

**GENESEECOUNTY  
EMERGENCY  
MANAGEMENT  
PLAN**



**Comprehensive  
Emergency  
Management  
Plan**

**January 2004**

# GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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# **GENESEE COUNTY**

## **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

*January, 2004*

# **GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

## **EXECUTIVE SUMMARY**

### **INTRODUCTION**

This plan results from the recognition on the part of Local government and State officials that a comprehensive plan was needed to enhance the county's ability to manage emergency and disaster situations in peacetime or under wartime conditions. The product was prepared by County officials working cooperatively with their State Agency counterparts in a planning effort coordinated by the New York State Emergency Management Office. This County 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 2B of the State Executive Law and the New York State Defense Emergency Act.

In the past, government action was taken primarily when disaster struck. Today, the need for a comprehensive emergency management system at the Local, State and Federal levels of government, to deal effectively before, during and after an emergency occurs is apparent. The Plan outlines the actions to be taken by the county to establish such a management capability.

The development of this plan included a systematic investigation and analysis of potential hazards which could effect the county, an assessment of the capabilities existing in the county to deal with potential problems and finally, the development of a multi-year projection of necessary actions and their fiscal requirements to achieve the management goals and objectives of this plan.

### **COMPREHENSIVE APPROACH**

Dealing with disasters is an ongoing and multi-faceted undertaking. Through implementation of prevention and mitigation measures before a disaster or emergency occurs, timely and adequate 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 total ongoing operation is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise necessary to deal with disasters. The plan contains three sections to deal separately with each part of this ongoing operation.

### **MANAGEMENT RESPONSIBILITIES**

The plan assigns responsibility for emergency management to existing County departments and agencies. The assignments are made within the framework of the present County capability and existing organizational responsibilities. No new management organization is created. Each department and agency has determined the management organization and procedures needed to

fulfill the responsibilities assigned to it. Accordingly, each County department's management responsibilities are outlined in separate plans and operating procedures, which form part of the overall plan.

The Genesee County Office of Emergency Management Services is designated to provide the centralized coordination of all these management activities, including coordination of resources, manpower and services and the centralized direction of requests for assistance.

County responsibilities are closely related to the responsibility of the local levels of government within the county, i.e., the city, towns and incorporated villages, to manage all phases of disasters. The county has the responsibility to assist the local levels of government 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 exhausted 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 involve itself 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 materials transportation accidents, chemical spills and radiological incidents.

## **CONCLUSION**

The plan is intended to provide a general, all hazards, management guidance, using existing organizations and lines of authority to allow the county to meet its responsibilities before, during and after an emergency occurs.

# GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section I

### GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

#### A. Policy Regarding Comprehensive Emergency Management

1. Various types of manmade or natural emergencies may result in the loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. Genesee County government will provide leadership and direction in assisting local governments to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Genesee 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, Genesee 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
  - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in Genesee 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 Genesee 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 mitigation 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. Genesee County Legislative Resolution #\_\_\_\_\_
- 4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
- 5. Federal Response Plan (Presidential Decision Document: PDD-39)

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 County Executive may coordinate responses for requests for assistance for the local governments.
- 7. The County Executive has the authority to direct and coordinate County disaster operations. The Genesee County Executive may obtain assistance from other counties or

the state when the emergency disaster is beyond the resources of Genesee County.

8. The Genesee County Legislature has assigned to the Emergency Management Office the responsibility to coordinate County emergency management activities.
9. Genesee County will utilize the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Genesee County recommends and encourages all local governments in Genesee County to utilize ICS.
10. A local request for assistance to the state will be submitted through the Region V Office of the New York State Emergency Management Office (SEMO) located in Newark, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
11. State assistance is supplemental to local emergency efforts.
12. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.
13. 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 Genesee County Emergency Management Office is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role annexes and procedures, and provide any changes to the Genesee County Emergency Management Coordinator by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

**GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT  
PLAN**

**Section II- RISK REDUCTION**

A. Designation of County Hazard Mitigation Coordinator

1. The Genesee County Emergency Management Coordinator has been designated by the County Executive as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in Genesee 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. Genesee County Emergency Management Coordinator
  - b. County Hazard Mitigation Coordinator
  - c. Genesee County Fire Coordinator
  - d. Genesee County Health Commissioner
  - e. Planning Department Director
  - f. Genesee County Sheriff
  - g. Genesee County Highway Sup't.
  - h. Genesee County Co-op Ext. Dir.
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
  - 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.

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
- b) establishes priorities for planning for those hazards receiving a high ranking of significance
- c) was conducted in accordance with guidance from the New York State Emergency Management Office
- d) after completion in November 1999 was submitted to the Region V office of SEMO
- e) is to be reviewed and updated every three years

6. The rating and ranking results of the hazard analysis are found in Attachment 1.

7. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Genesee 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 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 Genesee County Planning Department is responsible for land use management of County owned land and the review of land use management actions throughout the county. Final authority is determined by Legislative approval as follows:
  - authorizing County land use management programs
  - advising and assisting local governments in the county in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
  - assisting and advising the Local Planning and/or Zoning Boards in the review process of local zoning and subdivision actions
  - participation in SEQRA review of proposed projects in the County
3. In all of the above activities, the County Planning Board will take into account the significant hazards in Genesee County.
4. The Genesee County Emergency Planning Committee will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program.
5. The Genesee County Emergency Planning Committee will meet annually or upon request 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 be included by the Planning Team:
  - description of the action
  - statement on the technical feasibility of the action
  - estimated cost of the action
  - expected benefits of action and estimated monetary value of each benefit
  - an estimate of the level of community support for the action
  - environmental impact
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 County Emergency Management Office for review, revision, and approval or disapproval, annually beginning February,1, 2005.
10. The Risk Reduction Report will be presented to the County Executive and the County Legislature, via the Public Service Committee, 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 HAZNY Report is a critical part of Risk Reduction.
2. The Emergency Planning Committee will, on an annual basis or upon request
  - 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 Management Coordinator will coordinate tabletop exercises based upon specific hazards and hazard areas identified by the Committee.
4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the County Emergency Management Coordinator, County Executive, local governments, and the SEMO Region V Office, initially by February 1, 2005.

E. Training of Emergency Personnel

1. The Genesee County Emergency Management Training Technician, in conjunction with the Genesee County Emergency Management Coordinator, has the responsibility to:
  - a) arrange and provide, with the assistance of the NYS Emergency Management Office, the conduct of training programs for County emergency response personnel, as designated by the County Emergency Management Coordinator.
  - b) encourage and support training for city, town and village emergency personnel
  - c) such training programs will:
    - include information on the characteristics of hazards and their consequences

and the implementation of emergency response actions including protective measures, notification procedures, and available resources

- include Incident Command System (ICS) or NIIMS training, focusing on individual roles
  - conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including ICS for Executives training.
  - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
  - be provided in crisis situations, that requires additional specialized training and refresher training
- d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Attachment 2, Genesee County Drill and Exercise Schedule- 2004.
- 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, should be trained by these services in accordance with established procedures and standards.

F. Public Education and Awareness

1. The Director of Cooperative Extension, in cooperation with the Genesee County Emergency Management Office, is responsible for:
  - A) direct Liaison for the agri-business within Genesee County
  - B) providing education on hazards to the young adult and adult public in the county
  - C) making the public aware of existing hazards in their communities
  - D) 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 New York State Emergency Management Office and other State departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The Genesee County Emergency Management Office or designated 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 Emergency Management Office or the Genesee 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, transportation route volume, 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 I      **HAZARD ANALYSIS RESULTS FOR GENESEE COUNTY****

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
Haz Mat Fixed Site	373.0	High
Flood	351.7	High
Transportation Accident	297.2	Moderately High
Fire	295.8	Moderately High
Terrorism	286.8	Moderately High
Ice Storm	283.2	Moderately High
Wind Storm	278.2	Moderately High
Power Failure	272.7	Moderately High
Severe Winter Storm	244.8	Moderately High
Structure Collapse	244.5	Moderately High
Civil Unrest	237.8	Moderately Low
Oil Spill	233.8	Moderately Low
Explosion	232.8	Moderately Low
Air Contamination	232.2	Moderately Low
Dam Failure	217.5	Moderately Low
Tornado	217.5	Moderately Low
Drought	215.2	Moderately Low
Ice Jam	201.8	Moderately Low
Extreme Temperatures	200.8	Moderately Low
Wildfire	175.8	Moderately Low
Radiological at Fixed Sites	164.8	Moderately Low
Water Supply Failure	155.8	Low
Year 2000 Date Change	151.5	Low
Epidemic	151.5	Low
Earthquake	149.8	Low
Fuel Shortage	149.8	Low
Radiological in Transit	143.2	Low
Blight	137.2	Low
Landslide	115.2	Low
Infestation	94.5	Low

*These results of the Hazard Analysis were reported by the Genesee County Emergency Planning Committee on November 23, 2000.*

**ATTACHMENT 2 GENESEE COUNTY DRILL AND EXERCISE SCHEDULE - 2004**

January

January 13, 14, 20, 21: Plan review, equipment cache training/awareness

February: ICS Position Training (roles)

March: Develop tabletop exercise

April: Continue development of tabletop exercise

May: Tabletop exercise location to be determined  
*Possible sites:* Six Flags, Genesee Community College, Genesee County Airport

June: Prepare for August Tabletop exercise

July: Prepare for August Tabletop exercise

August: Tabletop exercise and evaluation

September: Haz-West Regional Training (WMD Decon)

October, November, December: Assist local hospital (UMMC) with their Fall tabletop and field exercise

# GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section III

### RESPONSE

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

##### A. County Executive Responsibilities, Powers, and Succession

1. The 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 Coordinator, County Manager, Sheriff and the county Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 3),
  - 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 Genesee 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) The Vice Chair of the county legislature will assume the responsibilities of the County Executive until the County Executive is available.
  - b) The County Manager will assume the responsibility of the County Executive until the Vice Chair of the county legislature or the County Executive is available.
  - c) The Ass't. County Manager will assume responsibility of the County Executive until the County Manager, Vice Chair of the county legislature, or the County Executive is available.

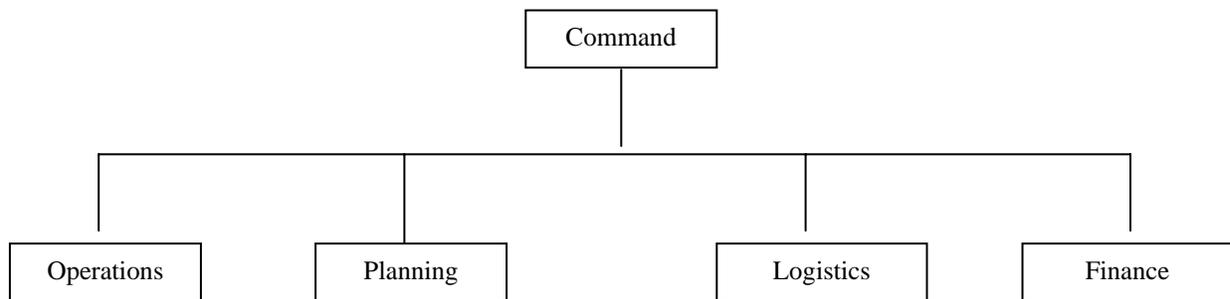
## B. The Role of the Emergency Management Coordinator

1. The Emergency Management Coordinator coordinates County emergency response activities for the 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 Management Coordinator:
  - 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 County Emergency Response Organization

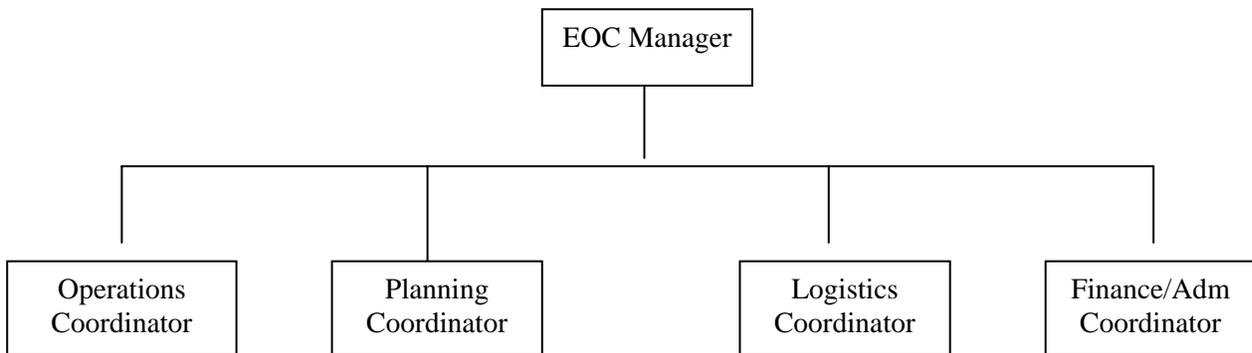
1. The Incident Command System (ICS)
  - a) Genesee County endorses the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility 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. See Appendix 1, *Incident Command System Position Descriptions*.
  - b) ICS is organized by functions. There are five:
    - Command
    - Operations
    - Planning
    - Logistics
    - Finance

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



- g) During an emergency, County response personnel must be cognizant of the Incident Command System in place and their role in it. Some County personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other County personnel may be assigned to the county Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene ICS will be coordinated by or through the County Emergency Manager.
- h) The Incident Commander is 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 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 ICS.
- j) County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



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

2. Agency Responsibilities

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

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

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

TABLE 1 - ICS Function and Response Activities by Agency

<b><u>AGENCY</u></b>	<b><u>ICS FUNCTION</u></b>	<b><u>RESPONSE ACTIVITIES</u></b>
Office of County Executive	Command (Agency Administrator)  Public Information	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders; Emergency Public Information
Emergency Management	Command, Liaison (EOC Manager)	Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.
Sheriff's Department	Operations	Communications, Law Enforcement, EOC Security, Public Security, evacuation routes, highway conditions and advisories
Health Dept. Environmental	Operations	Medical Care and Treatment; Disease and Pest Control, health/environmental
Public Works (Highway) Soil and Water	Operations	Debris Removal and disposal, damage assessment, infrastructure, domestic water supply, roads & bridges, airport facility, snow removal
Office of Fire Coordinator	Operations	Coordinate Fire Suppression and medial transport needs HAZMAT Exposure Control and technical rescue operations
Social Services	Operations	Human Needs Assessment
Office for Aging	Operations	Human Needs Assessment
Planning	Planning	GIS Mapping, Situation Assessment and Documentation/Advance Planning
Mental Health	Operations	Crisis Counseling
Coroner	Operations	Work with Health Dept. in identification and disposition of dead
American Red Cross	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
Co-Operative Extension	Planning	Supply and Procurement for Agri businesses
Human Resources Director	Logistics/ Planning	Human Resources
Purchasing Director County Treasurer	Finance/Administration	Purchasing; Accounting; Record- keeping
Information Technology	Logistics	Electronic and GIS support

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, the county may elect to use a mobile command unit.
5. The County EOC is located at the Genesee County Emergency Management Services Office located at 7690 State Street Road, Batavia, N.Y 14020.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Genesee County Highway Department or at another location designated at the time. .
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agencies' 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 Management Coordinator 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 Management Coordinator .
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Management Coordinator 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 EOC during an emergency will be provided by the 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 Management Coordinator at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
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 Management Coordinator maintains a Standard Operating Guide for activating, staffing and managing the EOC. This SOG can be found as Appendix 2 to this section of the plan.

#### B. Notification and Activation

1. As described in detail in Appendix 1, 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:** Objective is to provide the authority having jurisdiction assistance in review of the situation; development of appropriate response and/or mitigation plan. Ensure identification and chemical characteristics are determined. Assess life safety/environmental impact. Provide guidance as to available resources, reporting requirements and termination of incident.
  - b. **Response Level 1:** Confined to incident site without serious threat to life, health or property, which requires no assistance beyond initial first responders.
  - c. **Response Level 2:** Limited emergency event with some threat to life, health or property that has the potential of leaving the confines of the incident site. Situation may not be controllable without special resources.
  - d. **Response Level 3:** Incidents which pose a high degree of hazard with major threat to life, health or property; situation(s) may not be controllable even with special resources.

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

**Response Level 0:** May involve consultation or limited response from Emergency Management Office staff.

**Response Level 1:** Only the staff of the Emergency Management Office are notified and activated as appropriate.

**Response Level 2:** Level One staff activated and augmented by select members of County response organization as determined by Emergency Management Coordinator

**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 Appendix 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 County Executive 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 3 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
  5. Chief Executives of cities, towns and villages in Genesee 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 Genesee 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 Appendix 4, Genesee 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 Buffalo. 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 Appendix 4.

c) Stationary Fire Sirens – Use in Genesee County

➤ 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

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. This capability exists Countywide but should not be relied upon for public warning.

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) to coordinate all official announcements and schedule news media briefings at a predetermined location.
- 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 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/Local Health Department to ensure that health and medical problems are being addressed. This Group will be lead by the County Health Department.

#### G. Meeting Human Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of Genesee County and local government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
3. Genesee County Human Needs resources group is comprised of representatives from County and local agencies (Office of the Aging, Department of Social Services, Mental Health and the Red Cross), volunteer groups and the private sector, whose purpose is to assist in the coordination of the delivery of human services in Genesee County, and to advise the County Executive on human needs issues.
4. The Genesee County Human Needs resources group will serve as the Human Needs Branch whenever such a Branch is utilized.
5. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the Chairperson of the Genesee County Human Needs Resource group to determine if any human needs issues are being overlooked.

#### 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 Niagara Mohawk Storm Center in Batavia 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, Genesee County should act in cognizance of and in cooperation with the State Highway Emergency Task Force. See Appendix 5, New York State Highway Emergency Task Force Policy and Procedures.

#### 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. 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 Genesee 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 resource can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

J. Standard Operating Guides and other supporting plans.

1. Each County agency assigned responsibility under this Response portion of the plan is required to have its own Standard Operating Guides (SOG's). These SOG's address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
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 Management Office. The following SOG's have been filed as of February 1, 2004:
  - Emergency Management EOC Response Guide
  - Office of the County Executive Emergency Guide
  - Department of Social Services Standard Guide, Part V, County Emergency
  - Office of Fire Coordinator Disaster Response
3. The following is a list of functional and hazard specific annexes that support this plan, and are on file in the County Emergency Management Office:
  - Local Emergency Planning Committee (LEPC) Emergency Response Plan (Haz-Mat)
  - Genesee County Fire Mutual Aid Plan
  - Genesee County EMS Mutual Aid Plan
  - Airport Emergency Response Plan
  - Red Cross Sheltering Plan
  - Genesee County MCI Plan
  - Genesee County Health Plan
  - Genesee County Mass Fatality Plan
  - Genesee County Storm Plan
  - Genesee County DOT Plan/T-way
4. The following documents support this portion of the plan and are appended to it:

*Appendix 1- NIIMS Incident Command System Position Description.*

*Appendix 2- Standard Operating Guide for the Genesee County Emergency Operations Center (EOC)*

*Appendix 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders*

*Appendix 4 - Genesee County Emergency Alert System*

*Appendix 5 - New York State Highway Emergency Task Force Policy and Procedures*

# GENESEE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section IV

### RECOVERY

#### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Genesee County must participate in damage assessment activities.
2. The Genesee County Emergency Management Coordinator is responsible for:
  - a) Developing, with local governments, a damage assessment program;
  - b) Coordinating damage assessment activities in the county during and following an emergency.
  - c) Designating a Damage Assessment Officer for each emergency.
  - d) The Genesee County Emergency Management Coordinator 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 Genesee County Emergency Management Coordinator or designee 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 State Emergency Management Office
  5. Damage assessment will be conducted by County and local government employees, such as public works engineers, building inspectors, code officers, 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 Coordinator of Emergency Management Services or designee, 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 injured/ lost
  - 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
  - h) equipment rates (hourly)

SEMO's damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.

11. The County Executive, through the Emergency Management Coordinator , will submit the Damage Assessment Report to the State Emergency Management Office, Region V 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 the Genesee County Emergency Management Office.

12. Unless otherwise designated by the County Executive, the Emergency Management Office will serve as the County's authorized agent in disaster assistance applications to State and Federal government.
13. The Genesee County Emergency Management Coordinator will:

- a) Attend public assistance applicant briefing conducted by Federal and State
- 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 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 the direction of local planning boards with technical assistance provided by the County Department of Economic Development and Planning.
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. Genesee County Government should decide whether the recovery will be managed through existing organizations with planning and coordinating skills or by a recovery task force created exclusively for this purpose.
7. In the event a Recovery Task Force is created, the Task Force will:
  - a) Direct the recovery with the assistance of County 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
  - b) Establishment of priorities for emergency repairs to facilities, buildings and
  - c) Economic recovery and community development.
  - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. 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.
- 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/development which may continue for years after a disaster and will implement officially adopted plans/policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.

#### 2. Long term reconstruction and recovery includes the following:

- a) Scheduling planning for redevelopment
- b) Analyze existing State and Federal programs
- c) Conduct public meetings and hearings
- d) Plan for 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 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

