Incident termination
- 6.8 Management of the incident is based on three components:
- 6.8.1 Establishing and updating priorities.
- Life safety
 - Incident stabilization
 - Property and environmental conservation
 - Investigation of cause and origin
- 6.8.2 Continual size-up based on all available information.
- Present situation
 - Predicted behavior

6.9 Command and control issues at terrorist incidents will likely involve a unified command system in order to properly coordinate the various agencies and authorities involved in responding to the incident.

6.9.1 Key agencies in a unified command system include:

1.9.1.1 Local Government including the County Chief Executive or designee, County Office of Emergency Services, Local Fire & EMS, County Sheriff's Department, and County Public Health Department.

(This Annex designates the St. Lawrence County Sheriff's Department as the lead local agency for crisis management for terrorist incidents affecting St. Lawrence County. It also designates the County Office of Emergency Services as the lead agency for consequence management.)

6.9.1.2 New York State including the Division of State Police, Department of Health, Department of Environmental Conservation, Office of Fire Prevention & Control and Emergency Management Office.

(The New York State Domestic Preparedness Plan identifies the Division of State Police as the lead state agency for Crisis Management for terrorist incidents. The designation of the lead state agency for Consequence Management is contingent upon the actual event and will be designated by the State Emergency Management Office at the time of the incident. SEMO is designated as the lead State agency for coordination of State-level emergency response.)

6.9.1.3 Federal government including the Federal Bureau of Investigation (FBI) and the Federal Emergency Management Agency (FEMA).

(Presidential Decision Directive-39 identifies the FBI as the lead Federal agency for crisis management during terrorist incidents involving nuclear, biological, or chemical materials. It identifies FEMA as the lead agency for consequence management during terrorist incidents involving nuclear, biological, or chemical materials.)

6.10 Transitioning Incident Command - The Incident Commander for a major terrorist incident will likely be, initially, a local official. As State and Federal assistance arrives and the scope of the response grows more complex, the need to transition Incident Command to a higher level may become obvious. This transition must be accepted by all, and St. Lawrence County officials will support such a transition.

7. Termination procedures

7.1 Termination procedures include debriefing all response participants. For terrorist incidents, debriefing sessions are especially important to responders that are unfamiliar with weapons of mass destruction. Recognize the potential for psychological impacts for several reasons:

7.1.1 Most responders are not used to dealing with chemical and biological warfare agents

7.1.2 Responders may have been the intended target

7.1.3 Exposure concerns may cause post-incident stress

8. County Agency Responsibilities

8.1 Sheriff's Department

- Lead County agency for crisis management
- Threat investigation and intelligence
- Law enforcement and criminal investigation
- Site security, perimeter and access control
- Traffic control
- Coordination and cooperation with State and Federal law enforcement agencies

8.2 Office of Emergency Services

- Lead County agency for consequence management
- Activates and coordinates County emergency response
- Advises Chairman of the Legislation on declaration of emergency and emergency orders
- Ensures that County EOC response is organized according the ICS
- Provides for coordinated release of public information
- Coordinates fire service response to HAZMAT incident
- Coordinates Emergency Medical Services (EMS) activities
- Coordinates local search and rescue efforts
- Maintains chemical detection equipment
- Coordination with SEMO for radiological equipment

8.3 County Health Department

- Monitors and investigates public health threats
- Initiates public health alerts and emergencies

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**SPECIFIC TERRORISM HAZARDS AND PERSONNEL
PROTECTIVE MEASURES**

Appendix 1

1. Firearms

- 1.1 Overview - Armed attack incidents can include many different scenarios and types of weapons. Harm occurs from physical trauma inflicted from the weapon(s). Terrorists generally utilize weapons that can kill the largest number of persons in the shortest amount of time.
- 1.2 Types of harm
 - 1.2.1 Primary: mechanical - Historically the weapons of choice have been 9 mm semi-automatic pistols, 9 mm machine gun and AK-47 type assault rifles.
 - 1.2.2 Secondary: etiological (disease causing) - Etiological harm may come from contact with blood and other bodily fluids.
- 1.3 Implementing personnel protective measures
 - 1.3.1 Time - Until the scene has been secured by law enforcement officials, any time spent in the area should be kept to an extreme minimum. Time spent in the unsecured area should only be done by trained responders executing clear tactical objectives.
 - 1.3.2 Distance - Until the scene has been secured by law enforcement officials, responders should keep an approximate distance of 1/2 to 1 mile from the shooter's location. Determining the exact distance will be based on topography and the individual situation: utilize distance as much as possible. Be aware that projectiles from high-power rifles can travel distances greater than one mile.
 - 1.3.3 Shielding - Implementing shielding at the scene of an armed attack can be accomplished by utilizing physical objects such as buildings and response vehicles. (In some high risk areas and situations departments have issued protective vests and helmets.) Shielding at an armed attack needs to include both horizontal shielding and vertical cover. Projectiles falling from above, as well as shots fired from elevated structures can bypass horizontal shielding. Responders should utilize comprehensive shielding as projectiles can ricochet from any direction.

2. **Explosion**

2.1 Overview of bombing incidents

- 2.1.1 Size and target - Bombing incidents can involve multiple devices from small pipe bombs to large vehicle bombs. The incident may involve an attack against a fixed target or a group of people such as emergency responders. The incident may be an isolated event or may involve secondary devices, booby traps or suicide bombers.
- 2.1.2 Materials used - Materials involved will always include some form of explosives. However, the detonation may be designed to disperse biological, chemical or radiological materials. The type of bomb involved may be an improvised explosive device or a commercially manufactured explosive.
- 2.1.3 Detonation methodology - The bomb may be activated by a timing device or equipped with various switches that can be activated by light, heat, pressure, movement or radio transmission.
- 2.1.4 Special considerations - Bombs are the most frequent weapons currently used by terrorists. It is important to note that one of the bomb victims may be the bomber. For this reason, victims may be searched for weapons prior to transport.

2.2 Types of harm

- 2.2.1 Thermal - This would apply to individuals exposed to the heat generated by the detonation. It is usually not an ongoing risk unless there are unexploded materials present.
- 2.2.2 Radiological - If the device was designed for the purpose of dispersing radiological contamination or detonated in an area containing radiological materials, this will be a continuing hazard.
- 2.2.3 Chemical - Chemical hazards can come from products created as a result of the explosive reaction, from chemicals already present at the detonation site, or could have been included in the device for the purpose of being dispersed. All of these potential hazards must be addressed by responders.
- 2.2.4 Etiological - This will be a primary risk if the device is used as a dispersion mechanism. Otherwise, it is always a secondary risk due to mechanical trauma.
- 2.2.5 Mechanical - Mechanical harm can result from blast over pressure, shockwaves and fragmentation.

2.3 Implementing protective measures

2.3.1 Time factor involves:

2.3.1.1 Pre-blast - Attempting to use time as a protective measure in a pre-blast situation is a gamble. Once detonation starts, harm will occur almost instantaneously.

2.3.1.2 Post-blast - Minimizing exposure time in the affected area will assist in keeping exposure to hazards as low as possible. Work time in the affected area should be kept at a minimum until the area has been evaluated by specialized teams. Teams will search the area for mechanical hazards, unexploded material, radiological hazards, chemical hazards, biological hazards, secondary devices and booby traps.

2.3.2 Distance factor involves:

2.3.2.1 Pre-blast - Determining the appropriate distance from a suspected explosive device is difficult. Responders must consider the size and estimated power of the device, topography of the scene and estimation of the likely harm in the event of detonation. Guide 112 in the North American Emergency Response Guidebook (NAERG) states "May explode and throw fragments 1600 meters (1 mile) or more if fire reaches cargo." For public safety at non-fire situations it recommends isolating the area for at least 500 meters (1/3 mile) in all directions. The NAERG further recommends not operating radio transmitters within 100 meters (330 feet) of the device.

2.3.2.2 Post-blast - These incidents may involve a large area. Maintaining a proper distance from the affected area until it has been evaluated is important. Time in the affected area should be kept at a minimum until the area has been evaluated by specialized teams which should search the area for mechanical hazards, chemical hazards, biological hazards, secondary devices and booby traps.

2.3.3 Shielding factor involves:

2.3.3.1 Pre-blast - Implementing shielding at the scene of a bombing incident can be accomplished by utilizing physical objects such as buildings and response vehicles. If practical, keep out of the line of sight of the scene and stay away from windows.

2.3.3.2 Post-blast - May require the use of respiratory protection and protective clothing.

3. **Biological Agents**

- 3.1 Overview of biological incidents - Biological incidents will present themselves as either a focused emergency response or a public health emergency. Materials include bacteria, rickettsia, viruses or toxins. These materials are inhaled or ingested into the body to cause harm.
- 3.2 Types of harm
 - 3.2.1 Etiological - Primary type of harm. These materials are classified as Class 6 Hazardous materials by the US Department of Transportation.
 - 3.2.2 Chemical - Possible secondary hazard (e.g., at the scene of a clandestine laboratory).
 - 3.2.3 Mechanical - Possible secondary hazard where explosives have been used to disperse the agent.
- 3.3 Implementing self-protective measures
 - 3.3.1 Time - Keep exposure time and product contact to a minimum.
 - 3.3.2 Distance - Keep an appropriate distance from the actual biological material. Stay up wind, uphill and away from contaminated areas and casualties if you don't have the appropriate protection.
 - 3.3.3 Shielding - Implement appropriate shielding in the form of respiratory protection and protective clothing.

4. **Chemical Agents**

- 4.1 Overview of Chemical Incidents - Chemical incidents can include many hazardous materials classes. Materials can be inhaled, ingested, absorbed or injected. Materials can include industrial chemical or warfare type agents.
- 4.2 Types of harm
 - 4.2.1 Chemical (primary) - Chemical hazards, of course, include a wide variety of effects including corrosivity, reactivity and a variety of systemic effects which may attack the central nervous system, cardiovascular system, respiratory system and other bodily functions.
 - 4.2.2 Thermal - Many chemical reactions create heat. Also the chemicals involved may be flammable.

- 4.2.3 Asphyxiation - Some chemical reactions may deplete oxygen or create gases that displace oxygen.
- 4.2.4 Mechanical - Corrosive chemicals like strong acids can weaken structural elements.
- 4.3 Implementing protective measures
 - 4.3.1 Time - Keep exposure time and product contact time to a minimum.
 - 4.3.2 Distance - Keep an appropriate distance from the actual chemical. Stay up wind, uphill and away from contaminated areas and casualties if you don't have the appropriate protection.
 - 4.3.3 Shielding - Implement appropriate shielding in the form of respiratory protection and protective clothing.
- 5. **Incendiary Devices**
 - 5.1 Overview - Incendiary incidents involve flammable devices that are either stationary or hand-thrown. Incendiary devices are used in approximately 20-25% of all bombing incidents in the United States and can include many different chemicals and flammable or explosive devices.
 - 5.2 Types of harm
 - 5.2.1 Thermal (primary)
 - 5.2.2 Asphyxiation (secondary) - Asphyxiation is always a possibility due to the fact that burning depletes oxygen.
 - 5.2.3 Chemical (secondary) - The incendiary material may release a chemical hazard or other fuels present may generate chemical hazards.
 - 5.2.4 Mechanical - Secondary from structural damage, thrown devices or secondary events or explosions.
 - 5.3 Implementing self-protective measures
 - 5.3.1 Time - Keep exposure time in the affected area and product contact time to a minimum.
 - 5.3.2 Distance - Keep an appropriate distance from any chemicals. Stay up wind, uphill and away from contaminated areas and casualties if you don't have the appropriate protection.

- 5.3.3 Shielding - Implementing appropriate shielding in the form of respiratory protection and protective clothing.

6. **Nuclear Devices**

- 6.1 Overview - Terrorist nuclear incidents are most likely going to involve the use of an explosive dispersion device or any other means to spread nuclear materials. Intelligence sources report that the use of a nuclear fission device to cause a nuclear detonation is highly unlikely if not nearly impossible. Identifying a nuclear incident may be difficult due to the fact that radiation cannot be detected by the senses and that symptoms or radiological exposure are generally delayed for hours or days.
- 6.2 Types of harm
 - 6.2.1 Radiological (primary) - Due to the nature of radiological materials, this will present an ongoing hazard, the scope of which will only be determined when the amount and identity of the substance involved is ascertained.
 - 6.2.2 Chemical (secondary) - Many radiological substances are also chemical hazards. This is an area that may be overlooked by responders concentrating on radiation effects.
- 6.3 Implementing protective measures (Remember that radiological detection equipment is the best method to determine if your self-protective measures are effective and appropriate.)
 - 6.3.1 Time - Spend the shortest amount of time in the suspected contaminated area.
 - 6.3.2 Distance - Keep an appropriate distance from the suspected contaminated area. The NAERG section on radiological materials recommends to isolate the area for at least 25 to 50 meters (80 to 160 feet) in all directions and to stay upwind.
 - 6.3.3 Shielding - Implementing shielding at the scene of a radiological incident can be accomplished by utilizing physical objects such as buildings and response vehicles. The penetration effects of radiation are dependent upon the type of material and the nature of the radiation emitted. As a rule of thumb, keep as much mass between yourself and suspected radiological materials as possible.
 - 6.3.4 Avoiding Internal Contamination - Do not eat or drink in an area with suspected or confirmed radiological hazard.

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
RESPONSE TACTICS FOR SPECIFIC TERRORISM HAZARDS**

Appendix 2

This Appendix addresses tactical issues for Biological, Nuclear, Incendiary, Chemical, and Explosives incidents.

1. Biological Agents

- 1.1 Introduction - Biological agents can be either disease-causing organisms (bacteria, rickettsia or viruses) or toxins produced by living organisms.
- 1.2 Biological agents are generally split into three groups.
 - 1.2.1 Bacteria and Rickettsia - Single celled organisms which cause a variety of diseases in animals, plants and humans. They may also produce extremely potent toxins inside the human body. Rickettsia live inside individual cells.
 - 1.2.2 Viruses - Much smaller than bacteria, and use the reproductive mechanism of host cells to create more viruses.
 - 1.2.3 Toxins - Potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known.
- 1.3 There are a wide variety of means to disseminate biological agents such as:
 - Aerosol dispersion to produce airborne hazard
 - Oral dissemination via contamination of food, water, or medicine
 - Dermal exposure by direct contact or injection
- 1.4 Focused response and public health emergencies are two types of incidents which may indicate a biological agent.
 - 1.4.1 Focused response - A focused response incident involves a single, known point-source of contamination. One example of this would be an individual standing up in a restaurant or theater and announcing that the glass vial in his/her hand contained anthrax, then breaking the vial.

1.4.2 Public health emergency - The results of spraying salmonella on salad bars in the Northwest is an example of a public health emergency.

1.5 Examples of potential bacteria or rickettsia include:

1.5.1 **Anthrax** - Anthrax is an acute bacteriological disease which can manifest itself as either a skin infection contagious by direct skin contact only, or in its much more deadly inhalational form. The skin infection starts with a gradual itching and then gradually turns into a depressed lesion which becomes black. This form may turn septic and spread throughout the body via the bloodstream and lymph node. Untreated cutaneous anthrax has a fatality rate of 5-20%.

Inhalational anthrax has two phases. After an incubation period of one to six days, the initial symptoms include malaise, fever, fatigue, non-productive cough, and chest discomfort. The second phase develops suddenly with the development of severe shortness of breath and cyanosis.

Shortly after this phase, the terminal phase develops and typically lasts less than 24 hours with a 90-95% fatality rate despite therapy.

1.5.2 **Plague** - Pneumonic plague is the airborne form of the so-called "black plague". Symptoms include a cough with bloody sputum, fever, and pathogenic (dead) tissue in the lymph nodes. It is rapidly fatal and highly contagious.

1.5.3 **Tularemia** - Three to five days after exposure to aerosolized Tularemia, there is an abrupt onset of fever, chills, headaches, muscular pain (myalgia), etc., with non-productive cough. It is not considered contagious, but can be fatal.

1.5.4 **Q fever** - Q fever is caused by a rickettsia-type organism and is rarely contagious. Symptoms include those commonly associated with the flu, acute hepatitis, and pneumonia. Other symptoms are inflammation of the brain and the three membranes or meninges surrounding the brain and spinal cord (meningoencephalitis), inflammation of the membranes surrounding the heart (pericarditis), and inflammation of the myocardium or muscular middle layer of the heart (myocarditis). It is normally not fatal.

1.6 Examples of potential viral agents include - Viruses are different from bacteria in that they grow and reproduce by forcing host cells to produce additional viruses.

- 1.6.1 **Smallpox** - Smallpox is infectious as an aerosol. It is highly contagious and has a high mortality rate.

After a seven to seventeen day incubation, the pox-like rash starts and patients may present fever, muscle rigidity and shivering, malaise, headaches, vomiting, and other symptoms. Scabs start forming eight to fourteen days after the onset of the disease and leave depressed pigmented scars.

- 1.6.2 **Venezuelan Equine Encephalitis (VEE)** - VEE is a mildly contagious disease with an incubation period of one to four days. Symptoms usually include fever, headaches, myalgia and vomiting. They may also include drowsiness, chills, sore throat and diarrhea. Can be fatal.

- 1.6.3 **Viral Hemorrhagic Fevers (VHF)** - Hemorrhagic viruses include Ebola, Yellow Fever, Dengue Fever, Crimean-Congo Hemorrhagic Fever, the Hantaviruses and several others. Symptoms include fever, muscular pain (myalgia), headaches, prostration, hemorrhage, capillary leaks, hypotension, and shock. These symptoms are generally moderately contagious and often fatal.

- 1.7 Examples of potential **toxins** include:

- 1.7.1 **Botulinum toxins** - There are seven related neurotoxins produced by the *Clostridium botulinum* bacteria. They are some of the most potent toxins known and cause life-threatening paralysis leading to progressive weakness of extremities and respiratory muscles leading to respiratory failure. Symptoms can occur as quickly as 24 hours after ingestion.

- 1.7.2 **Staphylococcal Enterotoxins** - These toxins commonly cause food poisoning after the toxin is produced in and ingested from improperly handled foods. Inhalation of aerosolized toxin can lead to septic shock and death.

- 1.7.3 **Ricin** - Ricin is a water-soluble constituent of castor beans. The wash from preparing castor oil contains up to five percent ricin. As little as a milligram (1/1000 of a gram) can kill an individual. Symptoms from inhalation of ricin include necrotizing (tissue-killing) lesions (injury or abnormality) of upper and lower airway, necrotizing pneumonia and pulmonary edema (accumulation of fluid in the lungs). Symptoms from ingestion or intramuscular injection include gastric bleeding, liver necrosis (death), lymphoid necrosis, splenitis (inflammation of the spleen), and pulmonary congestion.

- 1.7.4 **Mycotoxins (Trichothecene Mycotoxins)** - These include more than 40 toxins produced by various fungi. Symptoms can include weight loss,

vomiting, bloody diarrhea, diffuse hemorrhage, and skin inflammation. Some may cause death.

1.8 There are a number of outward warning signs and detection clues which can alert the responder to the possible presence of biological agents both prior to an incident and at the incident scene. These signs include:

- Verbal or written threats
- Suspicious bombing incidents that do not cause much blast or fire damage
- Abandoned spray device out of place for the environment
- Container from laboratory or biological supply houses Biohazard, culture or culture media labels

1.9 Detection methods for biological agents

1.9.1 On-site detection of biological agents is currently not practical for most first responders. Typically, samples are collected using various techniques including bioassay, mass spectrometry, gas chromatography, and culture of living organisms.

1.9.1.1 Bioassay - Techniques usually involve taking an unknown sample and comparing its effect on an organism against that of a known substance.

1.9.1.2 Mass spectrometers - Ionize a sample and then apply electric and magnetic fields to the charged particles (ions). Analysis is derived from measuring the behavior of the ions when exposed to the fields.

1.9.1.3 Chromatographic analysis - Involves placing an unknown residue in either a single solvent or solvent blend and then comparing- the behavior of the dissolved material when subjected to certain pressures and tests against that of known substances. There are several types of chromatography used, involving both liquid and gaseous materials, but all follow the same basic principles. Gas chromatography is often combined with mass spectrometry for a form of analysis called "Mass spec/GC."

1.10 Proper self-protection techniques include:

- Respiratory protection
- Splash protection (boots and gloves)
- Emergency Medical Services (EMS) universal precautions

1.11 Treatment procedures for casualties should generally follow this sequence:

- Decontamination
- Patient management

- Transport to medical facilities (hospital)
- Definitive care from medical field

1.12 Available technical resources

- County Office of Emergency Services, NYS Office of Fire Prevention & Control
- SUNY Potsdam, Clarkson University, and St. Lawrence University Chemistry Departments
- Alcoa
- Optech
- U.S. Public Health Service or the Centers for Disease Control
- Federal Bureau of Investigation
- Department of Defense

2. Nuclear Devices

2.1 Introduction - There are three potential forms of nuclear terrorism including:

- Radiological Dispersal Device (Release and dispersal of nuclear materials by packing the nuclear material around a conventional explosive device)
- Large-scale conventional explosive device detonated in proximity to a target containing large amounts of nuclear materials (power plant or similar facility)
- Detonation of a fission device ("nuclear bomb")

2.2 The Radiological Dispersal Device

2.2.1 Conventional explosives used to spread radioactive contamination are far more likely than an actual nuclear detonation.

2.2.2 Radioactive materials are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Depending upon the material, both long-term and short-term hazards can be generated with such a device.

2.2.3 Immediate dangers include radiation burns and acute poisoning. Long-term hazards include various forms of cancer and contamination of ground water. This can lead to forced abandonment of large areas or even entire towns.

2.2.4 Weapons grade fissionables are not required for this type of device. Radioactive materials are used in a variety of industrial products, such as radiographic units used to test bridges, buildings, and other structures.

2.3 Radioactive materials may be found at facilities such as:

- Military bases where nuclear weapons are housed
- Weapons construction/maintenance facilities
- Nuclear-powered vessels
- Nuclear power plants
- Fueled reprocessing facilities
- Nuclear waste facilities

2.4 Detonation of a fission device

2.4.1 This form of possible nuclear terrorism is the least likely. The potential for encountering a nuclear bomb is minimal. Terrorists would find it extremely difficult to build or acquire and use such a device because:

2.4.1.1 In order to build a device, substantial quantities of weapons-grade fissionable materials are needed. There are three potential sources of fissionable materials:

- Hijacking shipments of spent nuclear fuel
- Acquisition through black markets
- Theft from secured facilities

2.4.2 Building a nuclear device is much more than assembling the requisite quantity of fissionable material. The purified material must be machined into precise shapes and exact quantities of explosives packed around the fissionable material in a geometry that ensures the proper creation of a critical mass for the short time necessary for the reaction to occur. If this is not done, the device will simply scatter the fissionable material over the area instead of detonating.

2.5 Outward warning signs and detection clues - Outward warning indicators include placards labels and specialized packaging such as lead containers. Responders should be well-acquainted with the standard radiation warning symbols and hazardous materials containers. For additional information, check the North American Emergency Response Guidebook (NAERG).

2.6 Electronic equipment will likely be the only means of testing an area for radiation. Properly trained responders should survey any incident scene with radiation detectors following a suspicious explosion or terrorist threat.

2.7 Treatment procedures for casualties should generally follow this sequence:

- Decontamination
- Patient management
- Transport to medical facilities (hospital)
- Definitive care from medical field

2.8 Available technical resources include:

- County and State Health Department
- U.S. Department of Energy (DOE)
- Federal Bureau of Investigation (FBI)
- Department of Defense (DOD)

3. **Incendiary Devices**

3.1 Introduction - Incendiary devices have been used by terrorists for many years. Fire is a flexible tool that is capable of causing property damage, loss of life, and sparking panic among the public. It will also continue to spread and do damage until all available fuel is consumed, or the fire is extinguished.

3.2 Classification of Incendiary Devices

3.2.1 Classification by triggering methodology

- Chemical reaction (including burning fuse)
- Electronic ignition
- Mechanical ignition

3.2.2 Classification by delivery methodology

- Stationary (planted)
- Hand-thrown (Molotov Cocktail)
- Self-propelled (rocket, etc...

3.3 Components of incendiary devices include:

- Ignition source
- Combustible filler material
- Housing or container to hold the filler

3.4 Materials used to construct incendiary devices include:

- Roadway flares
- Gasoline and motor oil
- Light bulbs

- Common electrical components and devices
- Matches and other household chemicals
- Fire works
- Propane and butane cylinders
- Plastic pipes, bottles and cans

3.5 Outward warning signs and indicators of incendiary use include:

- Prior warning (phone calls)
- Multiple fire locations
- Signs of accelerants
- Containers from flammable liquid
- Splatter patterns indicating a thrown device
- Fusing residue
- Signs of forced entry to the structure
- Common appliances out of place for the environment

3.6 Various methods of detecting chemical residue indicating incendiary use are available including calorimetric tubes, combustible gas meters, flame ionization detectors, trained dogs, and photo-ionization detectors.

3.7 Self-protection measures involve:

- Approaching the scene utilizing appropriate personal protective clothing equipment
- Not handling any suspicious device
- Avoiding vapor clouds, mists, and liquids
- Calling for technical assistance

3.8 Treatment of casualties involves:

- Considering, decontamination
- Implementing patient management
- Transporting to medical facilities (hospital)
- Definitive care from medical professionals

3.9 Additional resources include:

- Local and state resources
- Bureau of Alcohol, Tobacco and Firearms (BATF)
- Federal Bureau of Investigation (FBI)

4. **Chemical Agents**

4.1 Introduction - Chemical agents are substances which can injure or kill through a variety of means.

- 4.1.1 Nerve agents are some of the most toxic known chemicals. They are hazardous in their liquid and vapor states and can cause death within minutes of exposure.

Nerve agents, like their close relatives the organophosphorus pesticides, inhibit acetylcholinesterase in tissue, and their effects are caused by the resulting excess acetylcholine.

- 4.1.2 Vesicants (blister agents) cause red skin (erythema), blisters, irritation, damage to the eyes, respiratory damage and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid.
- 4.1.3 Cyanides or blood agents include common industrial chemicals such as potassium cyanide, which can cause rapid respiratory arrest and death.
- 4.1.4 Pulmonary or choking agents include common industrial chemicals such as chlorine, which can cause eye and airway irritation, dyspnea, chest tightness, and delayed pulmonary edema.
- 4.1.5 Irritants or riot control chemicals such as pepper spray cause burning and pain on exposed mucous membranes and skin, eye pain and tearing, burning in the nostrils, respiratory discomfort, and tingling of the exposed skin.

- 4.2 Dissemination methods include:

- 4.2.1 Aerosol - An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Aerosol dissemination methods range from hand-held spray bottles and backpack pesticide spray equipment to powered generators carried by trucks, ships and aircraft.
- 4.2.2 Area contamination - Area contamination, such as spraying an area with a persistent liquid chemical, can cause thousands of casualties through inhalation or skin absorption.
 - 4.2.2.1 A persistent agent is one that remains in the target area for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent. As a general rule, persistent agents duration will be greater than 12 hours.

- 4.3 Examples of nerve agents include:

- Tabun
- Sarin

- Soman
- Thickened Soman
- V agent

- 4.4 Exposure to these agents typically occurs through exposure to airborne vapors or direct skin contact with the liquid. While liquid nerve and blister agents will produce vapors, it is important to understand that they are intended to be aerosolized to maximize their effect. This can be explained in terms of an agent's vapor pressure.
- 4.4.1 The vapor pressure of a substance refers to the relative amount of vapor that will be released from a given substance to reach equilibrium with the liquid or solid form at normal conditions of air pressure and temperature. The higher the vapor pressure, the more vapor will be generated. This, of course, does not take into account such factors as surface area and air currents. Increasing surface area (by aerosolizing) or temperature (by heating, as in a fogger) will increase the amount of vapors generated.
- 4.4.2 Inhalation vapors - A small exposure to vapor can cause pinpoint pupils (miosis), runny nose (rhinorrhea) and mild difficulty breathing. Large exposure can cause sudden loss of consciousness, convulsions, temporary breathing stoppage (apnea), flaccid paralysis, copious secretions, and death.
- 4.4.3 Liquids on skin - Depending on the degree of exposure, symptoms can range from localized sweating, nausea, vomiting, and a feeling of weakness to sudden loss of consciousness, seizures, breathing stoppage, copious secretions, paralysis, and death.
- 4.5 Outward. warning signs - Outward warning signs include observation of symptoms such as miosis, runny noses, difficulty breathing, and uncontrolled muscles and bodily functions. Victims may possibly report a fruity odor.
- 4.6 Detection is by means of:
- Detection papers such as M8 or M9
 - Color metric tubes
 - Military detection kits
 - Pesticide tickets
 - Electronic meters
- 4.7 Self-protection - Follow your agency procedures for operating at the scene of a hazardous materials incident. If the material has not been positively identified but is suspected to be nerve agent, follow NAERG Guide 153.

- 4.7.1 Do not make entry into confining environments unless you have been appropriately trained and have the necessary equipment. Use time, distance and shielding to your maximum advantage.

Antidotes to nerve agents include Atropine and 2-PAM Chloride.

- 4.8 For further discussion of specific nerve agents, see Attachment 1.
- 4.9 Basic Tactical Considerations with Chemical Incidents.
- 4.9.1 Time - Keep exposure time and product contact to a minimum.
- 4.9.2 Distance - Keep an appropriate distance from the hazardous environment. Stay up wind, uphill and away from contaminated areas.
- 4.9.3 Shielding - Implement appropriate shielding in the form of respiratory protection and protective clothing.
- 4.9.4 Treatment of casualties - Casualty treatment follows a standard sequence:
- Decontamination per local protocol
 - Patient management
 - Transport to medical facilities (hospital)
 - Definitive care from medical field
- 4.9.5 Additional resources include:
- Local and state resources
 - The Environmental protection Agency (EPA)
 - The Federal Bureau of Investigation (FBI)
 - The Department of Defense (DOD)

5. **Explosives**

- 5.1 Introduction - Bombs appear to be the weapon of choice for terrorists. Approximately 70% of all terrorist incidents involve the use of explosives. Improvised explosives can be designed by terrorists to deliver an assortment of harm and destruction, and can also provide a vehicle for dispersal of chemical, biological, incendiary, and nuclear agents.
- 5.2 Terminology includes:
- 5.2.1 Explosives are defined as materials capable of violent decomposition. This decomposition often takes the form of extremely rapid oxidation (burning). Explosions are the result of sudden and violent release of gas

during the decomposition explosive substances. This release is followed by high temperature, strong shock and loud noise.

- 5.2.2 A common method classifying explosives is by dividing them according to the speed of their decomposition. While the terms high and low explosive are understood by most people, the correct terminology is high and low order filler materials.
- 5.2.3 When high order fillers are initiated, the reaction is propagated through the filler material at a speed at or above 3,300 feet per second (FPS). These explosives are designed to detonate and destroy a target by a shattering effect.
- 5.2.4 When low order fillers are initiated, the reaction is propagated through the filler materials at a speed below 3,300 feet per second (fps). These explosives are designed to deflagrate, or burn rapidly, and destroy a target by a pushing and pulling effect.
- 5.3 Explosives, when detonated, produce three primary effects.
 - 5.3.1 Blast Pressure - There are two different phases of blast pressure.
 - 5.3.1.1 Positive blast pressure (over pressure) moves rapidly away from the explosion center (ground zero) due to the expansion caused by the release energy.
 - 5.3.1.2 After the positive pressure phase, a vacuum is created at the explosion site. This creates a negative pressure which moves toward the original center of the detonation at hurricane speed. It is less sudden, but lasts approximately three times as long as the positive pressure wave.
 - 5.3.2 Fragmentation - The explosive device may propel fragments at high speed for long distances. This often accounts for many of the injuries or casualties.
 - 5.3.3 Thermal Effects - Sometimes referred to as the incendiary effect, heat produced by the detonation of either high or low explosives varies according to the ingredient materials.
 - 5.3.3.1 High explosives generate greater temperatures than low explosives, however the thermal effects from low explosives have a longer duration than those high explosives.
 - 5.3.3.2 The thermal effect is visible in the bright flash or fire ball temporarily produced by an explosion. Thermal effects vary as to type, explosive, container, addition fuels/accelerants, shielding, and proximity. Fire and

thermal effects are usually localized and short-lived with conventional devices - those not enhanced for collateral incendiary effects.

- 5.3.4 Ground shock - A fourth effect, ground or seismic shock, is possible, but will usually be generated only by a large detonation.
- 5.4 Types of improvised explosive devices (IEDS) commonly used by terrorists include:
 - 5.4.1 Vehicle bombs are usually large, powerful devices with a quantity of explosives fitted with a timed or remotely-triggered detonator packed into a car or truck.
 - 5.4.2 Pipe bombs are one of the most common explosive devices. They are at the opposite end of the scale from vehicle bombs in terms of size and destructive potential. Pipe bombs usually consist of quantity explosives sealed into a lengthy metal or plastic pipe. Detonation is usually controlled by a timing fuse. Other possible methods include electronic timers, remote triggers and motion sensors.
 - 5.4.3 Satchel devices - The name comes from an old military term for an explosive device consisting of a canvas overpack containing explosives. It was far more powerful than a grenade, but could still be thrown. The container may also be packed with antipersonnel materials such as nails and glass to inflict more casualties.
 - 5.4.4 Other improvised explosive devices may be utilized, including homemade grenades, mines, and/or projectiles.
- 5.5 Size-up issues related to responder safety during operations include:
 - 5.5.1 Disposition of the threat on arrival - Bombs that are still intact and explosive materials that have not been consumed pose extremely dangerous circumstances. The disposition of a bomb threat to the initial responder is a matter of recognizing the presenting hazards; has the bomb detonated, if so, is there a concern for dangerous remnants, are there secondary devices, etc.
 - 5.5.2 Pre-blast or post-blast conditions - pre-blast conditions refer to the affected incident environment and/or activities prior to a bomb detonating. This may include a host of activities such as building searches, evacuations and render safe procedures. Post-blast conditions refer to the incident environment after a bomb has exploded. This will involve issues dealing with casualties, fires, structural instability, etc.

- 5.5.3 Size of the explosive device - The amount and type of ingredient materials will significantly contribute to the power or strength of the potential blast. Responders should consider size as an element in determining threat levels.
- 5.5.4 Proximity exposures - The distance exposures from the explosive device will likely influence operational objectives such as evacuations, staging locations, medical treatment areas, and perimeter control points.
- 5.5.5 Physical protection variables - Responders should consider using hardened structures such as masonry walls and buildings (not glass), or even fire apparatus to keep responders away from potential line-site blast pathways (stand-off distance significantly factors into selecting physical protection mediums).
- 5.5.6 Condition, location, number and status of casualties - When responders arrive at the incident, operational priorities will be influenced by the number and severity of casualties on site. Large numbers of victims may Overwhelm initial resources. Also, many types of injuries will require special medical attention. If victims are still trapped beneath rubble, specialized rescue personnel and equipment will be required.
- 5.5.7 Capabilities resources on-hand - The degree of level of operational involvement of the responders may be predicated upon their training, equipment and in some cases experience. Responders not trained to conduct render safe procedures with explosive devices would be foolish to make any attempt to do so.
- 5.5.8 Reflex/response time for technical assistance - Operational decisions will be influenced by the reaction and response time it takes to get specialized resources on the scene.
- 5.5.9 Commitment level of on-scene resources - Responders should prepare for and anticipate, difficult decisions early in the response pertaining to the level of operations engagement.
- 5.5.10 Other Hazards (Thermal Radiological Asphyxiation Chemical Etiological Mechanical - TRACEM) - Responders should always be aware of the potential for multiple hazards when on the scene of a bombing incident. Explosive devices may have been used to disperse other biological, chemical or nuclear agents.
- 5.6 Outward warning signs
 - 5.6.1 Responders must remain alert at all times for warning, indicators when involved with suspected bombings. Warning signs include:

- Any abandoned container out of place for the surroundings
- Obvious devices containing blasting caps, timers, booster charges
- Abandoned vehicles not clearly belonging in the immediate environment
- Strong chemical odors with no apparent reasons
- Unusual or foreign devices attached to pressurized containers, bulk storage containers or supply pipes
- Trip wires or other booby traps, suspicious mailing containers
- An incident preceded by a written or verbal threat

5.7 Detection methods

- 5.7.1 Detection methods are usually limited to outward warning signs for first responders. However, specialized resources will use techniques such as fluoroscopes, detection dogs, and photo ionization detectors.

5.8 Self protection

- 5.8.1 Time - Work time in the affected area should be kept at a minimum until the area has been evaluated by specialized teams. Teams will search the area for mechanical hazards, unexploded materials, radiological hazards, hazardous chemicals, biological hazards, secondary devices, and booby traps.

- 5.8.2 Distance - Guide 112 provides some guidance when dealing with unexploded materials. It also suggests not permitting radio transmitters (which include cellular phones) within 100 meters (330 feet) of any suspected device.

- 5.8.3 Shielding - If practical, keep out of line, out of sight, of any suspected devices. Buildings and vehicles may provide some protection.

5.9 Treatment of casualties

- 5.9.1 Casualty treatment follows a standard sequence:

- Decontamination
- Patient management
- Transport to medical facilities (hospital)
- Definitive care from medical field

- 5.9.2 Clothing removed from victims may contain evidence that can be recovered. When the clothing created by shrapnel or other materials that can yield evidence. Identify and bag all such materials for laboratory analysis.

5.10 Additional resources include:

- Local and State resources
- Bureau of Alcohol, Tobacco and Firearms (BATF)
- Federal Bureau of Investigation (FBI)
- Department of Defense (DOD)

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
NERVE AGENTS**

Attachment 1

1. Vesicants (blister agents)

1.1 Examples include:

- Mustard
- Distilled Mustard
- Nitrogen Mustard
- Lewisite

1.2 Exposure to vesicants can be through contact with either the liquid or vapor. The warmer the climate, the more easily the vapors are produced.

1.3 Overview of effects includes: (The primary effects of Mustard, Distilled Mustard and Nitrogen Mustards occur in the eye, airways, and skin. Absorbed mustard may produce effects in other bodily systems.)

1.3.1 Effect on skin - Reddening (Erythema) is the mildest and earliest form of skin injury appearing after exposure to mustard. It resembles sunburn, and is associated with itching or a burning, stinging pain. Erythema begins to appear in 2 to 24 hours after vapor exposure.

1.3.2 Effects on the pulmonary system - The primary airway lesion from mustard is necrosis (death) of the mucosa with later damage to the musculature of the airways if the inhalation exposure is large. The common cause of death in mustard poisoning is respiratory failure.

1.3.3 The eyes are the organs most sensitive to mustard vapor injury. The time between exposure and visible injury (latent period) is shorter for eye injury than for skin injury.

1.3.4 Effect on the Gastrointestinal (GI) tract - The GI tract is very susceptible to mustard damage, either from systemic absorption or ingestion of the agent.

1.3.5 Central Nervous System (CNS) effects - The CNS effects of mustard remain poorly defined. Animal studies demonstrated that mustards (particularly the nitrogen mustards) are convulsants. There are several human case reports describing people who were heavily exposed experiencing neurological effects just prior to death. Reports from WWI and Iran described people exposed to small amounts of mustard, as appearing sluggish, apathetic, and lethargic.

- 1.4 Lewisite - the effects of Lewisite are similar to that of the mustards, but far more immediate. Lewisite causes immediate pain or irritation of skin and mucous membranes. Delayed symptoms, including erythema and blisters on the skin and eye, as well as airway damage, develop later in a manner similar to that caused by the mustards. Lewisite has not been known to have been used on humans.
- 1.5 Outward warning signs include observation of blistering and other external symptoms. Victims may report an odor of garlic.
- 1.6 Detection methods include:
 - Detection papers such as M8 and M9
 - Military detection kits
 - Color metric tubes
 - Electronic meters
- 1.7 Self-protection - Follow your department procedures for operating at the scene of a hazardous materials incident. If the material has not been positively identified but vesicants are suspected, follow Guide 153 found in the NAERG as discussed earlier. Do not make entry into confined spaces unless you have been properly trained and have the necessary equipment. Use time, distance and shielding to your maximum advantage.

2. **Cyanides (Blood Agents)**

- 2.1 Examples include:
 - Hydrogen Cyanide
 - Cyanogen Chloride
- 2.2 Exposure and effects - Exposure can be through contact with either liquids or vapors. Due to high degree of volatility of these compounds, the liquid rapidly vaporizes and disperses.
 - 2.2.1 Hemoglobin carries oxygen to the cells and carbon dioxide back to the lungs for disposal. Cyanides react with the iron in hemoglobin and prevent it from properly taking up and dispensing oxygen and carbon dioxide. The effect is the same as asphyxiation, but more sudden.
 - 2.2.2 Symptoms are few. Exposure to high concentration, can lead to seizures, respiratory and cardiac arrest.

- 2.3 Outward warning signs include victims showing great difficulty in breathing and onset cardiac symptoms. Some victims may report an odor of bitter or burnt almonds.
- 2.4 Detection methods include:
- Military detection kits
 - Colorimetric tubes
 - Electronic meters
- 2.5 Self-protection measures include:
- 2.5.1 Follow procedures for operating at the scene of a hazardous material incident.

- 2.5.2 If you have positively identified the substance as Cyanogen Chloride, use NAERG Guide 125.
- 2.5.3 If the material is positively identified as Hydrogen Cyanide, use Guide 117.
- 2.5.4 If a blood agent is suspected, but not positively identified, use Guide 123.
- 2.5.5 There is an antidote kit for blood agents called the Pasadena Cyanide Antidote.

3. **Pulmonary (Choking) Agents**

- 3.1 Examples include:
 - Chlorine (CL)
 - Phosgene (CG)
- 3.2 Exposure and effects include:
 - 3.2.1 Exposure is through inhalation of vapors.
 - 3.2.2 The primary effect is pulmonary edema. The victim's lungs fill with fluid and they develop severe pneumonia.
 - 3.2.3 Symptoms include eye and airway irritation, dyspnea, chest tightness, and delayed pulmonary edema.
- 3.3 Outward warning sign includes observation of pulmonary distress among victims. They may also report odors such as chlorine, bleach or swimming pool odors (chlorine) and the odor of newly mown hay or grass (phosgene).
- 3.4 Detection methods include:
 - Military detection kits
 - Colorimetric tube
 - Electronic meters
- 3.5 Self-protection measures include:
 - 3.5.1 Follow your department procedures for operating at the scene of a hazardous materials incident. If the material has been identified as Chlorine, use NAERG Guide 124.

- 3.5.2 If the material has been identified as Phosgene, use Guide 125. If you suspect a choking agent, but do not have positive identification, use Guide 123.

4. **Irritants**

4.1 Examples include:

- CS (tear gas)
- CR (tear gas)
- CN (mace)
- OC (pepper spray)

4.2 Exposure and effects include:

- 4.2.1 Riot control agents, also called irritants, lacrimators, and tear gas, produce transient discomfort and eye closure to render the recipient temporarily incapable of fighting or resisting. Exposure is through inhalation and absorption of small smoke-like particles suspended in the air. Despite the common names, these are not gasses. They are micro pulverized solids.

- 4.2.2 Their major activity is to cause pain, burning, or discomfort on exposed mucous membranes and skin; these effects occur within seconds of exposure, but seldom persist more than a few minutes after exposure has ended.

- 4.3 Outward warning signs include observations of classic ‘tear gas’ symptoms among victims. They may report multiple odors including hair spray and pepper due the variety of propellants used to dispense these agents.

- 4.4 Detection - There is no detector. The means of identification is by locating and collecting residue for laboratory analysis.

4.5 Self-protection measures include:

- 4.5.1 Follow your department procedures for operating at the scene of a hazardous materials incident. For tear gas or pepper spray, or for unidentified irritants, use NAERG Guide 159.

- 4.5.2 If Mace is identified, use Guide 153.

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**Guideline A
Biological Incident Response**

1. Purpose - To develop guidelines for response to incidents where it is suspected that a biological agent(s) or other biological materials are present. Such an incident, functionally, may be a hazardous materials (HazMat) incident with a biological agent as the hazardous material.
2. **Scope** - These guidelines apply to the following agencies, which have responsibility for response and operations at incidents involving biological agents and other biological materials. This includes, but is not limited to, the following agencies:
 - Office of Emergency Services (OES)/E-911 Center
 - Department of Health (DOH)
 - Local Law Enforcement
 - Local Fire Department
 - Federal Bureau of Investigation (FBI)/Joint Terrorist Task Force (JTTF)
 - District Attorney's Office
- 2.1 It is important to remember that initial response will be by local municipal emergency responders (police, fire and EMS).
3. **Notifications**
 - 3.1 Receipt of a potential or actual threat received through the E-911 Center will follow Procedures 5.1 and 5.40 as described in the E-911 Policy and Procedure Manual.
 - 3.2 The E-911 Center will, in turn, immediately notify the Local Law Enforcement Officer in Charge (OIC), the Office of Emergency Services, the Department of Health, and the FBI.
 - 3.3 Should the call come from any other source than E-911, the E-911 Center should be contacted IMMEDIATELY to begin the response notifications.
 - 3.4 If requested to do so by the Incident Commander, and after consultation with the Department of Health (DOH), the E-911 Center will notify by

radio and/or telephone the Emergency Rooms of all area hospitals that there has been an event involving possible biological contamination.

- 3.4.1 The County Department of Health will be responsible for notifying Hospitals of infection control procedures, key health history and physical parameters, specimen collection procedures and treatment guidelines.
- 3.4.2 County DOH will notify the NYS DOH.
- 3.4.3 County Office of Emergency Services to contact OFPC.
- 3.5 The Director of Emergency Services will notify the Director, New York State Emergency Management Office (SEMO) Region IV or the State Warning Point/Emergency Coordination Center (518) 457-2200/(800) 962-7366 and Chief Local Official.

- 4. **Response** - As per Incident Commander's request, agencies will immediately dispatch the necessary resources to the staging areas for the scene. Departments will follow their established local critical incident procedures/guidelines.

Verbal instructions should be given to caller(s) to limit exposure to any potential hazardous agent while responders are in route, e.g., "don't open"; "leave alone"; "leave room".

5. **Operations**

- 5.1 Public Safety - Although the area is a crime scene, public safety is an overriding issue. Incident command, patient triage, patient care and decontamination will be conducted in accordance with local established procedures. The police department with local jurisdiction, in coordination with the FBI/Joint Terrorist Task Force (JTTF), will serve as the lead agency for crime scene operations.
- 5.2 Crime Scene - Any suspicious package delivered or found associated with a threat that biological agents are present is evidence and the area in which it is found is a crime scene. The use, or threat of use, of a biological agent is a federal crime and as such the FBI, when it asserts primary jurisdiction, will be the lead federal agency for crisis management and will work through the JTTF, and with the local Police Department and the District Attorney's Office in the evidence collection and crime scene management.
- 5.3 Responder Safety - Personnel responding to the scene should have proper training, and comply with 29CFR 1910.120.
- 5.4 Containment - Persons possibly exposed to the contents of an envelope or package suspected of containing a biological agent should be isolated in a

room/area away from others, or otherwise detained for identification and possible treatment, if so ordered by the DOH in coordination with Local Law Enforcement. Based on the location and nature of the incident a decision will be made whether or not to evacuate the premises involved. The evacuation route will be as remote as possible from the suspected biological agent.

- 5.4.1 Access to the premises shall be denied to the public and to all emergency responders with the exception of the following:
 - Authorized Police and/or District Attorney's investigative personnel
 - DOH investigative personnel and medical personnel
 - Hazardous materials/biological detection personnel
 - FBI Emergency Response Team personnel
 - 2nd Weapons of Mass Destruction Civil Support team
 - Others, as allowed by the Incident Commander
- 5.4.2 Access will be coordinated and controlled from the command post. The responding Police Agency will oversee package sampling and/or detection activities, as required for safety and for crime scene preservation. The Police Department with local jurisdiction will monitor and/or brief the process for crime scene and the chain of custody of evidence purposes. The Sheriff's Department will be available to assist the local jurisdiction with crime scene preservation and chain of custody of evidence.
- 5.5 Command Post - A centralized interagency incident command post will be established. All agencies will assign (a limited number of) senior representative to the command post for the duration of the operation (limitations may be for consideration of space and/or of span of control).
- 5.6 Level of Protection - For entry into an unknown agent incident scene, Level A protection is recommended. Respirator protection should be standard for all personnel entering the scene. e.g., sampling teams in Level B, after scene has been cleared by HAZMAT and/or Bomb Squad personnel testing for chemical, radiological or other suspicious hazards.
- 5.7 Detection - First priority for sampling is securing sample for definitive identification. The responding Police Agency will oversee sampling and detection activities. The sequence of sampling will occur as follows and in accordance with FBI protocol instructions:
 - 5.7.1 Closed/sealed packages will NOT be opened. Samples may be taken from opened packages, spills and/or if there is a suspected release.
 - 5.7.2 Two (2) samples will be taken from each sampling site. This will allow samples for conveyance to: United States Army Medical Research

Institute for Infectious Diseases (USAMRIID) (888) 872-7443, or as otherwise determined by the FBI or, in the absence of the FBI, the State DOH.

- 5.8 Packaging/Transports - Package: The package will be transported in a method, and to a location, determined by the FBI, if the FBI have taken command of the incident, or in accordance with FBI protocol(s).
- 5.8.1 As directed by the Incident Commander, samples will be packaged for transport to the appropriate laboratory.
- 5.9 Decontamination - Civilians and responders potentially exposed to the suspected nt may be decontaminated using conventional techniques similar to those executed for a chemical exposure. The decision to perform decontamination will be made by the Incident Commander, in consultation with the DOH and other appropriate agencies. If decontamination is implemented, agency personnel who accessed the area, who secured samples, or in any way handled the suspected package will be decontaminated.
- 5.10 Victim Management - Once victims have been cleared, they may be contacted by DOH for voluntary and confidential follow-up information. These victims (who may be considered witnesses) may also be interviewed by JTTF and/or Local Law Enforcement Agency(s) for possible criminal information.
- 5.11 Prophylaxis - If it is determined that a potentially significant exposure to a bacterial agent has occurred, DOH will determine who has been exposed and whether prophylactic treatment with antibiotics and vaccination is warranted. If necessary, DOH will coordinate the necessary arrangements for this treatment.

- 6. **Anthrax - Specific response guidelines are found in Attachment 1.**
- 7. **Federal Law** - The use or threatened use of a weapon of mass destruction (including biological agents) is a violation of federal law. See Title 18, United States Code, Section 175 and Section 2332a. All such violations are to be reported to the Federal Bureau of Investigation (Joint Terrorist Task Force - JTTF) (914) 633-6000/1(800) 442-5033)/(212) 384-1000.
- 8. **Domestic Preparedness Resource Contacts** include:
 - Non-Emergency Planning and Information
Website <www.nbc-preparedness.org>.
 - CB (chemical and biological) HELP LINE:

1 (800) 368-6488
- Emergency releases and Threats CB HOTLINE:
1 (800) 424-8802

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**Attachment I
Anthrax-Specific Response Guidelines**

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**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Anthrax-Specific Guidelines

1. Objective

The objective of this plan is to identify recommended procedures that can be referred to in response to an anthrax incident or response, on a county-wide level in cooperation with the St. Lawrence County Comprehensive Emergency Management Plan.

2. Purpose

The purpose of this County-wide endorsed plan is to assist responders in appropriate and safe measures, protect both affected and unaffected public, and coordinate as needed resources from New York State and associated Federal agencies. This plan is anthrax-specific but some of the procedures may be used in mitigation of other bio-terroristic threats.

**ST. LAWRENCE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**E-911 Center
Policy & Procedures**

DISPATCHER TAKING INFORMATION:

1. Caller's name, address and telephone number?
 - a. Location information (if different)?
 - b. Location within a building?
2. Advise the Caller to remain calm and to listen carefully to your instructions.
3. Advise the caller not to touch the package or any potentially contaminated objects.
4. Attempt to obtain a telephone number to contact any individuals still inside the potentially contaminated area. (This number may be different than the call-back number. Ideally, this should be a number that can be dedicated to the incident.)
5. Advise the caller to keep their hands away from their face and not to touch their eyes, nose or mouth. Advise them not to eat, drink, smoke or put anything else in their mouths. Ask caller to wash their hands if possible and to have anyone else who has come in contact with the object do the same.
6. Advise the caller to lock the door and prevent anyone from entering or leaving the building and/or room if possible.
7. If possible, the heating and ventilation systems (HVAC) and any fans in the building should be shut off as soon as possible.
8. Instruct the caller to remain by the designated phone, keep the line clear and await further instructions.
9. If the caller is anonymous, attempt to determine from the voice whether the caller is adult or juvenile, male/female, racial, ethnic tone, speech impediments, peculiar pronunciations, intoxicated/drugged, mental state, and any background noises which might provide a clue as to the caller's location, such as public space, traffic noises, unusual noises, TV, radio, or other people talking.

- a. Attempt to keep the caller on the phone as long as possible.
 - 1. It may provide a clue as to his/her identity.
 - 2. The more the subject's voice is recorded the greater the probability of successful identification via voice analysis.
- 10. Do not antagonize the subject. Do not express disbelief or indifference to what he/she says.

The dispatcher will contact the law enforcement user agency in the affected area and provide all available information pertaining to the incident. This call will be followed by a call to the County of St. Lawrence Office of Emergency Services.

DISPATCHING THE INCIDENT

- 1. Dispatch additional assistance as requested.
- 2. Dispatch Fire/EMS and the appropriate District Deputy Fire/Rescue Coordinator.

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Health Facts and Advisory

(Information provided by St. Lawrence County and NYS Depts of Health)

- ☐ Anthrax is a bacterial disease that can infect all warm blooded animals including man. It is normally associated with plant eating animals (sheep, goats, cattle and pigs) and is caused by the bacteria *Bacillus Anthracis*. Anthrax has been recognized as a serious illness for centuries.
- ☐ Anthrax is primarily an occupational disease. It is occasionally identified in individuals who are exposed to dead animals and animal products such as wool and hair.
- ☐ The anthrax bacteria can live in the soil for many years. Man may become infected with anthrax by inhaling contaminated soil particles or by handling wool or hair from diseased animals. Infection of the intestinal tract can occur by eating undercooked meat from diseased animals.
- ☐ The symptoms vary depending upon the type of exposure. With skin exposure, a boil-like lesion appears which eventually forms a black center. A swelling of the lymph gland under the arm may occur. With respiratory exposure, symptoms may resemble the common cold and may progress to severe breathing problems and even death.
- ☐ Incubation period is usually within seven (7) days.
- ☐ There are no reports of the disease spreading from human to human.
- ☐ A second attack with this disease is unlikely.
- ☐ An untreated exposure could prove to be fatal.
- ☐ Anthrax vaccine is available for people in high-risk occupations. To prevent anthrax, carefully handle dead animals suspected of having anthrax; provide for ventilation when processing hides, fur, hair or wool; and vaccinate animals.
- ☐ If laboratory testing confirms that a person has been exposed to anthrax, there are antibiotics and a vaccine available to prevent the disease.

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY PREPAREDNESS PLAN

Public Awareness Guidelines

If your organization receives a threat regarding a biological organism such as anthrax via letter, package or telephone call, your first response has to be CONTAINMENT. A key to controlling the situation is to remain calm and LIMIT THE EXPOSED AREA AND PEOPLE. Until emergency help arrives, the following procedures should be adhered to:

1. Do not pass the letter or package around or call a co-worker for help. Lock your door(s) and **DO NOT LET ANYONE IN OR OUT.**
2. Keep your hands away from your face so you don't touch your eyes, nose or mouth. Do not eat, drink, smoke or put anything else in your mouth. If possible, **WASH YOUR HANDS** (without leaving the room).
3. Limit your exposure by leaving an unopened item alone and, if possible, close an opened package or envelope with the materials inside without touching it with any part of your person.
4. If possible, shut down any fans, window air conditioners, or other equipment that may blow the material of concern around.
5. Notify Administration by phone of the threat and tell them the exact location of the room you are in. Administration should telephone maintenance staff to shut down all ventilation units in the building.
6. Call 911 and tell them you received a biological contaminant threat. Identify the building and exact location of the room you are in. Give the 911 dispatcher a phone number for a telephone that is away from the envelope or package, if one is available, such as another office number. If a phone remote from the material is not available, give the 911 dispatcher the number of the phone you are using.
7. Note the type of package, how it was delivered, and anything else that will help in the subsequent investigation. If the threat was received by phone, try to remember any details of the conversation that might be pertinent.
8. At this point, move to an adjoining room if possible; unless you must remain by your phone. If an adjoining room is not an option, move as far away as you can from the letter or package and await the arrival of emergency response personnel. **DO NOT ALLOW ANYONE EXCEPT EMERGENCY RESPONDERS INSIDE THE ROOM OR NEAR THE ENVELOPE/PACKAGE.** Follow all instructions given to you by the emergency responders.

9. Your administration should also keep occupants and others, such as parent/guardians or spouses, informed of the situation's status. Any public information efforts should be coordinated through the Public Information Officer at Incident Command, who may be able to help in disseminating information.

ANTHRAX INFORMATION SHEET

Based on local and national experience with anthrax scares and after consultation with the Center for Disease Control (CDC), the Federal Bureau of Investigation, and other Federal, State and local officials, this threat has been deemed to be extremely minimal. Based on this threat analysis and consultation with world anthrax experts, we are recommending that everyone involved take the following precautions:

1. Thoroughly shower with ordinary soap and shampoo.
2. Wash all clothing with ordinary laundry detergent.
3. If you develop fever, chills, respiratory distress, shortness of breath, cough, chest pain, chest soreness, noisy breathing or a new sore on your skin within the next 5 days, we strongly recommend that you begin taking antibiotics as soon as possible. Therefore, you should contact your doctor or go to the nearest local emergency department.
4. Please share these instructions with your physician and ask him/her to notify the St. Lawrence County Health Department at 265-3768 during normal business hours for public health record keeping purposes.
5. A public announcement will be made if further treatment is indicated based on environmental testing and other cultures that may be conducted.

WHAT IS ANTHRAX?

Anthrax is a disease normally associated with plant eating animals (sheep, goats, cattle, pigs) and is caused by the bacteria *Bacillus Anthracis*. The bacteria may become dormant for many years by forming spores, which are similar to the seeds of a plant.

HOW CAN I GET INFECTED WITH ANTHRAX?

Fortunately, anthrax can only enter the body under ideal conditions. Anthrax may be swallowed, inhaled or enter through a wound or other break in the skin.

CAN ANTHRAX BE TRANSMITTED FROM PERSON TO PERSON?

There has never been a report of anthrax being transmitted from person to person.

CAN I GET ANTHRAX FROM WASHING CONTAMINATED CLOTHING?

There has never been a report of individuals developing anthrax from handling clothing soiled with culture-proven anthrax.

IS ANTHRAX TREATABLE?

Anthrax is very treatable with common antibiotics. However, it is important that treatment begin very soon after the onset of those symptoms described above.

I HAVE FLU-LIKE SYMPTOMS, SHOULD I IGNORE THEM?

No. Your flu-like symptoms are most likely from the flu. However, you should begin taking antibiotics since a threat of anthrax was made. Your doctor may elect to stop the antibiotics after any ongoing environment testing and other cultures have conclusively ruled out anthrax.

IS THE BUILDING/ROOM SAFE TO RE-ENTER?

The building/room has been thoroughly searched and no significant evidence of anthrax contamination has been found. Furthermore, any anthrax that could have been in the air will quickly fall to the ground and become harmless.

APPENDIX 24

SAND BAG RESOURCES

Empty Bags

SLC Highway Department Shop

315-379-1542

Wes Zeller

315-854-0028 (Cell)

Filling Contact

Riverview Correctional Facility

315-393-8400

APPENDIX 25

“Agricultural / Large Animal” Resources

St. Lawrence County Co-Operative Extension	315-379-9192
Patrick Ames	315-379-9376/315-262-4760
USDA County Emergency Board	315-386-2401
Clark Putman -	Farm Service Agency
Neil Cheney -	Natural Resources Conservation Service
Dale Coats -	Rural Development
St. Lawrence County Farm Bureau	
David Martin - President (Gouverneur)	315-287-3609
Jon Greenwood (Canton)	315-386-3231
Max Fisher (Madrid)	315-322-0501
Veterinarians	
Brasher Falls Vet Svc.	315-389-5330
Canton Animal Clinic	315-386-5754
Ranch Veterinarians (Heuvelton)	315-344-7735
Northland Vet Hospital (Gouverneur)	315-287-0690
Linder Veterinary Clinic (Massena)	315-764-8387
St. Lawrence Valley (Massena)	315-769-5151
Java's (Massena)	315-764-8387
Town & Country (Massena)	315-705-6653
Town & Country (Ogdensburg)	315-393-7338
Bridge Port (Ogdensburg)	315-393-4900
Town & Country (Potsdam)	315-265-9113
Milk / Milk Products Producers	
Kraft - Canton	315-386-8177
Kraft - North Lawrence	315-389-5111
McCadam - Heuvelton	315-344-2441

Milk Cooperatives

Allied Federated Co-Op	315-386-8116
	Fax: 315-379-0213
David Elliott	315-386-2137 (H)
	315-323-5974 (C)
Judy Aldrich	315-386-3206 (H)
	315-323-1856 (C)
Dairylea-Todd O'Brien - area rep - Potsdam	315-265-2725
Headquarters	315-433-0100

Animal Haulers

John Smith	(Canton)	315-386-4794
Dick Rowen	(Lisbon/Morley)	315-386-3391/315-386-5115
Jack Bero	(Massena)	315-769-8790
Harold Lowery	(DeKalb Jct)	315-347-2090
Buck Wagner	(Madrid)	315-322-4304
Doug Weldon	(Gouverneur)	315-287-1738

Farm Implement Dealers / Repair Shops

Evans Farm Repair	(Madrid)	315-322-4258
Heuvelton Equipment	(Heuvelton)	315-344-2361
Cazenovia Equipment Co.	(Canton)	315-386-8568
Waldroff Farm Equip	(Canton)	315-379-9119
Clay's Welding & Repair	(Rensselaer Falls)	315-344-7274
Jones Farm Supplies	(Gouverneur)	315-287-3210

Dead Animal Disposal

Glen-Nel Ranch	(Watertown)	315-773-5326
(Tom & Dan Wadsworth)		

Feed & Grain Dealers

Cougler's Feed Svc.	(Heuvelton)	315-344-7061
Cargill	(Gouverneur)	800-962-0505
Nutrena Feed Division	(Gouverneur)	315-287-0241
Wight & Patterson	(Canton)	315-386-2751
Dave Patterson		315-386-3561 (H)

Sale Barns

Seymours Sale Barn	(DeKalb Jct)	315-347-3325
		315-388-5675 (H)
Empire Livestock Mktg	(Gouverneur)	315-287-0220

APPENDIX 26

Transition Plan For Implementation of Back-Up PSAP

Application:

The evacuation of the PSAP would only be implemented in the event of the case of the personnel being in imminent danger or in the case of some catastrophic equipment failure.

Safety is of primary concern. Please try and maintain the 911 system but don't risk your life doing so. Almost everything can be done at the Back-Up PSAP.

THERE ARE TWO EMERGENCY SCENARIOS FOR MOVING TO THE PSAP OPERATIONS OUT OF THE PRIMARY SITE

Scenario 1:

Personnel must move to the back-up due to a condition that does not allow the manning of the primary site

Scenario 2:

There is an equipment or power issue that does not allow the primary PSAP to function

Primary PSAP located: 49 ½ Court St, Canton in the Public Safety Building

Back-Up PSAP located: 21 Harrowgate Commons, Massena in the DMV Building

Scenario 1: Equipment functioning but personnel must move out

Equipment and needed materials to be taken to the back-up from the primary:

- Keys from Key box in back office, hook 24 labeled as “Massena Back-Up”
- Bug Out box located in the Director’s Office
- EMD card sets
- Personal headsets if desired
- OT Book with list of contacts so phone calls can be made while enroute to the back-up

Implementation:

DATE: _____

Absolute minimum needed are the keys for the back-up from the back office lock box

- If possible leave minimal staffing at the Primary PSAP to answer the phones and dispatch first responders.
- Send at least 1 person toward the Back-Up PSAP with the keys, utilize a Sheriff/ NYSP patrol to take the person(s) with the keys if need be. Personal vehicles are still subject to all traffic laws.
- Start notifying the Director/Deputy Director/Supervisor of Dispatch Operations/Sheriff/Under-Sheriff of the move
- Person(s) going to the Back-Up PSAP, while enroute, should start calling other dispatchers and senior dispatchers to see if they are available to respond to assist until the event starts to settle down some.

TIME

_____ Person, with keys, heading to Back-Up PSAP

_____ Director notified

_____ Deputy Director notified

_____ Supervisor of Dispatch Operations notified

_____ Sheriff

_____ Under-Sheriff

UPON ARRIVAL AT BACK-UP PSAP:

- Enter building then the Back-Up PSAP area
- Turn on all monitors, phone/radio/Spillman/county computers they should only be in sleep mode
- Once all the Spillman monitors are on and active restart the Spillman computers by hitting Alt-Ctrl-Del and then the circle in the lower right corner (windows 10). This will reset the ADDER mouse program to the correct monitor configuration within the program. All monitors must be turned on before restarting the Spillman computer.
- While they are rebooting unlock the outside door with the allen wrench that should be on the counter near the Back-Up PSAP door.
- Sign into a position, Phone/Spillman/County computers
- If personnel are still at the Primary PSAP notify them by phone or radio that you signed in and able to help. Start doing the best you can until additional help arrives

Scenario 2: Equipment malfunction at Primary PSAP personnel must move to answer phones and/or dispatch first responders

This scenario is for the failure of equipment, phone/radio/electrical, associated with the Primary PSAP. This will be used if the duration of an outage for any of the above is anticipated to be longer than 1 hour.

Equipment and needed materials to be taken to the back-up from the primary:

- **Keys from Key box in back office, hook 24 labeled as “Massena Back-Up”**
- **Bug Out box located in the Director’s Office**
- **EMD card sets**
- **Personal headsets if desired**
- **OT Book with list of contacts so phone calls can be made while enroute to the back-up**

Implementation:

DATE: _____

Absolute minimum needed are the keys for the back-up from the back office lock box

- If possible leave 1 dispatcher at the Primary PSAP to attempt contact with the appropriate chain of command to get guidance. Director/Deputy Director/ Supervisor of Dispatch Operations/ Sheriff/ Under-Sheriff
- If the county phone lines are down use a Verizon phone in the back office or a personal cell to contact the chain of command for instructions.
- Plan to send at least 1 person toward the Back-Up PSAP with the keys, utilize a Sheriff/ NYSP patrol to take the person(s) with the keys if need be. Personal vehicles are still subject to all traffic laws.
- Contact the remaining chain of command about the situation; Director/Deputy Director/ Supervisor of Dispatch Operations/ Sheriff/ Under-Sheriff

TIME

_____ Person, with keys, heading to Back-Up PSAP

_____ Director notified

_____ Deputy Director notified

_____ Supervisor of Dispatch Operations notified

_____ Sheriff

_____ Under-Sheriff

UPON ARRIVAL AT BACK-UP PSAP:

- Enter building then the Back-Up PSAP area
- Turn on all monitors, phone/radio/Spillman/county computers they should only be in sleep mode
- Once all the Spillman monitors are on and active restart the Spillman computers by hitting Alt-Ctrl-Del and then the circle in the lower right corner. This will reset the ADDER mouse program to the correct monitor configuration within the program. All monitors must be turned on before restarting the Spillman computer.
- While they are rebooting unlock the outside door with the allen wrench that should be on the counter near the Back-Up PSAP door.
- Sign into a position, Phone/Spillman/County computers
- If personnel are still at the Primary PSAP notify them by phone or radio that you signed in and able to help. Start doing the best you can until additional help arrives.

- If radio system was down at the Primary PSAP start answering calls and dispatching from the Back-Up PSAP.
- If the Call Taking Solution (Intrado/West Safety) is down at the primary PSAP
 - Call the Verizon 911 Customer Care Center for the north east at 1-800-773-7911
 - Inform them that our Primary PSAP (#03615) is down and you need the 911 trunk lines busied out and the Back-Up PSAP (#03643) 911 trunk lines opened
 - Test a line from a cell phone and a desk top phone.
 - Administrative/Sheriff Lines transfers (as of 7/9/2020 JRC)
 - From a Desk Top Phone at the Back-Up dial
 - **14 4591 3838 (EMS)
 - **14 2431 3838 (EMS)
 - **14 2222 3837 (Sheriff)
 - **14 2220 3837 (CPD)
 - **14 2437 3839 (Law)
- If County VOIP Phone System Controllers are Down
 - Notify the press via fax that the following number must be used
 - Sheriff Office – 315-514-1550
 - On County printer log in as #29015 instead of your employee number
 - Scan in a document with the information that the Sheriff's Line is down, 911 is working, then press the button send to yourself. This will send out the press release.
 - Notify Fire and EMS departments via Active 911 "ALL" message
 - EMS/Fire – 315-514-1553
 - Call the alarm companies from the list in the 911 Dispatch Files
 - Give them 315-514-1553

Demobilization Plan

When returning to normal from an Emergency basically reverse the procedure. By waiting to the start of the next shift they can report to the Primary PSAP in Canton.

While waiting for the next shift take care of the phones, except the 911 trunks.

- If County VOIP Phone Controllers were down
 - Send a press release using the same process stating that we have returned to normal operations
 - Notify the Fire/EMS via Active 911 "ALL" message that we are back to normal phone lines
 - Call the alarm companies and tell them that we are back to normal operations
- From a desk top Phone move the phone lines back to normal
 - ##14 4591 (EMS)
 - ##14 2431 (EMS)
 - ##14 2222 (Sheriff)
 - ##14 2220 (CPD)
 - ##14 2437 (Law)
- Calls should now be coming over normal lines, but you can still answer the other lines in case someone has not heard about the return to normal
- Leave the 911 Trunks on the back-Up lines until all operations have returned to the Primary PSAP
 - Call the Verizon 911 Customer Care Center for the north east at 1-800-773-7911
 - Inform them that our Primary PSAP (#03615) is back on line and you need the 911 trunk lines opened and the Back-Up PSAP (#03643) 911 trunk lines busied out
 - Test a line from a cell phone and a desk top phone.
- Shut down the computers at the Back-Up under the directions of the Supervisor of Dispatch Operations or a Senior Dispatcher
- Bring the materials and Keys back to the Primary Dispatch Center

APPENDIX 27

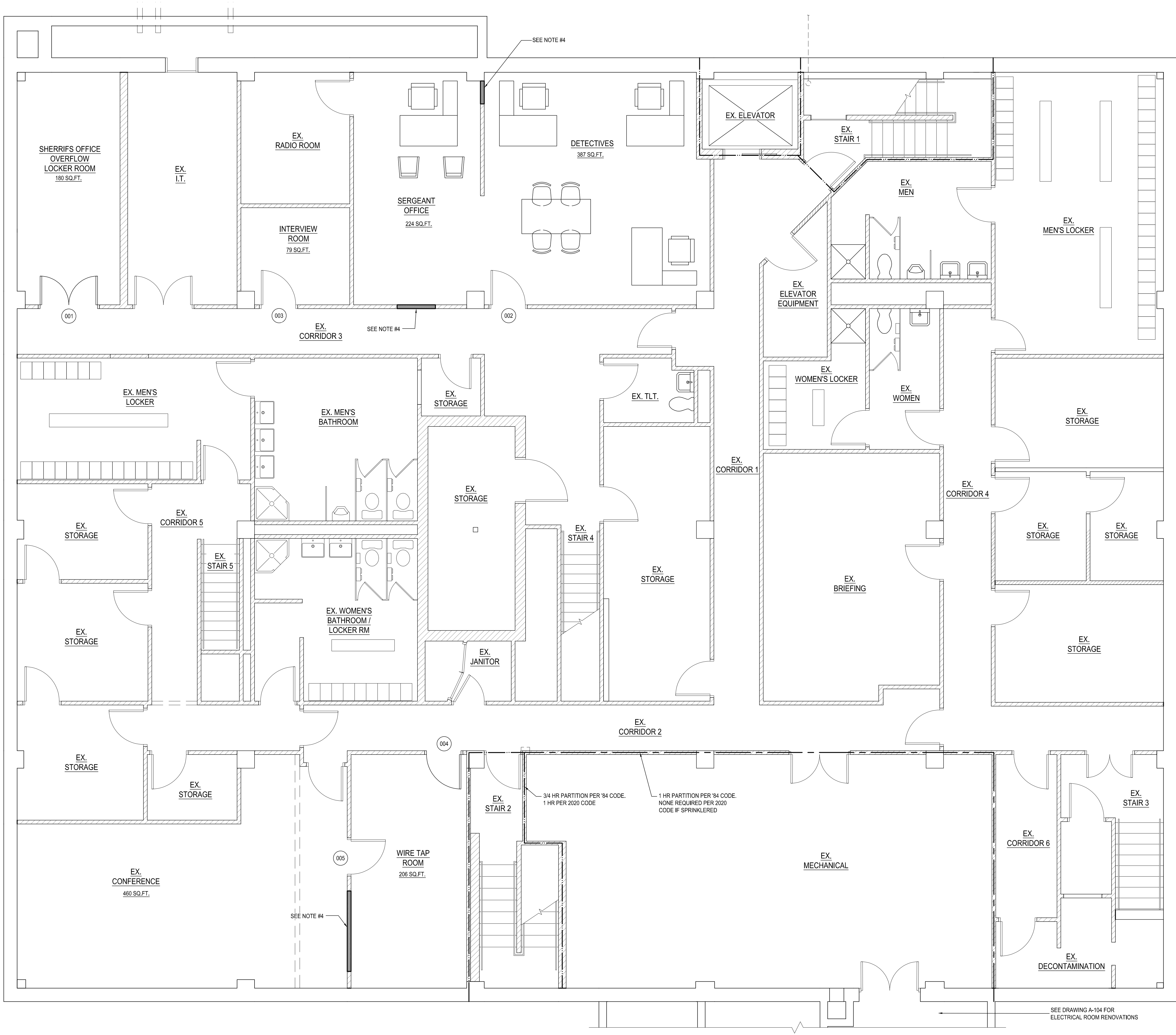
EOC/IC PHONE DIRECTORY

EOC PHONE #315-379-2240 FAX #315-379-0681

**INTERCOM #'S: Director 2242, Deputy Director 2091,
Supervisor of Dispatch Operations 2090, Administrative Assistant 2241**

AGENCY	INTERCOM #	ASSIGNED PHONE #	FAX #	LOCATION

Filename: P:\Project\2107\DRAWINGS\Project_D\Proposed.dwg
9/22/2022 11:06:51 AM



- BASEMENT PLAN NOTES**
1. T.O. BASEMENT SLAB ELEV. = -10'-0"

2. BASEMENT HARD CEILING AT 8'-10" ABOVE T.O. BASEMENT SLAB. (BTM OF FIRST FLOOR CONC. SLAB)

3. REFER TO SHEET A-401 FOR WALL TYPES, DOOR & FRAME TYPES, DOOR SCHEDULE, AND INTERIOR ELEVATIONS.

4. INFILL WALL OPENING AS REQUIRED TO MATCH EXISTING WALL THICKNESS & FINISH.



AUBURN
64 South Street
Auburn, NY 13021
315.253.7301

MALONE
320 West Main Street
Malone, NY 12953
518.483.1585

SYRACUSE
5789 Widewaters Pkwy
Dewitt, NY 13214
315.472.6980

WARNING:
Any alterations to this document not
conforming to section 7307, New York
State Education Law are strictly prohibited.

**DESIGN
DEVELOPMENT**

09-22-2022

Project Number: 21077.000

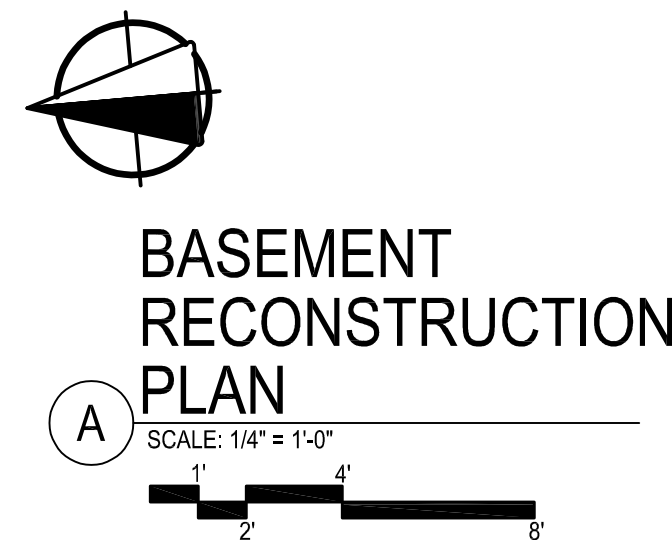
Drawn By: BLB

Designed By: MNR/JRM

Reviewed By: MNR/JRM

no.	revision description	by	date
1			

ARCHITECTURE

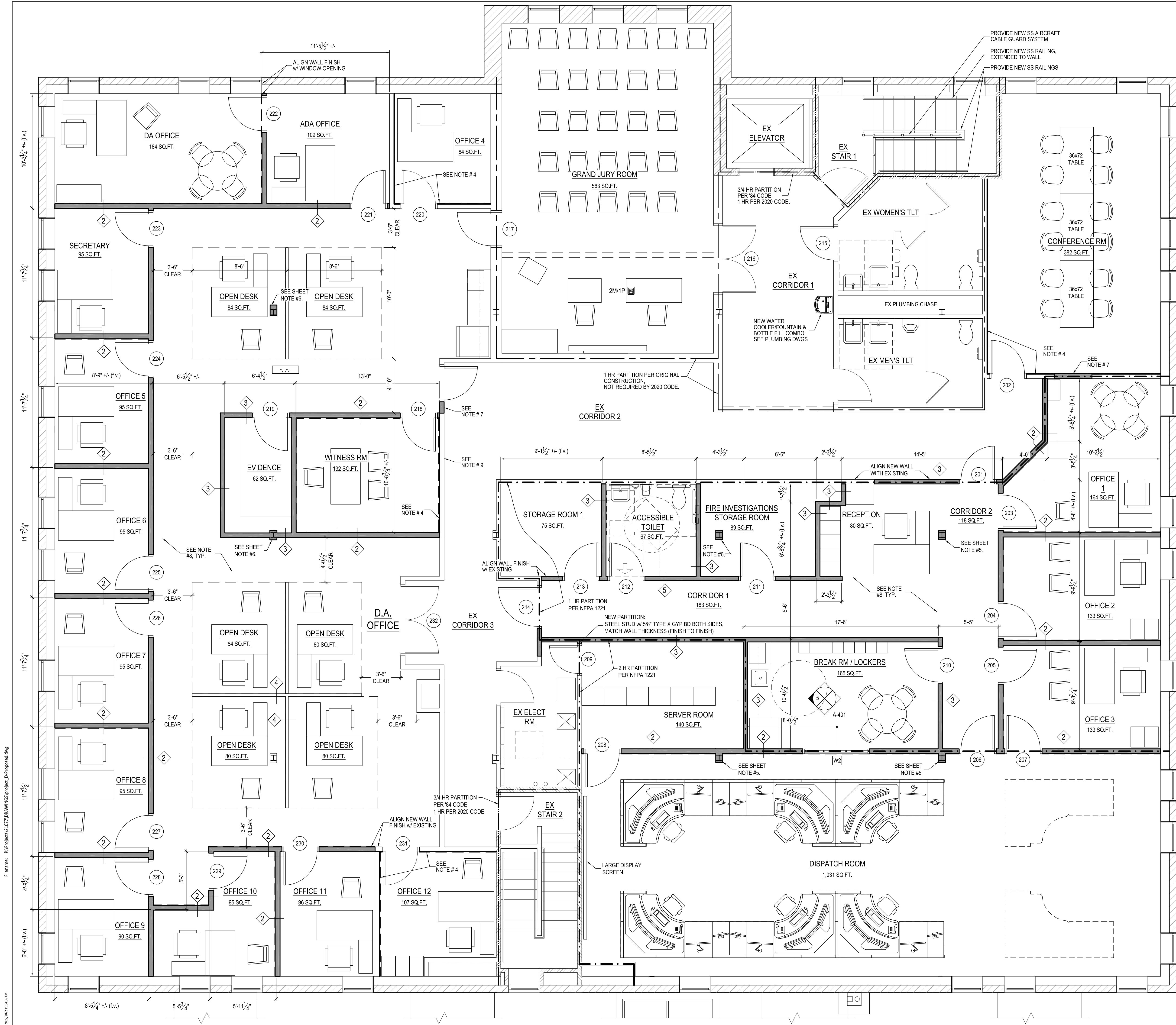


NOT FOR CONSTRUCTION

BASEMENT
RECONSTRUCTION
PLAN & NOTES

A-101

St. Lawrence County
Public Safety Complex Alterations
Canton, N.Y. 13617



- SECOND FLOOR PLAN NOTES
1. T.O. SECOND FLOOR SLAB ELEV. = -11'-2" / TYP. CEILING HT. = 8'-0"

2. B.T.M. OF ROOF TRUSSES AT 11'-3 1/2" +/- ABOVE T.O. SECOND FLOOR SLAB.

3. REFER TO SHEET A-401 FOR WALL TYPES, DOOR & FRAME TYPES, DOOR SCHEDULE, AND INTERIOR ELEVATIONS.

4. REMOVE EXISTING DRYWALL FINISH. INSTALL RESILIENT CHANNEL & 5/8" TYPE X GYP BD.

5. REFER TO DETAIL 7/A-401 FOR EXISTING STEEL BEAM WRAP DETAILING. PAINT TO MATCH SCHEDULED ROOM WALL FINISH.

6. EXISTING COLUMN WRAP TO REMAIN. REPAIR REPLACE FINISH AS REQUIRED. PAINT TO MATCH SCHEDULED ROOM WALL FINISH.

7. INFILL WALL OPENING AS REQUIRED TO MATCH EXISTING WALL THICKNESS & FINISH.

8. ALL NEW WALL CONSTRUCTION TO BE FRAMED TO DECK. PROVIDE OPENINGS IN WALL FINISH ABOVE CEILING TO PROVIDE AIR FLOW.

9. EXTEND EXISTING CORRIDOR WALLS TO DECK ABOVE.



AUBURN

64 South Street
Auburn, NY 13021
315.253.7301

MALONE

320 West Main Street
Malone, NY 12953
518.483.1585

SYRACUSE

5789 Widewaters Pkwy
Dewitt, NY 13214
315.472.6980

WARNING

Any alterations to this document not conforming to section 7307, New York State Education Law are strictly prohibited.

DESIGN DEVELOPMENT

09-22-2022

Project Number: 21077.000

Drawn By: BLB

Designed By: MNR/JRM

Reviewed By: MNR/JRM

no.	revision description	by	date
1			

ARCHITECTURE

SECOND FLOOR RECONSTRUCTION PLAN

SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

St. Lawrence County
Public Safety Complex Alterations
Canton, N.Y. 13617

A-103

APPENDIX 28

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

Instructions for declaring a local State of Emergency

1. Only the Chair, St. Lawrence County Board of Legislators, (County Executive), or a person acting for the County Executive pursuant to section I.A.(2) of this plan, can declare a local State of Emergency for all of, or anywhere in, St. Lawrence County. Each Town Supervisor and City and Village Mayor can declare States of Emergency within their jurisdiction.
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the 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 County Executive, or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the County Clerk's Office.

Questions and Answers on declaring a State of Emergency

1. Why should I declare a local state of emergency?

It increases your powers as the Chief Executive Officer. These new powers can include:

- ☐ issuing emergency orders;
- ☐ implementing public protective measures;
- ☐ suspending local laws; and
- ☐ requesting supplemental assistance.

2. Can a declaration give legal protection?

Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Chief Executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

3. Will the declaration help raise public awareness?

Yes. A declaration of a local State of Emergency helps make the public aware of the hazards associated with a disaster. It also can emphasize the protective measures you may need to ask citizens to take.

4. Can a State of Emergency be declared at any time?

No. A local State of Emergency can be issued 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.

You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:

- ☐ Riots or civil unrest.
- ☐ Hostage situations.
- ☐ Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. Can I issue the declaration verbally?

Yes. The Chief Executive may issue a declaration verbally if time is a crucial matter. However, you should follow the verbal declaration with a written declaration.

7. Must the declaration be filed?

the No. However, it's a good idea to do so. It should be kept on file at the Office of County Clerk.

8. Do I have to extend the declaration of State of Emergency after 5 days?

No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

9. Does the law establish a time limit for a State of Emergency?

that No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

10. Can I issue Local Emergency Orders without a State of Emergency?

Emergency No. A State of Emergency must be declared before you may issue Local Orders.

11. 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 County resources, the County Executive may request the Governor to provide assistance from state resources.

12. Must I rescind a declaration of State of Emergency?

No. However, a written rescinding statement should be made when the emergency no longer exists. The Chief Executive can rescind the declaration of emergency at any time.

13. If I don't rescind a State of Emergency, does it end automatically?

Maybe -- If a time limit was indicated in the declaration of State of Emergency it will end automatically at that the time and date indicated. If no time limit was specified, the State of Emergency does NOT end automatically.

14. When should I rescind a State of Emergency?

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

15. 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.

16. Must the rescission be filed?

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

Instructions for issuing local Emergency Orders

1. 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 (see section A. above).
2. Local Emergency Orders can be issued at the County level only by the County Executive or a person acting for the County Executive pursuant to section I.A.(2) of this plan. Each Town Supervisor and City and Village Mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.

5. 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 County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
6. The County Executive may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. 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.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Clerk of the County Board of Legislators, Office of the County Clerk, and the Office of the Secretary of State.
9. Local Emergency Orders must be refiled if they are extended.

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 county government.

3. Can a Local Emergency Order be issued at any time in an emergency?

No. A Local Emergency Order can be issued only after the Chief Executive declares a local State of Emergency.

4. Is it in effect indefinitely?

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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 Chief Executive during the State of Emergency.

6. Can a Local Emergency Order be extended beyond five days?

Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be refiled.

7. Must the media be informed?

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

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

Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

DECLARATION CHECKLIST

Local State of Emergency or Proclamation Declaration

Office	-	Prepare statement for municipality and fax to executive
Town Clerk	-	Fax copy of signed document to Emergency Services Keep original and forward 2 certified copies to Emergency
Services		
County Clerk	-	File a copy of the fax with the County Clerk and replace the fax with a certified copy when received
Secretary of State	-	SEMO, a local declaration within the County does not have to be filed with the Secretary of State
to the Secretary		A County declaration would have to be filed within 3 days of State, State of New York, Dept. of State,
41 State St., Albany, NY		12231
Notify the News Media via fax		

Request that available law enforcement units notify those without phones. Provide a copy of the declaration under cover letter to the Under Sheriff & State Police, including Substations

Contact the District Deputy Fire/Rescue Coordinators and related Fire Chiefs

Provide copy to the Chair of the Board

Provide copy via fax to State Emergency Management Office at 315-438-3350

For Burn Bans also include;

DEC – Canton Fax: 315-265-2513

DEC Watertown Fax: 315-785-2242

E-mail Town & Village Clerks and Local Police Departments

Notify FPS Rep., Office of Fire Prevention & Control, via e-mail

Announce the local ban via Dispatch once in effect particularly for those in “scanner land”

APPENDIX 28-1

OUTLINE ON EXECUTIVE LAW ARTICLE 2B

Policy of New York State (S. 20)

- Local government and emergency service organizations are the first line of defense in disasters.
- The State must organize its resources to provide effective support services for response to disasters which are beyond the capability of local government.
- Local chief executives are required to take an active role and insure the success of disasters preparedness programs.
- State and local response functions must be coordinated.
- State and local plans and capabilities shall be the most effective possible.

Disaster Preparedness Commission and State Plans (S. 21-22)

- Includes commissioners of several state agencies and three additional members, including two local chief executives.
- Prepares a State Disaster Preparedness Plan and must coordinate state disaster operations with local operations.
- If a municipality is unable to manage local disaster operations, the Commission, with approval of the Governor, may direct a temporary organization to assume direction of local disaster operations, and in such an event the State shall not be liable for any expenses incurred in using a municipality's resources.

Local Emergency Plans (S. 23)

- Authorizes local planning.
- Local plans must address prevention, response and recovery; while also addressing coordination of local resources and centralization of requests for assistance.
- Local plans must be prepared with the assistance of local officials, agencies, departments, services, community groups and the general public.

Local State and Emergency (S. 24)

- Due to a disaster or public emergency, or in anticipation of immediate danger, or when public safety is imperiled.
- Within all or part of the territorial limits of a jurisdiction.

Executive Orders/Suspension of Local Laws (S. 24)

- To protect life, property and bring the emergency under control.
- Designate zones of occupancy and use of buildings.
- Regulate and close places of assembly or amusement.
- Suspend or limit sale or use of alcoholic beverages, firearms, explosives, flammable materials and liquids.
- Establish a curfew and control or prohibit persons and vehicles on streets or places.
- Suspend local laws, ordinances or regulations.
- Suspension of local laws must be reasonable, provide for minimum deviation from the law and meet specified needs of public health and welfare.
- Any adverse effects resulting from suspension of laws must be addressed.
- Must proclaim a local state of emergency to issue orders and suspensions, but suspension of local laws also requires a state disaster declaration or the county chief executive must request the Governor provide state assistance.
- Suspensions and orders are effective for 5 days unless withdrawn or extended.
- Suspensions and orders must be published and submitted within 72 hours to the local municipal clerk, county clerk and Secretary of State. Those violating an emergency order are subject to a Class B misdemeanor.

Use of Local Resources (S. 25-26)

- Permits use of all local resources (people, equipment, facilities, supplies) within a jurisdiction.
- May request assistance from State or other local municipalities. Those providing resources may give, lend or lease available resources.

- Terms and conditions of a disaster assistance are agreed to by participating chief executives.
- Coordination of disaster assistance among jurisdictions is performed by the county chief executive using existing organizations and lines of authority.

Post Disaster Recovery Plan (S. 28-a)

- Whenever a state disaster emergency has been declared, each affected municipality must submit a local recovery plan, or a report to the Commission that a recovery plan is not needed.

DECLARING AN EMERGENCY

STANDARD GUIDE

FOR

MUNICIPAL CHIEF EXECUTIVES

Revised August 1995

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I. Purpose:

The purpose of this guide is to assist in maximizing the ability of municipal chief executives to make a declaration of emergency and to issue appropriate executive orders.

II. Introduction:

The information and formats provided in the following sections are intended to demonstrate formats or examples and to identify thought processes which experience has found useful in deciding to declare a state of emergency. Then, once a declaration has been made, we show what the sequences are, and which selective actions follow:

1. State of Emergency may be issued verbally by the chief executive of the jurisdiction if time is a crucial matter. However, all recommendations have been to follow up with a written format shown in this guide and keep it on file at the office of the municipal clerk.

Article 2B of Executive Law is the authority to declare emergencies. While good judgement of the chief executive will prevail in every situation in declaring an emergency, the following are examples where a declaration is recommended.

- a. Evacuation of people for a large or heavily populated area (street, road, housing development, multi-resident buildings).
 - b. Sheltering people in designated areas or buildings.
 - c. Large scale closing of roads due to conditions considered to be dangerous to lives and property.
 - d. Riots, civil unrest, or large-scale demonstrations.
 - e. Hostage situations.
 - f. Impending emergency or disaster caused by natural forces (floods, blizzards, earthquakes, ice storms, hurricane conditions).
2. Section 24 of the law covers Issuance of Executive Orders follows the declaration of an emergency should specific restriction be required in curtailing usual freedoms of the civilian population. Specific examples are: (in brief)
 - a. Establishment of curfews.
 - b. Prohibits or controls pedestrian and/or vehicular traffic.
 - c. Designation of specific zones restricting building occupancy, and the ingress and egress of vehicles and persons may be regulated.
 - d. Closing or regulating places of assembly or amusement.
 - e. Suspension or limit the sale, use, dispensing, or transportation of firearms, explosives, alcoholic beverages, flammable materials, or liquids.

- f. Prohibit or control the presence of persons on public streets or places.
- g. Establishing or designating emergency shelters, emergency medical shelters, or mass care areas.
- h. Suspension of local laws, ordinances, regulations or parts thereof that are necessary in coping with the disaster or recovery therefrom.

It should be noted that orders have effective time limits s explained in the following formats.

Any person knowingly violating any local emergency order is guilty of a class B misdemeanor.

- 3. Informing the public and emergency notifications – the County Emergency Management Office has wide-scale capabilities to assist a chief executive in informing the public through the local emergency warning system plan.

The office can also assist in carrying out emergency notifications for a municipal chief executive. Such a coordinated effort can greatly reduce the burden of the executive.

- 4. Emergency Personnel Structure – it is helpful if the chief executive and his department officials have predesignated an emergency response staff structure. (see exhibit 10). The structure expresses the municipal chain of command, contact phone numbers, and provides a depth of authority when the first designated person(s) is not available. Many emergencies have been mitigated before escalating because the municipality has provided continuity in their lines of authority. (see Continuity of Government, page 5).

DECLARATION OF EMERGENCY CHECKLIST
FOR CHIEF EXECUTIVE OFFICIALS

I. DEFINITIONS

State of Emergency: A declaration by the chief elected official or his/her designee of a city, county, town, or village in which a subject jurisdiction is faced with an emergency or disaster that endangers the population and/or property of that jurisdiction and requires extraordinary resources to adequately respond. A declaration of emergency does not have to be filed with the county clerk or secretary of state, but must be rescinded once the emergency or disaster no longer is a threat.

Article 2B: State executive law provides a chief executive of a municipality or his/her designee the power to declare a state of emergency within his/her jurisdiction and to issue executive orders.

Executive Orders: Executive orders may be issued once the declaration of emergency is declared. They specifically limit or curtail actions or freedom of the population or uses of facilities within the jurisdiction. Unlike a declaration of emergency, executive orders must be filed with the town or village clerk, the county clerk, and the secretary of state within 72 hours and must be extended every five days until no longer necessary.

Continuity of Government: Under Section 27, Executive Law Article 2B, a town, city, county, or village shall by local law provide for its continuity designating a line of succession for elective and appointive officers. (See Exhibit 10).

In the event of the absence of the chief elected or appointed official in time of an emergency, the local law should establish a chain of command for each office. To insure prompt notification to administrative officials, the County Emergency Management Office should be advised of each jurisdiction's line of succession.

A LOCAL LAW to provide for the continuity of Government of the County of ST. LAWRENCE, NEW YORK as follows:

Section 1. Intent. The New York State Defense Emergency Act, in Section 29-a thereof, authorizes political subdivisions of the State to provide for the continuity of their Governments in the event of an actual or imminent attack upon the United States by an enemy or foreign Nation. The General Municipal Law, in Section Sixty thereof, authorizes political subdivisions to provide for the continuity of their Governments in the event of other public disasters, catastrophes or emergencies. Based on the authority contained in such laws, this local law is adopted so that on such occasions the Government of the County of St. Lawrence, New York, may continue to function properly and efficiently under emergency circumstances.

Section 2. Definitions. As used in this local law the following terms shall mean and include:

a. "Attack" – Any attack, actual or imminent, or series of attacks by an enemy or foreign nation upon the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner by sabotage or by the use of bombs, shell fire, or nuclear, radiological, chemical, bacteriological, or biological means or other weapons or processes.

b. "Public Disaster" – A disaster, catastrophe or emergency, actual or imminent, of such unusual proportions or extent that (1) a substantial number of residents of the County of ST. LAWRENCE either sustain injury, become ill, are infected with disease, have their lives imperiled, are killed or die as a result of injury, disease or exposure, or the property of a substantial number of residents is imperiled, damaged or destroyed, and (2) it is necessary and essential in the interest of public safety, health and welfare that the continuity of the Government of the County of ST. LAWRENCE be assured in order that it be enabled to function properly and efficiently and to exercise its essential powers in meeting emergency conditions. Such disasters, catastrophes and emergencies may include, but shall not be limited to explosions, earthquakes or other convulsions of nature, floods, tidal waves, pestilence, riots, insurrections, storms, hazardous material incidents, prolonged power failure or transportation services, or any incident or occurrence which causes or threatens to cause danger to life, health or property.

c. "Duly Authorized Deputy" – A person authorized to perform all the powers and duties of a public office in the event the office is vacant or at such times as it lacks administration due to the death, absence or disability of the incumbent officer, where such authorization is provided pursuant to the provisions of any general, special, or local law other than this local law.

d. "Emergency Interim Successor" - A person designated pursuant to this local law for possible temporary succession to the powers and duties, but not the office, of a County Officer in the event that neither such officer nor any duly authorized deputy is able, due to death, absence from the County or other physical, mental, or legal reasons, to perform the powers and duties of the office.

Section 3. Designation, status, qualifications and terms of designation of emergency interim successors.

a. Elective Officers. Within thirty days following the effective date of this local law, and thereafter within thirty days after first entering upon the duties of his office, each elective officer shall, in addition to any duly authorized Deputy, designate such number of emergency interim successors to the powers and duties of his office and specify their rank in order of succession after and duly authorized Deputy so that there will not be less than three duly authorized Deputies or emergency interim successors, or combination thereof, to perform the powers and duties of the office.

b. Appointive Officers. Each Officer or body of Officers empowered by law to

appoint Officers shall within the time specified in Sub-division (a) of this Section, in addition to any duly authorized Deputy, designate for each such appointive Officer such number of emergency interim successors to such Officers and specify their rank in order of succession after any duly authorized Deputy so that there will be not less than three duly authorized Deputies or emergency interim successors, or combination thereof, for each such Officer. Where such a body of Officers consists of members having overlapping terms, such body of Officers shall review and, as necessary, revise the previous designations of emergency interim successors by such Board within thirty days after a new member elected or appointed to such body of Officers first enters upon the duties of his office as a member of such body of Officers.

c. Review of designations. The incumbent in the case of those elective Officers specified in Subdivision (a) of this Section, and the appointing Officer or body of Officers specified in Subdivision (b) of this Section shall from time to time review and, as necessary, promptly revise the designations of emergency interim successors to insure that at all times there are at least three duly authorized Deputies or emergency interim successors, or combination thereof, for each elective and appointive Officer of the County.

d. Qualifications. No person shall be designated to, nor serve as, an emergency interim successor unless he is legally qualified to hold the office of the person to whose powers and duties he is designated to succeed.

e. Status of emergency interim successor. A person designated as an emergency interim successor shall hold that designation at the pleasure of the designator and such a designation shall remain effective until replaced by another by the authorized designator.

f. Compensation. An emergency interim successor shall serve without salary, unless otherwise provided by local law. He shall, however, be entitled to reimbursement for actual expenses necessarily incurred in the performance of his powers and duties.

Section 4. Assumption of powers and duties of Officer by emergency interim successor. If, in the event of an attack or a public disaster, an officer described in subdivision (a) or subdivision (b) of Section three of this local law or his duly authorized Deputy, if any, is unable, due to death, absence from the County Emergency Operating Center, or other physical, mental, or legal reasons, to perform the powers and duties of the office, the emergency interim successor or such Officer highest in rank in order of succession who is able to perform the powers and duties of the office shall, except for the power and duty to discharge or replace duly authorized Deputies and emergency interim successors of such Officer, perform the powers and duties of such Officer. An emergency interim successor shall perform such powers and duties only until such time as the lawful incumbent Officer or his duly authorized Deputy, if any, resumes the office or undertakes the performance of the powers and duties of the office, as the case may be, or until, where an actual vacancy exists, a successor is duly elected or appointed to fill such vacancy and qualifies as provided by law.

Section 5. Recording and publication of designations. The name, address and rank in order of succession of each duly authorized Deputy and emergency interim successor shall be filed with the County Clerk and each designation, replacement, or change in order of succession of any emergency interim successor shall become effective when the designator files with such Clerk the successor's name, address and rank in order of succession. Such Clerk shall keep an up-to-date file of all such data regarding duly authorized Deputies and emergency interim successors and the same shall be open to public inspection. The Clerk shall notify in writing each designated person of the filing of his name as

an emergency interim successor and his rank in order of succession and also shall notify in writing any person previously designated who is replaced or whose place in order of succession is changed.

Section 6. Qualifications for taking office. At the time of their designation, or as soon thereafter as possible, emergency interim successors shall take such oath and do such other things, if any, as may be required to qualify them to perform the powers and duties of the office to which they may succeed.

Section 7. Absence from the County Emergency Operations Center or other inability to act. If as a result of an actual or imminent attack or a natural or peacetime disaster, as previously defined in Sections “1” and “2” herein, the office of the Chairman of the Board of Legislators becomes vacant or he is absent from the County Emergency Operating Center, then the Officer of St. Lawrence County who is (a) highest in the order of the following list, (b) not otherwise unable to discharge such powers and duties, and (c) not absent from St. Lawrence County’s Emergency Operating Center, shall act as Chief Executive Officer, to wit, Chair, Board of Legislators; Vice Chair, Board of Legislators; Chair of Finance Committee; Chair of Operations Committee; Chair of Services Committee; County Administrator; Director of Economic Development; Director of Probation; Director of Emergency Services; Deputy Director of Emergency Services.

An individual who is acting as Chief Executive Officer under this Article shall continue to do so until the vacancy in the office of the Chief Executive Officer shall be filled by election or by qualification according to the County Municipal Law. The removal of a disability or the termination of an absence from the St. Lawrence County Emergency Operating Center of a person higher on the list contained in this Section shall not terminate service in the office of the Chairman of the Board of Legislators of such individual who is acting as the same, with the exception of the return to and availability for duty of the regularly elected and qualified Chairman or Vice Chairman of the Board of Legislators.

Section 8. Quorum and vote requirements. In the event of an attack or a public disaster the Chairman of the Board of Legislators or his duly authorized Deputy or emergency interim successor performing his powers and duties, may suspend quorum requirements for the Board of Legislators. If quorum requirements are suspended, any local law, ordinance, resolution or other action requiring enactment, adoption or approval by an affirmative vote of a specified proportion or members may be enacted, adopted or approved by the affirmative vote of the specified proportion of those voting thereon.

Section 9. Separability Clause. If any Section, subdivision, sentence, clause, phrase or portion of this local law shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall be affect, impair or invalidate the remainder thereof but shall be confined in its operation to the section, subdivision, sentence clause, phrase or portion thereof directly involved in the controversy in which such judgment shall have been rendered.

Section 10. Effective date. This local law shall take effect upon its adoption and the filing of one certified copy thereof in the office of the State Comptroller and three certified copies in the office of the Secretary of State.

II. DECLARING A WRITTEN STATE OF EMERGENCY

- a. Reference to Section 24 of Article 2B, New York State Executive Law.

Yes _____ No _____

- b. Declaration is made by chief elected official or authorized designee.

Yes _____ No _____

- c. Reason for declaration.

Yes _____ No _____

- d. Area involved.

Yes _____ No _____

- e. Includes time and date.

Yes _____ No _____

- f. Notified radio and television.

Yes _____ No _____

- g. Notified County Emergency Management Office.

Yes _____ No _____

- h. Publish in newspaper.

Yes _____ No _____

- i. Was declaration publicly rescinded when no longer needed.

Yes _____ No _____

DECLARATION OF STATE OF EMERGENCY

Whereas, it is apparent that within _____ there exists

 (JURISDICTION)
 imminent threat to life and property because of _____

 (TYPE OF EMERGENCY)
 effective at _____, on _____, and continuing until rescinded;
 (TIME) (DATE)
 Now, therefore, pursuant to the provisions of Section 24 of Article 2B of the New
 York State Executive Law, I, _____, _____,
 (NAME) (TITLE)
 do hereby declare a state of emergency in _____, to preserve
 (JURISDICTION)
 the public safety and hereby render all required and available assistance vital to the
 security, well-being, and health of the citizens of the affected jurisdiction.

 (SIGNATURE)

 (NAME)

 (TITLE)

 (DATE)

NOTE:

1. A declaration of emergency may be rescinded by the chief executive at any time.
2. A declaration of emergency does not need filing at any office of the Clerk of governing body, county clerk, or secretary of state.
3. A declaration of emergency need not be extended as do executive orders.
4. When the state of emergency no longer exists, a written rescinding statement should be made. (see example below)

RESCINDING DECLARATION OF LOCAL STATE OF EMERGENCY

Whereas, on _____, _____, I, _____,
(DATE) (TIME) (NAME)
_____, having determined there was an imminent threat to life,
(TITLE)
and property, associated with _____, declared a state of
(TYPE OF EMERGENCY)
emergency in _____, pursuant to Section 24, of the New York
(DEFINE JURISDICTION)
State Executive Law Article 2-B, and;

Whereas, Pursuant to said Section 24 of the Executive Law, I have separately
declared a local state of emergency in _____, because of
(JURISDICTION)
_____, and;
(TYPE OF DANGER)

Whereas, it appears that the existence of that local emergency has ceased to exist
and protection is no longer essential;

Now, Therefore, I, _____, _____,
(NAME) (TITLE)
pursuant to Section 24 of the New York State Executive Law, do hereby rescind the
existing local state of emergency effective _____, _____.
(TIME) (DATE)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

PROCEDURES
ONCE A LOCAL STATE OF EMERGENCY HAS BEEN DECLARED

Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Executive orders should be hand carried to the primary newspaper if there is a power outage to prevent the use of fax or telephone transmissions.

The municipality responsible for issuing the executive orders, at the first opportunity, shall have the orders published in the primary newspaper under the paid advertised legal section. Retain a copy of the order published in said legal section and place with records kept of the specific emergency.

Executive orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

The chief executive may extend such orders for additional periods not to exceed five (5) days for each extended order during the pendency of the local State of Emergency. Local emergency orders shall be executed in triplicate and shall be filed within 72 hours, or as soon thereafter as practicable, in the Office of the Clerk of the governing board of the County, the Office of County Clerk, and the Office of the Secretary of State.

III. ISSUING WRITTEN EXECUTIVE ORDERS

- a. Includes prescribed restrictions, specific limitations, and suspensions.
Yes _____ No _____
- b. Was order issued by chief elected official or authorized designated official.
Yes _____ No _____
- c. Includes specific effective times and dates.
Yes _____ No _____
- d. Includes area involved.
Yes _____ No _____
- e. Extended every fifth day if necessary.
Yes _____ No _____
- f. Orders were immediately provided to radio, television, and newspaper.
Yes _____ No _____
- g. Orders were publicly rescinded in writing when no longer needed.
Yes _____ No _____
- h. Orders were filed in triplicate with the clerk of the local jurisdiction, the county clerk, and the secretary of state.
Yes _____ No _____

COUNTY OF ST. LAWRENCE
EXECUTIVE ORDER

Whereas, at _____ on _____, a local state of emergency
(TIME) (DATE)
was declared pursuant to Section 24 of New York State Executive Law in response to
_____, for _____, in and
(CONDITIONS) (TYPE OF EMERGENCY)
around _____, and;
(AREA/JURISDICTION)

Whereas, due to the hazards associated with _____
(TYPE OF EMERGENCY)
throughout _____, it is prudent to restrict _____
(AREA/JURISDICTION) (TYPE OF RESTRICTION)
to _____.

Now, Therefore, pursuant to Section 24, Subdivision _____, of the New
York State Executive Law, I, _____, do hereby prohibit
(CHIEF EXECUTIVE)
_____, (exceptions _____),
(TYPE OF RESTRICTION)
effective at _____, on _____.
(TIME) (DATE)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

NOTE:

1. Executive orders must be executed in triplicate and shall be filed with 72 hours or as soon as practicable in the office of the clerk of the governing body of the county, the office of the county clerk, and the office of the secretary of state.
2. Such orders shall be effective for five days from issue or upon the rescinding of the state of emergency. These orders may be extended for additional periods not to exceed five days until the emergency is rescinded. Each extension must be refiled. (see rescinded orders below).

RESCINDING EXECUTIVE ORDERS

Whereas, a state of emergency was declared at _____ on _____,
(TIME) (DATE)
pursuant to Section 24 of said law due to _____, and;
(TYPE OF EMERGENCY)

Whereas, at _____, on _____, a local emergency executive
(TIME) (DATE)
order was declared pursuant to Section 24 of the New York State Executive Law, and;

Whereas, due to hazards associated with the declared emergency, said order was
issued specifically to _____, and to protect life and property
(ORDER COVERAGE)

within _____, covered by said state of emergency and
(JURISDICTION)
executive order;

Now, Therefore, I _____, _____, do
(CHIEF EXECUTIVE) (TITLE)
hereby rescind said executive order effective _____, on _____.
(TIME) (DATE)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

PRESS RELEASE
EXAMPLE

The chief executive, _____, the (town, village,
(NAME)
city, of St. Lawrence County), having declared a state of emergency because of
_____, has issued the following executive order due
(TYPE OF EMERGENCY)
to hazards which places lives and property at risk:

The executive order (restricts, closes, prohibits) _____

The executive order will remain in effect until such emergency conditions have
abated. The public will be kept informed through the broadcast and print media of the
cancellation or revision of these executive orders.

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

(Must be submitted to media in a timely manner. Does not have to be a legal notice).

MUNICIPAL CHAIN OF COMMAND

Exhibit 10

TITLE	NAME	HOME PHONE	WORK PHONE
CHIEF EXECUTIVE			
DEPUTY			
2 ND ASSISTANT			
3 RD ASSISTANT			
CLERK			
DEPUTY			
POLICE CHIEF			
DEPUTY			
ASSISTANT			
FIRE CHIEF			
1 ST ASSISTANT			
2 ND ASSISTANT			
DPW CHIEF			
1 ST ASSISTANT			
2 ND ASSISTANT			
WATER TREATMENT SUPT			
1 ST DEPUTY			
2 ND DEPUTY			
SEWER TREATMENT SUPT			
1 ST DEPUTY			
2 ND DEPUTY			
EMS DIRECTOR			
DEPUTY EMT			
DEPUTY EMT			

APPENDIX 29
HOSPITAL PARTNERS/CONTACTS

St. Lawrence County Hospitals

Regional Resource Hospital

Regional Hospital Partners

“Hospital Roll Call”

ST. LAWRENCE COUNTY HOSPITALS

Canton-Potsdam	315-265-3300
Emergency Room	315-261-5910
IC A&B	315-261-5091/315-261-5092
RACES	315-261-5501
Clifton-Fine	315-848-5404
Claxton-Hepburn	315-394-0426
Emergency Room	315-393-3887
Massena Hospital	315-842-4669
Emergency Room	315-769-4237
RACES	315-769-4615
Gouverneur Hospital	315-287-1000
Emergency Room	315-535-9217

REGIONAL RESOURCE HOSPITAL

Champlain Valley Physicians Hospital Medical Center (CVPH)	518-562-7932
--	--------------

REGIONAL HOSPITAL PARTNERS (Other)

Alice Hyde Medical Center	518-483-3000
---------------------------	--------------

Adirondack Medical Center	518-891-3222
---------------------------	--------------

Elizabethtown Community Hospital	518-873-6377
----------------------------------	--------------

Moses Luddington Hospital	518-585-3700
---------------------------	--------------

OFFICE OF EMERGENCY SERVICES

“HOSPITAL ROLL CALL”

DATE: _____

EMS TRANSPORT CONTACT(S) _____

HOSPITAL	PHONE #	# OF PRIORITY 1 PATIENTS THEY CAN TAKE	ORTHOPEDICS YES/NO	HEAD INJURIES YES/NO	NUMBER SENT
Canton-Potsdam	315-261-5910				
Claxton-Hepburn	315-393-3887				
Massena Hospital	315-769-4237				
Gouverneur Hospital	315-535-9217				
Samaritan Medical	315-785-4102				
Alice Hyde	1-518-483-3000 X336				
Lewis County General	315-376-5252				
Carthage Area	314-493-1000x2475				
Saranac General	518-891-3222				
Champlain Valley	518-562-7370				
Fletcher Allen (VT)	802-847-0000				
University	315-464-5611				
Crouse-Irving	315-470-7411				
St. Joseph's	315-448-2801				

Insert Patient Distribution Recap

APPENDIX 30

PATIENT DISTRIBUTION RECAP

DATE: _____

LOCATION: _____

PATIENT #	TRIAGE TAG #	PRIORITY	DESTINATION	TIME SENT	AGENCY	VEHICLE ID	ADDITIONAL INFO

TRANSPORTATION OFFICER: Retain yellow copy of Triage Tag

APPENDIX 31

Access of the Emergency Alert System (EAS)
Through
North Country Public Radio
By
St. Lawrence County Office of Emergency Services

IMPLEMENTATION PROCEDURES:

1. Request activation of the EAS through North Country Public Radio via phone, UHF radio, or other available means
2. SLC Emergency Services should use the following format when initiating an emergency alert:

“THIS IS (NAME/TITLE) OF SLC EMERGENCY SERVICES.
I REQUEST THAT THE EMERGENCY ALERT SYSTEM BE
ACTIVATED FOR THE ST. LAWRENCE COUNTY, NEW YORK
OPERATIONAL AREA BECAUSE OF (DESCRIPTION OF
EMERGENCY SITUATION).

3. Authentication of the message origin must be verified. This will be achieved by the representative of Emergency Services providing the last three digits of the referenced UHF radio test phone number in reverse sequence.

APPENDIX 32

TRANSPORTATION (Buses & Handicapped Needs)

<u>FIRE DEPARTMENTS</u>	<u>Bus ID</u>	<u>Capacity</u>
Hannawa Falls	R76	25 passenger
Heuvelton	R113	18 passenger 3 wheel chair accessible
Lisbon	R88	10 passenger
Norwood	R107	42 passenger
Rensselaer Falls	R87	15 passenger

SCHOOLS (BOCES)

School District	Contact Person	Alternate Contact
Brasher Falls (315) 389-5131 X29442	Timothy Redmond 315-276-5052 (C)	Christopher Rose 315-250-3534 (C)
Canton (315) 386-8561 X44345	Scott Sanderson 315-854-1610 (C)	Ronald Burke 315-386-8340 (C)
Clifton-Fine (315) 848-3333 X170	Scott Fenlong 315-528-3236 (C)	Matthew Southwick 518-534-6169 (C)
Colton-Pierrepont (315) 262-2100 X34324	Ben Johnson 315-244-7231 (C)	James Nee 315-212-0716 (C)
Edwards-Knox (315) 562-8133 X25530	Shawn DeLorme 315-262-4345	Erin Woods 315-528-8430 (C)
Gouverneur (315) 287-1013	Harold Simmons 315-771-1107 (C)	Jackie Kelly 315-323-0289 (C)

Hammond (315) 324-5931 X 26300	Lenny Bickelhaupt (315) 771-0592 (C)	Doug McQueer (315) 528-0406
Harrisville (315) 543-2707 X27501	Rick Chartrand (315) 816-7379 (C)	Rob Finster (315) 408-7827 (C)
Hermon-DeKalb (315) 347-3442	Travis Averill (315) 854-7650 (C)	Mark White (315) 347-4350 (H) (315) 244-4898 (C)
Heuvelton (315) 344-2414 X28810	Kevin Gamble (315) 276-9046 (C)	Jesse Coburn (315) 854-0806 (C)
Lisbon (315) 393-4951 23187	Timothy Jerome (315) 212-9209 (C)	Patrick Farrand (315) 323-0022 (C)
Madrid-Waddington (315) 322-5746 X35212	Jim Murray (315) 528-0191 (C)	Eric Burke (315) 276-0119
Massena (315) 764-3700 X3021	Darrin Jock (315) 569-2092 (C)	Patrick Brady (315) 212-7203
Morristown (315) 375-8814 X21003	John Barse (315) 783-6713 (C)	Staci Vaughn (315) 783-3392 (C)
Norwood-Norfolk (315) 353-6631 X38722	Roger LaRose (315) 212-6996 (C)	Jamie Cruikshank (315) 212-4990 (C)
Ogdensburg (315) 393-0900 X31927	Christopher Kirwan (845) 222-7352	Kevin Kendall (315) 528-9425
Parishville-Hopkinton (315) 265-4642 X24414	Frank Barney (315) 328-5614 (H) (315) 262-4479 (C)	William Collins (315) 265-2042 (H) (315) 261-2573 (C)
Potsdam (315) 265-2000 X613	Patrick McLaughlin (315) 244-1672 (C)	Joann Chambers (315) 262-7701 (C)
SLLBOCES (315) 386-4504 X10150	Thomas Burns, Dist. Super. (315) 276-8489 (C)	Darin Saiff, Asst. Super. (315) 212-9559
Seaway Tech (315) 353-2293 X20100	Lori Sheffield (928) 580-8597	
Southwest Tech (315) 287-3590 X50102	Holly Durham (315) 414-6970	
Northwest Tech (315) 393-4570 X30221	Steve Putman (315) 528-1977	

COMMERCIAL

Ambulette Service

Seaway Valley Ambulance – Massena	315-764-1633
Gouverneur Rescue – Gouverneur	315-287-1321
Garner – Potsdam	315-265-5350
Frery – Ogdensburg	315-393-1414
Fox-McLellan – Ogdensburg	315-393-4870

Buses

<u>Roethel's</u>	315-393-5200 (O)
After Hours: Steve Monroe	315-393-5280
Ted Denny	315-393-5139
	315-322-1770 (C)
Laura Lee	315-393-7510
	315-869-8037
	315-393-4830
<u>Laidlaw</u>	315-393-4784 (O)
After Hours: Adrien Bigelow	315-486-9030 (C)
Bob Richards	315-244-1072 (C)

NURSING HOMES

Claxton-Hepburn Residential Health Care Facility
214 King St., Ogdensburg, NY 13669
(315) 393-3600

Highland Nursing Home
182 Highland Rd., Massena, NY 13662
(315) 769-9956

Kinney Nursing Home
57 West Barney St., Gouverneur, NY 13642
(315) 287-1000

St. Joseph's
950 Linden St., Ogdensburg, NY 13669
(315) 393-3780

St. Regis Nursing Home
89 Grove St., Massena, NY 13662
(315) 769-2494

United Helpers (Cedars)
6695 SH 37, Ogdensburg, NY 13669
(315) 393-4810

United Helpers (Canton)
40 West Main St., Canton, NY 13617
(315) 386-4541

United Helpers Nursing Home
8101 SH 68, Ogdensburg, NY 13669
(315) 393-0730

ARC

Daphne Pickert, Agency Director	315-379-9531 (W) 315-388-5508 (H) 315-566-9033 (C)
Jerry Filiatrault, Transportation Director	315-379-9531 (W) 315-265-6202 (H) 315-566-9299 (C)
Russ Backus	315-379-9531 (W)



APPENDIX 33

St. Lawrence County Public Health Department

Erin Streiff ■ Public Health Director 80 State Highway 310, Suite 2 ■ Canton, New York 13617-1476

Phone: (315) 386-2325 ■ Fax: (315) 386-2203

ST. LAWRENCE COUNTY PUBLIC HEALTH DEPARTMENT ISOLATION & QUARANTINE PLAN

ISOLATION AND QUARANTINE PLAN FOR THE PURPOSE OF COMMUNICABLE DISEASE CONTROL

Table of Contents:

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IV.	Voluntary Isolation and Quarantine	5
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Attachments:

1. Incident Command for Isolation and Quarantine During Large-Scale Outbreaks
2. Contact Information for Individuals and Agencies Involved in Isolation and Quarantine Activities
3. Sample Letter for Voluntary Isolation or Quarantine
4. Sample Administrative Health Orders for Isolation and Quarantine
5. Sample Documents for Court Ordered Isolation and Quarantine
6. Suitability Assessment for Home Isolation and Quarantine
7. Identified Isolation and Quarantine Facilities
8. Decontamination Guidelines
9. Training
10. Signature Pages
11. Record of Change

I. Purpose

The purpose of this plan is to establish minimum requirements to implement and enforce the voluntary and involuntary isolation and quarantine of suspected and confirmed cases and contacts of cases of communicable diseases, as defined and listed in 10 NYCRR §2.1.

II. Definitions

1. "*Communicable disease* refers to those diseases identified in §2.1 of the New York State Sanitary Code." (10 NYCRR §2.1)
2. "*Isolation* shall consist of the separation from other persons, in such places, under such conditions, and for such time, as will prevent transmission of the infectious agent, of persons known to be ill or suspected of being infected." (10 NYCRR §2.25(d))
3. "*Personal quarantine* shall mean restricting household contacts and/or incidental contacts to premises designated by the health officer." (10 NYCRR §2.25(f)). Personal quarantine is used for individuals who have been exposed or potentially exposed to a communicable disease, but are not ill.
4. "*Quarantine of premises*, except as specifically modified in other sections of this Chapter, shall consist of:
 - a. [P]rohibition of entrance into or exit from the premises, as designated by the health officer, where a case of communicable disease exists of any person other than medical attendants and such others as may be authorized by the health officer; and
 - b. [P]rohibition, without permission and instructions from the health officer, of the removal from such premises of any article liable to contamination with infective material through contact with the patient or with his secretions or excretions, unless such article has been disinfected." (10 NYCRR §2.25(e))
5. "A *case* is defined as a person who has been diagnosed to have a particular disease or condition. The diagnosis may be based solely on clinical judgment or solely on laboratory evidence, or on both criteria." (v10 NYCRR §2.2(b))
6. "A *suspected case* is defined as a person who has been diagnosed as likely to have a particular disease or condition. The suspected diagnosis may be based solely on signs and symptoms, or solely on laboratory evidence, or both criteria." (10 NYCRR §2.2(c))
7. "An *outbreak* is defined as an increased incidence of disease above its expected or baseline level... While an outbreak usually involves several cases of illness (e.g., foodborne poisoning, influenza), it may consist of just one case for certain rare and/or serious diseases (e.g., botulism, measles)." (10 NYCRR 2.2(d))

III. Considerations for Implementing Isolation and Quarantine

1. **Consultation:** Isolation and quarantine will be considered by the St. Lawrence County Public Health Department (SLCPHD) only when necessary to protect the public health, consistent with the national public health authorities' recommendations and, if necessary, after consultation with the New York State Department of Health (NYSDOH) and/or Centers for Disease Control and Prevention (CDC) where there is potential for a large outbreak or an unusual disease is involved.
2. **Least Restrictive Measures:** The least restrictive measures that achieve the purpose of preventing transmission of communicable disease will be employed. Voluntary cooperation of persons being placed in isolation or quarantine will be sought prior to the issuance of isolation and quarantine orders. For involuntary quarantine/isolation, SLCPHD will offer the least restrictive alternative that will maintain protection for the public's health. The patient will be kept in home isolation/quarantine if practicable. In consultation with NYSDOH and/or law enforcement, if home confinement is not possible, the individual will be housed in alternative settings.
3. **Conditions for Isolation and Quarantine:** In determining the specific conditions for isolation and quarantine, SLCPHD will use the following criteria:
 - a. the severity of disease risk to life and health;
 - b. the mode and efficiency of disease transmission;
 - c. the availability of specific treatments;
 - d. the observed and likely effectiveness of voluntary methods including the impact of risk or flight; and
 - e. the available resources, practicality and costs of implementation.
4. **Incident Command System:** Under a declared emergency the St. Lawrence County (SLC) Emergency Operations Center (EOC) will be activated and will serve as the local coordinating point for response and operations at the county level. The County EOC will be staffed with appropriate representatives and lead roles for the core functional response areas. The SLCPHD is the designated lead agency for local health response or Health and Medical core functional areas as outlined in the St. Lawrence County Comprehensive Emergency Management Plan.
5. **Communication:** Contact information for individuals and agencies involved in isolation and quarantine activities are provided in Attachment 2. An extensive list of available county resources and contact information is available through the St. Lawrence County Comprehensive Emergency Management Plan. A copy of this plan is at Emergency Services.
6. **Declaration of Emergency:** If there is more than a single confirmed or suspect case of a communicable disease (as defined in 10 NYCRR §2.1(a) or designated by the NYSDOH Commissioner of Health, and the Commissioner assesses that the county is experiencing an outbreak or a probable outbreak, the Commissioner will request that the County Executive declare a state of emergency. This will result in activation of the Emergency Operations Center and will make additional county, state and federal resources available for the response effort.

IV. Voluntary Isolation and Quarantine

Determination of Need for Voluntary Isolation or Quarantine: Upon notification of a case or suspected case potentially requiring isolation or quarantine, the Public Health Director will:

1. Conduct an investigation to review the clinical diagnosis, the organism, the mode of transmission;
2. Consult with the St. Lawrence County Board of Health and County Attorney about the appropriateness of voluntary isolation or quarantine, if deemed necessary.

Notification for Voluntary Isolation or Quarantine: If it is determined that a patient or premises poses a significant public health risk and that voluntary isolation or quarantine will substantially reduce the risk, the Public Health Director will:

1. Prepare a letter to the individual, explaining the disease, the means of transmission, infection control methods, the need, conditions and procedures for isolation or quarantine and the medical and legal consequences of failing to comply, and the right to an attorney (Attachment 3).
2. The Public Health Nurse/Communicable Disease Coordinator from the SLCPHD will notify the patient, review the information and discuss needs that must be met in order for compliance to occur. Depending on the circumstances, the notification will be shared with the patient, a family member, a parent/guardian, or other responsible person; or the property owner, manager or other responsible person in a quarantine of premises.

For large-scale and small-scale situations, SLCPHD may notify individuals of voluntary quarantine over the phone, through the media, or by other appropriate means.

3. Notify appropriate first responder partners regarding necessary personal protective equipment required.
4. The method of voluntary isolation or quarantine will be specified and made in accordance with best practices or guidelines from the NYS Department of Health or the Centers for Disease Control.
5. The Public Health Director or his/her designee shall arrange for necessary transportation of patients in voluntary isolation.
6. The Public Health Director or his/her designee shall define the appropriate practices and personal protective equipment necessary for protection of health workers providing care to patients in voluntary isolation or facilities that are voluntarily quarantined.
7. The Public Health Director or his/her designee, in coordination with healthcare providers and public service agencies, shall assure that arrangements are in place to provide medical treatment, food, and comfort measures to patients on voluntary isolation/quarantine. Resources that may be used, depending on location and

circumstances, include St. Lawrence County Department of Social Services, St. Lawrence County Public Health Department, St. Lawrence County Office for the Aging, American Red Cross, and Salvation Army.

Compliance: SLCPHD will monitor compliance with voluntary isolation and quarantine.

1. **Compliance Plan:** The Public Health Director, or designee, will prepare a plan for monitoring compliance that will define compliance and non-compliance in specific terms, identify shared responsibilities for those involved in the management of the case(s) and identify the consequences of non-compliance. The plan may be used for individual, groups of individuals or for an outbreak event, depending on the situation and number of people involved.
2. **Methods:** The methods of compliance monitoring will be based on the type of the disease, the location of the isolated or quarantined patient, the number of other cases of disease present at the same time and the history of compliance of the patient. Compliance monitoring options include the following:
 - a. Daily telephone contact (at a minimum) which may include the use of a tablet;
 - b. Home visits by SLCPHD staff (this is often used in cases of active tuberculosis for daily directly observed therapy, but may be used for any communicable disease, where indicated);
 - c. Working with isolation facility staff to monitor compliance of isolated patients; and
 - d. Working with workplaces, schools, or other relevant parties to exclude individuals from such settings until they are non-infectious.
3. **Staffing:** The Public Health Director or designee will assign staff from the SLCPHD to perform compliance monitoring. The capacity of the SLCPHD to monitor compliance is dependent on the extent of follow-up necessary. If the needs for staff exceed the capacity of SLCPHD, the Public Health Director will request assistance from NYSDOH, and other stakeholders through the St. Lawrence County Emergency Operation Center.
4. **Documentation:** The following shall be maintained by the SLCPHD, which may include, but not be limited to:
 - a. Diagnosis evaluation;
 - b. Isolation and quarantine appropriateness evaluation;
 - c. Medical evaluation;
 - d. Follow-up; and
 - e. Contact investigation.

Non-compliance: In the event that a finding of non-compliance is made, SLCPHD will investigate the reasons (e.g. insufficient resources, attendance at work, school, social events, etc.). The investigation will be conducted by the nurse in charge of the patient in consultation with the Public Health Director, SLCPHD Public Health Director or designee and St. Lawrence County Board of Health.

SLCPHD will review the importance of compliance with the patient and try to remedy the situation by reviewing and correcting, when possible, the reason(s) for non-compliance. SLCPHD will proceed to involuntary isolation or quarantine if attempts to rectify the situation fail.

V. Involuntary Isolation and Quarantine

Determination of Need for Involuntary Isolation or Quarantine: Involuntary isolation and quarantine will be considered after a patient is found to be in non-compliance of voluntary isolation or quarantine, medical evaluation or treatment, or in cases where the behavior of the patient or other circumstances are present to warrant involuntary isolation and quarantine. Upon notification of the need for involuntary isolation or quarantine, the Public Health Director will:

1. Conduct an investigation to review the case, including the reported behavior of the patient.
2. Consult with the St. Lawrence County Attorney about involuntary isolation or quarantine. The St. Lawrence County Attorney will recommend the appropriate legal approach to assure that the civil rights of the patient or owner of a premise are protected and that the public's health is also protected.
3. Consult with the St. Lawrence County Board of Health and County Attorney regarding the issuance of an Administrative Health Order. In most cases, an Administrative Health Order will be issued prior to obtaining a Court Order. The County Attorney's office will prepare the Administrative Health Order in consultation with SLCPHD personnel.
4. Contact law enforcement, support agencies, transportation providers and isolation and quarantine facility personnel to notify them of the anticipated need of support and to initiate training and distribution of personal protective equipment.

Issuing an Administrative Health Order for Involuntary Isolation or Quarantine: The Board of Health or designee may issue an Order for isolation or quarantine without first obtaining Court approval.

1. **Administrative Health Order:** The Administrative Health Order will specify the identity of the person(s) subject to isolation or quarantine or the premises subject to quarantine, the location of involuntary confinement, the date and time at which isolation or quarantine commences and the suspected disease, if known (Attachment 4).
2. **Serving the Administrative Health Order:** The St. Lawrence County Board of Health or designee will ask that the Order be served in person by the St. Lawrence County Sheriff's Deputy or designee. The assigned County Attorney will arrange for this service. Once served, the Administrative Health Order becomes effective immediately. If the Order applies to groups of persons and it is impractical to provide individual copies, the Order may be posted in a conspicuous place in the quarantined premises.

All orders will include notice that the individual has a right to a hearing, the right to an attorney and the right to appeal the Order under C.P.L.R Article 78 to the New York State Supreme Court.

3. **Transportation:** After the order has been served, the individual will be transported, as necessary, to the identified location for involuntary confinement.

4. **Administrative Hearing:** The patient will be notified of the right to an administrative hearing and how to request a hearing in the Administrative Health Order. An administrative hearing will be held if requested by the individual. The Hearing will be at a location to be determined at the time of the incident and conducted with the Public Health Director or his/her designee. Hearings will be held in a manner to limit exposure to others. SLCPHD has the option of utilizing laptops or tablet's for web-based communication for social distancing during a hearing. This will provide flexibility in determining hearing locations while maintaining safety of participants. Options for hearing locations include the following and will be chosen by the Public Health Director based on the situation:

Type of Hearing	Location of Isolated or Quarantined Individual	Location of Hearing Officer and SLCPHD Personnel
In-Person	Home, Hospital, or other Facility	Home, Hospital, or other Facility
Web-based conferencing	Home, Hospital or other designated location	SLCPHD or other designated location

5. **Compliance:** SLCPHD will monitor compliance with involuntary isolation and quarantine as outlined in Section IV-C on page 4 for voluntary isolation and quarantine.
6. SLCPHD will coordinate with the St. Lawrence County Sheriff's Office as necessary to enforce the order. Arrangements for enforcement are made by the Public Health Director.
7. **Non-compliance:** According to PHL Section 12-b, violations of an Administrative Health Order are defined as the willful violation of a Health Department's Order. All PHL Section 12-b violations will be handled by referral to the St. Lawrence County Attorney.

Obtaining a Court Order for Involuntary Isolation or Quarantine:

1. **Petition for Court Order:** The St. Lawrence County Board of Health will request that the St. Lawrence County Attorney prepare a petition for an ex-parte order for isolation or quarantine. The application will include the following documents (see sample documents in (Attachment 5):
 - a. Request for Judicial Intervention;
 - b. Order to Show Cause;
 - c. Order for the Respondent to Show Cause; and
 - d. Order for Continuing Isolation or Quarantine.

The petition will be submitted to the New York State Supreme Court, 48 Court Street, Canton, NY 13617. In off-hours, the designated liaison to the Supreme Court shall facilitate contact with judges of that Court.

The Court Order will be sought in consultation with SLCPHD, the County Attorney and law enforcement when it is apparent that an individual is non-compliant with the

Administrative Health Order. Law enforcement must state that a higher level of protection is necessary for enforcement to be effective.

A Court Order may be desirable because an individual can be sentenced to a correction facility if he/she is in contempt of a Court Order. Judges have greater power to issue restraining orders and contempt orders. A Court Order would be sought only when it is clear that an individual is not complying with an Administrative Health Order.

2. **Serving the Petition for Court Order:** The St. Lawrence County Board of Health or designee will ask that the petition be served in person by the St. Lawrence County Sheriff's Office, accompanied by an SLCPHD employee. Once served, the Court Order becomes effective immediately and appropriate action will be taken. If the petition applies to groups of persons and it is impractical to provide individual copies, the order may be posted in a conspicuous place in the quarantined premises.

All orders shall be served in accordance with the New York State Rules of Civil Procedure, including notice that the individual has a right to a hearing and the right to an attorney, provided without cost if the individual is indigent, and the right to appeal the final decision to the New York State Appellate Division, 3rd Department, of the Supreme Court. Prior to the hearing, the Judge will assign an attorney to the Respondent, if appropriate, which shall be at the cost of the county of St. Lawrence.

3. **Transportation:** After the court order has been served, the individual will be transported, as necessary, to the identified location for involuntary confinement.
4. **Court Hearing:** A full hearing must be scheduled after filing the petition. Hearings and all legal consultations will be held in a manner to limit exposure to others. Depending on the situation, a hearing may be held from the location of isolation or quarantine through the means of laptops or tablets. SLCPHD has six (6) iPads to communicate via internet programs, such as FaceTime or Skype. As a back-up measure, the Judge can also hear a case at the facility/place of confinement depending on the individual's medical status and level of infection control protection measures needed.

SLCPHD will coordinate with the court to establish the isolation and quarantine procedures needed in a particular case in advance of the hearing. Scenarios for holding hearings include the following:

Type of Hearing	Location of Isolated or Quarantined Individual	Location of Court and SLCPHD Personnel
In-Person	St. Lawrence County Courthouse	St. Lawrence County Courthouse
In-Person	Home, Hospital, or other Facility	Home, Hospital, or other Facility
Web-based conferencing	Home, Hospital or other designated location	SLCPHD or other designated location

5. **Court Orders:** A proposed court order shall:

- a. Identify the isolated or quarantined person(s) by name or shared or similar characteristics or circumstances.
 - b. Specify factual findings warranting isolation or quarantine, including any conditions necessary to ensure that isolation or quarantine is carried out within the stated purposes of this procedure.
 - c. Authorize isolation or quarantine for an appropriate period. Prior to the expiration of the isolation/quarantine Order, SLCPHD may move to continue said isolation or quarantine for an additional period.
 - d. Be served upon the affected person(s)/premises within 24 hours of filing of the Order.
6. **Compliance:** SLCPHD will monitor compliance with involuntary isolation and quarantine as outlined in Section IV-C on page 4 for voluntary isolation and quarantine. In addition to the methods described therein, SLCPHD will coordinate with the St. Lawrence County Sheriff's Office as necessary to enforce the order. Arrangements for enforcement are made through the Public Health Director.
7. **Non-compliance:** Where there is willful, untreatable non-compliance with a Court Order, a petition seeking further remedies, e.g. jail, will be sought.

VI Methods of Isolation or Quarantine

Location: At the direction of the St. Lawrence County Board of Health or designee, subjects of voluntary or involuntary isolation and quarantine may be confined at home, in hospitals, or in temporary arrangements as indicated by the number and nature of affected patients. It is the responsibility of the SLCPHD to coordinate arrangements for housing individuals.

1. **Isolation:** Home isolation is possible for individuals not requiring hospital-level care and who live alone (see assessment for suitability of home isolation in Attachment 6). Individuals who are acutely ill will be isolated in a hospital or other healthcare facility to be determined. (Attachment 7) Placement and transfer of patients will be coordinated by the hospitals and the SLCPHD.
2. **Quarantine:** Individuals identified for quarantine will be encouraged to choose their own home for voluntary quarantine (see assessment for suitability of home quarantine in Attachment 6), however SLCPHD will arrange an alternate facility if home quarantine is unsuitable. For cases of involuntary quarantine, the individual will be relocated to a quarantine facility. The Public Health Director will determine the type and location of quarantine facility needed depending on the nature of the event.

3. Facility Issues:

- a. Early during an event, the Public Health Director will coordinate with partner agencies to pre-identify facilities and prepare them for use. The hospitals and temporary lodging identified as potential isolation and quarantine sites are licensed, full service facilities that should not require significant adaptation. It is not anticipated that individuals will need to be held prior to being transferred to a facility.
- b. During a large-scale event, the Public Health Director will assign nursing staff to coordinate with each quarantine facility to monitor the medical condition of patients.
- c. Monitoring of patients in hospitals and other healthcare facilities will be conducted jointly between SLCPHD staff and healthcare facility staff.

Support: SLCPHD will work with community partners to provide food, medications (pharmacy prescriptions), or other supplies that are needed during confinement. Resources that may be used, depending on location and circumstances, include St. Lawrence County Public Health Department, the St. Lawrence County Office for The Aging, St. Lawrence County Department of Social Services, Church and Community workers, Helping Hands, the Neighborhood Center, Salvation Army and the American Red Cross. A complete list of resources is available in the St. Lawrence County Comprehensive Emergency Management Plan. If local resources are exceeded, SLCPHD will request State and/or Federal assistance.

All actions taken to support confined individuals will be documented by the nurse from the SLCPHD.

Transportation: *Transportation of patients in quarantine and isolation will be arranged as necessary by SLCPHD.*

1. **Non-Infectious Individuals:** Transportation to courts or to a quarantine facility will be provided by the St. Lawrence County Sheriff's Office.
2. **Potentially Infectious Individuals:** Transportation of potentially infectious or ill individuals will be coordinated through the SLCPHD. EMS agencies are limited to transportation to hospitals. During an emergency, the Public Health Director will coordinate with the EMS Regional Medical Director and the NYSDOH to give EMS agencies the legal authority to transport individuals to alternate locations.

Safety, Personal Protective Equipment and Training: Agencies and individuals potentially involved in isolation and quarantine activities include SLCPHD, hospitals, non-hospital healthcare facilities, emergency medical services, law enforcement, courts and quarantine facilities and household contacts. To protect the health and safety of involved individuals, the Public Health Director will:

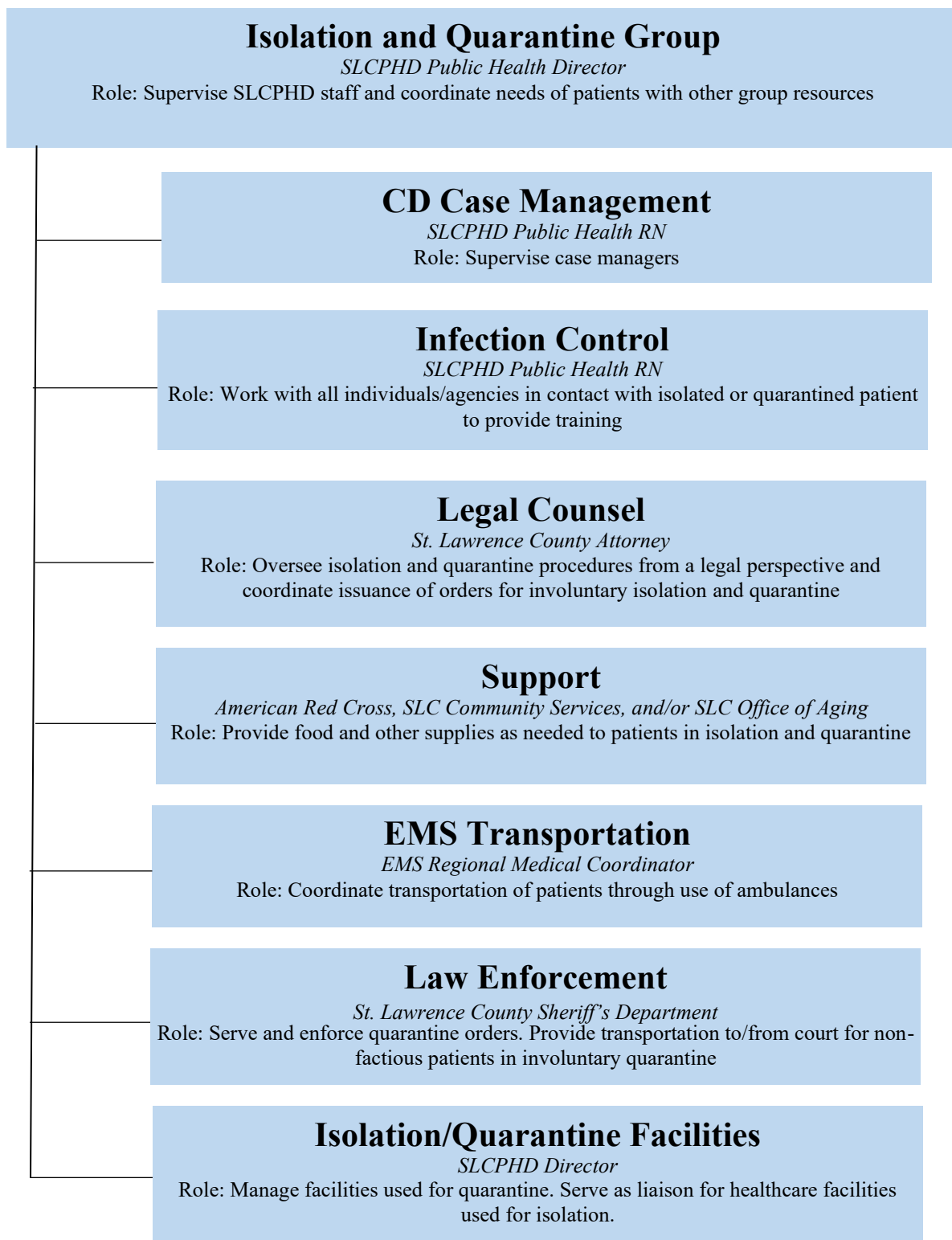
1. Notify agencies as soon as it is known that there is a potential for involvement and prior to exposure.

2. Define the appropriate measures and personal protective equipment (PPE) necessary.
3. Recommend vaccination and/or antibiotics for potentially exposed individuals as indicated by the disease and situation.
4. Provide guidance to hospital and pre-hospital partners regarding infection control measures and provide regular updates.

Training will include information about isolation and quarantine procedures, transmission and prevention of communicable diseases and the use of personal protective equipment, as appropriate (Attachment 9).

During an event, SLCPHD staff will provide just-in-time training for household contacts, quarantine facility staff and other individuals who may have direct contact with the isolated or quarantined individual or contaminated objects (Attachment 9).

ATTACHMENT 1:
Incident Command System Protocol



ATTACHMENT 2:
CONTACT INFORMATION FOR INDIVIDUALS AND AGENCIES INVOLVED IN ISOLATION AND QUARANTINE
ACTIVITIES

Contact Name/Agency	24-7 Method of Contact
St. Lawrence County Public Health Department Public Health Director Deputy Director of Public Health	W (315) 386-2325
St. Lawrence County Administrator	W (315) 379-2276
St. Lawrence County Department of Emergency Services Director	W (315) 379-2240
St. Lawrence County District Attorney	W (315) 379-2225
St. Lawrence County Attorney	W (315) 379-2269
St. Lawrence County Sheriff's Office Sheriff Undersheriff	Contact is made through the Undersheriff at (315) 5287558 or Call 911
Supreme Court-Canton	W (315) 379-0326

Hospital	Title	Cell	Office
Canton-Potsdam	Switchboard		315-265-3300
Canton-Potsdam	Emergency Preparedness	315-261-2427	315-261-5005
Canton-Potsdam	ED		315-265-1001
Claxton-Hepburn	Switchboard	315-323-4922	315-393-4922
Claxton-Hepburn	Nursing Supervisor		315-713-5244
Claxton-Hepburn	ED		
Claxton-Hepburn	Infection Control Nurse		315-713-5106
Clifton-Fine	Switchboard		
Clifton-Fine	Emergency Preparedness Coordinator	315-222-5662	315-848-8022
Clifton-Fine	Infection Prevention Nurse		315-848-3351 x223
Clifton-Fine	ED		315-848-3351 x250
Gouverneur	Switchboard		315-287-1000
Gouverneur	Emergency Contact		315-214-1636
Gouverneur	Infection Prevention		315-261-5717
Gouverneur	ED Nurse Manager		315-261-5732
Massena	Switchboard		315-7694200
Massena	Nursing Supervisor	315-747-1952 (pager)	315-7694348
Massena	Infection Control Nurse		315-7694209
Massena	ED		315-7694243

ATTACHMENT 3:
SAMPLE LETTER FOR VOLUNTARY ISOLATION OR QUARANTINE

_____, 20__

[NAME]
[ADDRESS]
[ADDRESS]

Dear M _____:

The St. Lawrence County Board of Health has reasonable cause to believe that *[NAME OF INDIVIDUAL]* (is infected with) (has been exposed to) (is the carrier of) *[NAME OF DISEASE]*, a communicable disease (see attached disease-specific information sheet which includes the mode of transmission, means of prevention and medical consequences of failure to comply).

The St. Lawrence County Board of Health finds that control measures are reasonable and necessary to prevent the introduction, transmission, and spread of the disease to the public by authority of Article 21 of New York's Public Health Law and the State Sanitary Code (10NYCRR Parts 1-2). You are requested to remain at *[LOCATION]* by the authority vested in the President of the St. Lawrence County Board of Health under the New York State Public Health Law and regulations.

Your voluntary compliance with this notice is requested. Should you fail to voluntarily comply with this notice, the St. Lawrence County Board of Health may order you to comply and/or seek a court order requiring your compliance. You have the right to be represented by an attorney. If you cannot afford an attorney, one will be provided to you free of charge.

Signature: _____

President, St. Lawrence County Board of Health

ATTACHMENT 4:
SAMPLE ADMINISTRATIVE HEALTH ORDERS FOR ISOLATION AND QUARANTINE

St. Lawrence County Administrative Health Order

To: Individual, parent, legal guardian or managing conservator

St. Lawrence County Board of Health finds that *[NAME OF INDIVIDUAL]* is within our jurisdiction and has reasonable cause to believe that *[NAME OF INDIVIDUAL]* *(is ill with) (has been exposed to) (is the carrier of a communicable disease) [NAME OF DISEASE SCIENTIFIC AND COMMON NAME]*, as defined in the NYCRR.

The St. Lawrence County Board of Health finds control measures are reasonable and necessary to prevent the introduction, transmission, and spread of the disease to the public by authority of Section 2100 et seq of the Public Health law and title 10 §§ 1.11, 2.2, 2.16, 2.25, 2.27, 2.28, 2.29 orders that *[NAME OF INDIVIDUAL]* immediately: *(Choose one or all that apply from below. Delete all others that are not applicable.)*

1. be immunized with (name of vaccine)
2. be detained until (individual) is (choose (a) or (b))
 - a. no longer infected with (common name of disease)
 - b. The longest period of incubation for (common name of disease) or (number of days of longest incubation period of disease has expired).
3. be restricted to (area or place of restriction) i.e. her house at (complete address) institution (complete address)
4. be decontaminated by (name of process)
5. be isolated to (exact area or address of place of isolation or persons to be isolated from)
6. be quarantined by admission to (name of institution)
7. receive chemoprophylaxis by (name of process or chemoprophylactic agent)
8. receive preventive therapy by (name of therapy)
9. receive prevention by (name of method of prevention)
10. be subject to (any other control measure that is reasonable and necessary to prevent the introduction, transmission, or spread of the disease in this state)

Willful violation of or refusal to comply with a health order is a misdemeanor under state law (Public Health Law § 12-b). Violations will be referred to the County District Attorney and will be heard within the jurisdiction of the County Court due to the criminal nature of the violation. The State Health Commissioner may bring a civil action against a person who violates a health order to recover a civil penalty not to exceed \$2000 per violation (Public Health Law § 12). You have the right to be represented by an attorney. If you cannot afford an attorney, one will be provided to you free of charge.

You may give the Board of Health the names, addresses and/or telephone numbers of friends, relatives and/or your employer to receive notification of your isolation/quarantine. At your request, the Public Health Department shall provide notice to a reasonable number of such persons that you are being isolated/quarantined.

Signature:

St. Lawrence County Board of Health President,

Administrative Health Order Declaring an Area Quarantine

This Order is issued under Section 2100 et seq of the Public Health Law and Title 10 §§ 1.11, 2.2, 2.16, 2.25, 2.27, 2.28, 2.29 relating to an area quarantine. We are the Board of Health for the County of St. Lawrence. As the local board of health, we are authorized by law to issue this order.

By this Order we are imposing an area quarantine covering: *[DESCRIBE QUARANTINED AREA]*.

This Order is necessary because an outbreak of a communicable disease has occurred and the described area is affected by the outbreak. The communicable disease is: *[NAME OF DISEASE]*.

By this Order individuals in the quarantined area must: *[DESCRIBE CONTROL MEASURES THAT INDIVIDUALS MUST FOLLOW]*.

Individuals currently in the quarantined area must continue to follow our instructions during the duration of this area quarantine. Additional control measures may be imposed that are necessary and appropriate to arrest, control, and eradicate the threat to public health. Any additional control measures will be stated in further written instructions that we may issue.

Individuals in the quarantined area will not be allowed to leave the area without proper authorization from health or law enforcement authorities. Individuals outside the quarantine area will not be allowed to enter the area without proper authorization from health or law enforcement authorities.

The quarantine will continue for the period of time necessary to arrest, control, and eradicate the threat to public health. Once the area has been determined not to pose a threat to public health, the area quarantine will be terminated.

Notice of this Order and any further instructions shall be published at least once each week during the area quarantine period in a newspaper of general circulation in the area and will include a brief explanation of the meaning and effect of this Order and instructions. We may use other reasonable means of communication to inform persons in the quarantine area of our orders and instructions.

There are penalties for noncompliance with this order. It is a criminal offense to knowingly fail or refuse to obey this order.

This order is issued under our authority as the St. Lawrence County Board of Health.

Signature: _____

Date: _____

Printed Name: _____

Address: _____

**St. Lawrence County Board of Health's Notice to Person Who Owns or Controls Property:
Quarantine of Property**

To: *[NAME OF PERSON AND ADDRESS TO WHICH NOTICE WILL BE SENT]*

Date: *[DATE]*

This notice is issued under the Section 2100 et seq of the public health law and title 10 §§ 1.11, 2.2, 2.16, 2.25, 2.27, 2.28, 2.29 relating to the application of control measures to property. We are the St. Lawrence County Board of Health. As the local board of health, we are authorized by law to issue this notice.

Based on information available, you have been identified as the *(owner) (person in control) (registered agent for the corporate owner) (registered agent for the corporate person in control)* of the following property located within the County of St. Lawrence: *[DESCRIBE PROPERTY]*.

As the St. Lawrence County Board of Health, we have reasonable cause to believe that the described property is or may be contaminated with a communicable disease. Specifically, *[BRIEFLY DESCRIBE DISEASE AND INFORMATION RELATING TO THE POSSIBLE INFECTION OR CONTAMINATION]*.

The property is hereby placed in quarantine for the period of time necessary for a medical examination or technical analysis of samples taken from the property to determine if the property is contaminated. The examination or analysis will be performed by our office or under the direction of our office. The St. Lawrence County Public Health Department may also be involved in the examination or analysis. You are not required to perform the examination or analysis. You will not be required to pay for the examination or analysis.

(In addition, we have or will shortly tag the following object(s) for identification of possible infection or contamination: *[describe objects]*.)

You must cooperate in allowing this notice to be put into effect. If the property is not contaminated, the quarantine will be removed and control of the property will be returned to you. If the property is infected or contaminated, we will issue a written order under which control measures to disinfect or decontaminate the property, to secure the property, or to destroy the property may be required.

(All ingress to and egress from the property is forbidden, except for authorized health and law enforcement personnel.)

If the property is land or a structure or an animal or other property on land, this notice shall be posted on the land and on the courthouse door for the County of St. Lawrence.

There are penalties for noncompliance with this notice. It is a misdemeanor to defy this law.

If you have any questions, please contact (us by the means described below)
(_____).

This notice is issued under our authority as the St. Lawrence County Board of Health.

Signature: _____,
Andrew Williams, MD
President, St. Lawrence County Board of Health

Date: _____

ORDER OF CONTROL MEASURES TO BE IMPOSED ON PROPERTY

ATTACHMENT 5:
SAMPLE DOCUMENTS FOR COURT ORDERED ISOLATION AND QUARANTINE

Request for Judicial Intervention

SUPREME COURT,	ST LAWRENCE COUNTY PURCHASED	INDEX NO.	DATE
PETITIONER(S): In the Matter of the Application of the St. Lawrence County Board of Health, RESPONDENT(S): For an Order of Isolation/Quarantine against _____			

Date issued joined: _____ Bill of particulars served: ☐ Yes ☐ No

Nature of judicial intervention

☐ Order to show cause
(Clerk enter return date _____)
Relief sought Isolation/Quarantine & Expedited Hearing

Check "YES" or "NO" for each of the following questions. Is this action/proceeding against a:

☐ YES ☐ NO Municipality: (Specify) _____
☐ YES ☐ NO Public Authority: (Specify) _____

☐ YES ☐ NO Does this action/proceeding seek equitable relief?
☐ YES ☐ NO Does this action/proceeding seek recovery for personal injury?
☐ YES ☐ NO Does this action/proceeding seek recovery for property damage?

ATTORNEY(S) FOR PETITIONER(S):

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
-------------	----------------	--------------

ATTORNEY(S) FOR RESPONDENT(S):

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
-------------	----------------	--------------

Parties appearing pro se (without attorney) should enter information in space provided above for attorneys.

I affirm under penalty of perjury that, to my knowledge, other than as noted above, there are and have been no related actions or proceedings, nor has a request for judicial intervention previously been filed in this action or proceeding.

Dated: _____

(Signature) (Print or type name)

(Attorney for St. Lawrence County)

Attach rider sheet if necessary to provide required information

Order to Show Cause

SUPREME COURT

COUNTY OF ST. LAWRENCE

STATE OF NEW YORK

**IN THE MATTER OF THE APPLICATION OF THE
ST. LAWRENCE COUNTY BOARD OF HEALTH**

Petitioner,

ORDER TO SHOW CAUSE

Index No. _____

IAS # _____

For an Order of Isolation/Quarantine Against

Respondent.

Upon the Verified Petition, Affidavit(s), and exhibits submitted by St. Lawrence County Board of Health through the County of St. Lawrence, Petitioner seeking involuntary isolation and quarantine, together with such other relief as to the court may seem just and proper.

Respondent is hereby ORDERED to show cause at a hearing on _____ to be held as _____ am/pm by _____ as to why the Court should not order he/she be quarantined/isolated pursuant to 10 NYCRR _____; and

It is further ORDERED. That the St. Lawrence County Board Health order dated, _____, remain in effect until further order of this Court.

SO ORDERED:

DATED: _____

At: Canton, New York

Hon. Mary Farley, J.S.C..

Proposed Order for Continuing Isolation or Quarantine (following hearing on OSC)

Present: Hon. _____
Supreme Court Justice

SUPREME COURT
COUNTY OF ST. LAWRENCE STATE OF NEW YORK

IN THE MATTER OF THE APPLICATION OF
ST. LAWRENCE COUNTY PUBLIC HEALTH DEPARTMENT

**Petitioner,
ORDER**

For an ORDER of Isolation/Quarantine Against

_____ **Index No.** _____
IAS # _____
Respondent.

Upon reading and filing the verified petition of the St. Lawrence County Health Department, through the County of St. Lawrence by its counsel, _____, dated _____; and the Affidavit of _____, Director of the St. Lawrence County Public Health Department, dated _____; and the Respondent having [appeared through counsel, _____ Esq. or appearing pro se], and a hearing having been held before the undersigned and testimony having been given therein by _____ and the Respondent,
Now, pursuant to the Order to Show Cause brought by the St. Lawrence County Board of Health, through the County of St. Lawrence.

It is hereby Ordered and Adjudged:

1. That Respondent shall remain in isolation/quarantine at _____ determined by the St. Lawrence County Board of Health for a period of _____, or until further Order of this Court; and
2. _____

The Honorable _____
Justice of the Supreme Court

**ATTACHMENT 6:
ASSESSMENT FOR SUITABILITY OF HOME ISOLATION AND QUARANTINE**

Date: _____

Patient Name: First: _____ Last: _____

Address: _____

Telephone #: _____

Primary Caregiver Name: First: _____ Last: _____

Address: _____

Telephone #: _____

Type of Home

- ☐ Single Family/Single Unit
☐ Single Family/Multiple Unit
☐ Single Family/Apartment
☐ Other _____
 _____ Number of Occupants in home

Residence Description

- _____ Number of Bedrooms
 _____ Number of Bathrooms
 _____ Central Air Conditioning/Heating
 _____ Carpeted
 _____ Number of Window Air Conditioning Units

Item	Yes	No	NA
Is a household member available to be the patient's primary caregiver?			
Is there a separate bedroom available to be used only by the patient during the isolation period?			
Does the bedroom have an operable window?			
Is the bedroom physically separated by walls from adjacent rooms?			
Does the bedroom have a door which can be kept closed?			
Does the residence have a separate bathroom for the patient?			
Does the residence have electricity and running water?			
Does the residence have a functioning telephone?			
Does the residence have a central air conditioning unit (or heating) that services the patient's room?			
Does the residence have a window air conditioning unit that services the patient's room?			
If a central air conditioning unit is in place, has the system been modified to prevent air from the patient's room from circulating throughout the residence?			
If a wall air conditioning unit is in place, is the condensate drain hard-plumbed to the sewer system?			
Is a sign posted on the patient's door restricting access only to the Caregiver?			
Have other occupants been relocated (if possible)?			
Has a contingency for emergencies been developed (e.g., who to notify)?			

Has the Caregiver and patient been instructed on the proper procedures for disposing of waste materials and laundering?			
Have procedures and supplies for disposing of waste material been developed and obtained?			
Has the Caregiver been instructed on how to clean/disinfect the patient's room?			
Are sufficient gloves, masks, and disinfectant available at the residence?			
Does the patient have any necessary medications?			
Has the patient been instructed to restrict his mobility and take precautions (e.g. surgical mask, gloves)?			
Does the patient have a means to get groceries?			
Other considerations: Contingency Plan B: loss of electricity/water			

Determination of the appropriateness of the home/facility for isolation or quarantine:

☐ Appropriate ☐ Not Appropriate

Comments: _____
 —

 —

 —

 —

 —

Suggested modification or alternative procedures to protect public health:

 —

 —

 —

 —

 —

Public Health Staff: _____

**ATTACHMENT 7:
IDENTIFIED ISOLATION AND QUARANTINE FACILITIES**

Hospital Isolation Facilities

Hospital	Number of Airborne Infection Isolation Rooms	Airborne Infection Isolation Room Surge Capacity
Canton-Potsdam Hospital	2	2
Claxton-Hepburn Hospital	2	0
Clifton-Fine Hospital	0	0
Gouverneur Hospital	1	0
Massena Hospital	3	0
TOTAL	8	2
TOTAL NUMBER OF AIIRs + SURGE AIIRs = 10		

**ATTACHMENT 8:
DECONTAMINATION GUIDELINES FOR FACILITIES, VEHICLES, ETC. USED FOR ISOLATION AND
QUARANTINE ACTIVITIES**

**SMALLPOX RESPONSE PLAN Guide F –
Environmental Control of Smallpox Virus. Centers for Disease Control and Prevention.
November 26, 2002.
<http://www.bt.cdc.gov/agent/smallpox/response-plan/index.asp>**

ATTACHMENT 9: TRAINING

PPE Capabilities and Types of Training Needed by Different Groups

Agency/Individual	Types of PPE Currently Available and Trained On	Type of Additional Training Needed from SLCPHD
SLCPHD	Limited Standard Precautions PPE N-95 Respirators Limited PAPRs (MEO)	<u>Pre-Event</u> Isolation & Quarantine Procedures
Hospitals	Full Standard Precautions PPE N-95 Respirators PAPRs	None
Non-hospital healthcare facilities	Limited Standard Precautions PPE N-95 Respirators PAPRs	None
Emergency medical services	Full Standard Precautions PPE N-95 Respirators PAPRs	None
Law enforcement agencies	Limited Standard Precautions PPE N-95 Respirators PAPRs	<u>Pre-Event</u> Communicable Diseases/Infection Control PPE Training (as necessary) Isolation & Quarantine Procedures
Courts	None	<u>Pre-Event</u> Communicable Diseases/Infection Control PPE Training Isolation & Quarantine Procedures
Quarantine facility staff	None	<u>Just-In-Time Training</u> Communicable Diseases/Infection Control
Household contacts	None	<u>Just-In-Time Training</u> Communicable Diseases/Infection Control

Pre-Event Training Outlines for Law Enforcement/Courts

Communicable Diseases/Infection Control Training

Training Objectives

1. To discuss communicable diseases requiring isolation and quarantine, including Category A BT Agents, Sars and tuberculosis.
2. To review the clinical presentation, epidemiology and isolation and quarantine issues associated with these diseases.

Transmission Based Precautions/PPE

1. Contact precautions
2. Droplet precautions
3. Airborne precautions

Other Infection Control Practices

1. Hand washing, Hand washing, Hand washing
2. Decontamination of vehicles with a 1:10 dilution of household bleach or an EPA approved hospital disinfectant

Diseases

1. Describe relevant diseases, including clinical presentation, transmission factors, infection control issues and isolation and quarantine issues
 - a. Anthrax
 - b. Smallpox
 - c. Plague (pneumonic)
 - d. Viral Hemorrhagic Fever
 - e. TB

Conclusions

1. The use of involuntary isolation and quarantine is rare
 - a. TB – disease for which isolation/quarantine most commonly invoked, but need for involuntary detention is rare
 - b. SARS Experience in Toronto 2003 – Only 27 of 20,000 persons requiring isolation and quarantine refused to do so voluntarily and required legally enforceable orders
2. In general, BT Agents involve:
 - a. Rare illnesses/unlikely events
 - b. No person to person transmission
 - c. No isolation and quarantine issues (with the exception of smallpox, pneumonic plague and viral hemorrhagic fevers)

3. If there is person to person transmission and isolation and quarantine is required:
 - a. **Biological agents are larger in size than chemical agents – therefore a lower degree of precaution is required**
 - b. SLCPHD will play a leadership role and will provide partners with guidance on how to reduce the potential for exposure through PPE and proper infection control practices

Resources for More Information

1. Centers for Disease and Prevention <http://www.bt.cdc.gov/>
2. Center for Biosecurity of the University of Pittsburgh Medical Center
<http://www.upmcbiosecurity.org/index.html>

PPE Training

Training Objectives:

1. To provide instruction on how to use various PPE, including gloves, gowns, masks and N-95 respirators (including fit testing for appropriate personnel)
2. To review other infection control practices, such as handwashing and environmental decontamination

Isolation and Quarantine Procedures Training

Training Objectives:

1. To outline SLCPHD's plan for Isolation and Quarantine and clearly describe participating agencies' roles in implementing the plan

Definitions

1. Isolation
2. Quarantine
3. Communicable Disease
4. Case
5. Outbreak

Legal Authority to Isolation

Considerations for Implementing Isolation and Quarantine

1. Consultation with NYSDOH, CDC
2. Least restrictive measures
3. Criteria for Isolation and quarantine
4. Small scale vs. Large scale

Voluntary Isolation and Quarantine

1. Notification
2. Compliance monitoring
3. Non-compliance

Involuntary Isolation and Quarantine

1. Administrative Health Orders
 - a. Criteria for use
 - b. Serving the order
 - c. Transportation
 - d. Hearing
 - e. Compliance
 - f. Non-Compliance
2. Court Orders
 - a. Petition
 - b. Serving the Petition
 - c. Transportation
 - d. Court Hearing
 - e. Court Order
 - f. Compliance
 - g. Non-Compliance

Methods of Isolation and Quarantine

1. Location
2. Support for individuals in Isolation and Quarantine
3. Transportation
4. Safety, PPE, Training

Law Enforcement Considerations

1. Law Enforcement responsible for:
 - a. Serving Administrative Health Orders and Court Orders
 - b. Transporting asymptomatic individuals to appropriate locations, as necessary
 - c. Enforcing Administrative Health Orders and Court Orders
2. SLCPHD will provide guidance on how to reduce the potential for exposure through PPE and proper infection control practices

Court Considerations

1. Use of laptops, smart phones, tablets and/or remote hearings will limit the number of court personnel in contact with isolated or quarantined individual
2. SLCPHD will provide guidance on how to reduce the potential for exposure through PPE and proper infection control practices and will provide PPE to court personnel as necessary

Just-in-time Training Outline for Quarantine Facility Staff and Household Contacts

1. Communicable Diseases/Infection Control Training

Training Objectives

To review the clinical presentation, transmission factors and infection control issues associated with the disease

Brief description of the disease

How the disease is transmitted

Infection control methods

1. PPE (including training on how to use any PPE provided)
2. Handwashing
3. Environmental decontamination
4. Laundry
5. Waste disposal

**ATTACHMENT 10:
ISOLATION AND QUARANTINE PLAN SIGNATURE PAGES**

My agency has been consulted by the St. Lawrence County Public Health Department in the development of the Isolation and Quarantine Plan for the Purpose of Communicable Disease Control. I understand my agency's role in the plan.

Name

Date

Agency

The St. Lawrence County Public Health Department has developed the Isolation and Quarantine Plan for the Purpose of Communicable Disease Control. I understand my agency's role in the plan.

Name

Date

Agency

**ATTACHMENT 11:
RECORD OF CHANGE**

Review/ Nature of Change	Date of Review/ Change	Page(s)	Changes made by:
Revised using another county's document	2/12/20	All	J. Munger, D. Olzenak McGuire
Final	3/3/20	All	J. Munger

SECTION VI

**ST. LAWRENCE COUNTY
TERRORISM INCIDENT ANNEX**



An Annex to the
St. Lawrence County Comprehensive Emergency Management Plan
St. Lawrence County Office of Emergency Services
November 2003

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TERRORISM INCIDENT ANNEX

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Terrorism Incident Annex

Operational Considerations Checklist¹

Assess Security – Response and Initial Approach

Indicators

- ☐ Is the response to a target hazard or target event?
- ☐ Has there been a threat?
- ☐ Are there multiple (non-trauma related) victims?
- ☐ Are responders victims?
- ☐ Are hazardous substances involved?
- ☐ Has there been an explosion?
- ☐ Has there been a secondary attack/explosion?

If There Is One Indicator:

- ☐ Respond with a heightened level of awareness.

If There Are Multiple Indicators:

- ☐ You may be on the scene of a terrorist incident.
- ☐ Initiate response operations with extreme caution.
- ☐ Be alert for actions against responders.
- ☐ Evaluate and implement personal protective measures.
- ☐ Consider the need for maximum respiratory protection.
- ☐ Make immediate contact with law enforcement for coordination.

¹ *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Office of Justice Programs, Section II-1-1 ff.

☐ Response route considerations:

- Approach cautiously, from uphill/upwind if possible.
- Consider law enforcement escort.
- Avoid choke points (i.e., congested areas).
- Designate rally points (i.e., regrouping areas – different from staging area – for responders).

☐ Identify safe staging location(s) for incoming units.

Command Considerations

☐ Establish command.

☐ Isolate area/deny entry.

☐ Ensure scene security.

☐ Initiate on-scene size-up and hazard/risk assessment.

☐ Provide, identify, and designate safe staging location for incoming units.

☐ Ensure the use of personal protective measures and shielding.

☐ Assess emergency egress routes:

- Position apparatus to facilitate rapid evacuation.
- If you must use emergency egress, reassemble at designated rally point(s).

☐ Ensure personnel accountability.

☐ Designate incident safety officer.

☐ Assess command post security.

☐ Consider assignment of liaison and public information positions.

☐ Assess decontamination requirements (gross, mass, etc.).

☐ Consider the need for additional/specialized resources.

- Fire
- EMS
- HazMat
- Law enforcement/explosive ordnance disposal (bomb squad).
- Emergency Management
- Public Works
- Public Health

- Environmental
- Others.

☐ Consider as a potential crime scene.

- Consider everything at the site as potential evidence.
- Ensure coordination with law enforcement.

☐ Make appropriate notifications.

- Dispatch center (update situation report).
- Hospitals
- Utilities
- Law Enforcement
- State point of contact as appropriate.

☐ Prepare for transition to Unified Command.

☐ Ensure coordination of communications and identify needs.

On-Scene Size-Up

☐ Review dispatch information.

☐ Look for physical indicators and other outward warning signs (of biological, nuclear, incendiary, chemical and explosive events, including armed assault):

- Debris field.
- Mass casualty/fatality with minimal or no trauma.
- Responder casualties.
- Severe structural damage without obvious cause.
- Dead animals and vegetation.
- System(s) disruptions (utilities, transportation, etc.)
- Unusual odors, color of smoke, vapor clouds.

☐ Victims' signs and symptoms of hazardous substance exposure:

- Are there unconscious victims with minimal or no trauma?
- Are there victims exhibiting SLUDGEM signs/seizures?
- Is there blistering, reddening of skin, discoloration or skin irritation?
- Are victims having difficulty breathing?

☐ Identify apparent sign/symptom commonality.

☐ Interview victims and witnesses (if possible):

- Is everyone accounted for?

- What happened (information on delivery system)?
- When did it happen?
- Where did it happen?
- Who was involved?
- Did they smell, see, taste, hear, or feel anything (out of the ordinary)?

☐ Identify type of event(s):

- Biological.
- Nuclear/radiological.
- Incendiary.
- Chemical.
- Explosive.
- Armed assault.

☐ Weather report considerations:

- Downwind exposures.
- Monitor forecast.

☐ Determine life safety threats:

- Self
- Responders
- Victims
- Public

☐ Determine mechanism(s) of injury (TRACEM-P):

- Thermal
- Radiological
- Asphyxiant
- Chemical
- Etiological
- Mechanical
- Psychological

☐ Estimate number of victims:

- Ambulatory.
- Non-ambulatory

☐ Identify damages/affected surroundings:

- Structural exposures.
- Downwind exposures.

- Environmental exposures.
- Below-grade occupancies.
- Below-grade utilities.
- Aviation/air space hazards.

☐ Consider potential for secondary attack:

- Chemical dispersal devices.
- Secondary explosive devices.
- Booby traps.

☐ Determine available needed resources:

- Fire
- EMS
- HazMat
- Law enforcement/explosive ordnance disposal (bomb squad).
- Emergency Management
- Public works.
- Public Health
- Environmental
- Others

Incident Site Management, Safety, and Security

☐ Reassess initial isolation/standoff distances:

- Establish an outer perimeter.
- Establish an inner perimeter.

☐ Initiate public protection actions:

- Remove endangered victims from high-hazard areas.
- Establish safe refuge area (contaminated vs. uncontaminated).
- Evacuate
- Protect in place.

☐ Identify appropriate PPE options prior to committing personnel.

☐ Dedicate emergency medical services needed for responders.

☐ Prepare for gross decontamination operations for responders.

☐ Coordinate with law enforcement to provide security and control perimeters.

☐ Designate an emergency evacuation signal.

Evidence Preservation

- ☐ Recognize potential evidence.
 - Unexploded device(s).
 - Portions of device(s).
 - Clothing of victims.
 - Containers.
 - Dissemination device(s).
- ☐ Note location of potential evidence.
- ☐ Report findings to appropriate authority.
- ☐ Move potential evidence only for life safety/incident stabilization.
- ☐ Establish and maintain chain of custody for evidence preservation.

ST. LAWRENCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TERRORISM INCIDENT ANNEX

Introduction

Recent events worldwide and in this country have caused all levels of government to take a closer look at terrorism and how it can affect us. This Annex to the St. Lawrence County Comprehensive Emergency Management Plan is for use by County and local officials in addressing the terrorism threat.

A terrorist act is defined by the U.S. Department of Justice as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Purpose

The purpose of this plan is to protect lives, property, and the environment by:

- Preventing, Mitigating, and Responding to terrorist incidents affecting St. Lawrence County;
- Establishing a concept of operations for response to a terrorist incident that can be supplemented with specific procedures to meet the requirements associated with Weapons of Mass Destruction (WMD);
- Linking existing County and Municipal authorities to State and Federal authorities, and the respective plans and capabilities that would be implemented in response to a terrorist incident in accordance with the St. Lawrence County Comprehensive Emergency Management Plan.

Scope

A terrorist incident could begin with a **general threat** of potential terrorist activity, continue with a specific **credible threat**, leading to an actual terrorist **incident**. Or it could begin with any of the above. The response to a terrorist incident includes two major components, which may operate concurrently or consecutively:

- **Crisis Management** is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.
- **Consequence Management** is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

Crisis Management, the purview of law enforcement, may operate at a general threat, to a credible threat, through the incident. Consequence Management, the purview of all response agencies, may operate before, during, and after an incident, and continue until demobilization of emergency operations.

Situation and Assumptions

A. SITUATION

St. Lawrence County's response to a terrorist incident will be determined by the material involved and by the authorities, plans and operations that are triggered. Weapons of Mass Destruction can include biological, nuclear radiological material, incendiary, chemical, and explosive (B-NICE).

B. ASSUMPTIONS

1. Terrorist incidents are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.
2. Terrorist incidents may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident.
3. Terrorist incidents may require a vast response effort from all levels of government (federal, state, local).
4. Terrorist incidents may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.
5. The incident may be at multiple locations.
6. The incident may be accompanied by fire, explosion, or other acts of sabotage.
7. There may be a device set off that brings emergency responders to the scene, then a second device is set off for the purpose of injuring the emergency responders.
8. The presence of a chemical or biological agent may not be recognized until some time after casualties occur.
9. There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.
10. The chemical or biological agent may quickly dissipate or may be long-acting and persistent.
11. Investigation of the cause of the incident and those responsible for it are important law enforcement activities.
12. Resources for combating terrorist attacks exist in local, state, and federal governments.
13. Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

Concept of Operations

A credible terrorist threat or actual incident will likely require the response by the State and Federal governments. However, St. Lawrence County and its local governments will still play a key role in Crisis Management and the full role, initially, in Consequence Management, with that role continuing throughout. With the response of multiple levels of government, the coordination between and among such agencies is a necessity. The Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. St. Lawrence County and New York State government will organize its response to a terrorist threat/incident according to the National Incident Management System (NIMS) Incident Command System (ICS).

Under Federal law, the FBI is the lead agency for crisis management of threats or acts of terrorism. Thus, the FBI may establish an operations center for a terrorist event in St. Lawrence County. Also, at the federal level the Federal Emergency Management Agency (FEMA) provides support to State and local consequence management activities. Any FBI, FEMA or other Federal or State agency presence in St. Lawrence County for a terrorist event will be integrated into, and coordinated with, the St. Lawrence County NIMS ICS.

A terrorist incident may not be immediately detectable. It is as likely to be insidious, and not recognized for what it actually is – for a period of hours or days. This type of incident may present primarily a community health issue and will require a retrospective investigation and analysis.

Risk Assessment

St. Lawrence County with assistance from New York State Weapons of Mass Destruction Task Force has conducted an assessment of the terrorism threat throughout the County. As a result, several facilities/sites have been identified as potential terrorist targets. This list is confidential pursuant to section 87(2) of the State Freedom of Information Law and will not be published or released to the public. For each location, St. Lawrence County has met with the location's management and advised of basic security and detection measures that could assist in avoiding a terrorist incident.

Local Agency Capability Assessment

The attached Capabilities Assessment was completed on September 9, 2003. Following a review of County and local agencies procedures and resources and the conduct of two table-top exercises, the St. Lawrence County Emergency Planning Committee assessed its capability to respond to a terrorist incident and identified shortfalls in the County and local response. This Annex does not assume that any shortfall will be overcome and only includes capabilities that are current.

Response Capabilities Assessment (Updated September 9, 2003)

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
1	Incident Response Management	C/R	C/R	C/R	C/R				C/R – SLC Administrator C/R – St. Lawrence Gas Co. C/R – NYS DEC C/R – NYS Police C/R – NYS DOH (Canton)
2	Determine Size of Exclusion Zone Around the Incident Site	C/R		C/R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police
3	Incident Wide Coordination	C/R		C/R					C/R – SLC Administrator C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police C – SEMO
4	Order Incident Site Evacuation			R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police
5	Order Area Evacuation			R	C/R				C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police
6	Warning & Emergency Public Information Public Warning & Notification	C/R					C/R		C/R – North Country Public Radio C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DEC C/R – NYS Police
7	Emergency Public Information	C/R					C/R		C/R – SLC Administrator C/R – North Country Public Radio C/R – Red Cross C/R – St. Lawrence Gas Co. C/R – NYS DEC C/R – NYS Police C – NYS DOH (Canton)
8	Firefighting				C/R				C/R – NYS DEC
9	Rescue Victims		C/R		C/R				C/R – NYS DEC C – NYS Police
10	Search & Rescue Collapsed Structure Response								C/R – NYS DEC C – NYS Police
11	Dive Team	C/R							C – NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
12	Health & Medical Services Incident Medical Command Post						C/R		C/R – Red Cross C/R – NYS DOH (Canton)
13	Incident Site Emergency Medical Aid		C/R						
14	Incident Site Diagnosis/ Consultation	R							
15	Triage (mass)		C/R						
16	Transportation (Patient Movement)	C/R	C/R						
17	Patient/Victim Administrative Support								
18	General Medicines and Medical Supplies						C/R		
19	Agent Specific Antidote/Medicines						C/R		
20	Biological Treatment (Hospital)								
21	Burn Treatment (Hospital)								
22	Chemical Treatment (Hospital)								
23	Crush Injury Treatment (Hospital)								
24	Nuc/Rad Treatment (Hospital)								
25	Veterinary						C/R		
26	Victim Identification and Processing		C/R	R			C/R		C/R– NYS Police C/R – NYS DOH (Canton)
27	Remains Collection and Storage			R			C/R		C/R– NYS Police
28	Information and Planning Information Collection, Analysis, and Reporting	C/R		R			C/R (with other agencies)		C/R – SLC Administrator C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DEC C– NYS Police C/R – SEMO C/R – NYS DOH (Canton)
29	Dissemination of Weather Information	C/R		R				C	R – North Country Public Radio R – St. Lawrence Gas Co. C – NYS DEC C– NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
30	Geographic Information System (GIS)	R		R				C	C – NYS DEC
31	Hazardous Materials WMD agent ID and preliminary actions:					C/R			C/R – NYS DEC C – NYS DOH (Canton)
32	Chemical					C/R			C/R – NYS DEC C – NYS Police
33	Biological					C/R			C – NYS Police C/R – NYS DOH (Canton)
34	Nuclear/Radiological					C/R			C/R – NYS DEC C – NYS Police
35	High Explosive								R – St. Lawrence Gas Co. C – NYS Police
36	Other								R – St. Lawrence Gas Co. C – NYS Police
37	Determine Location of Contamination			R		C/R			C/R – NYS DEC C – NYS Police
38	Establish Hot, Warm, and Cold Zones			R	C/R	C/R			C/R – St. Lawrence Gas Co. C/R – NYS DEC C – NYS Police
39	Decontamination – Mass					C/R			
40	Decontamination – Victim (Incident Site)				C/R	C/R			
41	Decontamination – Victim (Hospital)								
42	Decontamination – Responder				C/R	C/R			C – NYS Police
43	Security and Safety Event Site Access and Egress Control			C/R					R – St. Lawrence Gas Co. C/R – NYS DEC C/R – NYS Police
44	Crime Scene Security and Investigation			C/R					C/R – NYS DEC C/R – NYS Police
45	Hazard Exposure Protection for Responders		C/R	R	C/R	C/R			R – St. Lawrence Gas Co. C/R – NYS DEC
46	Implement Area Evacuation			C/R	C/R				R – St. Lawrence Gas Co. C – NYS DEC C – NYS Police
47	Forensics			C/R					C/R – NYS Police
48	Traffic Control			C/R	C/R			C	C – NYS DEC C/R – NYS Police
49	Crowd Control			C/R	C/R				C/R – Red Cross C – NYS DEC C/R – NYS Police

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
50	Quarantine Management						C/R		C– NYS Police
51	Incident Site Security			C/R					R – St. Lawrence Gas Co. C – NYS DEC C/R– NYS Police
52	Communications Incident Site Responder Group	C/R		R					R – St. Lawrence Gas Co. C – NYS DEC C– NYS Police C - SEMO
53	Primary and Backup to Comm. Systems	C/R		R				C	C – Red Cross C – NYS DEC C– NYS Police C - SEMO
54	Incident Wide Communications	C/R		R					R – St. Lawrence Gas Co. C – NYS DEC C - SEMO
55	Secure Comm. To Safeguard Against Cyber Attacks			R					R – St. Lawrence Gas Co.
56	Resource Support Resource Inventory	C/R							C/R – Red Cross C – NYS DEC C/R – SEMO C – NYS DOH (Canton)
57	Obtain, Deploy, and Re-Supply Specialized Resources	C/R					C/R		C – NYS DEC C/R – SEMO C – NYS DOH (Canton)
58	Resource Accountability	C/R					C/R		R – St. Lawrence Gas Co. C – NYS DEC
59	Transportation Shut down transportation centers (e.g. Airports, Mass Transit Systems, etc.)								C– NYS Police
60	Identify Transportation Needs	C/R							
61	Resume Transportation Services							C	
62	Coordinate Alternative/Additional Transport Needs	C/R							
63	Mass Care Immediate Post Incident Shelter, Food, Water, & Hygiene	C/R							C/R – Red Cross C/R – NYS DOH (Canton)
64	Long Term Post Incident Shelter, Food, Clothing, Water, & Hygiene	C/R							C/R – Red Cross R – St. Lawrence Gas Co. C/R – NYS DOH (Canton)

	Emergency Response R = Responsibility C = Capability C/R = Both	OES	EMS	Law Enf.	Fire Ser.	HAZ-MAT	Health	Public Works	Other
65	First Aid, Medical Monitoring, etc.		C/R				R		C/R – Red Cross
66	Infrastructure Restoration Shut Down Critical Public Services / Facilities								C/R – St. Lawrence Gas Co. C/R – NYS DOH (Canton)
67	Structural Damage Assessment							C	C/R – Red Cross
68	Emergency Demolition							C	C – NYS DEC
69	Debris Removal							C	C – NYS DEC
70	Restoration of Critical Public Services								C/R – St. Lawrence Gas Co.
71	Food Identify/Isolate Contaminated Food Sources								C/R – NYS DOH (Canton)
72	Decontaminate/ Destroy Contaminated Food Supplies								C/R – NYS DOH (Canton)
73	Others (as determined by the State)*Mental Health Counseling/Support for Victims & Families;Crisis Debriefing								R – St. Lawrence Gas Co. * C/R – SLC Community Svcs. C/R– NYS Police
74	HazMat Spill Response								

Situation Assessment Protocol

When a terrorist threat or incident occurs, it is critical to quickly identify and quantify any material that has or could be used by the terrorist to cause public harm.

1. A Technical Specialist Position(s) will be established and initially assigned to the Planning Section, but will be available for reassignment within the incident organization as deemed necessary by the Incident Commander. Local Technical Specialists may be required from:

- St. Lawrence County Departments of Health and Mental Health
- St. Lawrence County Sheriff's Department and local municipal agencies (when available) Criminal Investigation Unit(s)
- St. Lawrence County Office of General Services
- St. Lawrence County Hazardous Materials Team
- Hospital Emergency Medicine Departments
- New York State Police / FBI

2. Such Technical Specialists will gather, analyze, and disseminate information related to the credibility of any WMD threat and/or evaluate the immediate and future threat to the public health and safety, the environment, and the infrastructure following an actual attack.

3. This analysis will include, when appropriate and available, reports from the New York State Counter-Terrorism Network (CTN), a review and assessment of hospital emergency room admission trends, Infection Control Program (ICP) reports, hospital laboratory reports, electronic mortality data, and school attendance records. Such an assessment can be part of an ongoing sentinel network to detect a terrorist incident when there are no other overt signs.

4. Technical Specialists will be supplemented, depending on the size, scope, duration, and specific legal requirement of the incident, with appropriate personnel from similar State and Federal agencies, including the State Division of Military & Naval Affairs' Civil Support Detachment (CSD). Requests for the CSD will be made to the State Emergency Management Office (SEMO).

5. If the situation requires, and the number of Technical Specialists dictates, a Technical Specialist Unit may be formed in the Planning Section. The Technical Specialist Unit Leader will be assigned based on incident specifics, with a representative appointed from the department or agency whose area of expertise most closely parallels the nature of the incident. As the incident evolves, the position of Unit Leader may rotate among group members. Technical Specialists may also be assigned to the Situation Unit as Analysts and Field Observers.

6. Technical Specialists will advise Incident Command, through the designated chain of command, of appropriate technical protocols relative to specifically indicated or contraindicated actions necessary for mitigation of, and recovery from, a B-NICE incident.

7. Technical Specialists will assist in the preparation of contingency plans based on their continuing analysis of the event.

Incident Classification

Every terrorist threat or incident will be classified according to the St. Lawrence County's four emergency classification levels as described in the County Comprehensive Emergency Management Plan (CEMP), based upon the specific details of the event. In addition, the Federal Office of Homeland Security has established a five-level color-coded national Terrorism Threat Advisory System. The federal threat system's five levels are, from lowest to highest: (see CEMP, Appendix 2)

LOW THREAT	-	Green
GUARDED THREAT	-	Blue
ELEVATED THREAT	-	Yellow
HIGH THREAT	-	Orange
SEVERE THREAT	-	Red

Examples of the County incident classification in relation to the federal Threat System:

- Response Level 0. Could include both the federal LOW and GUARDED THREAT.
- Response Level 1. Could include the federal ELEVATED THREAT.
- Response Level 2. Could include the federal HIGH and SEVERE THREAT depending on the particulars of the threat in relation to St. Lawrence County.
- Response Level 3. Could include the federal HIGH and SEVERE THREAT.

NIMS ICS for a Terrorist Incident

The NIMS ICS structure outlined in the County CEMP (Section III – I – C) is especially applicable to a terrorist incident involving a multitude of agencies from all levels of government. Several aspects of NIMS ICS are particularly pertinent to a terrorist incident:

1. The Incident Commander will likely be, initially, a local official. However, as State and Federal assistance arrives and the scope of the response expands and grows more complex, the need to transition Incident Command to the next level of government or to a Unified Command may become apparent. This transition must be accepted by all and St. Lawrence County officials will support such a transition. The FBI has primary law enforcement responsibilities for any terrorist incident.

2. The Incident Command Post is established by the Incident Commander. When sizing up facilities and locations to be used as a Command Post for a terrorist incident, keep in mind the likelihood of a significantly expanded operation and the need of a suitably large facility. This is preferable to finding a new location during the response to accommodate an enlarged response organization.

3. With likely State and Federal involvement, there may be a tendency to establish separate operations and operational facilities. However, under NIMS ICS all agencies and government entities will take part in one NIMS ICS structure. Local and County representation may be requested at other State and Federal operational facilities. In any event, it is imperative that only one facility be named, and operate as, the Incident Command Post at any one time.

4. Because a terrorist incident is a serious criminal act, all emergency personnel operating at the incident site should treat the site as a crime scene. Search and rescue, assessment and evaluation, and operational maneuvers on-site could destroy and contaminate evidence and disrupt the crime scene. Evidence is vital to the successful prosecution of perpetrators. Although Life Safety efforts are always paramount, emergency personnel must be cognizant of their actions and the ramifications that could result in evidence degradation.

Notification Procedures

Upon notification of a **Level 2** terrorist threat or incident at the County Communications Center, the dispatcher will initially notify the following:

- County Office of Emergency Services
- County Sheriff

Subsequent notifications will be made as needed.

Reference County CEMP, Section III-II-B(3), for **Level 1** (Emergency Management Office Staff) and **Level 3** (all response agencies) notifications. In addition, a WMD incident that includes a HAZMAT release may require additional notifications pursuant to State and Federal law.

Public Warning and Emergency Information

For a terrorist incident, all releases of information to the media will be reviewed by the ranking official, or designee, of the lead law enforcement agency at the scene, to ensure that the information will not impede any criminal investigation or prosecution. This is best achieved by the establishment of a joint news center. Reference County CEMP, Section III-II-E(6).

Decontamination Procedures

See: St. Lawrence County Preparedness and Response Plan, Section II – Readiness, # 5 Patient Decontamination.

Exercising the Annex

This annex will be exercised through an annual tabletop exercise and bi-annual functional or full-scale exercises. Reference County CEMP, Section II-E. A Tabletop exercise was conducted on October 14, 2003.

References to Other Plans

This document is an Annex to the St. Lawrence County Comprehensive Emergency Management Plan (CEMP) and refers to sections of the CEMP for additional guidance.

In addition, other Annexes to the CEMP address issues and elements that could be pertinent to a response to a terrorist incident. These include:

- Hazardous Materials Emergency Response Annex including the Fire Service HazMat Plan (204-f)
- See Appendices 10A, 10B and 13.

Also, the New York State Terrorism Incident Annex and the Federal Terrorism Incident Annex are pertinent to the State and Federal response.

WMD Definitions

A. Biological Agents

The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

B. Chemical Agents

The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

C. Civil Support Detachment (CSD)

A highly trained and specially equipped National Guard team designed to support civilian first responder agencies in the event of a WMD incident. Their role is to assess a suspected nuclear, biological, chemical, or radiological event in support of the civilian on-scene commander, advise local first responders on appropriate actions to be taken. This team can only be activated by the Governor or the Adjutant General.

D. Consequence Management

Consequence management is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

E. Counter-Terrorism Network (CTN)

The New York State Counter-Terrorism Network (CTN) provides critical intelligence in the war on terrorism to local law enforcement personnel statewide. The network establishes a secure, two-way system for conveying counter-terrorism related information throughout New York State. The CTN will be used to send electronic alerts to the recipients who will be provided with a stand-alone flat screen computer system.

Initially, it is deployed to the 16 law enforcement zones throughout the State. The second phase of the program will include the establishment of two-way communication between local law enforcement and the Office of Public Security, and eventually each of New York's 543 local police departments will have access to the CTN. Non-law enforcement agencies, like private corporations and critical infrastructure locations will also be connected through the network to ensure that all of the State's assets are alerted to potential threats.

F. Credibility Assessment Team (CAT)

Credibility Assessment Teams are specially trained and equipped first responders who will be available to assist first responders at a suspected or actual WMD event in assessing the threat present. This team can be requested through the County Fire Coordinator by the On Scene Commander (OSC), and serve at discretion of the OSC. For a state agency response, the State Office of Fire Prevention and Control will appoint a liaison to coordinate with the local CAT if one is available, who will report to the LSA on scene.

G. Credible Threat

The FBI conducts an interagency threat assessment with state, and when appropriate, local law enforcement, that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

H. Crisis Management

Crisis management is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

I. Domestic Emergency Support Team (DEST) (federal)

PDD-39 defines the DEST as a rapidly deployable federal interagency support team established to ensure that the full range of necessary expertise and capabilities are available to the on-scene coordinator. The FBI is responsible for the DEST in domestic incidents.

J. National Incident Management System (NIMS) Incident Command System (ICS)

The National Incident Management System (NIMS) adopted by the State in 1996 under Executive Order #26, will be used by all state agencies in response to disasters and emergencies.

K. Lead Agency

The State department or agency assigned lead responsibility to manage and coordinate a specific function, either crisis management or consequence management. Lead agencies are designated on the basis of there having

their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific function. State Agencies support the overall Lead State Agency during all phases of the terrorism response.

L. Nuclear Weapons

The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

M. Senior SEMO Official

The Director of SEMO, or his/her appointed representative to represent SEMO in the Incident Command Post.

N. Technical Operations

As used in this annex, technical operations include actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordnance or WMD.

O. Terrorist Incident

The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

P. Weapon of Mass Destruction (WMD)

Title 18 of the United States Code, Section 2332(a), defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Appendix 1

Terrorism Incident Checklists

Terrorism Incident Annex

Incident - Specific Actions Checklist²

Biological

General Information

- ☐ Biological agents may produce delayed reactions.
- ☐ Unlike exposure to chemical agents, exposure to biological agents does not require immediate removal of victims' clothing or gross decontamination in the street.
- ☐ Inhalation is the primary route of entry.
- ☐ SCBA and structural firefighting clothing provides adequate protection for first responders.
- ☐ DOT-ERG # 158 provides additional information.

Response Recommendations

- ☐ Position uphill and upwind and away from building exhaust systems.
- ☐ Isolate/secure the area. (DOT-ERG #158 recommends initial isolation distance of 80 feet.)
- ☐ Do not allow unprotected individuals to enter area.
- ☐ Be alert for small explosive devices designed to disseminate the agent.
- ☐ Gather information:
 - Type and form of agent (liquid, powder, aerosol).
 - Method of delivery.
 - Location in structure.

Operational procedures are provided on the following pages for the following scenarios:

- ☐ Wet/dry agent from a point of source.
- ☐ Threat of agent placed in HVAC system or package (with *no* physical evidence).

² *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III - 1 - 1 ff.

- ☐ Confirmed agent placed into HVAC system (visible fogger, sprayer or aerosolizing device).

Wet/Dry Agent from Point Source

- ☐ Personnel entering area must wear full PPE, including SCBA.
- ☐ Avoid contact with puddles, wet surfaces, etc.
- ☐ Isolate area of building.
- ☐ Keep all potentially exposed individuals in close proximity, but out of the high hazard area.
- ☐ Shut down HVAC system that services the area.
- ☐ If victims have visible agent on them:
- Wash exposed skin with soap and water.
 - If highly contaminated (i.e., splashed) and the facility is equipped with showers, the victims may take a shower and change clothes as a precaution.
 - HazMat team may be able to conduct a bioassay field test (limited number of agents).
- ☐ If possible, a sample of the material may be collected for testing:
- If test results are positive, decontaminate in shower facility with warm water/soap.
 - Provide emergency covering/clothing and bag personal effects.
 - Refer to medical community for treatment.

Threat of Dry Agent Placed into HVAC System or Package with No Physical Evidence

- ☐ Isolate the building:
- Keep all potentially exposed victims in the building.
 - Shut down all HVAC systems for the building.
- ☐ Collect information regarding the threat, target or any previous activity to gauge the credibility of the threat.
- ☐ Initiate a search of the building.
- ☐ Personnel entering must wear full PPE, including SCBA.
- ☐ Avoid contact with puddles, wet surfaces, etc.
- ☐ Investigate all HVAC intakes, returns, etc., for evidence of agent or dispersal equipment.
- ☐ If any evidence of an agent is found in/near the HVAC system, remove occupants from the building and isolate them in a secure and comfortable location.

- ☐ If a suspicious package is found, handle as a point of source event.
- ☐ Contaminated victims should shower and change. No decontamination should take place unprotected and in the open. Tents or other sites should be used.
- ☐ Exposed victims may shower and change at their discretion.
- ☐ Refer to medical community for treatment.

Confirmed Agent Placed into HVAC System (Visible Fogger, Sprayer or Aerosolizing Device)

- ☐ Personnel entering must wear full PPE and SCBA.
- ☐ Avoid contact with puddles, wet surfaces, etc.
- ☐ Remove occupants from building/area, and isolate in a secure and comfortable location.
- ☐ Shut down HVAC system(s).
- ☐ HazMat team may be able to conduct a bioassay field test (limited number of agents).
- ☐ If test results are positive, contaminated victims should shower and change. No decontamination should take place unprotected and in the open. Tents or other sites should be used.
- ☐ Gather all decontaminated victims in a specific holding area for medical evaluation.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Nuclear/Radiological

General Information

- ☐ Radiological agents may produce delayed reactions.
- ☐ Unlike exposure to chemical agents, exposure to radiological agents does not require immediate removal of victims' clothing or gross decontamination in the street.
- ☐ Inhalation is the primary route of entry for particulate radiation.
- ☐ In most cases, SCBA and structural firefighting clothing provides adequate protection for first responders.
- ☐ Alternately, gamma sources require minimizing exposure time and maintaining appropriate distance as the only protection.
- ☐ Exposed/contaminated victims may not exhibit obvious injuries.
- ☐ DOT-ERGs #163 & 164 provide additional information.

Response Recommendations

- ☐ Position upwind of any suspected event.
- ☐ Isolate/secure the area. DOT-ERG #163 recommends a minimum distance of 80 to 160 feet.
- ☐ Be alert for small explosive devices designed to disseminate radioactive agent(s).
- ☐ Use time, distance, and shielding as protective measures.
- ☐ Use full PPE including SCBA.
- ☐ Avoid contact with agent. Stay out of any visible smoke or fumes.
- ☐ Establish background levels outside of suspected area.
- ☐ Monitor radiation levels.
- ☐ Remove victims from high-hazard area to a safe holding area.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 2 – 1 ff.

- ☐ Triage, treat, and decontaminate trauma victims as appropriate.
- ☐ Detain or isolate uninjured persons or equipment. Delay decontamination for such persons/equipment until instructed by radiation authorities.
- ☐ Use radiation detection devices, if possible, to determine if patients are contaminated with radiological material.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Incendiary

General Information

- ☐ Fire may present intense conditions:
 - Rapid spread.
 - High heat.
 - Multiple fires.
 - Chemical accelerant.
- ☐ Terrorists may sabotage fire protection devices.
- ☐ Be alert for booby traps.
- ☐ Be aware of the possibility of multiple devices.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 3 – 1 ff.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Chemical

General Information

☐ Victims' signs and symptoms of hazardous substance exposure:

- Are there unconscious victims with minimal or no trauma?
- Are there victims exhibiting SLUDGEM signs/seizures? (SLUDGEM – Salivation, lacrimation, urination, defecation, gastric distress, emesis, miosis.)
- Is there blistering, reddening of skin, discoloration or skin irritation?
- Are the victims having difficulty breathing?

☐ Look for physical indicators and other outward warning signs:

- Medical mass casualty/fatality with minimal or no trauma.
- Responder casualties.
- Dead animals and vegetation.
- Unusual odors, color of smoke, vapor clouds.

☐ Dispersal method(s):

- Air handling system.
- Misting or aerosolizing device.
- Sprayer.
- Gas cylinder.
- Dirty bomb.

☐ DOT-ERGs provide additional information:

- Nerve agents (Guide #153)
- Blister agents (Guide #153)
- Blood agents (Guides #117, 119, 125)
- Choking agents (Guides #124, 125)
- Irritant agents (riot control) (Guides #153, 159)

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 4 – 1 ff.

Chemical Agent Reference Charts

Nerve Agents

Common Name (Military Symbol)	Tabun (GA)	Sarin (GB)	Soman (GD)	VX
Volatility/ Persistency	Semi-persistent			Persistent
Rate of Action	Rapid			Rapid
Route of Entry	Respiratory and skin			
Odor	Fruity		Camphor	Sulfur
Signs/Symptoms	Headache, funny nose, salivation, pinpointing of pupils, difficulty in breathing, tight chest, seizures/convulsions			
Self-Protection	Respiratory and skin			
First Aid	Remove from area, treat symptomatically Atropine and 2-Pam chloride			
Decontamination	Remove agent, flush with warm water/soap			
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours				

Blister Agents/Vesicants

Common Name (Military Symbol)	Mustard (H)	Lewisite (L)	Phosgene Oxime (CX)
Volatility/Persistency	Persistent		
Rate of Action	Delayed	Rapid	
Route of Entry	Skin, inhalation, eyes		
Odor	Garlic	Geraniums	Irritating
Signs/Symptoms	Red, burning skin, blisters, sore throat, dry cough. Pulmonary edema, memory loss, coma/seizures. Some symptoms may be delayed from 2 to 24 hours.		
Self-protection	Respiratory and skin		
First Aid	Decontaminate with copious amount of water, remove clothing, support airway, treat symptomatically.		
Decontamination	Remove from area. Flush with warm water/soap.		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Chemical Agent Reference Charts

Blood Agents

Common Name (Military Symbol)	Hydrogen Cyanide (AC)	Cyanogen Chloride (CK)	Arsine (SA)
Volatility/Persistency	Non-persistent		
Rate of Action	Rapid		
Route of Entry	Inhalation, skin and eyes		
Odor	Burnt almonds or peach kernels		Garlic
Signs/Symptoms	Cherry red skin/lips, rapid breathing, dizziness, nausea, vomiting, convulsions, dilated pupils, excessive salivation, gastrointestinal hemorrhage, pulmonary edema, respiratory arrest		
Self-protection	Respiratory and skin		
First Aid	Remove from area, assist ventilations, treat symptomatically, administer cyanide kit		
Decontamination	Remove from area, remove wet clothing, flush with soap and water, aerate		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Choking Agents

Common Name (Military Symbol)	Chlorine (CL)	Phosgene (CG)	Diphosgene (DP)
Volatility/Persistency	Non-persistent. Vapors may hang in low areas.		
Rate of Action	Rapid in high concentration, up to 3 hours in low concentrations		
Route of Entry	Respiratory and skin		
Odor	Bleach	Newly mown hay	Cut grass or green corn
Signs/Symptoms	Eye and airway irritation, dizziness, tightness in chest, pulmonary edema, painful cough, nausea, headache		
Self-Protection	Respiratory and skin		
First Aid	Remove from area, remove contaminated clothing, assist ventilations, rest		
Decontamination	Wash with copious amounts of water, aerate		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Chemical Agent Reference Charts

Riot Control/Irritant Agents

Common Name (Military Symbol)	Tear Gas (CS & CR)	Mace (CN)	Pepper Spray (OC)
Volatility/Persistency	Low-High >60 days on porous material	Low	Varies depending upon Surface
Rate of Action	20-60 seconds	Rapid	
Route of Entry	Respiration and skin		
Odor	Hair spray	Apple blossoms	Pepper or odor of propellant
Signs/Symptoms	Tearing eyes, nose and throat irritation, coughing, shortness of breath, vomiting		
Self-Protection	Respiration and skin		
First Aid	Remove from area, support respirations, treat symptomatically, remove contaminated clothing		
Decontamination	Brush off material, use decon wipes, water, remove contaminated clothing		
Non-persistent = minutes-hours Semi-persistent = < 12 hours Persistent = > 12 hours			

Response Recommendations

- ☐ Approach from uphill and upwind.
- ☐ **Victims exposed to chemical agents require immediate removal of clothing, gross decontamination and definitive medical care.**
- ☐ Upon arrival, stage at a safe distance away from the site.
- ☐ Secure and isolate the area/deny entry.
- ☐ Complete a hazard and risk assessment to determine if it is acceptable to commit responders to the site.
- ☐ Be aware of larger secondary chemical devices.
- ☐ Personnel in structural PPE/SCBA may enter the hot zone near the perimeter (outside of areas of high concentration) to perform life-saving functions.
- ☐ Move ambulatory patients away from the area of highest concentration or source.

- ☐ Confine all contaminated and exposed victims to a restricted/isolated area at the outer edge of the hot zone.
- ☐ Symptomatic patients should be segregated into one area and asymptomatic patients should be placed in another area.
- ☐ Law enforcement should establish an outer perimeter to completely secure the scene.
- ☐ If a particular agent is known or suspected, this information should be forwarded to EMS personnel and hospitals so sufficient quantities of antidotes can be obtained.
- ☐ Hospitals should be notified immediately that contaminated victims of the attack may arrive or self-present at the hospital.
- ☐ Begin emergency gross decontamination procedures starting with the most severe symptomatic patients. Use soap-and-water decon.
- ☐ If available, HazMat personnel in chemical PPE may be used for rescue, reconnaissance, and agent identification.
- ☐ Asymptomatic patients should be decontaminated in a private area (tent or shelter) and then forwarded to EMS for evaluation.

Terrorism Incident Annex

Incident - Specific Actions Checklist*

Explosives

General Information

- ☐ Explosive devices may be designed to disseminate chemical, biological, or radiological agents.
- ☐ Explosives may produce secondary hazards, such as unstable structures, damaged utilities, hanging debris, void spaces, and other physical hazards.
- ☐ Devices may contain anti-personnel features such as nails, shrapnel, fragmentation design, or other material.

WARNING: Always be alert for potential secondary devices

- ☐ Outward warning signs:
 - Oral or written threats.
 - Container/vehicle that appears out of place.
 - Devices attached to compressed gas cylinders, flammable liquid containers, bulk storage containers, pipelines, and other chemical containers (dirty bomb).
 - Oversized packages with oily stains, chemical odors, excessive postage, protruding wires, excessive binding, no return address, etc.
- ☐ DOT-ERGs #112 and 114 provide additional information.

Response Recommendations

Unexploded Device/Pre-Blast Operations

- ☐ Command post should be located away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, etc.
- ☐ Stage incoming units:
 - Away from line of sight of target area.
 - Away from buildings with large amounts of glass.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section III – 5 – 1 ff.

- In such a way as to utilize distant structural and/or natural barriers to assist with protection.

☐ Isolate/deny entry.

☐ Secure perimeter based on the size of the device.

**WARNING: Coordinate activities with law enforcement
and be prepared for operations if the device activates.**

☐ Attempt to identify device characteristics:

- Type of threat.
- Location.
- Time.
- Package.
- Device.
- Associated History.

☐ Standoff distance should be commensurate with the size of the device:

- Car bomb = 1500 ft. (increase distance for larger vehicles)
- Package bomb (1-25 lbs) = 1000 ft.
- Pipe bomb = 500 ft.

☐ Use extreme caution if caller identifies a time for detonation. It is very possible that the device will activate prior to the announced time.

☐ Discontinue use of all radios, mobile data terminals (MDTs), and cell phones in accordance with local protocols.

☐ Evaluate scene conditions:

- Potential number of affected people.
- Exposure problems.
- Potential hazards: utilities, structures, fires, chemicals, etc.
- Water supply.
- Evaluate available resources (EMS, HazMat, Technical Rescue, etc.).
- Review pre-plans for affected buildings.
- Make appropriate notifications.
- Develop action plan that identifies incident priorities, potential tactical assignments, and key positions in the NIMS ICS/Unified Command.

Exploded Device/Post-Blast Operations

- ☐ Command post should be located away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, etc.
- ☐ Initial arriving unit(s):
 - Stage a safe distance from reported incident (or where you first encounter debris).
 - - ☐ Away from line of sight of target area.
 - ☐ Away from buildings with large amounts of glass
 - Utilize distant structural and/or natural barriers to assist with protection.

WARNING: Be aware of potential secondary devices and their potential location.

- ☐ Stage incoming units at a greater distance. Consider using multiple staging sites.
- ☐ Debris field may contain unexploded bomb material.
- ☐ Discontinue use of all radios, mobile data terminals (MDTs), and cell phones in accordance with local protocols.
- ☐ Remove all citizens and ambulatory victims from the affected area.
- ☐ Determine on-scene conditions and evaluate resource requirements:
 - Explosion.
 - Fire.
 - Structural collapse/unstable buildings.
 - Search/rescue (non-ambulatory/trapped victims).
 - Exposures.
 - Utilities.
 - Number of patients and extent of injuries.
 - Other hazards.
- ☐ Make notifications (law enforcement, hospitals emergency management) as appropriate:
 - Local.
 - State.
 - Federal.
- ☐ Complete hazard risk assessment.

WARNING: If it is determined that entry/intervention must occur (life safety), the following procedures should be implemented.

- ☐ Personnel should only be allowed to enter the blast area for life safety purposes.
- ☐ Remove viable patients to safe refuge area.
- ☐ Direct ambulatory patients to care.
- ☐ Limit number of personnel and minimize exposure time. Personnel entering the blast area should:
 - Wear full protective clothing, including SCBA.
 - Monitor atmosphere:
 - ☐ Flammability.
 - ☐ Toxicity.
 - ☐ Radiation.
 - ☐ Chemical.
 - ☐ pH.
- ☐ Establish emergency gross decontamination.

WARNING: Area should be evacuated of all emergency responders if there is any indication of a secondary device.

- ☐ Remove patients from the initial blast site to a safe refuge area.
- ☐ Triage/treatment area established at the casualty collection point (if established):
 - Notify hospitals.
 - Implement mass casualty plan.
- ☐ Do not allow rescuers to enter unsafe buildings or high-hazard areas.
- ☐ Control utilities and protect exposures from a defensive position.
- ☐ Preserve and maintain evidence.

Terrorism Incident Annex

Agency - Related Actions Checklist*

Fire Department

- ☐ Isolate/secure the scene, deny entry, establish control zones.
- ☐ Establish command.
- ☐ Evaluate scene safety/security.
- ☐ Stage incoming units.
- ☐ Gather information regarding the incident, number of patients, etc.
- ☐ Assign NIMS ICS positions as needed.
- ☐ Initiate notifications (i.e., hospitals, law enforcement, state/federal agencies, etc.).
- ☐ Request additional resources.
- ☐ Use appropriate self-protective measures:
 - Proper PPE.
 - Time, distance, and shielding.
 - Minimize number of personnel exposed to danger.
- ☐ Initiate public safety measures:
 - Rescue.
 - Evacuate.
 - Protect in place.
- ☐ Establish water supply:
 - Suppression activities.
 - Decontamination.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 1 - 1 ff.

- ☐ Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).
- ☐ Coordinate activities with law enforcement.
- ☐ Begin and/or assist with triage, administering antidotes, and treatment.
- ☐ Begin gross mass decontamination operations.

As the incident progresses, prepare to initiate Unified Command System.

- ☐ Establish Unified Command Post, including representatives from the following organizations:
 - Emergency Medical Services.
 - Law enforcement.
 - Hospitals/public health.
 - Emergency management.
 - Public works.
- ☐ Establish and maintain chain of custody for evidence protection.

Terrorism Incident Annex

Agency - Related Actions Checklist*

Emergency Medical Services

If First on Scene:

- ☐ Isolate/secure the scene, establish control zones.
- ☐ Establish command.
- ☐ Evaluate scene safety/security.
- ☐ Stage incoming units.

If Command Has Been Established:

- ☐ Report to and/or communicate with command post.
- ☐ Gather information regarding:
 - Type of event.
 - Number of patients.
 - Severity of injuries.
 - Signs and symptoms.
- ☐ Assign medical Incident Command positions as needed.
- ☐ Notify hospitals.
- ☐ Request additional resources as appropriate:
 - Basic Life Support (BLS)/Advanced Life Support (ALS).
 - Medivac helicopter (trauma/burn only).
 - Medical equipment and supply caches.
 - Metropolitan Medical Response System (MMRS).
 - National Medical Response Team (NMRT).
 - Disaster Medical Assistance Team (DMAT).
 - Disaster Mortuary Response Team (DMORT).
- ☐ Use appropriate self-protective measures:

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 2 - 1 ff.

- Proper PPE.
 - Time, distance, and shielding.
 - Minimize number of personnel exposed to danger.
- ☐ Initiate mass casualty procedure.
- ☐ Evaluate the need for casualty collection point (CCP)/patient staging area (PSA).
- ☐ Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).
- ☐ Ensure patients are decontaminated prior to being forwarded to the cold zone.
- ☐ Triage, administer antidotes, treat and transport victims.
- ☐ Evidence preservation/collection:
- Recognize potential evidence.
 - Report findings to appropriate authority.
 - Consider embedded objects as possible evidence.
 - Secure evidence found in ambulance or at hospital.
- ☐ Establish and maintain chain of custody for evidence preservation.
- ☐ Ensure participation in Unified Command System when implemented.

PATIENT CARE MAINSTAYS WORKSHEET

Appropriate Protective Measures For EMS Personnel	
During Decontamination	After Decontamination
Prevent Further Exposure Of Patients	
Provide Supportive Care	
Decontamination	
Maintain Personal Protection (Assess for potential contagious diseases or secondary contamination)	
Medical Intervention	
BLS Treatment	ALS Treatment
Patient Transport And Transfer Considerations	

Terrorism Incident Annex

Agency - Related Actions Checklist*

Law Enforcement

If First on Scene:

- ☐ Isolate/secure the scene, establish control zones.
- ☐ Establish command.
- ☐ Stage incoming units.

If Command Has Been Established:

- ☐ Report to command post.
- ☐ Evaluate scene safety/security:
 - Ongoing criminal activity.
 - Consider victims to be possible terrorists.
 - Secondary devices.
 - Additional threats.
- ☐ Gather witness statements/observations and document.
- ☐ Initiate law enforcement notifications:
 - Federal Bureau of Investigation (FBI).
 - Bureau of Alcohol, Tobacco, and Firearms (ATF).
 - Explosive Ordnance Disposal (EOD)/bomb squad.
 - Private security forces.
- ☐ Request additional resources.
- ☐ Secure outer perimeter.
- ☐ Traffic control considerations:
 - Staging areas.
 - Entry/egress.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 3 - 1 ff.

- ☐ Use appropriate self-protective measures.
 - Time, distance, and shielding.
 - Minimize number of personnel exposed to danger.
 - Proper PPE (if provided).
- ☐ Initiate public safety measures:
 - Evacuate.
 - Protect in place.
- ☐ Assist with control/isolation of patients.
- ☐ Coordinate activities with other response agencies.
- ☐ Evidence preservation:
 - Diagram the area.
 - Photograph the area.
 - Prepare a narrative description.
 - Maintain an evidence log.
- ☐ Participate in a Unified Command System with:
 - Fire/rescue services.
 - Emergency Medical Services.
 - Hospitals/public health.
 - Emergency management.
 - Public works.

Terrorism Incident Annex

Agency - Related Actions Checklist*

HazMat

- ☐ Establish the HazMat group.
- ☐ Provide technical information/assistance to:
 - Command.
 - EMS providers.
 - Hospitals.
 - Law enforcement.
- ☐ Detect/monitor to identify the agent, determine concentrations and ensure proper control zones.
- ☐ Continually reassess control zones.
- ☐ Enter the hot zone (chemical PPE) to perform rescue, product confirmation, and reconnaissance.
- ☐ Product control/mitigation may be implemented in conjunction with expert technical guidance.
- ☐ Improve hazardous environments:
 - Ventilation.
 - Control HVAC.
 - Control utilities.
- ☐ Implement a technical decontamination corridor for Hazardous Materials Response Team (HMRT) personnel.
- ☐ Coordinate and assist with mass decontamination.
- ☐ Provide specialized equipment as necessary, such as tents for operations, shelter, etc.
- ☐ Assist law enforcement personnel with evidence preservation/collection, decontamination, etc.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 4 - 1 ff.

Terrorism Incident Annex

Agency - Related Actions Checklist*

Assisting Agencies

- ☐ Federal Bureau of Investigation (FBI)
 - WMD Coordinator
 - HazMat Response Unit (HMRU)
- ☐ US Army Tech Escort Unit (TEU)
- ☐ Chemical and Biological Defense Command (CBDCOM)
- ☐ Public works
- ☐ Public health
- ☐ Centers for Disease Control and Prevention (CDC)
- ☐ Agency for Toxic Substance Disease Registry (ATSDR)
- ☐ Federal Emergency Management Agency (FEMA)
- ☐ Disaster Medical Assistance Team (DMAT)
- ☐ Disaster Mortuary Response Team (DMORT)
- ☐ Chemical/Biological Incident Response Force (CBIRF)
- ☐ Bureau of Alcohol, Tobacco, and Firearms (ATF)
- ☐ Department of Energy (DOE)
- ☐ Nuclear Emergency Search Team (NEST)
- ☐ Local emergency managers
- ☐ Assorted state agencies

This list is not all encompassing. Different types of incidents will generate different responses by assisting agencies. Supplement this list with local/state resources as needed.

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section IV - 5 - 1 ff.

Assisting Agencies

Local Law Enforcement:_____

FBI Area Office WMD Coordinator:_____

Local Emergency Management
Point of Contact:_____

Public Health/Medical Representative:_____

Public Works:_____

Utilities:
Gas:_____

Electric:_____

Water:_____

Sewer:_____

Telephone Service Provider:_____

National Response Center: 1-800-424-8800

Center for Disease Control: 1-800-311-3435

Hospital Contacts:_____

Terrorism Incident Annex

Emergency Response to Terrorism Job Aid*

Glossary of Terms

Asymptomatic	Exposed persons who are <i>not</i> exhibiting signs/symptoms of exposure.
B-NICE	Pertaining to biological, nuclear, incendiary, chemical, or explosives.
Casualty Collection Point (CCP)	Predefined location at which patients are collected, triaged, and provided with initial medical care.
Choke Point	Natural or man-made area that may present congestion hazard.
Cold (Support) Zone	Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.
CST	National Guard WMD Civil Support Team
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DOT-ERG	DOT Emergency Response Guide
Egress	Designated exit area
EOD	Explosive Ordnance Disposal
Gross Decontamination	Initial decontamination to remove large amounts of contaminants.
HMRT	Hazardous Materials Response Team
Hot (Exclusion) Zone	Area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from B-NICE agents to personnel outside the zone. Entry into the hot zone requires appropriately trained personnel and use of proper personal protective equipment.
HVAC ICS	Heating, Ventilating, and Air Conditioning Incident Command System

* *Emergency Response to Terrorism Job Aid*, Edition 1.0, May 2000, FEMA, United States Fire Administration, National Fire Academy, and U.S. Department of Justice Programs, Section V - 1 - 1 ff.

Inner Perimeter	Secured inner area of operations
Mass Decontamination	Decontamination process used on large number of contaminated victims.
MMRS	Metropolitan Medical Response System
NIMS	National Incident Management System
NMRT	National Medical Response Team
Outer Perimeter	Outermost area from hazard that is secure.
Patient Staging Area (PSA)	Area where patients may receive continued medical treatment.
Persistent Agent	An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, take extreme caution to avoid skin contact as well.
POC	Point of Contact
Point Source	Letter, package, or dispersal area of agent.
PPE	Personal Protective Equipment
Protect in Place	Method of protecting public by limiting exposure.
Rally Point	A predetermined location to which all persons evacuate in an emergency. In industry, facilities are evacuated and a rally point is usually predetermined. It is at this rally point that resources can regroup and a revised plan can be established.
Safe Refuge Area (SRA)	An area within the contamination reduction zone for assembling individuals who are witnesses to the incident. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.
SCBA	Self-Contained Breathing Apparatus
SLUDGEM	Acronym for salivation, lacrimation, urination, defecation, gastric distress, emesis, and miosis.
Symptomatic	Exhibiting signs/symptoms of exposure.

Time, Distance and Shielding (TDS)	Three types of protective measures commonly associated with hazardous materials training.
TRACEM	The acronym used to identify the six types of harm one may encounter at a terrorist incident: thermal, radioactive, asphyxiation, chemical, etiological, and mechanical. Note: Some sources use the acronym TEAM CPR, which stands for thermal, etiological, asphyxiation, mechanical, chemical, psychological, and radioactive.
Unified Command	In NIMS ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident to establish a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
VEE	Venezuelan equine encephalitis
Warm Zone	A buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat, but are not considered completely safe from Harm. In HazMat incidents, this zone is also the contamination reduction zone where initial decontamination activities occur. This zone requires the use of proper protective equipment once contaminated people or equipment enter the zone.
Weapon of Mass Destruction (WMD)	1) Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or device similar to the above. 2) Poison gas. 3) Any weapon involving a disease organism. 4) Any weapon designed to release radiation at a level dangerous to human life.

Section VII

RED CROSS DISASTER PLANNING INFORMATION FOR FAMILIES*

On-Line Version: <http://www.redcross.org/services/disaster/beprepared/familyplan.html>

* Courtesy of the American Red Cross. All Rights Reserved in all Countries. Family Disaster Planning at:
<http://www.redcross.org/services/disaster/beprepared/familyplan.html>

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FAMILY DISASTER PLANNING

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services--water, gas, electricity or telephones--were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Four Steps to Safety

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office before a disaster occurs--be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
 1. Right outside your home in case of a sudden emergency, like a fire.
 2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

Home Hazard Hunt

- In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard.
- Repair defective electrical wiring and leaky gas connections.
- Fasten shelves securely.
- Place large, heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- Brace overhead light fixtures.
- Secure water heater. Strap to wall studs.
- Repair cracks in ceilings or foundations.
- Store weed killers, pesticides, and flammable products away from heat sources.
- Place oily polishing rags or waste in covered metal cans.
- Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

3. Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check if you have adequate insurance coverage.
- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe places in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your kids every six months or so.
- Conduct fire and emergency evacuations.

- Replace stored water and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

If Disaster Strikes

Remain calm and patient. Put your plan into action.

Check for Injuries

Give first aid and get help for seriously injured people.

Listen to Your Battery-Powered Radio for News and Instructions

Check for Damage in Your Home...

- Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities. (You will need a professional to turn gas back on.)
- Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

Remember to...

- Confine or secure your pets.
- Call your family contact--do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

DISASTER SUPPLIES KIT

There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items

that you would most likely need during an evacuation in an easy-to carry container--suggested items are marked with an asterisk(*). Possible containers include a large, covered trash container, a camping backpack, or a duffle bag.

Water

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person per day.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Food

- Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:
- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices, etc.)
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods

First Aid Kit

Assemble a first aid kit for your home and one for each car.

- (20) adhesive bandages, various sizes.
- (1) 5" x 9" sterile dressing.
- (1) conforming roller gauze bandage.
- (2) triangular bandages.
- (2) 3 x 3 sterile gauze pads.
- (2) 4 x 4 sterile gauze pads.
- (1) roll 3" cohesive bandage.
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) antiseptic wipes.
- (2) pair large medical grade non-latex gloves.
- Adhesive tape, 2" width.

- Anti-bacterial ointment.
- Cold pack.
- Scissors (small, personal).
- Tweezers.
- CPR breathing barrier, such as a face shield.

Non-Prescription Drugs

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water

- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Sanitation

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

*Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots*
- Rain gear*
- Blankets or sleeping bags*
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

- Remember family members with special requirements, such as infants and elderly or disabled persons

For Baby*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs

- Contact lenses and supplies
- Extra eye glasses

Entertainment

- Games and books

Important Family Documents

- Keep these records in a waterproof, portable container:
 - Will, insurance policies, contracts deeds, stocks and bonds
 - Passports, social security cards, immunization records
 - Bank account numbers
 - Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates).
- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

General Disaster Preparedness Materials Children & Disasters

- "Disaster Preparedness Coloring Book" (ARC 2200, English, or ARC 2200S, Spanish) Children & Disasters ages 3-10.
- "Adventures of the Disaster Dudes" (ARC 5024) video and Presenter's Guide for use by an adult with children in grades 4-6.

FOOD SUPPLIES IN CASE OF DISASTER

How long can food supplies be stored?

To judge how long you can store food supplies, look for an “expiration date” or “best if used by” date on the product. If you can not find a date on the product, then the general recommendation is to store food products for six months and then replace them.

Some households find it helpful to pull food products for their regular meals from their disaster supplies kit and replace them immediately on an ongoing basis, so the food supplies are always fresh.

What kinds of food supplies are recommended to store in case of a disaster?

Try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Familiar foods can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition.

Store supplies of non-perishable foods and water in a handy place. You need to have these items packed and ready in case there is no time to gather food from the kitchen when disaster strikes. Sufficient supplies to last several days to a week are recommended.

Select foods that require no refrigeration, preparation or cooking, and little or no water. Foods that are compact and lightweight are easy to store and carry.

Try to eat salt-free crackers, whole grain cereals and canned food with high liquid content.

Recommended foods include:

- Ready-to-eat canned meats, fruits and vegetables. (Be sure to include a manual can opener)
- Canned juices, milk and soup (if powdered, store extra water).
- High energy foods, such as peanut butter, jelly, crackers, granola bars and trail mix.
- Comfort foods, such as hard candy, sweetened cereals, candy bars and cookies.
- Instant coffee, tea bags.
- Foods for infants, elderly persons or persons on special diets, if necessary.
- Compressed food bars. They store well, are lightweight, taste good and are nutritious.
- Trail mix. It is available as a prepackaged product or you can assemble it on your own.
- Dried foods. They can be nutritious and satisfying, but have some have a lot of salt content, which promotes thirst. Read the label.
- Freeze-dried foods. They are tasty and lightweight, but will need water for reconstitution.
- Instant Meals. Cups of noodles or cups of soup are a good addition, although they need water for reconstitution.
- Snack-sized canned goods. Good because they generally have pull-top lids or twist-open keys.
- Prepackaged beverages. Those in foil packets and foil-lined boxes are suitable because they are tightly sealed and will keep for a long time.

Food Options to Avoid:

- Commercially dehydrated foods. They can require a great deal of water for reconstitution and extra effort in preparation.
- Bottled foods. They are generally too heavy and bulky, and break easily.

- Meal-sized canned foods. They are usually bulky and heavy.
- Whole grains, beans, pasta. Preparation could be complicated under the circumstances of a disaster.

What is the basis for the Red Cross recommendation to store supplies to last several days to a week?

Red Cross recommendations to have food, water, and other emergency supplies on hand are not new, and are considered reasonable in case of any disaster. Our recommendations are to have supplies to last several days to a week. Most reasonable people would not consider such quantities of supplies as a "stockpile" or "hoarding."

Some families may choose to store supplies to last several weeks or more. Certainly, if they wish to do so, they may. It is always wise to have sufficient food and water supplies on hand in case access to such supplies may be disrupted by a disaster.

WATER STORAGE BEFORE DISASTER STRIKES

Use directions provided by your local or state public health agency. In the case where your local or state public health agency does not have information, follow the recommendations below.

What kinds of containers are recommended to store water in?

Make sure the water storage container you plan to use is of food grade quality, such as 2-liter soda bottles, with tight-fitting screw-cap lids. Milk containers are not recommended because they do not seal well.

Should water be treated before storing it?

If your local water is treated commercially by a water treatment utility, you do not have to treat the water before storing it. Treating commercially-treated water with bleach is superfluous and not necessary. Doing so does not increase storage life. It is important to change and replace stored water every six months or more frequently.

If your local water is not treated commercially by a water treatment facility, that is, if your water comes from a public well or other public, non-treated system, follow instructions about water storage provided by your public health agency or water provider. They may recommend treating it with a small amount of liquid household bleach. Still, it is important to change and replace stored water every six months or more frequently.

If your local water comes from a private well or other private source, consult with your local public health agency about recommendations regarding storage of water. Some water sources have contaminants (minerals or parasites) that can not be neutralized by treatment with liquid household chlorine bleach. Only your local public health agency should make recommendations about whether your local water can be safely stored, for how long, and how to treat it.

Can I use bottled water?

If you plan to use commercially prepared "spring" or "drinking" water, keep the water in its original sealed container. Change and replace the water at least once a year. Once opened, use it and do not store it further.

For more information, contact your local Red Cross chapter and ask for the brochure titled, "Food and Water in an Emergency" (A5055). For more information, please contact your local Red Cross chapter. Ask for a copy of the following brochures: "Your Family Disaster Plan" (A4466); "Your Family Disaster Supplies Kit" (A4463) and "Food and Water in an Emergency" (A5055).

YOUR EVACUATION PLAN

Local government officials, not the Red Cross, issue evacuation orders when disaster threatens. Listen to local radio and television reports when disaster threatens. If local officials ask you to leave, do so immediately!

If you have only moments before leaving, grab these things and go!

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

If local officials haven't advised an immediate evacuation:

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have not asked you to leave.

Protect your home.

Bring things indoors. Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.

Leave trees and shrubs alone. If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

Look for potential hazards. Look for coconuts, unripened fruit, and other objects in trees around your property that could blow or break off and fly around in high winds. Cut them off and store them indoors until the storm is over.

Turn off electricity and water. Turn off electricity at the main fuse or breaker, and turn off water at the main valve.

Leave natural gas on. Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

Turn off propane gas service. Propane tanks often become dislodged in disasters.

If high winds are expected, cover the outside of all windows of your home. Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows.

If flooding is expected, consider using sand bags to keep water away from your home. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

Remember: Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

Cover the outside of windows with shutters or plywood. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

Protect your valuables.

Move objects that may get damaged by wind or water to safer areas of your home. Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

Make a visual or written record of all of your household possessions. Record model and serial numbers. This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.

Gather essential supplies and papers.

You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

Important papers to take with you:

- Driver's license or personal identification
- Social Security card
- Proof of residence (deed or lease)
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

All Red Cross assistance is given free of charge. This is made possible by the generous contribution of people's time, money, and skills. One of the best ways to help the Red Cross assist people affected by disasters is to make a financial contribution to the American Red Cross Disaster Relief Fund. Call 1-800-HELP NOW or contact your local Red Cross chapter.

LOOKING FOR A HOME?

(Versión en Español:

<http://www.redcross.org/services/disaster/beprepared/familyplan.html>)

Take the Opportunity to Make Your Home Safe for You and Your Family!**Think and Plan for Safety.**

Check outside and around the house, manufactured (mobile) home or apartment.

- Is it away from a river/creek or other water source that may flood?
- What fire department and ambulance service is available and how do you contact them in an emergency?
- Is it near a fire hydrant?
- Are home entryways, parking areas and area streets well lit?
- Are the bushes and trees trimmed and away from roof, chimney, gutters and entryways?
- Are hallways and stairwells equipped with emergency lighting?
- Are play areas well-lit and free from hazards?
- If a pool is present, does it have a fence with a locked gate?

Check the inside of your house, manufactured (mobile) home or apartment.

- Are there smoke alarms installed on each level of the home and are they working?
- Are there fire extinguishers available and are they fully charged? (Your local fire department can tell you where to get them charged.)
- Are electrical outlets adequate and working? Do not overload outlets!

- Are the locks on windows and doors in working order?
- Are there at least two (2) ways to exit the residence?
- Are the chimney and gutters cleaned regularly?

Prepare your house, manufactured (mobile) home or apartment for:

FIRES

Check smoke alarms monthly and change the batteries at least once a year. If you must use a portable space heater, do NOT use near flammable objects such as curtains or furniture

FLOODS

Make sure the electric panel/fuse box is elevated above previous flood levels. Make sure the furnace, water heater, washer, dryer and other items in the basement are located off the floor and elevated above previous flood levels.

TORNADOS

Go to a tornado safe room, if you have one, or to a room at the lowest level of your home, preferably in the center of the home (such as a bathroom or a closet). If you live in a mobile home park, be prepared to leave your home and go to a sturdy, well built building.

HURRICANES

Have enough hurricane shutters or pre-cut plywood on hand to cover all windows and doors. Manufactured (mobile) homes, especially in areas where high winds occur, should be strapped or tied down to a foundation with cables or chains.

EARTHQUAKES

Bolt tall furniture like bookcases and china cabinets to wall studs. Strap water heaters to wall studs. Install strong latches on cupboards. Have everyone in your home practice how to DROP, COVER, AND HOLD ON.

Plan and think safety by preparing for tomorrow.

- Obtain hazard specific homeowners insurance to cover your contents and structure or renters insurance to cover your contents.
- Maintain a battery operated radio and a NOAA Weather Radio.
- Prepare a family disaster supplies kit and keep it current and handy.
- Develop a family evacuation plan and practice it once a year.
- Pay attention to all emergency warnings — follow directions and evacuate your residence when advised to do so.

FOOD AND WATER IN AN EMERGENCY

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking

some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more. You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

Water Supplies

How to Store Water:

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources:

If you need to find water outside your home, you can use these sources. Be sure to treat the water according to the instructions on page 3 before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

Hidden Water Sources in Your Home:

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

Three Ways to Treat Water:

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should treat all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to treat water. None is perfect. Often the best solution is a combination of methods.

Two easy treatment methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before treating, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

Boiling: Boiling is the safest method of treating water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

Disinfection: You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners.

Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to treat water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

Distillation: Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

Food Supplies

When Food Supplies Are Low:

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term food storage plans.

Special Considerations:

As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don't forget nonperishable foods for your pets.

How to Cook If the Power Goes Out:

For emergency cooking you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Short-Term Food Supplies:

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

Storage Tips:

- Keep food in a dry, cool spot - a dark area if possible.
- Keep food covered at all times.
- Open food boxes or cans care-fully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags, and keep them in tight containers.

- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

Nutrition Tips:

- During and right after a disaster, it will be vital that you maintain your strength. So remember:
- Eat at least one well-balanced meal each day.
- Drink enough liquid to enable your body to function properly (two quarts a day).
- Take in enough calories to enable you to do any necessary work.
- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

Shelf-life of Foods for Storage:

Here are some general guidelines for rotating common emergency foods.

Use within six months:

- Powdered milk (boxed)
- Dried fruit (in metal container)
- Dry, crisp crackers (in metal container)
- Potatoes

Use within one year:

- Canned condensed meat and vegetable soups
- Canned fruits, fruit juices and vegetables
- Ready-to-eat cereals and uncooked instant cereals (in metal containers)
- Peanut butter
- Jelly
- Hard candy and canned nuts
- Vitamin C

May be stored indefinitely (in proper containers and conditions):

- Wheat
- Vegetable oils
- Dried corn
- Baking powder

- Soybeans
- Instant coffee, tea and cocoa
- Salt
- Noncarbonated soft drinks
- White rice
- Bouillon products
- Dry pasta
- Powdered milk (in nitrogen-packed cans)

Disaster Supplies:

It's 2:00 a.m. and a flash flood forces you to evacuate your home-fast. There's no time to gather food from the kitchen, fill bottles with water, grab a first-aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes.

Pack at least a three-day supply of food and water, and store it in a handy place. Choose foods that are easy to carry, nutritious and ready-to-eat. In addition, pack these emergency items:

- Medical supplies and first aid manual
- Hygiene supplies
- Portable radio, flashlights and extra batteries
- Shovel and other useful tools
- Household liquid bleach to treat drinking water § Money and matches in a waterproof container
- Fire extinguisher
- Blanket and extra clothing
- Infant and small children's needs (if appropriate)
- Manual can opener

If the Electricity Goes Off . . .

FIRST, use perishable food and foods from the refrigerator.

THEN, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

FINALLY, begin to use non-perishable foods and staples.

SHELTER-IN-PLACE IN AN EMERGENCY

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Bring everyone into the room(s). Shut and lock the door(s).
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)

- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-

threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.