

Town of Lewisboro Comprehensive Emergency Management Plan

Table of Contents

Executive Summary	3
Section I: General Considerations and Planning Guidelines	5
A. Policy Regarding Comprehensive Emergency Management	5
B. Purpose & Objectives of the Plan	6
C. Legal Authority	7
D. Concept of Operations	7
E. Plan Maintenance & Updating	8
Section II: Risk Reduction	9
A. Identification & Analysis of Potential Hazards	9
B. Risk Reduction Policies, Programs, & Reports	9
C. Emergency Response Capabilities	11
D. Training of Emergency Personnel	12
E. Public Education & Awareness	12
F. Monitoring of Identified Hazard Areas	12
Section III: Response	14
I. Response Organization and Assignment of Responsibilities	14
A. Town Supervisor Responsibilities, Powers, & Succession	14
B. The Role of the Emergency Manager	15
C. The Town Emergency Response Organization	15
II. Managing Emergency Response	19
A. Incident Command Post & Emergency Operations Center	19
B. Notification & Activation	20
C. Assessment & Evaluation	21
D. Declaration of Local State of Emergency & Promulgation of Local Emergency Orders	22
E. Public Warning & Emergency Information	22
F. Emergency Medical & Public Health	24
G. Meeting Human Needs	25
H. Restoring Public Services	25
I. Resource Management	25

J.	Standard Operating Guides & other supporting plans	26
Section IV:	Recovery	27
A.	Damage Assessment	27
B.	Planning for Recovery	30
C.	Reconstruction	32
D.	Public Information on Recovery Assistance	33

Appendixes

Appendix 2.1: Hazard Analysis for the Town of Lewisboro

Appendix 2.2: NIMS Training Completed by Town of Lewisboro First Responders & Employees
(currently being compiled)

Appendix 2.3: Drill Schedules of Town of Lewisboro First Responders
(currently being compiled)

Appendix 3.1: Standard Operating Guide for the Town of Lewisboro Emergency
Operations Center (EOC)

Appendix 3.2: Instructions for Declaring a State of Emergency and Issuing Emergency
Orders

Appendix 3.3: Inventory of Town of Lewisboro Resources (in accordance with NIMS typing)
(currently being compiled)

Appendix 3.4: New York State Executive Law, Article 2-B

Appendix 3.5: Departmental Responsibilities

Appendix 4.1: Forms Required for Reimbursement from County, State, and Federal
Agencies
(to be compiled)

Executive Summary

Introduction

This plan results from the recognition on the part of local officials and first responders that a comprehensive plan is needed to enhance the Town's ability to manage emergency/disaster situations. It was prepared by town officials and the dedicated first responders of Lewisboro working together to ensure that the needs of all town residents are met and that all steps are to be taken to preserve and protect the lives and property of our residents, businesses, and organizations. This plan constitutes an integral part of a county and statewide management program and contributes to its overall effectiveness. Authority to undertake this effort is provided by both Article 2-B of New York State Executive Law and the New York State Defense Emergency Act.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of **Risk Reduction** measures before an 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

Town departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present Town capability and existing organizational responsibilities. The Office of the Lewisboro Emergency Manager (OLEM) is designated to coordinate all emergency management activities of the Town.

The Town of Lewisboro endorses and uses the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

This plan describes in detail the centralized direction of requests for assistance and the understanding that the Town 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/biological/radiological releases, flooding, or power outages.

Conclusion

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

Section I

General Considerations and Planning Guidelines

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town of Lewisboro.
3. Under authority of Section 23 of the New York State Executive Law (see Appendix 3.4), a town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to, and recover from emergencies and disasters. To meet this responsibility, the Town of Lewisboro 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 and long-term activities that eliminate or reduce the number of occurrences of disasters.
 - b) Mitigation refers to all activities that 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 The Town of Lewisboro.
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 Town and supported by the county, state, and federal emergency operations as appropriate.

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 the Town of Lewisboro:
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 Town's capability to manage hazards.
 - c) To provide that the Town of Lewisboro 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 town, county, state, and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
 - f) Provide for the utilization and coordination of town, county, state, and federal programs for recovery from a disaster with attention to the development of mitigation programs.

C. Legal Authority

1. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation
 - a) New York State Executive Law, Section 23
 - b) New York State Executive Law, Article 2-B, see Appendix 3.4 of this plan
 - c) New York State Defense Emergency Act, as amended
 - d) 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 Town of Lewisboro government and the Supervisor of the Town of Lewisboro
2. The Town, its departments and agencies, and the emergency service organizations that serve the Town play an essential role as the first line of defense.
3. Responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel, and resources first.
4. The Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority to the Emergency Manager for the Town of Lewisboro.
5. When local resources are inadequate, the Supervisor may obtain from other political subdivisions and the Westchester County government.
6. Westchester County will handle the request, direct and coordinate County disaster operations, obtain assistance from other counties if necessary, will also utilize the ICS, and make any requests for assistance from the state.
7. State assistance is supplemental to local emergency efforts.
8. Direction and control of State risk reduction, response, and recovery actions is exercised by the New York State Disaster Preparedness Commission and coordinated by the State Emergency Management Office.
9. 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 requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Lewisboro Emergency Manager (LEM) and the Lewisboro Emergency Management Committee (LEMC) is responsible for maintaining and updating this Plan.
2. All town departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the LEM by May 1 of each year. If no LEM exists then changes should be submitted to the LEMC.
3. The Plan should be reviewed and updated annually with revised pages distributed by June 1 of each year.

Section II

Risk Reduction

A. Identification and Analysis of Potential Hazards

1. The LEM will be responsible for coordinating Town efforts to reduce hazards in Lewisboro, shall be a member of the LEMC, and all town agencies will participate in risk reduction activities with the LEM.
2. The LEMC shall coordinate with the Westchester County Office of Emergency Management to:
 - a) identify potential hazards in the Town of Lewisboro
 - b) determine the probable impact each of those hazards could have on people
 - 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 Westchester County Office of Emergency Management for the Town of Lewisboro using the program **HAZNY**, provided the State Emergency Management Office.
5. This hazard analysis for Lewisboro:
 - a) provides a basic method for analyzing and ranking the identified hazards including identification of geographic areas and populations at risk to specific hazards
 - b) establishes priorities for planning for those hazards receiving a high ranking of significance
 - c) is to be reviewed and updated every three years
6. The rating and ranking results of the hazard analysis are found in Appendix 2.1. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Town of Lewisboro Emergency Operations Center.

B. Risk Reduction Policies, Programs, and Reports

1. Town Departments and Boards are authorized to:

- a) promote policies, programs, and activities to reduce hazard risks in their area of responsibility
 - b) Examples of the above include, but are not limited to:
 - encourage the use of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the Town
 - 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 the Highway Department, working with NYS DOT, to address dangerous conditions on roads used by hazardous materials carriers
2. The Town of Lewisboro Planning Board is responsible for land use management actions throughout the Town including:
- a) authorizing Town land use management programs
 - b) working with the Lewisboro Zoning Board of Appeals (ZBA) in advising and assisting the Town in developing, adopting, and updating comprehensive master plans for community development, zoning ordinances, subdivision regulations, and building codes
 - c) working with the ZBA to review the process of local zoning and subdivision actions
 - d) participation in SEQRA review of proposed projects in Town.
3. In all of the above activities, the Planning Board will take into account the significant hazards in the Town of Lewisboro as identified in the Town's hazard analysis..
4. Town departments, boards, and all of their personnel shall participate in risk reduction workshops to be coordinated by the LEM.
5. The LEMC will meet annually to identify specific hazard reduction and mitigation actions that could be taken for those hazards determined by the hazard analysis to be

most significant in an effort to minimize or eliminate the impact of any such hazard on the people and infrastructure of the Town of Lewisboro.

6. For each hazard reduction or mitigation action identified, the following information is to be included by the LEMC:
 - 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 each action
7. This information will be consolidated into a Risk Reduction Report by the LEMC. The report will prioritize and make recommendations concerning the identified actions. Further, the report shall be used by the Town to obtain funding for recommended programs.
8. It is critical that the Town work on a continuous basis to reduce and eliminate potential hazards through prevention and mitigation as the financial costs of mitigation and prevention are far less than the human and economic costs associated with response and recovery to any given hazard or emergency.

C. Emergency Response Capability

1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
2. The LEMC will, on an annual basis, assess the town's current capability for dealing with those significant hazards that have been identified and analyzed, including but limited to:
 - a) the likely time of onset of the hazard
 - b) the preparedness level for the impacted area
 - c) the existence of effective warning systems
 - d) the means to respond to anticipated casualties and damage
3. To assist in its assessment, the LEMC will utilize the expertise of the LEM and Westchester County OEM and have them conduct table-top exercises based upon specific hazards and hazard areas identified by the LEMC.
4. The LEMC will identify emergency response shortfalls and make recommendations for implementing corrective actions to be taken and the LEM will report such to any necessary outside agencies or levels of government.

D. Training of Emergency Personnel

1. Each emergency responder department, in coordination with the Westchester County OEM, has the responsibility to arrange and provide the conduct of all required National Incident Management System (NIMS) and Incident Command System (ICS) training programs, any refresher or specialized training, and any other training that may be helpful in reducing or eliminating hazards and increase their effectiveness to respond and recover from emergencies of all types.
2. The LEMC in coordination with the Westchester County OEM shall conduct periodic exercises and drills to evaluate the Town's capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the Town Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment. Appendix 2.3 shall include the Town's annual Drill and Exercise Schedule.
3. All town 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.
4. Any volunteers from civic organizations that are assigned to participate in emergency services should be trained by these services in accordance with established procedures and standards. This can and must be accomplished by the creation of a Community Emergency Response Team (CERT), made up of Lewisboro residents volunteering their time, and with training and assistance from the LEM, LEMC, and the Westchester County Office of Emergency Services.

E. Public Education and Awareness

1. The LEMC and/or LEM shall provide education on hazards to the young adult and adult residents in Town, make the public aware of existing hazards in Town, and familiarize the public with the kind of protective measures that the Town has developed to respond to any emergency arising from the hazard.
2. The education will cover all significant hazards, be available free of charge, and be provided through the school district, public forums as deemed necessary by the LEMC, and the distribution of essential information in pamphlets, fliers, and other materials developed by local, county, state, and federal emergency agencies.

F. Monitoring of Identified Hazard Areas

1. The LEM will develop, with the necessary assistance of other Town departments, the capability to monitor identified hazard areas in order to detect hazardous situations in their earliest stages

2. As a hazard is detected, the information is to be immediately provided to the LEM, Westchester County OEM and/or the Westchester 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 of the hazard (e.g. rising water levels, toxic exposure levels, ground movement, mass gatherings, dam conditions, formation and breakup of ice jams, and the National Weather Service's Skywarn program).
5. All Town hazard monitoring activity will be coordinated with, and make use of where available, school districts, utility companies, private industry, and volunteer agencies and individuals, as appropriate.

Section III

Response

I. Response Organization and Assignment of Responsibilities

A. Town Supervisor Responsibilities, Powers, and Succession

1. The Town Supervisor is ultimately responsible for Town emergency response activities and:
 - a) may assume personal oversight of the Town 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 Town owned resources and facilities for disaster response
 - c) may declare a local state of emergency in consultation with the Lewisboro Emergency Manager and the Attorney for the Town/Town Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 3.4)
 - d) may request assistance from other towns and the county when it appears that the incident will escalate beyond the capability of Town resources
 - e) may provide assistance at the request of other towns both within and outside Westchester County
2. In the event of the unavailability of the Town Supervisor, the following line of command and succession is to be followed to ensure the continuity of government and the direction of emergency operations
 - a) The Deputy Town Supervisor will assume the responsibilities of the Town Supervisor until the Supervisor is available
 - b) The Lewisboro Emergency Manager shall assume the responsibilities of the Supervisor until the Supervisor or Deputy Supervisor, is available.
 - c) The Town Board member with the most seniority (years of service) will assume the responsibilities of the Supervisor and continuing down to the member with the least seniority until the Supervisor, the Deputy Supervisor, the Lewisboro Emergency Manager, or a more senior Town Board member is available
 - d) The Town Clerk shall assume the responsibilities of the Supervisor until the Supervisor, Deputy Supervisor, the Lewisboro Emergency Manager, or a member of the Town Board, is available

B. The Role of the Emergency Manager

1. The Emergency Manager coordinates Town emergency response activities for the Town Supervisor, and recommends to the Supervisor 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 Town's response organization and initiates Town response activities
 - b) notifies and briefs the Town Supervisor, Town boards, departments, agencies and other organizations involved in an emergency response
 - c) maintains and manages the Emergency Operations Center (EOC)
 - d) facilitates coordination between all Town departments and agencies in response to an incident, particularly between the EOC and the Incident Commander, and between the Town and:
 - other municipalities in the region
 - the Katonah-Lewisboro School District
 - Westchester County
 - local hospitals and utilities
 - private emergency support organizations.

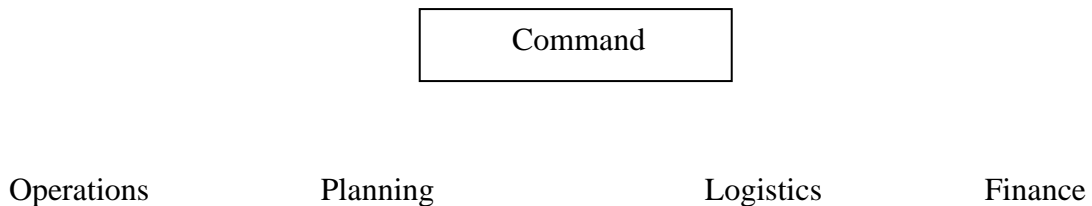
C. The Town Emergency Response Organization

1, The Incident Command System (ICS)

- a) The Town of Lewisboro conducts all emergency operations utilizing the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS) and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident.
- b) ICS is organized by functions. There are five:
 - Command
 - Operations
 - Planning
 - Logistics

➤ Finance

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



- g) During an emergency, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All Town response personnel not assigned to the on-scene ICS will be coordinated by or through the Lewisboro 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.
- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one

exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report.

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

EOC Manager

Operations
Coordinator

Planning
Coordinator

Logistics
Coordinator

Finance/Adm
Coordinator

- k) Whenever the ICS is established, Town response forces should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. In the next section please note standard ICS functional assignments and responsibilities by agency for Town of Lewisboro personnel. Assignments may change as a situation dictates or as directed by the EOC Manager. It is not essential that every ICS function or position is filled, again it depends on the incident and the direction of the IC, EOC Manager, and Supervisor.

2. Department Responsibilities (ICS Function):

- a) Fire Departments (Operations)
 - Fire Suppression
 - Search & Rescue
 - Hazardous Materials Response
 - Staffing EOC
- b) Police (Operations)
 - Crowd Control
 - Evacuation
 - Incident Scene & EOC Security
 - Notifications
 - Investigations
 - Staffing EOC
- c) LVAC (Operations)
 - Medical Care
 - Observe & Maintain health of emergency personnel
 - Staffing EOC

- d) Highway (Operations/Logistics)
 - Keep roads clear and passable
 - Provide equipment and labor support to IC
 - Work w/ public utilities to maintain systems
 - Coordinate with private contractors
 - Debris Removal
 - Staffing EOC
 - e) Maintenance (Operations/Logistics)
 - Secure all Town owned property
 - Keep Town facilities operational
 - Assist in set-up and maintenance of shelters
 - Provide equipment and labor support to IC
 - Staffing EOC
 - f) Parks & Recreation (Operations/Logistics)
 - Shelter Operations
 - Human Needs Assessment
 - Ensure well-being of senior population
 - g) Finance (Finance)
 - Track & Conduct Financial Transactions
 - Administer purchase & lease agreements
 - Assist acquisition of needed equipment & supplies
 - h) Building (Logistics)
 - During and post-incident damage assessment
 - Evaluate building safety
 - i) Clerk (Logistics)
 - Handle Emergency Declaration process
 - Track and maintain all incident related documentation
 - j) Assessor (Finance)
 - Assist in post-incident damage assessment
 - k) Receiver (Finance)
 - Assist Finance Dept and Assessor's Office in their responsibilities
 - l) Planning (Planning)
 - Develop policies and plans to mitigate future hazardous incidents
3. At any incident in the Town of Lewisboro, the IC will command the incident and the EOC will serve in a support role, all working predominantly under an Operations Section. If the event grows to the magnitude that multiple ICS sections need to be

created then the Westchester County Office of Emergency Management and the New York State Emergency Management Office should be contacted to provide assistance with personnel trained in ICS working as an incident management team.

4. The Town Supervisor shall exercise ultimate responsibility and oversight for emergency response and shall delegate ICS responsibilities as described in this plan and as an incident may require, 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.
2. The EOC will be used to support Incident Command Post activities and to coordinate Town 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, the nearest Town, school district, or fire department building shall be used.
5. The Town EOC is located at the South Salem Fire Department, Route 35, South Salem, New York 10560.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the John Jay High School, 60 North Salem Road, Cross River, or at another location designated at the time.
7. The EOC can provide for the centralized coordination of Town and private agencies' activities from a secure and functional location.
8. Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.

10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager.
12. 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 Lewisboro Police 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 conference.
16. The 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 for activating, staffing, and managing the EOC. The SOG can be found as Appendix 3.1 of the plan.

B. Notification and Activation

1. Upon initial notification of an emergency to the Westchester County 9-1-1 and alert to the Lewisboro Emergency Manager.
2. Each emergency is to be classified into one of four Town response Levels according to the scope and magnitude of the incident.

- a) Response Level 4: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
 - b) Response Level 3: 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, which requires no assistance beyond the scope of local mutual-aid (immediate surrounding towns).
 - d) Response Level 1: 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:
- a) For Response Level 3, only the staff of the Emergency Management Office are notified and activated as appropriate (EMC will be on iPage).
 - b) For Response Level 2, all Town emergency response personnel will be activated and augmented by select members of the County response organization as determined by the Emergency Manager.
 - c) For Response Level 1, 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 Appendix 3.1 for further details.

C. Assessment and Evaluation

1. The Supervisor, as a result of information provided by the EOC Section Coordinators, the Command Staff will, as appropriate, in conjunction with the on-scene Incident Commander:
 - a) evaluate 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 Town Supervisor may proclaim a state of emergency pursuant to section 24 of the State Executive Law.
2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of town 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 3.2 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. 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. The Supervisor or his/her delegate shall be the Public Information Officer, and as a result, shall be solely responsible for the dissemination of all information to the public pertaining to a disaster in Lewisboro.
2. 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 systems in (a), (b), (c), and (d) below require strict coordination with the Town EOC and can only be activated by the Supervisor, LEM, or PIO (see Appendix 3.1 for activation procedures):

- a) Emergency Alert System (EAS) – formerly known as the Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, cable TV, to issue emergency warnings. Can be activated by a telephone or encoder.
- 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 Forecast office in Upton, NY or the Eastern Region Headquarters in Bohemia, NY. 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 is a component of EAS.
- c) Reverse 9-1-1 capabilities available through Westchester County OEM enable the Town of Lewisboro EOC to transmit warnings and emergency information to individual residences and businesses in a hazard area through a recorded phone message.
- d) Stationary Fire Sirens – Located at fire stations, and potentially at other facilities throughout Town (to be placed and identified as seen necessary), for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the EOC, 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 (coverage of Town population to be determined).
- e) Emergency service vehicles with siren and public address capabilities – many police and fire vehicles in Town are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public. This capability exists Town-wide, but should not be relied upon for public warning.
- f) 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, or 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.
- g) Westchester County, through their Community Emergency Notification System (CENS), can send residents, businesses, and non-profits in Lewisboro email, text messaging and/or phone messages to provide information before, during or after a major storm or other disaster. This information might include

updates about emergency conditions, what to do, where to go, etc. Residents, businesses, and non-profits may register for this alert service at <http://www.westchestergov.com/cens/>

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 (PIO), 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. This

Group will be lead by the Lewisboro Volunteer Ambulance Corps and representatives from Westchester EMS and Northern Westchester Hospital.

G. Meeting Human Needs

1. The Lewisboro Parks & Recreation Department, working with the LEM, EOC staff, and the Lewisboro CERT are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of the Town and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.

H. 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 assign a representative to the New York State Electric and Gas Storm/Operations Center in _____ to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations Section may assign a representative to other utility operations centers as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, the Town of Lewisboro should act in cognizance of and in cooperation with the State Highway Emergency Task Force.

I. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. All available Town resources should be utilized before County resources are requested.
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 or the Katonah-Lewisboro School District can be utilized upon agreement between the Town and the offering entity.
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.
6. The Superintendent of Parks & Recreation, shall coordinate with the American Red Cross and Westchester County, for the purposes of setting up shelters in Town as needed and ensuring that they are staffed and equipped.

J. Standard Operating Guides and other supporting plans

1. Attached to this plan is a Standard Operating Guide (SOG) for the Town of Lewisboro EOC for each response level indicated in this section.
2. Also attached to this plan are hazard specific annexes that support this plan as well as copies of the Town's various formal mutual aid agreements.

Section IV

Recovery

A. Damage Assessment

1. The Town of Lewisboro Emergency Manager is responsible for:
 - a) developing a damage assessment program
 - b) coordinating damage assessment activities in the Town during and following an emergency
 - c) designating a Damage Assessment Officer for each emergency
 - d) maintaining detailed records of emergency expenditures that he can report in standard documentation forms
2. The Town will cooperate fully with the Westchester County OEM in damage assessment activities including:
 - a) Pre-Emergency:
 - identifying town departments, personnel, and resources to assist and support damage assessment activities
 - identifying non-government group such as non-profit organizations, trade organizations, and professional people that could provide damage assessment assistance
 - fostering agreements between the Town 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 County or State assistance is required in the damage assessment process
 - c) Post-Emergency:
 - obtaining 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, town 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 County OEM
5. Damage assessment will be conducted by Town employees, such as the Town Engineer, building inspectors, assessors, and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-governmental 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 (impact on individuals and families, agriculture, private sector).
7. Town damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel assigned damage assessment responsibilities 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 LEM.
10. The LEM, 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 dams, dikes, levees, and 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 or barns
- 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

SEMO's damage assessment guidance, with appropriate forms, is available from Westchester OEM

11. The Supervisor will submit the Town's Damage Assessment Report to the Westchester County Executive who will submit the report as part of a larger county wide report to SEMO's regional office. It is required for establishing the eligibility for any State and/or federal assistance. Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from Westchester OEM.

12. The LEM will serve as the Town's authorized agent in disaster assistance applications to the State and Federal government and will utilize the services of the contracted grants writing firm/person for the Town of Lewisboro.
13. The Town's authorized agent will:
 - a) attend public assistance applicant briefing conducted by Federal and State officials
 - b) review SEMO's 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 representatives(s) who will accompany the Federal/State Survey Team(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 Westchester County Department of Planning.
3. The Town of Lewisboro Master Plan as adopted in 1985, and any comprehensive revisions of this plan, is the official guide for development in Lewisboro.
4. Through the use of this plan and its corresponding implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. shall provide the necessary 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. Town 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 town departments and agencies
 - b) prepare a local recovery and redevelopment plan, unless deemed unnecessary
8. The recovery and redevelopment plan shall include:
 - a) replacement, reconstruction, removal, relocation of damaged/destroyed buildings, facilities, and/or infrastructure
 - b) establishment of priorities for emergency repairs to facilities, buildings, and infrastructure
 - 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 the Town 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 Town has 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 forty-five (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 ten (10) days after receiving the plan.
- e) A plan shall be adopted by such county, city, town or village within ten (10) days after receiving comments of the DPC.
- f) The adopted plan:
 - May be amended at anytime in the same manner as originally prepared, revised, and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a) Phase 1 – short term reconstruction to return vital life support systems to minimum operating standards;
 - b) Phase 2 – long term reconstruction and development which may continue for years after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid 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 County, State, and Federal programs to determine how they may be utilized
 - c) conducting 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 SEMO
3. Reconstruction operations must conform to existing Town/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, county, and Town PIOs as appropriate and furnished to the media for reporting to the public.