

Comprehensive Emergency Management Plan (CEMP)

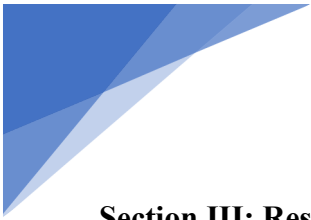
City of Kingston, NY



2025

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EXECUTIVE SUMMARY

Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the City of Kingston's ability to manage emergency/disaster situations. It was prepared by City officials working as a team in a planning process recommended by the New York State Division of Homeland Security and Emergency Services. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

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

Comprehensive Approach

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

The 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

City departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present City capability and existing organizational responsibilities. The Mayor is designated to coordinate all emergency management activities of the City of Kingston.

The City of Kingston intends to use 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.

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

Conclusion

The plan provides general all-hazards management guidance, using existing organizations, to allow the City 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. City government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the City of Kingston.
3. Under authority of Section 23 of the New York State Executive Law, the City 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 City of Kingston has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - a. Risk Reduction (Prevention and Mitigation)
 - b. Response
 - c. Recovery
5. Risk Reduction (Prevention and Mitigation)
 - a. Prevention refers to those short- or long-term activities which eliminate or reduce the number of occurrences of disasters.
 - b. Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - c. Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the City of Kingston.
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 citizens
 - Protective actions for the public
 - Allocation/distribution 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 municipality, supported by the county 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 City of Kingston:
2. The objectives of the Plan are:
 - a. To identify, assess and prioritize local 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 City's capability to manage hazards.
 - c. To provide that City agencies 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, 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 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. City of Kingston City Charter (Section 40)
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
5. Disaster Mitigation Act of 2000

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 jurisdictions as well as county and state agencies.
6. The City of Kingston will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The City of Kingston requires all agencies in the City of Kingston to utilize ICS.
7. This CEMP is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

E. Plan Maintenance and Updating

1. The City's Deputy Emergency Manager (Fire Chief) is responsible for maintaining and updating this Plan.

The current iteration of the CEMP was originally updated in February 2024 by the Fire Chief, in collaboration with the Sustainability Coordinator and Deputy Superintendent of the Department of Public Works, over the course of several months, with input from many City departments.

2. All City departments and agencies are responsible for annual review of their emergency response role and procedures and provide any changes to the Deputy Emergency Manager 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.

F. Situational Overview

1. Geographic Information

The City of Kingston is in the eastern portion of Ulster County on the Hudson River. The City consists of 8.8 square miles, 7.5 of which are land and 1.3 of which are water. The City of Kingston is the county seat of Ulster County and was the first capital of the State of New York. Kingston was founded by Dutch settlers in 1652 and has served throughout its history as an important hub of regional transportation. The City has three major neighborhoods: The Uptown Stockade Area, The Midtown Area, and The Downtown Waterfront Area. The Stockade District is an eight-block area that is the original site of the 17th-century Dutch settlement. The Midtown Area is home to the Ulster Performing Arts Center and the historic City Hall and was the site of industrial development in the early 20th century. The Downtown area is a mix of newer development and sensitive natural landscapes as the Rondout Creek empties into the Hudson River.

2. Demographics

According to the U.S. Census, the 2020 population for the City of Kingston was 24,069, a 0.7 percent increase from the 2010 Census (23,893). Data from the 2020 American Community Survey 5-year Estimates indicate that 5.2 percent of the population is 5 years of age or younger, 14.6 percent is 65 years of age or older, 11.9 percent have disabilities, and 18.9 percent are below the poverty threshold. 16.0 percent of households are non-English speaking. Communities must deploy a support system that enables all populations to safely reach shelters or to quickly evacuate a hazard area.

3. Assumptions

The CEMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Therefore, the following assumptions are made and should be used as general guidelines in an event.

- a. An emergency may occur at any time of the day, night, weekend, or holiday, and with little or no warning.
- b. The succession of events in an emergency are not predictable; hence, published response plans, such as the CEMP, should serve only as a guide and may require modifications to meet the requirements of a specific emergency.
- c. An emergency may be declared if information indicates that such conditions are developing or likely to develop.
- d. Major emergencies may become county or statewide. Therefore, it is necessary for the City to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- e. The magnitude of the emergency may be such that effective emergency response may be beyond the capability of the City and may require State or Federal assistance.
- f. Depending on the type and severity of the emergency, damage may be extensive to City.
- g. Assistance from state and federal emergency response agencies may not be immediately available.

4. Plan Integration

Planning and regulatory capabilities are plans, policies, codes, and ordinances that prevent and reduce the impacts of hazards. The list below summarizes the regulatory tools that are available to the City of Kingston.

1. Building Code, 2020 NYS Code
2. Zoning and Land Use Code, Chapter 405, Adopted 8/7/84
3. Subdivision Ordinance, Chapter 74, Adopted 8/7/84
4. Site Plan Ordinance, Chapter 347, Adopted 12/7/04
5. Stormwater Management Ordinance, Chapter 353, Adopted 12/5/07
6. Real Estate Disclosure, Property Condition Disclosure Act, NY Code- Article 14 Section 460-467
7. Environmental Protection Ordinances, Chapters 373, Adopted 4/4/95
8. Flood Damage Prevention Ordinance, Chapter 405, Adopted 8/7/84
9. Wellhead Protection/Water Restrictions, Chapter 395, Adopted 12/16/99
10. Comprehensive Plan Adopted 2016, Amended 2020
11. Kingston Capital Improvement Plan, 2020-2025
12. Rondout Creek Watershed Management Plan, 2015
13. City of Kingston Stormwater Management Plan, 2010
14. Open Space Plan, 11/2020
15. Natural Resources Inventory, 2018
16. Strategic Community and Economic Development Plan
17. City-wide Tree Inventory, 2019
18. Transit Integration Study, 2017

19. Uptown Stockade Area Transportation Plan, 2009
20. City/Town Quiet Zone and Pedestrian Safety and Mobility Plan, 2006
21. Climate Action Plan 2021
22. NYS DRI Strategic Investment Plan, 3/2018
23. City of Kingston Economic Recovery Plan, 2022
24. Kingston Fire Department Disaster Management Plan
25. City of Kingston Flood Preparedness Guide and Evacuation Plan, 2020
26. DEP Emergency Action Plan Volume 1 and 2: Olive Bridge Dam & the Ashokan Dikes
27. DEP Emergency Action Plan: Merriman Dam
28. City of Kingston Emergency Preparedness Plan December 1993
29. Kingston Fire Department Disaster Management Plan September 1, 2009
30. DRAFT Kingston Comprehensive Emergency Management Plan 2014
31. HAZNY Analysis 2006 and 2014

5. Hazard Identification and Analysis

Natural hazards, such as hurricanes, floods, tornadoes, and wildfires, are a part of the world around us. Their occurrence is both natural and inevitable. In today's world, human-generated hazards such as technological incidents, deliberate acts of terrorism, or active shooter incidents are also legitimate and significant threats to life, safety, and property. The City of Kingston is vulnerable to a wide range of natural and human-generated hazards. These hazards threaten the safety of residents and visitors and have the potential to damage or destroy City and private property, disrupt the operation of the City departments, and impact the overall quality of life of individuals who live and/or work within the boundaries of the City. This vulnerability has been highlighted by recent ice storms, flooding events and drought experienced by the City. The hazard identification and analysis were compiled in conjunction with the Ulster County Multi-Hazard Mitigation Plan update in 2023 and will be updated as the documents are modified. The following lists highlights the identified most significant hazard concerns for the City of Kingston.

Risk Assessment

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Hazard	Total PRI Value
Water Infrastructure (contamination)	3.4
Rail Bridge Failure	3.4
Mass Casualty Incident	3.3
Dam Failure	3.2
Hazardous Material (In-transit)	3.2
Severe Winter Storm	3.1
Pandemic	3.1
Epidemic	3.1
Hurricane/Tropical Storm	3.1
Water Infrastructure Failure	3
Sewer infrastructure Failure	3
Ice Storm at least 1/2 inch or more)	3
Hazardous Material (Fixed)	3
Severe Wind/Tornado	2.9
Cyber Attack	2.9
Radiological Release	2.9
Extremem Temperatures	2.8
High Wind Event	2.7
Air Quality Compromised	2.6
Flooding	2.5
Major Fires (non-Wildfires)	2.5
Biological Agent Release	2.5
WWTP Shutdown/failure	2.5
Sinkhole	2.4
Active Shooter	2.4
Terrorism	2.4
Major Transportation Accident	2.2
Drought	2.2
Civil Disturbance/Protest	2.2
Utility Failure GAS	2.2
Food Contamination	2.2
Vehicle Ramming Attack	2.1
Structual Collapse	2.1
Improvised Explosive Device/Vehicl Born IED	2.1
Earthquakes	1.9
Sustained Power Outage (3+ days)	1.9
Mud/Landslide	1.6
UAS Incident	1.5
Wildfire	1.3

Table 1: Hazard Analysis Ranking, Source Kingston Municipal Emergency Preparedness Analysis 2024

SECTION II

RISK REDUCTION

A. Designation of City Hazard Mitigation Coordinator

1. The City of Kingston Sustainability Coordinator has been designated by the Mayor as the City Hazard Mitigation Coordinator.
2. The City Hazard Mitigation Coordinator is responsible for coordinating City efforts in reducing hazards in the City of Kingston.
3. All City agencies will participate in risk reduction activities with the City Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will participate as a member of the City Emergency Planning Committee.

B. Identification and Analysis of Potential Hazards

1. The City Emergency Planning Committee will be comprised of the following and an additional designee:
 - a. City of Kingston Mayor
 - b. City Hazard Mitigation Coordinator (Sustainability Coordinator)
 - c. City of Kingston Police Chief
 - d. City of Kingston Fire Chief
 - e. City of Kingston Water Superintendent
 - f. City of Kingston Public Works Superintendent
2. The City Emergency Planning Committee will:
 - a. Identify potential hazards in the City
 - 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 in conjunction with the Ulster County Hazard Mitigation Plan update.
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 Office of Emergency Management and the Ulster County Office of Emergency Management.
 - d. After completion in December 2023, was submitted to FEMA for approval.
 - e. Is to be reviewed and updated every three years.
6. The rating and ranking results of the hazard analysis are found in Table 1.
7. The City has identified a list of Critical Facilities in the City, including their type and address.

C. Risk Reduction Policies, Programs and Reports

1. City 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 the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and consider significant hazards in the city.
 - 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 find alternatives to disinfection with gaseous chlorine.
 - Encourage and participate in municipal stream channel maintenance programs.

2. The City of Kingston Planning Office is responsible for land use management of city owned land and the review of land use management actions throughout the City, including:
 - Authorizing City land use management programs.
 - Developing and adopting a comprehensive master plan for community development, zoning ordinances, subdivision regulations and building codes.
 - Assisting and advising the Planning Board in the review process of local zoning and subdivision actions.
 - Participation in SEQRA review of proposed projects in the City.
3. In all the above activities, the Planning Office will take into account the significant hazards in the City of Kingston.
4. The City of Kingston Emergency Planning Committee will conduct risk reduction sessions for City agencies to encourage their involvement in the City risk reduction program. This can also be accomplished through the Ulster County Hazard Mitigation Plan.
5. The City of Kingston Emergency Planning Committee will meet tri-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
6. For each hazard reduction action identified, the following information is to be included by the Emergency Planning Committee:
 - a. a description of the action
 - b. a statement on the technical feasibility of the action
 - c. the estimated cost of the action
 - d. the expected benefits of the action and the estimated monetary value of each benefit
 - e. an estimate of the level of community support for the action
7. This information will be consolidated into a Risk Reduction Report. This can also be accomplished through the Ulster County Hazard Mitigation Plan.
8. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
9. The Risk Reduction report will be presented to the Mayor for review, revision, and approval or disapproval, periodically.
10. The Risk Reduction Report will be presented to the City Council, for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the City's capability to manage the emergencies that could be caused by the hazards identified in the City is a critical part of Risk Reduction
2. The Emergency Planning Committee will, on a tri-annual basis:
 - a. assess the city'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 city's means to respond to anticipated casualties and damage
3. To assist the Emergency Planning Committee in its assessment, the City Deputy Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.
4. The committee will identify emergency response limitations and make recommendations for implementing corrective actions to the Mayor.

E. Training of Emergency Personnel

1. The City of Kingston Deputy Emergency Manager, in coordination with the City of Kingston Emergency Manager, and City Department Heads has the responsibility to
 - a. Arrange and provide, with the assistance of the New York State Division of Homeland Security and Emergency Services, the conduct of training programs for City emergency response personnel, as designated by the City Emergency Manager.
 - b. Encourage and support training for all required city personnel.
 - i. 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) training, focusing on individual roles.
 - conduct meetings concerning disaster interface as needed with appropriate personnel from other municipal governments and Ulster 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 for crisis situations, which require additional specialized training and refresher training.
- c. Conduct periodic exercises and drills to evaluate City capabilities and preparedness, including a full-scale operational exercise that tests a major portion of the elements and responsibilities in the City Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Appendix 11, City of Kingston Drill and Exercise Schedule-2025.
 - d. Consult with the Ulster County Department of Emergency Services, in developing training courses and exercises.
 - e. Work with the city, community, and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards.
 - f. Receive technical guidance on latest techniques from county, state, and federal sources as appropriate and request assistance as needed.
2. All City departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that they further train their employees in their duties and procedures. Involved department members should be required to complete ICS 100 & 200.
 3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services should be trained by these services in accordance with established procedures and standards.

F. Public Education and Awareness

1. The Deputy Emergency Manager in cooperation with City agencies is responsible for
 - a. providing education on hazards to the public.
 - b. making the public aware of existing hazards in their neighborhood.
 - c. familiarizing the public with the kind of protective measures the city 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

3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The City Department of Public Works will develop, with the necessary assistance of other City 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 responsible City agency or the City of Kingston Fire Dispatch (County 911), 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.'

H. Equipment and Services

The City of Kingston has identified a list of resources which are available for potential hazards, emergencies, and disasters. This list includes the inventory/service, function, and housing department of each piece of equipment/service.

SECTION III

RESPONSE

I. Response Organization and Assignment of Responsibilities**A. City Executive Responsibilities, Powers, and Succession**

1. The Mayor is ultimately responsible for City emergency response activities and:
 - a. may assume personal oversight of the City 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 City owned resources and facilities for disaster response,
 - c. may declare a local state of emergency and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 8),
 - d. may request assistance from other local governments, Ulster County, and the State when it appears that the incident will escalate beyond the capability of City resources,
 - e. may provide assistance to others at the request of other local governments, Ulster County, and the State, outside the City of Kingston.
2. In the event of the unavailability of the Mayor, the following line of command and succession has been established by the City Charter to ensure continuity of government and the direction of emergency operations:
 - a. The Alderman-at-Large will assume the responsibilities of the Mayor until the Mayor is available.
 - b. The Acting Mayor appointed by the City Council will assume the responsibilities of the Mayor until the Mayor or the Alderman-at-Large is available.

B. The Role of the Emergency Manager

1. The Deputy Emergency Manager coordinates City emergency response activities for the Mayor and recommends to the Mayor 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 City's response organization and initiates City response activities.
- b. notifies and briefs City departments, agencies and other organizations that may be involved in an emergency response.
- c. maintains and manages the Emergency Operations Center
- d. facilitates coordination between the City and:
 - the Incident Commander
 - local governments outside the County
 - County agencies
 - the State of New York
 - private emergency support organizations.

C. The City Emergency Response Organization

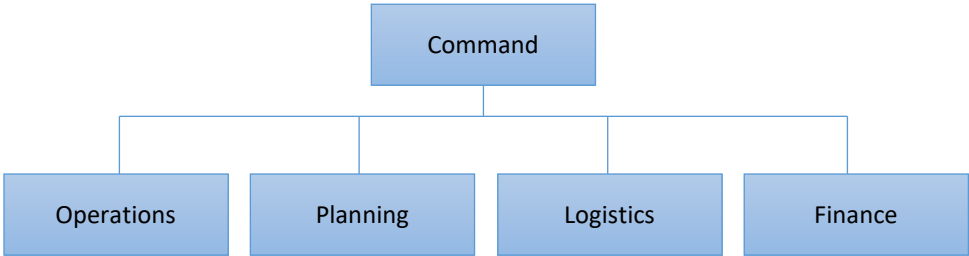
1. The Incident Command System (ICS)

The City of Kingston endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. See Appendix 2, *Incident Command System Position Descriptions*.

- a. ICS is organized by functions. There are five:
 - Command
 - Operations
 - Planning
 - Logistics
 - Finance
- b. 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.
- c. 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.

d. 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.

e. An on-scene ICS with all five functions organized as sections is depicted as:

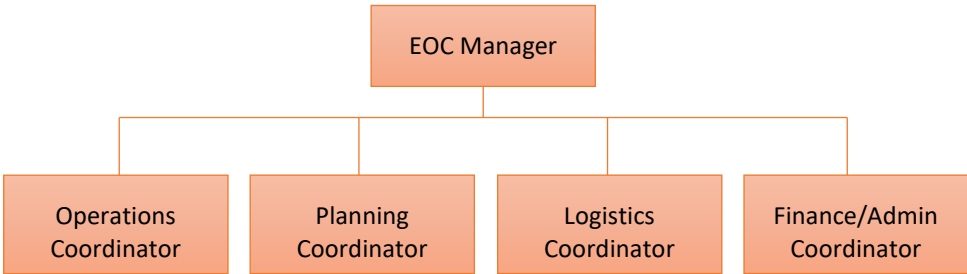


2. During an emergency, City response personnel must be cognizant of the Incident Command System in place and their role in it. Some City personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other City personnel may be assigned to the City Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All City response personnel not assigned to the on-scene ICS will be coordinated by or through the City Emergency Manager.

3. 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 Mayor.

4. 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 similarly to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A City official could be designated as an Incident Manager and numerous City response personnel assigned to the Area ICS.

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



6. Whenever the ICS is established, City 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 2 for sample ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

A. Agency Responsibilities

1. The Mayor shall exercise ultimate responsibility and oversight for emergency response and shall delegate ICS responsibilities as described in Table 2, or as special circumstances warrant.

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.

Once the Mayor or designee has declared an emergency exists, the Emergency Operations Center will be staffed on a 24-hour basis until the declared emergency subsides. The emergency center will forward all warnings, directives, information, etcetera to various local departments as appropriate. This will be done through the use of department representatives, telephones located in the emergency operation center, radios and the police, fire, public works and county Emergency Management office departments, and then the offices of cooperating agencies. Each member assigned to the Emergency Operation Center will be familiar with this plan, particularly with the section pertaining to each responsible person service duties.

TABLE 2 – ICS FUNCTION AND RESPONSE ACTIVITIES BY AGENCY

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Executive Office	Command (Agency Administrator) Public Information Command, Liaison (EOC Manager)	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders; Emergency Public Information Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.
Police Department	Operations	Communications, Warning, Law Enforcement, Evacuation, Security
Fire Department	Operations Safety	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control; Medical Care and Treatment Emergency Worker Treatment
Public Works Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control; Road Closures
Parks and Recreation Dept	Operations	Debris Removal and Disposal; Damage Assessment; Park Closures, Equipment
Water Department	Operations	Water System Monitoring, Damage Assessment
UCAT	Operations	Transportation
Corporation Counsel	Planning	Legal Information
City Assessor	Logistics	Building Information, Damage Assessment
City Clerk's Office	Logistics	Record Keeping
Information Technology	Logistics	Information Systems, EOC
Comptroller's Office	Finance/Administration	Purchasing; Accounting; Record- keeping Procurement
Volunteer Agencies	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing

2. The City EOC will be used to support Incident Command Post activities and to coordinate City 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 Police Department Mobile Command Post may be used.
5. The City of Kingston EOC is located at the City of Kingston Fire Department's Central Station, 19 East O'Reilly Street, Kingston, New York.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Department of Public Works Dispatch, 464 Hasbrouck Avenue, Kingston, New York 12401 or at another location designated at the time.
7. The EOC can provide for the centralized coordination of City and private agencies' activities from a secure and functional location.
8. City 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 Deputy 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. Designation of shifts will be established as conditions warrant by the Deputy Emergency Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Deputy 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 City of Kingston Police Department or their designee:
 - 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 Deputy Emergency Manager 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 Deputy Emergency Manager maintains a Standard Operating Guide (SOG) for activating, staffing and managing the EOC. This SOG can be found as Appendix 3 to this section of the plan.

B. Notification and Activation

1. Upon initial notification of an emergency that will require a level 2 or 3 response to either the Police or Fire communications centers, they will immediately alert the appropriate City official(s). This initial notification sets into motion the activation of City emergency support personnel.
2. Each emergency is to be classified into one of four City Response Levels according to the scope and magnitude of the incident.
 - a. Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
 - b. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 - c. Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area or involving small population.
 - d. Response Level 3: Full emergency situation with major threat to life, health, or property, involving large area or large population.

3. Emergency support personnel will be activated according to the Response Level classification:
 - For Response Level 2: Limited staff is activated and augmented by select members of the City response organization as determined by the Deputy Emergency Manager.
 - For Response Level 3: Full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response personnel to other locations including the emergency scene will be made through the EOC.

See Appendix 3 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 Mayor may proclaim a state of emergency pursuant to Section 24 of the State Executive Law.
2. Such a proclamation authorizes the Mayor to deal with the emergency situation with the full executive and legislative powers of city 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 8 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. 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) and (b), below require coordination between the City EOC and Ulster County Emergency Management:
 - 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.
 - b. NY-Alert – The New York State All-Hazards Alert and Notification web-based portal. It is part of New York State’s ongoing commitment to provide New Yorkers with information so that they will understand the risks and threats that they may face and know how to respond accordingly. Can be activated through authorized personnel and select County officials.
 - c. NOAA Weather Radio (NWR) – is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-ban FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.
 - d. Emergency service vehicles with siren and public address capabilities – Many police and fire vehicles in the City and County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public.
 - e. Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any

designated group such as auxiliary police, regular police, fire police, and 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. City 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 maintain updated contact information with city agencies in order to facilitate rapid notification.
5. Special arrangements will 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 Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
 - b. authenticate all sources of information being received and verify accuracy
 - c. provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - d. coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - e. check and control the spreading of rumors
 - f. arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - g. arrange any media tours of emergency sites
7. The JIC may be established 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 led by the County Health Department and include representatives from the City's designated medical response provider.

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 City and County 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.

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. In the event of a major power outage, the Operations Section will assign a representative to be in contact with Central Hudson Gas & Electric to facilitate communications and information flow between the utility and the Operations Section.
4. During response operations relating to debris clearance and disposal, City of Kingston 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. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.

3. All City-owned resources are under the control of the Mayor during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of the City of Kingston can be utilized upon agreement between the requesting and offering governments.
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.

J. Standard Operating Guides and Other Supporting Plans.

1. Each City agency assigned responsibility under this Response portion of the plan is required to have its own Standard Operating Guides (SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
2. Each agency SOG is to be updated at least annually and reviewed at a joint agency planning meeting held each spring.
3. The following documents support this portion of the plan and are appended to it:

Appendix 2- NIIMS Incident Command System Position Description

Appendix 3- Standard Operating Guide for the City of Kingston Emergency Operations Center (EOC)

Appendix 8- Instructions for Declaring a State of Emergency and Issuing Emergency Orders

Appendix 9- Evacuation & Sheltering Management Annex

SECTION IV

RECOVERY

A. Damage Assessment

1. All departments of the City of Kingston will participate in damage assessment activities.
2. The Mayor is responsible for:
 - a. Developing with City agencies, a damage assessment program;
 - b. Coordinating damage assessment activities in the City during and following an emergency.
 - c. Designating a Damage Assessment Officer for each emergency.
3. All City departments will cooperate fully with the Mayor in damage assessment activities including:
 - a. Pre-emergency:
 - identifying City 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 records, including 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:
- advise city departments 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, city response personnel, in conjunction with the Planning/Resource Management and Finance/Administration Sections, 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 Emergency Management Office
5. Damage assessment will be conducted by city employees, such as Public Works, engineers, building inspectors, assessors, and by 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. Damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel from city 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 Deputy Emergency Manager, 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:
 - i. homes
 - ii. businesses
 - iii. industries
 - iv. utilities
 - v. hospitals, institutions and private schools
 - b. damage to public property in dollar loss to the extent not covered by insurance:
 - i. road systems
 - ii. bridges
 - iii. water control facilities such as dikes, levees, channels
 - iv. public buildings, equipment, and vehicles
 - v. publicly-owned utilities
 - vi. parks and recreational facilities
 - c. cost in dollar value will be calculated for individual assistance in the areas of mass care and housing
 - d. community services provided beyond normal needs, debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
 - e. financing overtime and labor required for emergency operations

DHSES's damage assessment guidance, with appropriate forms, is available from the Ulster County Department of Emergency Services.

11. The Mayor, through the Ulster County Department of Emergency Services, will submit the Damage Assessment Report to the New York State Office of Emergency Management, Catskill Mountain Region. It is required for establishing the eligibility for any State and/or federal assistance.

Forms for collecting this information are contained in DHSES's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the Ulster County Department of Emergency Services.

12. Unless otherwise designated by the Mayor, the City Comptroller will serve as the City's authorized agent in disaster assistance applications to state and Federal government.

13. The City's authorized agent will:

- Attend public assistance applicant briefing conducted by Federal and State agencies.
- Review DHSES's Public Assistance Handbook of Policies and Guidelines for Applicants.
- Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
- Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance.
- Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- Follow up with governor's authorized representative and FEMA
- Submit Proof of Insurance, if required.
- Prepare and submit project listing if small project grant.
- Follow eligibility regarding categorical or flexibly funded grant.
- Maintain accurate and adequate documentation for costs on each project.
- Observe FEMA time limits project completion.
- Request final inspection of completed work or provide appropriate certificates.
- Prepare and submit final claim for reimbursement.
- Assist in the required state audit.
- Consult with governor's authorized representative (GAR) for assistance.
- 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 City's Planning Office.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. The City of Kingston has both public and political support for land use planning. 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. The Mayor will decide 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 city 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.
 - b. Establishment of priorities for emergency repairs to facilities and buildings.
 - c. Economic recovery and community development.
 - d. New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. The recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
12. If the governor declares a state disaster emergency, then under Section 28-a the local governments have the following responsibilities:
 - a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
 - b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through NYDHSES, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
 - c. Proposed plans shall be presented at a public hearing upon five (5) days' notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.

- d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- e. A plan shall be adopted by such county, city, town, or village within 10 days after receiving the comments of the DPC.
- f. The adopted plan:
 - May be amended at any time in the same manner as originally prepared, revised and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a. Phase 1-short term reconstruction to return vital life support systems to minimum operating standards.
 - b. Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement 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 State and Federal programs to determine how they may be implemented
 - c. Conducting of public meetings and hearings
 - d. Providing temporary housing and facilities
 - e. Public assistance
 - f. Coordinating State/Federal recovery assistance
 - g. Monitoring of reconstruction progress
 - h. Preparation of periodic progress reports to be submitted to 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, County and City PIO's as appropriate and furnished to the media for reporting to public.

APPENDIX 1

CITY OF KINGSTON
EMERGENCY OPERATIONS CENTER
ICS PROCEDURES

ICS INCIDENT ORGANIZATION CHART

COMPLETION OF THIS FORM IS SUBJECT TO THE NATURE OF THE INCIDENT/EVENT AND AT THE DISCRETION OF THE MAYOR. SEE PAGE 21 FOR AGENCIES, ICS FUNCTIONS & RESPONSE ACTIVITIES.

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart		
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- SAM[Staging Area Manager] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SBD2[Service Branch Dir.] SBD --- SUD[Supply Unit Ldr.] SBD --- FUL[Facilities Unit Ldr.] SBD --- GSDL[Ground Spt. Unit Ldr.] SBD2 --- CUL[Comms Unit Ldr.] SBD2 --- MUD[Medical Unit Ldr.] SBD2 --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL3[Comp./Claims Unit Ldr.] FASC --- CUL4[Cost Unit Ldr.] FASC --- U6[] </pre>		
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

APPENDIX 2

CITY OF KINGSTON
EMERGENCY OPERATIONS CENTER
ICS PROCEDURES

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

POSITION: AGENCY REPRESENTATIVES

POSITION DESCRIPTION: In many multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency representatives report to the Liaison Officer or to the EOC Director in the absence of a Liaison Officer.

RESPONSIBILITIES:

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Director.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for the agency has been filled.
- Clarify any issues regarding your authority and assignment and what other in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.

- Keep up to date on the general status of resources and activity associated with your agency.

RESPONSIBILITIES cont.:

- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC Director and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave a forwarding phone number if necessary.

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

POSITION: EOC MANAGER

POSITION DESCRIPTION: The EOC Manager's responsibility is the overall management of the City EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

RESPONSIBILITIES:

- Assess the situation and/ or obtain a briefing from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Determine what level incident this is.
- Determine if a field operation is needed.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with Mayor's Office, DHSES, and FEMA.
- Approve requests for additional resources or for the release of resources.

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

RESPONSIBILITIES cont.:

- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

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

POSITION: FINANCE / ADMINISTRATION SECTION COORDINATOR

POSITION DESCRIPTION: The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Director on financial issues that may have an impact on incident operations.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organizations(s) and positions.
- Manage all financial aspects of an incident.

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

RESPONSIBILITIES cont.:

- Confer with EOC Director on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters or Finance/Administration matters.

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

Operational Duties cont.:

- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in EOC Director's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.

Demobilization

- Provide financial input to demobilization planning.
- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.

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

Demobilization cont.:

- Demobilize the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Be prepared to provide input to the After Action Report.

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

POSITION: LOGISTICS SECTION COORDINATOR

POSITION DESCRIPTION: The Logistics Section Coordinator is responsible for providing all support needs to the incident (except air). Support needs include facilities, services, personnel, equipment and supplies. The Logistics Section Coordinator participates in the development and implementation of the Incident Action Plan, and activates and supervises the unit within the Logistics Section.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Director in preparing the Incident Action Plan.

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

RESPONSIBILITIES cont.:

- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

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

POSITION: OPERATIONS SECTION COORDINATOR

POSITION DESCRIPTION: The Operations Section Coordinator is responsible for the management of all tactical operations for the incident. The Operations Section Coordinator helps formulate and interprets strategy established by the EOC Director, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Coordinator also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the EOC Director.

The Operations Section Coordinator ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments/missions identified in the IAP are carried out effectively. The Operations Section Coordinator establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Coordinator exercises overall responsibility for the coordination of operational activities within the section and ensures that all cooperating agency actions under the section are accomplished within the priorities established. The Operations Section Coordinator reports to the EOC Director on all matters pertaining to section activities.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.

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

RESPONSIBILITIES cont.:

- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems.
 - Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff that are not yet on site.
- Establish contact and determine status of collateral EOCs. Determine status of any requests for mission / assistance.
- Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section. Develop plan for carrying out all responsibilities.
- Make a list of key issues currently facing your Section. Clearly establish with assembles personnel action items to be accomplished within the current operational period.

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

RESPONSIBILITIES cont.:

- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that the information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.

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

Operational Duties cont.:

- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
 - Notification of any emergency expenditure
 - Time Sheet
- Brief EOC Director on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).

Demobilization

- Authorize demobilization or organizational elements with the section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

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

Demobilization cont.:

- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Manage tactical operations.
 - Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
 - Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- Assists in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
 - Maintain close contact with subordinate positions.
 - Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

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

POSITION: PLANNING SECTION COORDINATOR

POSITION DESCRIPTION: The Planning Section Coordinator is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Coordinator conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the Incident Commander). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organizations(s) and positions.
- Collect, from all available sources, information about the incident.

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

RESPONSIBILITIES cont.:

- Supervise preparation of the Incident Action Plan.
- Modify the Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Director's objectives.
- Provide input to the EOC Director and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble, and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Ensure that information concerning special environmental needs is included in the Incident Action Plan.
- Assemble information on alternative strategies based on projections.

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

RESPONSIBILITIES cont.:

- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- Advise General Staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Develop the Incident Traffic Plan.
- Develop the Incident Medical Plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff.

APPENDIX 3

CITY OF KINGSTON
EMERGENCY OPERATIONS CENTER
ICS PROCEDURES

STANDARD OPERATING GUIDE FOR CITY OF KINGSTON EOC

A. INTRODUCTION

1. This guide is a supplement to the City of Kingston Comprehensive Emergency Management Plan, Part III – Response, II-Managing Emergency Response (pgs 20-28).
2. The City of Kingston Emergency Operations Center (EOC), located at 19 E. O’Reilly St serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the City in support of on-scene operations.
3. The Deputy Emergency Manager is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

B. READINESS

1. The Deputy Emergency Manager maintains (at the EOC):
 - a. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (in hard copy).
 - b. A current chart and/or checklist of response activities required during emergencies.
 - c. Current maps and data, including a city map depicting municipal boundaries, main roads and waterways; individual maps of each ward in the city depicting all public roads; population and special facility data for city.
 - d. Current copies of agencies’ response plans/procedures.
 - e. A situation display board for recording and reporting during the progress of an emergency.
 - f. A “daily activities” log (both in hard copy and in the EOC computer system).
 - g. A current resource inventory (both in hard copy and in the EOC computer system).
 - h. EOC space is to be maintained in an emergency operation mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

C. ACTIVATION

1. Each emergency in the City of Kingston should be classified into one of three Response Levels, according to the scope and magnitude of the situation.
 - Response Level 0: None emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
 - Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 - Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area or involving small population.
 - Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or large area.
2. Initial notification of an emergency is usually received at either the City of Kingston Police or Fire Communications Centers where the information is recorded.
3. Based upon all available information, the incident commander on scene will assign a Response Level to the incident for the purposes of activating the appropriate City personnel as described below:
 - For Response Level 1, only the staff of the responding agency are notified and activated as appropriate.
 - For Response Level 2, select members of the City response organization as determined by the incident commander are notified.
 - For Response Level 3 classification full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response personnel to other locations including the emergency scene will be made through the EOC.
4. In every situation, the Deputy Emergency Manager can modify the EOC staffing as the situation requires
5. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

D. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation
2. For a Level 3 emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics and Finance/Administration.
3. For a Level 3 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation deescalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using three 8-hour shifts.
5. Upon the initiation of the 8-hour shifts by the Mayor, each agency will update its shift rosters to the Operations Officer.

E. SITUATION REPORTING

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will
 - a. Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
 - b. After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
 - c. Receive copies of all messages and/or situation reports from the Incident Commander and County and State government officials sent to the EOC pertaining to an emergency situation.
 - d. Periodically request situation reports from each agency represented at the EOC.
 - e. Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
 - f. In preparation of the Leadership Intelligence Report, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
 - date and time of emergency
 - type, response level, and location
 - specific area affected (including number of people)
 - number of injured (estimated)

- number of dead (estimated)
 - extend of damage (estimated)
 - damage or loss of municipal response equipment
 - roads closed
 - state of emergency declared
 - emergency orders issued
 - mutual aid called upon
 - major actions taken
- g. Provide the report to the EOC Manager, who reports to the Mayor and County Emergency Manager and the County will report to DHSES.
- h. Based upon the report, conduct regular briefings to the Command and Operations Section.
- i. Prepare and provide follow-up situation reports on a regularly scheduled basis to the Mayor and the Ulster County Department of Emergency Services.
- j. Maintain an event log to include all pertinent disaster-related information.
- k. Conduct “after event” meetings to review procedures.

F. SECURITY

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

APPENDIX 4

CITY OF KINGSTON
EMERGENCY OPERATIONS CENTER
ICS PROCEDURES

STANDARD OPERATING PROCEDURE FOR
TRANSFER OF COMMAND

1. Transfer of command may take place for many reasons, including when:
 - a. A jurisdiction or agency is legally required to take command.
 - b. Change of command is necessary for effectiveness or efficiency.
 - c. Incident complexity changes.
 - d. There is a need to relieve personnel on incidents of extended duration.
 - e. Personal emergencies arise (e.g., Incident Commander has a family emergency).
 - f. Agency administrator directs a change in command.

2. Transfer of Command Procedure
 - a. Determine time in which shift change will occur.
 - b. Identify new command structure, in conjunction with EOC.
 - c. Notify via radio, phone and/or email, the new shift personnel and their roles.
 - d. Notify EOC of all new position changes.

3. Incident Briefing (Use ICS 201)
 - a. Incident name
 - b. Incident number
 - c. Date/Time Initiated
 - d. Map/Sketch
 - e. Situation Summary and Health and Safety Briefing
 - f. Current and Planned Objectives
 - g. Current and Planned Actions, Strategies and Tactics
 - h. Current Organization
 - i. Resource Summary

APPENDIX 5

CITY OF KINGSTON
EMERGENCY OPERATIONS CENTER
ICS PROCEDURES

NOTIFICATION PROCEDURE AND CONTACT LIST

1. Reporting Emergency Situations
 - a. All fires and emergency situations will be reported as soon as possible to 911, the Incident Commander, or an Incident Command Team (ICT) Member, by one of the following means:
 - i. Verbally, as soon as possible, during normal work hours; or
 - ii. By telephone, if after normal work hours or on weekends.
2. The telephone numbers and contact information for emergency response personnel are:
 - a. Fire: Emergency: Dial 911; Non-emergency dial 845-331-1216
 - b. Police: Emergency: Dial 911; Non-emergency dial 845-331-1671
 - c. Ambulance/EMS: Dial 911
3. Informing City Employees of Emergency Situations
 - a. In the event of an emergency situation, the Incident Commander, or designee(s), shall ensure that all employees are notified as soon as possible by phone.
4. If an emergency situation occurs after normal business hours, the Incident Commander, or designee, shall contact all employees not on shift and advise them of the status of future work.

APPENDIX 6

ICS FORMS CATALOG

Description	Size	File Type
ICS Form 201, Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202, Incident Objectives (v3.1).pdf	343.4KB	.pdf
ICS Form 203, Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204, Assignment List (v3.1).pdf	355.6KB	.pdf
ICS Form 205, Incident Radio Communications Plan (v3.1).pdf	252.1KB	.pdf
ICS Form 205A, Communications List (v3).pdf	53.9KB	.pdf
ICS Form 206, Medical Plan (v3).pdf	105.1KB	.pdf
ICS Form 207, Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 208, Safety Message-Plan (v3.1).pdf	139.8KB	.pdf
ICS Form 208HM, Site Safety and Control Plan (v3).pdf	455.5KB	.pdf
ICS Form 209, Incident Status Summary (v3).pdf	300KB	.pdf
ICS Form 210, Resource Status Change (v3).pdf	73.2KB	.pdf
ICS Form 211, Incident Check-In List (v3.1).pdf	199.5KB	.pdf
ICS Form 213, General Message (v3).pdf	26.2KB	.pdf
ICS Form 213RR, Resource Request Message (v3).pdf	44.2KB	.pdf
ICS Form 214, Activity Log (v3.1).pdf	412.2KB	.pdf
ICS Form 215, Operational Planning Worksheet (v3).pdf	62.5KB	.pdf
ICS Form 215A, Incident Action Plan Safety Analysis (v3).pdf	38.3KB	.pdf
ICS Form 217A, Comm Resource Avail Worksheet (v3).pdf	179.8KB	.pdf
ICS Form 218, Support Vehicle-Equipment Inventory (v3).pdf	70.5KB	.pdf
ICS Form 219, T-Card Instructions (v3).pdf	22.2KB	.pdf
ICS Form 219-1, T-Card (Gray) (v3).pdf	27.2KB	.pdf
ICS Form 219-10, T-Card (Purple) (v3).pdf	73.7KB	.pdf
ICS Form 219-2, T-Card (Green) (v3).pdf	90.8KB	.pdf
ICS Form 219-3, T-Card (Rose) (v3).pdf	75.3KB	.pdf
ICS Form 219-4, T-Card (Blue) (v3).pdf	72.1KB	.pdf
ICS Form 219-5, T-Card (White) (v3).pdf	80.4KB	.pdf
ICS Form 219-6, T-Card (Orange) (v3).pdf	72.8KB	.pdf
ICS Form 219-7, T-Card (Yellow) (v3).pdf	75.4KB	.pdf
ICS Form 219-8, T-Card (Tan) (v3).pdf	76KB	.pdf
ICS Form 220, Air Operations Summary (v3).pdf	99.9KB	.pdf
ICS Form 221, Demobilization Check-Out (v3).pdf	81.2KB	.pdf
ICS Form 225, Incident Personnel Performance Rating (v3).pdf	165.1KB	.pdf
ICS Form 230CG, Daily Meeting Schedule (v3).pdf	23KB	.pdf
ICS Form 233CG, Incident Open Action Tracker (v3).pdf	62.5KB	.pdf
ICS Form 260, Resource Order.pdf	290.5KB	.pdf
ICS Forms - Instructions (v3).pdf	100.7KB	.pdf
NIMS ICS Forms Booklet (v3).pdf	2.9MB	.pdf

APPENDIX 7

INCIDENT COMMANDER POSITION CHECKLIST

Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- | <input checked="" type="checkbox"/> | <u>Task</u> |
|-------------------------------------|--|
| <input type="checkbox"/> | 1. Ensure welfare and safety of incident personnel. |
| <input type="checkbox"/> | 2. Supervise Command and General Staff. |
| <input type="checkbox"/> | 3. Obtain initial briefing from current Incident Commander and agency administrator. |
| <input type="checkbox"/> | 4. Assess incident situation: <ul style="list-style-type: none"> ▪ Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified. |
| <input type="checkbox"/> | 5. Determine need for, establish, and participate in Unified Command. |
| <input type="checkbox"/> | 6. Authorize protective action statements, as necessary. |
| <input type="checkbox"/> | 7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents: <ul style="list-style-type: none"> ▪ Confirm dispatch and arrival times of activated resources. ▪ Confirm work assignments. |
| <input type="checkbox"/> | 8. Brief staff: <ul style="list-style-type: none"> ▪ Identify incident objectives and any policy directives for the management of the incident. ▪ Provide a summary of current organization. ▪ Provide a review of current incident activities. ▪ Determine the time and location of first Planning Meeting. |
| <input type="checkbox"/> | 9. Determine information needs and inform staff of requirements. |
| <input type="checkbox"/> | 10. Determine status of disaster declaration and delegation of authority. |



Incident Commander Position Checklist

- 11. Establish parameters for resource requests and releases:
 - Review requests for critical resources.
 - Confirm who has ordering authority within the organization.
 - Confirm those orders that require Command authorization.

- 12. Authorize release of information to the media:
 - If operating within a Unified Command, ensure all Incident Commanders approve release.

- 13. Establish level of planning to be accomplished:
 - Written Incident Action Plan (IAP).
 - Contingency planning.
 - Formal Planning Meeting.

- 14. Ensure Planning Meetings are conducted as indicated:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



Incident Commander Position Checklist

15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.

APPENDIX 8

INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY
AND ISSUING EMERGENCY ORDERS

A. INSTRUCTIONS FOR DECLARING A LOCAL STATE OF EMERGENCY

1. Only the Mayor, or Acting Mayor, can declare a local State of Emergency for all of, or anywhere in the, City of Kingston
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it is best to follow it with a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the City Clerk's Office.
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Mayor or Acting Mayor may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the City Clerk's Office.

B. SAMPLE DECLARATION OF A LOCAL STATE OF EMERGENCY

A State of Emergency is hereby declared in _____ effective at
(area within City or entire City)
_____ on _____.
(time) (date)

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

This situation threatens the public safety.

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

As the Mayor of the City of Kingston, I, _____,
(name of Mayor)

exercise the authority given me under section 24 of the New York State Executive Law, to
preserve the public safety and hereby render all required and available assistance vital to the security,
well-being, and health of the citizens of this City.

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

(Signature)

(Name)

(title)

(date)

C. QUESTIONS AND ANSWERS ON DECLARING A STATE OF EMERGENCY

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

It increases your powers as the Chief Executive Officer. These new powers can include:

- issuing emergency orders;
- implementing public protective measures;
- suspending local laws; and
- requesting supplemental assistance.

2. *Can a declaration give legal protection?*

Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Chief Executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

3. *Will the declaration help raise public awareness?*

Yes. A declaration of local State of Emergency helps make the public aware of the hazards associated with a disaster. It also can emphasize the protective measures you may need to ask citizens to take.

4. *Can a State of Emergency be declared at any time?*

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

5. *When should I declare a local State of Emergency?*

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

- Evacuation of people for a large or heavily populated area street, road, housing development, multi-resident buildings.
- Sheltering people in designated areas or buildings.
- Large-scale closing of roads due to conditions considered to be dangerous to life and property.

You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:

- Riots or civil unrest.
- Hostage situations.
- Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. *Can I issue the declaration verbally?*

Yes. The Chief Executive may issue a declaration verbally if time is a crucial matter. However, you should follow the verbal declaration with a written declaration.

7. *Must the declaration be filed?*

No. However, it's a good idea to do so. It should be kept on file at the Office of the City Clerk.

8. *Do I have to extend the declaration of State of Emergency after 5 days?*

No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

9. *Does the law establish a time limit for a State of Emergency?*

No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

10. *Can I issue Local Emergency Orders without a State of Emergency?*

No. A State of Emergency must be declared before you may issue Local Emergency Orders.

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

Yes. If you declare a local State of Emergency and you determine the disaster is beyond the capacity of City or County resources, the Mayor may request the Governor to provide assistance from state resources.

12. *If I don't rescind a State of Emergency, does it end automatically?*

Maybe -- If a time limit was indicated in the declaration of State of Emergency it will end automatically at that the time and date indicated. If no time limit was specified, the State of Emergency does NOT end automatically.

13. *When should I rescind a State of Emergency?*

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

14. *Must the rescision be issued in writing?*

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

15. *Must the rescision be filed?*

No. However, it is recommended that it be filed in the City Clerk's Office.

D. INSTRUCTIONS FOR ISSUING LOCAL EMERGENCY ORDERS

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the City level only by the Mayor or Acting Mayor.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the Mayor. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Mayor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in duplicate and filed within 72 hours or as soon as practicable in the Office of the City Clerk, and the Ulster County Office of Emergency Management.
9. Local Emergency Orders must be re-filed if they are extended.

E. SAMPLE LOCAL EMERGENCY ORDER

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Mayor of the City of Kingston, in accordance with a declaration of a State of Emergency issued on _____, 20____, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. _____

Zone 2. _____

This evacuation is necessary to protect the public from _____.

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

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 20____
(date) (month)

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

Signed: _____ Title: _____

Witness: _____ Title: _____

F. QUESTIONS AND ANSWERS ON ISSUING LOCAL EMERGENCY ORDERS

1. *Can anyone issue a Local Emergency Order?*

No. Only the Chief Executive of a county, city, town or village may issue a Local Emergency Order.

2. *What can a local Emergency Order include?*

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of city government.

3. *Can a Local Emergency Order be issued at any time in an emergency?*

No. A Local Emergency Order can be issued only after the Chief Executive declares a local State of Emergency.

4. *Is it in effect indefinitely?*

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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

Yes. A Local Emergency Order may be amended, modified, or rescinded at any time by the Chief Executive during the State of Emergency.

6. *Can a Local Emergency Order be extended beyond five days?*

Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be re-filed.

7. *Must the media be informed?*

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

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

Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor

APPENDIX 9

CITY OF KINGSTON

EVACUATION & SHELTERING MANAGEMENT ANNEX

OVERVIEW

Communities in New York State have become increasingly vulnerable to emergency situations, which might require the timely evacuation of persons residing in or near hazardous areas. The increase in the transportation of hazardous chemicals by rail and truck, the manufacture and storage of hazardous chemicals and fuels in populated areas, the rapid and haphazard development in flood prone areas, all contribute to the increase likelihood of the occurrence of an emergency situation requiring the evacuation of sizeable populations.

There is a real need for every community in New York State to be cognizant of the potential hazards that exist in its area and be prepared to respond in a timely and organized fashion if and when a potential hazard develops into an emergency threatening the public health and safety. This Annex provides the City of Kingston with the initial capability to manage the evacuation of persons from any hazardous area and to provide care for evacuated persons either from areas in the City of Kingston or hazardous areas in neighboring communities.

Throughout history evacuation has saved scores of lives in both peacetime and wartime situations. However, evacuation is not the solution to the threat of disaster; it is really only a last resort. Nevertheless, until we are able to eliminate the causes of man-made disasters and better mitigate the effects of natural disasters, we should be prepared to evacuate our most vulnerable areas.

CITY OF KINGSTON
EVACUATION & SHELTERING MANAGEMENT ANNEX

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 - H. Reception and Care of Evacuated Persons
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CITY OF KINGSTON

EVACUATION & SHELTERING MANAGEMENT ANNEX

I. General Considerations

A. Purpose and Objective of this Annex

1. Meet the requirement for a local disaster preparedness plan as provided for in the New York State Executive Law Article 2-B, Section 23, 7.b (6)
2. Set forth specific information required by persons involved in an evacuation operation as a response to any emergency in the City of Kingston.
3. Describe the organization and procedures necessary to implement a timely evacuation, when ordered by the Mayor or ranking Emergency Incident Commander.
4. Provide for the short-term reception and care of evacuated persons.
5. Identify specific areas in the City of Kingston which are vulnerable to the hazards identified in the Basic Plan, Sec. 2

B. How to Use this Annex

1. This Annex is appropriate for use in any emergency in the City of Kingston requiring evacuation. The elements and procedures contained herein are directed primarily at evacuations involving significant numbers of persons (250 or more) but may be modified for response to emergencies requiring small evacuations.
2. Information provided in this Annex is evacuation specific and supplements the basic emergency operations procedures described in the City of Kingston Comprehensive Emergency Management Plan, to which references are made.
3. This Annex includes Appendices describing evacuation related operational details.

C. Assumptions and Situation

1. Most emergencies are localized and do not involve large geographic areas or sizable populations. It is likely that for many of these localized emergencies, the capability of the City of Kingston will be sufficient to handle the situations.
2. An emergency affecting more than one municipal jurisdiction and requiring mass evacuation to other parts of the county or to other counties is clearly beyond local management capability

- and local resources. If this occurs, the Ulster County government should provide assistance to manage the evacuation operation, at the request of the local level of government.
3. An evacuation would be implemented under the authorities and responsibilities contained in the New York State Executive Law, Article 2-B.
 4. Based on the on-scene assessment of the emergency characteristics, the Mayor or an Emergency Incident Commander may designate specific zones of the disaster area within which the occupancy and use buildings and the ingress and egress of vehicle and persons may be prohibited or regulated and issue an evacuation order.
 5. The need for a mass evacuation operation generally stems from the occurrence of a major disaster. Accordingly, it is likely that the city emergency management organization will be activated partially or entirely and is in place to coordinate the required evacuation operations.
 6. As a hazard threatens or is imminent, a portion of the population may spontaneously evacuate prior to any advice or order to evacuate. Their numbers or identity may be largely unknown.
 7. The population ordered to evacuate will be instructed to use their private vehicles for transportation to a shelter or reception area and offer transport to neighbors and friends without transportation. Arrangements will be made to provide transportation to all persons needing this service, including the elderly and the handicapped.
 8. Strategically located pickup points along evacuation routes will be established for persons without private transportation.
 9. Although evacuation of the hazard area may be ordered, and instructions issued, it cannot be known in advance how many persons will respond to the order or follow the instructions. Every reasonable effort will be made by authorities to remove all persons from the hazard area. Any person who knowingly violates an evacuation order of the Mayor, promulgated pursuant to New York State Executive Law, Article 2-B, Section 24, is guilty of a Class B misdemeanor.
 10. A number of special groups in institutions, such as intensive care patients in hospitals that cannot be moved, may have to remain in the hazard area and receive special in place care and protection.
 11. Arrangements will be made by the City with the American Red Cross to shelter and feed all evacuees, if the need arises. However, it is anticipated that many persons ordered to evacuate will arrange for their own needs such as lodging and feeding, in motels or with family and friends, outside the disaster area.
 12. After the evacuation is completed, essential workers using approved vehicles may maintain critical services or rescue and recovery operations in the hazardous area as safety considerations permits.

13. Return of the evacuated population to their homes will be by the order of the Mayor.

II. Evacuation Operations.

A. Evacuation Characteristics

Evacuations can be classified according to the following three characteristics, each requiring different decision-making and response organization structures.

- **Scope:** The number of people involved and the geographic area impacted.
- **Urgency:** Demand for immediate action
- **Duration of Displacement**

1. SCOPE

- a. **MAJOR:** A major community-wide evacuation involving hundreds or thousands of people; which might involve evacuation of neighborhoods, communities, or other extensive geographic and densely populated areas.
- b. **LIMITED:** An evacuation addressing a specific localized threat, which might involve a few homes, buildings, or a focused area and population.

2. URGENCY

- a. **GRADUAL:** An evacuation may be a response to a slowly developing hazard or potential threat, where evacuation operations would take place over several hours. An example would be a hurricane evacuation, where ample warning is provided and the size and complexity requires a prolonged operation. An expected or developing threat of flooding in a densely populated area would be another example.
- b. **IMMEDIATE:** Other evacuations addressing immediate, life-threatening situations require instant decision-making and action to initiate and carry out movement. Most often these would involve some overwhelming threat associated with a transportation of industrial hazard; including fire, explosion, or toxicity; but a flash flood or dam break would also be examples.

3. DISPLACEMENT

- a. **LONG TERM:** Evacuations of several hours or days and those taking place in poor weather or under other adverse conditions, may require extensive shelter and care, along with other resources.

- b. **SHORT TERM:** Evacuation can involve short-duration displacement, which does not require sheltering and other long-term services; an event where people are out of their homes or buildings for several minutes or a few hours.

B. Authority

Authority and decision-making in evacuation may differ depending on the scope, urgency, and shelter resources required. According to Article 2-B, ultimate authority rests with the local government Chief Executive, though other emergency service officials can order and conduct evacuations under their authorities and responsibilities when public safety is threatened or imperiled. This would include law enforcement personnel, fire officers, and public health officials.

Although emergency service officers (e.g., police, fire) may not have specifically stated authority to conduct evacuations, they have broadly implied authority to exercise reasonable judgment in assuring public safety, which is often applied to evacuation decisions.

Local Emergency Service Officers would be expected to take the lead in evacuation decision making and operations when evacuations are characterized by:

1. Limited scope
2. Urgency for immediate action and movement
3. Limited or short-term displacement, with minor demand for services

Leadership, authority and management of evacuations is the legitimate responsibility of the local government Chief Executive in all situations; but active involvement is usually exercised only in evacuations characterized by the following demands:

1. Major scope
2. Prolonged action and movement
3. Demands for services and resources including public and private sector assistance

C. Direction and Control

1. Immediate Evacuation Requirements

When local evacuation must be undertaken immediately because of an existing or threatened public safety situation, direction and control is the responsibility of the chief emergency service officer (first responder) at the scene.

2. Major Evacuation

A major citywide evacuation is the responsibility of the Mayor where evacuation is required.

In situations involving multi-jurisdiction evacuation, the Chief Executive of the County shall be responsible for overall coordination of evacuation operations, working with local Chief Executives to execute evacuation operations.

D. City Emergency Management Organization

1. The City of Kingston emergency response organization as described in the Basic Plan under Section II will be partially or entirely activated for direction, control, and coordination of the evacuation operation.
2. For the purpose of the management of evacuation operations, an operations team must be designated and should include representation from the following basic emergency services:

Primary Agencies

Mayor's Office
Police Department
Fire Department
County Office of Mental Health
Red Cross
County Department of Social Services
Public Works Department
Superintendent of Schools
School Bus Company Officials

3. Other emergency services or secondary support may be provided on an as needed basis as previously arranged or as requested by the Mayor as needed.

E. On-Scene Operations

For most evacuation situations, it will be necessary to establish on-scene direction and control operations. Such operation can facilitate decision-making and the coordination of the overall emergency response by the EOC staff. The on-scene direction and control operations should include the following:

1. If an immediate evacuation is necessary due to an obvious life-threatening situation, the first responders (emergency service officers) should direct and control the evacuation of persons immediately threatened. Such an evacuation would probably be initiated at the city level before county involvement in the management of the emergency. At this point, the Mayor has overall responsibility with on-scene command usually exercised by police or fire personnel.

- a. Once the emergency escalates beyond the capability of the city, the county has primary responsibility for emergency response activities. This authority and responsibility rests with the County Executive. The Mayor should designate an on-scene commander to direct activities at the emergency scene. This designation can be first responder or other local government official who has already assumed the role of on-scene commander.
- b. Evacuation is only one of many necessary actions at the scene. However, it is a rather complex action. Therefore, it is recommended that an evacuation coordinator be designated by the on-scene commander to facilitate on-site evacuation operations.
- c. The evacuation coordinator should set up operations at the command post at the emergency scene.
- d. A staging area may be established near the on-scene command post as a location to assemble response personnel and equipment.

F. Evacuation of the General Population

1. Based on the type, magnitude, and projected threat of the hazard, the area to be evacuated should be determined by the on-scene commander. For each hazard type (e.g., flood, hazardous material) specific guidelines, criteria, or expertise should be available at the on-scene command post and utilized in determining the size of the evacuation area. Depending on the evacuation area's size or its population, it may be necessary to subdivide the evacuation area into smaller manageable units, called evacuation zones. The boundaries of such zones should be readily identifiable by the public. Such zones provide the emergency response organization with the capability to evacuate those at greatest risk (those closest to the hazard) first. This can be critical when the capacity of evacuation routes is limited, and sizeable populations are located in the outermost parts of the evacuation area. If the area to evacuate is small to begin with, one evacuation zone encompassing the entire area to be evacuated may be sufficient.
2. Evacuation routes should be used efficiently. Generally, the more routes used, the faster an evacuation can be accomplished. Also, highways have varying capacities. These can range from less than 400 vehicles per hour to over 1,500 vehicles per hour. Therefore, it is important that the higher capacity routes accommodate more vehicles during an evacuation than lower capacity routes. Assignment or direction of evacuating vehicles to specific evacuation routes can be helpful in ensuring efficient utilization of evacuation routes. Experience has demonstrated that the public, if left to choose evacuation routes on their own, would choose the same few routes, thus underutilizing other routes. To avoid this inefficient use of evacuation routes it is advisable, if time permits, to assign, through emergency broadcast messages, or direct, through traffic control procedures, the evacuating public to particular evacuation routes based on the proximity, access and capacity of these routes. Highway capacities can be greatly influenced by actual conditions on the highway during an evacuation. Limiting or controlling movement at intersections and stoppages at merge points can increase a highway's capacity.

Traffic control measures should be established at sensitive points on the evacuation routes.

3. Upon determination of the evacuation zone(s), and evacuation routes if time permits, an evacuation order should be promulgated by the Mayor in accordance with State Executive Law, Article 2-B, Section 24 pertaining to local emergency orders. This requires that a local State of Emergency be proclaimed.
4. The population in the area to be evacuated should be advised of the situation by a public warning system. If time permits, the warning message should include:
 - a. Description of the emergency
 - b. Delineation of the evacuation zones
 - c. Evacuation routes
 - d. Reception centers
 - e. Pick-up points for those needing transportation
 - f. What to bring with you (e.g., food, special medicines and/or foods, baby supplies, clothing and bedding)
 - g. Instructions for citizens who own pets.

It is very important to alert the population of the situation and potential protective actions as early as possible, even before an evacuation decision is made.

5. Handicapped and/or elderly persons in private residences may require special assistance in order to respond to an evacuation order. Such assistance may be early, direct warning to evacuate; physical assistance to leave their home; a special vehicle for transport to a shelter; and identification of a shelter to accommodate them. The Office for the Aging, the Office of Mental Health and the County Health Departments should identify their clients needing special assistance. In addition, people requiring special assistance may call the number broadcast on EAS.

G. Evacuation of Special Facilities

1. Schools

a. Schools in session

1. If an emergency occurs while school is in session, but evacuation has not been ordered, as a precaution, it may be appropriate to implement school 'go home plans'. If evacuation is ordered, all students and staff should be evacuated by bus to a reception facility at a safe distance from the hazard area.
2. Evacuated students not residing in the evacuation zone(s) will be sent home by bus from the reception facility.

3. Evacuated students residing in the evacuation zone(s) will be cared for in the reception facility by the school staff and the American Red Cross, until they are picked up by their families.

b. Schools not in session

1. If an emergency occurs while school is not in session, schools should stay closed. This should be announced over the media in accordance with established procedures.

2. Health-related Facilities

1. It is common practice for hospitals, nursing homes, and other patient care facilities to be prepared for emergencies affecting patient care. Usually, this preparedness includes evacuation plans to be implemented internally and externally, if a threat to the safety of the patients requires it.
2. Arrangements should be made by such facilities with other health institutions to receive evacuated patients.
3. Health-related facility evacuation plans currently exist for:
 - a. Health Alliance Hospital

3. Public Housing

1. Public housing facilities can pose numerous evacuation problems including large numbers of people, a lack of personal transportation and in some cases preponderance for senior citizens. The number of persons needing transportation and the types of transportation required should be identified. In addition, the Office for the Aging will be consulted whenever a senior citizens housing facility is involved.

H. Reception and Care of Evacuated Persons

The City has 2 designated temporary emergency shelters.

For establishing temporary reception and care for evacuees in designated reception areas, the following operations will be performed:

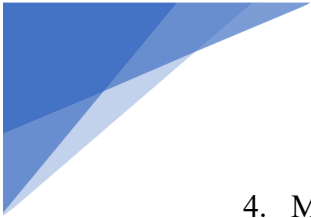
- a. The local American Red Cross Chapter will be notified of the imminent need for the sheltering and care of evacuees.
- b. American Red Cross will provide a list of the names and locations of potential shelters.

- c. Upon the issue of an evacuation order, the American Red Cross will activate the designated shelters and will be fully in charge of the reception and care operations required by the evacuation of the disaster area, until the closing of the shelters.
- d. After leaving the evacuation zone, all vehicles will be directed to proceed to the designated reception center (s).

I. Operations and Action Schedule

The following outlines the major actions to be taken during the five successive phases of an evacuation. The alert phase is intended for use when there is a warning period prior to the actual emergency. If there is no warning, the actions of the alert phase must be completed during the mobilization phase.

1. Alert Phase – from the time of the recognition of a potential emergency until the time that a decision to evacuate is made.
 - a. Alert key personnel
 - b. Activate EOC
 - c. Establish on-scene command
 - d. Assess the need to evacuate
 - e. Determine area to be evacuated including special transportation requirements
 - f. Alert evacuation and sheltering organizations.
 - g. Alert the public in hazard area that a hazard exists and that further information will be forthcoming on EBS or local radio stations
 - h. Alert special facilities in hazard area
 - i. Designate evacuation routes
 - j. Select relocation site(s) at safe distance
 - k. Review this Annex and Appendices
2. Mobilization Phase- from the time that a decision to evacuate is made until the time the evacuation order is issued to the public.
 - a. Develop public information text including evacuation order
 - b. Man traffic control points
 - c. Man reception centers and congregate care facilities
3. Movement Phase - from the time the evacuation order is given until the evacuation is completed.
 - a. Issue evacuation order
 - b. Provide complete public information on emergency situations through media and press
 - c. Implement traffic control procedures
 - d. Provide special transportation
 - e. Provide continuous public information
 - f. Secure evacuated area
 - g. Implement reception and care procedures
 - h. Provide resource relocation

- 
4. Maintenance Phase – from the time the evacuation movement is completed until the return order is issued.
 - a. Compile location list of evacuees
 - b. Activate mass feeding operations
 - c. Continue public information
 - d. Implement family reunification program
 - e. Provide for essential workers to maintain critical operations in hazard area

 5. Return Phase – from the time the order to return is issued by the Mayor until the majority of evacuees have returned home.
 - a. Man traffic control points
 - b. Deactivate feeding stations
 - c. Deactivate reception centers and congregate care facilities
 - d. Monitor traffic flow
 - e. Return services to normal or terminate operations
 - f. Terminate EOC operations
 - g. Complete reports
- DRAFT

APPENDIX 10

NEW YORK STATE DISASTER PREPAREDNESS COMMISSION

NY STATE HIGHWAY EMERGENCY TASK FORCE
POLICY AND PROCEDURES

I. STATE DISASTER EMERGENCY DECLARATION

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

II. STATE HIGHWAY EMERGENCY TASK FORCE ASSISTANCE

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

III. STATE HIGHWAY EMERGENCY TASK FORCE POLICY

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

A. MISSION RESPONSIBILITIES

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

B. MISSION PRIORITIES

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

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

C. MISSION REQUESTS

Local jurisdictions will submit requests for debris clearance assistance to the New York State Division of Homeland Security in Emergency Services (DHSES), which will evaluate and prioritize requests. When requested by DHSES, State agencies will conduct damage assessments at impacted sites in order to determine the appropriate equipment and other resources needed to perform the required work.

D. MISSION ASSIGNMENTS

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

E. COMPLETION DATE

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

IV. STATE DEBRIS CLEARANCE RESPONSIBILITIES

A. STATE COORDINATING OFFICER (SCO)

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

B. NEW YORK STATE DIVISION OF HOMELAND SECURITY IN EMERGENCY SERVICES (DHSES)

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

C. DEPARTMENT OF TRANSPORTATION (DOT)

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

D. DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Under 6 NYCRR Part 215, DEC requires a permit for the disposal of trees, branches, leaves and other brush by open burning. In addition, storage sites and transfer stations require a solid waste management permit under 6 NYCRR Part 360. These permits must be filed by each entity wishing to burn brush or landfill debris. However, NYS Environmental Conservation Law (ECL) Sec.a70-0111(d) provides for the issuance of general permits, valid for a specific period of time following natural disasters, when numbers of individuals undertake similar types of minor projects that are of a remedial nature. Further, ECL Sec.a70-0116 allows the DEC to give emergency authorization, not to exceed 30 days, for an action normally requiring a permit. Both emergency provisions require a finding of emergency or written statement of necessity by the DEC Commissioner in order to be implemented.

Under the Commissioner's finding, DEC Regional Directors and their staffs may be authorized to issue general permits or emergency authorizations in affected areas when, in their judgment, open burning or temporary storage of downed trees and brush is immediately required. Actions taken in

furtherance of the storage and disposal of downed trees are exempted from the requirements of Article 8 of the ECL and 6 NYCRR Part 617.

DEC maintains a computerized list of Construction and Demolition landfills which will accept storm debris. Periodically, as well as during emergency operations, this list is provided to SEMO to serve as a source of disposal sites for storm debris.

In addition, DEC may also be required to provide personnel and equipment to assist in debris clearance activities.

E. OTHER STATE AGENCIES

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

V. FEDERAL DEBRIS CLEARANCE ASSISTANCE

A. Federal Disaster Assistance Law Provisions

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

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

APPENDIX 11

CITY OF KINGSTON
 2025 EXERCISE SCHEDULE

Training	Dates	Staff
ICS Training: ICS 100, ICS 200, ICS 700, ICS 800	Jan 15-Aug 15, 2025	All Kingston Fire Department Personnel, All Kingston Police Department Personnel, All DPW, All Parks and Recreation Staff, IT Director, Mayor, Hazard Mitigation Coordinator, Communications Director, Clerk, Comptroller
Presentation of CEMP	January 15, 2025	Emergency Management Personnel
Intro to DLAN	Spring 2025	Emergency Management Personnel
Table Top Exercise, ICS 300	Fall 2025	Emergency Management Personnel