

2016

ALEXANDRIA EMERGENCY OPERATIONS PLAN

**Final for
Adoption
September 7,
2016**

THE OWNER OF THIS COPY OF THE PLAN IS:

Name _____

Title _____

WEB EOC Password _____

Plan Number _____

Plans are worthless, but planning is everything. There is a very great distinction because when you are planning for an emergency you must start with this one thing: The very definition of "emergency" is that it is unexpected, therefore it is not going to happen the way you are planning.

-Dwight D. Eisenhower



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*Cover Photos: Photos taken from ICS Training Manual; FEMA and other HSEM and FEMA websites
Photos by June Garneau unless otherwise noted*

ALEXANDRIA EMERGENCY OPERATIONS PLAN – 2016

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ACKNOWLEDGEMENTS

This Plan is an updated plan based on the 15 ESF format of the 2015 State EOP template.

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Alexandria Emergency Operations Planning Team

The Town of Alexandria would like to thank the following people for their time and effort spent to complete Plan; the following people have attended meetings and/or been instrumental in completing this Plan:

- George Clayman EMD
- George Tuthill Board of Selectmen
- Jeff Cantara Road Agent
- Mark Chevalier Fire Chief
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- Margaret Clayman Sunday School Director
- Donald Sullivan Police Chief
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- Joshua Cate Fire Department
- Amy Clayman Fire Department
- Mike Daughen Fire Department
- Francis Butler Fire Department
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- Angel Ekstrom Central NH PHN
- Paul Hatch HSEM
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- June Garneau MAPS

Many thanks for the hard work and effort given by each and every one of you. This Plan would not exist without your knowledge and experience. The Town of Alexandria also thanks the Federal Emergency Management Agency and NH Homeland Security & Emergency Management as the primary funding sources for the Plan.

Acronyms associated with titles above:

ARC American Red Cross
 EMD Emergency Management Director
 DEMD Deputy Emergency Management Director
 EMS Emergency Medical Services
 CNHRPHN Central NH Regional Public Health Network
 BOS Board of Selectmen
 HSEM Homeland Security & Emergency Management
 MAPS Mapping and Planning Solutions

For more acronyms and abbreviations see Chapter 9

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CHAPTER 1 – INTRODUCTION

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FOREWORD

The **Alexandria Emergency Operations Plan (EOP)** establishes a framework for local government to provide assistance in an expeditious manner to save lives and to protect property in the event of a disaster. The Town of Alexandria appreciates the continuing cooperation and support from all the departments and agencies and to the volunteer and private organizations, which have contributed to the development and publication of this Plan.

The purpose of the Emergency Operations Plan is to facilitate the delivery of all types of emergency response and to help deal with the consequences of significant disasters. The Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the Town departments and agencies involved in coordinating the local, state and federal response activities.

For ease of communication, the following will be referred to as:

Alexandria Emergency Operations Plan 2016.....	the Plan or this Plan
Alexandria	the Town
Emergency Management Director	the EMD
Emergency Operations Planning Team.....	the Team
Mapping and Planning Solutions	MAPS
Mapping and Planning Solutions Planner.....	the Planner
NH Homeland Security & Emergency Management	HSEM
Federal Emergency Management Agency	FEMA

This Plan addresses one jurisdiction, the Town of Alexandria, NH.

EMERGENCY OPERATIONS PLAN (EOP) DEFINITION

The Alexandria, NH Emergency Operations Plan, hereafter referred to as the EOP or the Plan is designed to address the response to consequences of any disaster or emergency situation that would affect the population and/or property within the Town. The EOP is applicable to natural disasters such as earthquakes, hurricanes and tornadoes; human-caused incidents such as civil disturbances; and technological situations such as hazardous materials incidents (including Terrorism), power failures and national security emergencies.

The EOP describes the basic mechanisms and structures by which the Town would respond to potential and/or actual emergency situations. To facilitate effective response operations, the EOP incorporates a functional approach that groups the types of assistance to be provided into Emergency Support Functions (ESFs) (i.e., communications, transportation, etc.). Each ESF is assigned a Lead or Co-Lead Agency, which has been selected based upon statutory authority, current roles and responsibilities, resources and capabilities within the particular functional area. Other agencies have been designated as support agencies for one or more of the ESF(s) based upon their expertise, resources and capabilities to support the functional areas.

The Lead Agency is responsible for developing and maintaining the ESF documents and for coordinating related tasks during emergency operations. The EOP does not contain the detailed “how-to” instructions that need to be known only by an individual or group with responsibility to perform the function. Standard operating procedures and standard operating guidelines are referenced as deemed appropriate.

EOP PURPOSE

The primary purpose of the EOP is to initiate, coordinate and sustain an effective local response to disasters and emergency situations. Secondary to this is to make each organization and department aware of its responsibility in all-hazard emergency operations. This Plan, upon being implemented by the Town of Alexandria, will provide the basis for coordinating protective actions prior to, during and after any type of disaster. The EOP is designed to:

- Identify planning assumptions, assess hazard potentials and develop policies;
- Establish a concept of operations built upon an interagency coordination in order to facilitate a timely and effective local response;
- Assign specific functional responsibilities to appropriate departments and agencies;
- Coordinate actions necessary to respond to an emergency and coordinate the links between local governments, neighboring states and federal response;
- Unify the efforts of government, volunteers and the private sector for a comprehensive approach to reducing the impacts of emergencies and disasters.

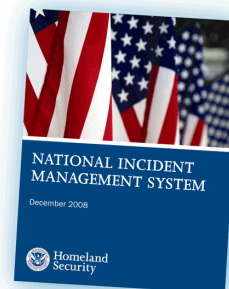
EOP SCOPE

- This EOP: Addresses the emergencies and disasters likely to occur as described in *Chapter 2, Critical Infrastructure & Key Resources & Hazard Analysis*.
- Includes those actions that support local and state government efforts to save lives, protect public health and safety and protect property.
- Comprises all local departments and agencies assigned one or more functions, activities and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
- Describes department and agency assignments as they are based upon their day-to-day responsibilities, statutory/legislative requirements and/or federal regulations.
- Provides for the integration and coordination between government, the private sector and volunteer organizations involved in emergency response and recovery efforts.
- Describes how state and federal resources will be coordinated to supplement local resources in response to a disaster.

THE EOP AND NIMS & ICS

The National Incident Management System (NIMS) and the Incident Command System (ICS) are models for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life and property.

The command function is directed by the Incident Commander (IC), who is the person in charge at the incident and who must be fully qualified to manage the response. The Incident Command System and the Emergency Operation Center (EOC) function together with the same goals, but function at different levels of responsibility. The Incident Commander is responsible for on-scene response activities and the EOC is responsible for the entire community-wide response to the event.



Where possible, this EOP corresponds with the National Incident Management System (NIMS) of December 2008. The Alexandria EOP establishes the basic elements of NIMS, including the Incident Command System (ICS).

EOP STRUCTURE

The format of the EOP is consistent with the State of New Hampshire Emergency Operations Plan as well as the National Response Framework (NRF) using the ESF concept and approach to providing assistance. The components of the local EOP consist of the following:

- **Chapter 1, Introduction**, describes the definition, purpose, scope, relationship to NIMS & ICS, the situation and planning assumptions.
- **Chapter 2, Critical Infrastructure & Key Resources & Hazard Analysis**, identifies critical facilities and key resources that may be needed at the time of an emergency, identifies hazards within the Town, and an assessment of the critical facilities vulnerability.
- **Chapter 3, Concept of Operations**, describes plan implementation, the phases of emergency management and the organization and assignment of responsibilities including a Continuity of Operations (COOP) and Continuity of Government (COG).
- **Chapter 4, Administrative & Finance**, includes administrative, finance and logistics, plan management and lists of authorities and references.
- **Chapter 5, General Responsibilities**, includes the “general responsibilities” for all Lead and Support Agencies that are identified within the Plan.
- **Chapter 6, Emergency Support Functions (ESFs)**, delineates Lead and/or Co-Lead and support agencies and includes organization, purpose, scope, situation and planning assumptions, concept of operations and the necessary responsibilities to implement each ESF. The “ESF Matrix of Responsibilities” is also included in Chapter 2. The ESFs in this Plan include the following:

***ESF #1:** Transportation & Evacuation*
***ESF #2:** Communications & Alerting*
***ESF #3:** Public Works & Engineering*
***ESF #4:** Firefighting*
***ESF #5:** Emergency Management*
***ESF #6:** Mass Care, Housing & Human Services*
***ESF #7:** Resource Support*
***ESF #8:** Health & Medical*

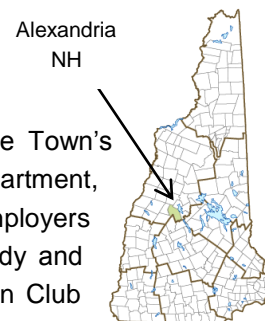
***ESF #9:** Search & Rescue*
***ESF #10:** Hazardous Materials*
***ESF #11:** Agriculture, Natural & Cultural Resources*
***ESF #12:** Energy*
***ESF #13:** Public Safety & Law Enforcement*
***ESF #14:** Volunteer & Donations Management*
***ESF #15:** Public Information*

- **Chapter 7, Hazard Specific Annex**, describes specific hazard situations and emergency responder check lists of responsibilities for each identified hazard.
- **Chapter 8, Resource Inventory List**, provides both a categorical and alphabetical list of resources available to the Emergency Management Director (EMD) and other emergency responders.
- **Chapter 9, Administrative Documents & Reference Materials**, serve as points of reference and information and includes; record of revisions and changes, Statement of Adoption, signatory page, NIMS resolution, acronyms, terms and definitions, emergency authorities and statutes and annual concurrence forms.
- **Chapter 10, ICS & Miscellaneous Forms**, includes commonly used ICS forms and other forms as requested by the Town.

SITUATION

TOWN GOVERNMENT

A three-member Board of Selectmen governs the Town of Alexandria. The Town's departments include, but are not limited to Police Department, Fire Department, Highway Department, Planning, Cemetery and Conservation. The largest employers include Indeck, Maxam, JPS Industries, Carroll Concrete, Cantara's Auto Body and Northern Lakes. Cardigan Mountain Lodge, part of the Appalachian Mountain Club (AMC) is also in Alexandria and has a considerable amount of seasonal employees.



THE TOWN

Alexandria is a beautiful community located in Grafton County in the central part of New Hampshire. Alexandria is bordered to the east by Bristol and Bridgewater, to the south by Grafton, Danbury and Hill, to the north by Hebron and Groton and the west by Orange. Alexandria is located in the Lakes Region tourism region in the heart of the beautiful Lakes Region of NH.

DEMOGRAPHICS & HOUSING

Over the last 30 years, the population of Alexandria has increased drastically; the population change from 1980 (706) to 2010 (1,613) showed an increase of 907 according to US Census 2010. This represents a positive growth rate of approximately 128.47%.

The American Community Survey (2010-2014) also estimates a total of 910 housing units, most of which are single family (765). Multiple-family structures total 72 and mobile homes and other housing units number 73. The median household income is estimated to be \$57,813 (ACS 2010-2014) and the median age is 43.1 years.

EDUCATION & CHILD CARE

Alexandria students grades K-12 are part of Newfound Area with the neighboring towns of Bridgewater, Bristol, Danbury, Groton, Hill, Hebron and New Hampton. There are no colleges or universities in Alexandria; however Plymouth State University is located in nearby Plymouth. There are 2 licensed child care facilities located in Alexandria with a capacity of 24 according to the DHHS – Bureau of Child Care Licensing.

NATURAL FEATURES

The Town of Alexandria covers approximately 43.5 square miles of land area and 0.08 square miles of inland water, most notably Newfound Lake and Cardigan Mountain.

Vegetation is typical of New England including both deciduous and conifer forests, open fields, swamp and riverine areas. The terrain lends itself to abundance of small ponds, streams and rivers.

TRANSPORTATION

There is one major roadway which run through Alexandria; NH Route 104. NH Route 104 runs east-west in the most southern part of the Town from Danbury to Bristol. Other smaller and less travelled roadways branch off lending access to residences, businesses and other areas of the Town.

SITUATION SUMMARY

The Town faces a wide-range of risks, which may pose a significant threat to the population and property. These include natural, human-caused and technological emergencies or disasters. Depending upon the extent and nature of the disaster or emergency, a potential condition exists that may severely hamper the economic and physical infrastructure of the Town, Region or the State.

During an emergency or disaster, the Town will take immediate and appropriate actions to determine, direct, mobilize and coordinate the response movement. The Town will activate the necessary functions to redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property and repair essential facilities.

PLANNING ASSUMPTIONS

An emergency or disaster can occur in Alexandria any time, any place. It may create significant degrees of human suffering, property damage and economic hardship to individuals, local government and the business community.

The Town assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

- The Town, in conjunction with the State, is primarily responsible for natural, human-caused and technological emergency preparedness and has shared responsibilities with the State and Federal governments for national security preparedness. These responsibilities necessitate the development of an Emergency Operations Plan, with functional ESFs and detailed procedures.
- A disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
- Depending upon the severity of the situation, the Town may be quickly overwhelmed with the emergency.
- Each level of government will respond to an incident using its available resources, to include the use of mutual aid and may request assistance from the next higher level of government, if required (i.e., municipality to State and State to Federal Government).
- The State will modify normal operations and redirect resources to assist and support local government in saving lives, relieving human suffering, sustaining survivors, protecting property and re-establishing essential services. State and federal government resources and expertise can be mobilized to augment emergency operations and recovery efforts beyond the capabilities of local government.

- Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or state agencies will assist these organizations by providing information, guidance and coordination of relief efforts.
- Local and state emergency operations plans address the ability to direct, control, coordinate and manage emergency operations during multiple events.
- The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used as the principal on-scene incident management systems to direct and control response and initial relief actions and activities.
- A Unified Command System (UCS) may be activated if needed and would include multiple agencies and jurisdictions.
- Local government will continue to function under all disaster and emergency conditions.
- Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to and recovering from the effects of an emergency or disaster.
- If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of state and local government.

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CHAPTER 2 – CRITICAL INFRASTRUCTURE & KEY RESOURCES AND HAZARD ANALYSIS

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CRITICAL INFRASTRUCTURE & KEY RESOURCES (CIKR)

EMERGENCY OPERATION CENTERS

The Town of Alexandria maintains Emergency Operations Centers (EOC) as part of their Town's emergency preparedness program. The EOC is where department heads, government officials and volunteer agencies gather to coordinate their response to a major emergency or disaster event. The EOC is where the officials responsible for responding to major emergencies and disasters assemble to direct and control the Town's response. The EOC goes into operation when Town officials decide that the situation is serious enough to require a coordinated and other-than-routine response.

The Town Offices is the designated EOC for Alexandria. If need be, and the Town Offices is not available, the Bristol Fire Station may be used as a secondary EOC. It should be noted in a more regional event both Alexandria and Bristol may both be using the Fire Station as the EOC. Security and maintenance of the EOC facilities will be carried out in accordance with EOC Standard Operating Procedures (SOPs) to be developed by the EMD.

Within the EOC, the Emergency Management Director (EMD) works closely with all emergency response managers as the Town prepares for and responds to emergencies. The Town of Alexandria has an appointed Emergency Management Director (EMD) and an appointed Deputy Emergency Management Director (DEMD).

The logo for the Emergency Management Director (EMD) is a red rectangular box with the letters "EMD" in white, bold, sans-serif font.

The Town Office has an emergency generator; bathroom facilities, a shower and a full kitchen are available. The building is capable of accommodating the basic needs of the EOC staff at all levels of operation.

LAW ENFORCEMENT

The Police Department staffs a full-time Chief, one full-time sworn officer and one part-time sworn officer. Alexandria Police Officers are well-trained in the delivery of police services in an atmosphere of regional cooperation and have found value in working with other Town and regional agencies, sharing resources, training and experience to provide a superior quality of life for the residents and visitors of Alexandria. The Alexandria Police Department has mutual aid agreements with Hebron, Danbury, Grafton, Franklin, New Hampton and Plymouth Police Departments, Troop F and Grafton County Sheriff's Department, National Forest Service Details.

FIRE, EMS & MEDICAL FACILITIES

The Alexandria Fire Department/EMS is a volunteer fire department providing quality fire services to the residents and visitors of Alexandria 24 hours a day, 365 days a year. The Department staffs a volunteer Chief, 29 volunteer firefighters and operates one station within the community. The Alexandria Fire Department participates in Lakes Region Fire Mutual Aid and with area departments. The Fire Department/EMS also handles all emergency medical services for the Town; Bristol Fire Department does emergency medical transport.

Alexandria's closest medical facility is Speare Memorial Hospital in Plymouth (21 miles, 25 Beds). An alternative hospital would be Franklin Regional Hospital in Franklin (15 miles, 25 beds). Alexandria belongs to Central NH HazMat Team who has personnel well-trained in HazMat events.

ALEXANDRIA HIGHWAY DEPARTMENT

The Alexandria Highway Department operates on a year-round, 24-hour basis as needed. The Department staffs a full-time Road Agent, three full-time employees and one seasonal employee. The Highway Department's mission is to support the citizens of Alexandria through the safe operation, proper maintenance and future development of highway, supporting infrastructure and utilities in a manner that is cost conscience without sacrificing quality.

Duties performed by the Highway Department include grading roads, filling potholes, cold patching, repairing or replacing culverts and cleaning ditches. Posting of load limits, road closings and sanitation also fall under the responsibilities of the Highway Department.

EMERGENCY SHELTER(S)

The primary shelter is the location to which evacuees are directed at the time of an emergency. In Alexandria, the designated primary shelter is the Old Town Hall. If the need arises and the Old Town Hall is not available, the Alexandria United Methodist Church could be utilized as a secondary shelter along with Newfound Regional High School for more regional sheltering. Residents could also be urged to seek alternative arrangements with friends and family. Area hotels, motels and inns may be available in an emergency and may be used if necessary.



The Old Town Hall has a generator, full kitchen facilities, bathroom facilities and is handicap accessible to accommodate most sheltering needs. Should the American Red Cross (ARC) and the Central NH Public Health Network have available resources, they will accommodate shelter supplies as needed.

ADDITIONAL CRITICAL INFRASTRUCTURE

Additionally, bridges on the evacuation routes, dams and communication's towers were considered to be critical to the emergency response. Refer to the CIKR map on page 23.

HAZARD ANALYSIS & ASSESSMENT

PURPOSE

This Hazard Analysis and Assessment is the basis for both mitigation efforts and emergency operations. Comprehensive hazard analysis merits its own document-length discussion. Consequently, the Alexandria Hazard Mitigation Plan (2012), located at the Town Offices, should be consulted for a detailed discussion on this topic.

From an emergency operations planning perspective, hazard analysis helps a planning team decide what hazards merit special attention, what actions must be planned for and what resources are likely to be in harm's way or needed at the time of an emergency. For purposes of emergency operations planning, basic considerations of this chapter include the following:

- Hazard Identification
- Hazard Threat Analysis
- Human & CIKR Hazard Risk Assessment

ALEXANDRIA'S HAZARDS

The 2012 Alexandria Hazard Mitigation Plan identifies 11 natural hazards and one human-caused hazard, as listed in the table on the following page. Based on the topography and the climate of Alexandria, it is very likely there will be future disaster events.

The table below provides information that was available in the 2012 Hazard Mitigation Plan. Although not all hazards that were listed in the Plan were analyzed equally, it appears that Flooding/Erosion (dam failure & ice jam), Thunder Storm/Lightning/Heavy Rain and Severe Winter Weather (blizzard/Snow Storm, ice storm *& nor'easter) are the most significant hazards in Alexandria.

HAZARD THREAT ANALYSIS TABLE

The Risk Assessment table on the following page analyzes each hazard according to three factors: the "Extent", the "Probability of Occurrence" and the "Vulnerability". The risk rating was based on a scale of 1-3, with 1 indicating "low", 2 indicating "moderate" and 3 indicating "high". The risk rating was then calculated by adding the three columns. Once this was complete, the hazards were analyzed based on the final Risk Rating. It was determined that Flooding/Erosion (dam failure & ice jam), Thunder Storm/Lightning/Heavy Rain and Severe Winter Weather (blizzard/Snow Storm, ice storm *& nor'easter) are the three hazards that most affect Alexandria.

Table IX: Town of Alexandria Risk Assessment

Alexandria	RISK ASSESSMENT									
	Extent			Probability of Occurrence			Vulnerability			Risk Rating
	Severe	Moderate	Minimal	High - 3	Moderate - 2	Low - 1	High - 3	Moderate - 2	Low - 1	
Hazard Type										
Flood, Drought, Extreme Heat & Wildfire										
Flood / Erosion	X			3			3			9
Dam Failure		X			2			2		4
Ice Jam		X			2			2		4
Wildfire	X				2		3			6
Drought			X		2		3			6
Extreme Heat			X			1			1	1
Geologic Hazards										
Earthquake			X			1		2		2
Landslide/Avalanche		X			2			2		4
Severe Wind Hazards										
Thunder Storm/Lightning/Heavy Rain		X		3			3			9
Hurricane		X				1	3			3
Tornado/Downburst	X					1		2		2
Hail			X			1			1	1
Winter Weather Hazards										
Severe Winter Weather		X		3			3			9
Blizzard/Snow Storm		X		3			3			9
Ice Storm	X			3			3			9
Nor'easter		X		3			3			9
Other										
Hazard Materials Facilities	X					1	3			3

CRITICAL INFRASTRUCTURE HAZARD RISK ASSESSMENT

Critical Infrastructure and Key Resources (CIKR) within Alexandria were identified during the hazard mitigation planning process along with the vulnerability of each facility. The analysis revealed that several of the Town's CIKR have the potential for Flooding and also Wildfire including the Fire Station, Dead River Fuel Storage, Maxam Explosive, Lynn Avenue Assisted Living, the Old Town Shed and the AMC Lodge; it is noted that some evacuation routes and bridges are also at risk.

Several hazards that were listed in the Alexandria 2012 Mitigation Plan were felt to be either very unlikely to occur or they would not require activation of the Emergency Operations Center. These hazards, Drought, Extreme Heat, Landslide/Avalanche and Hail were not included in *Chapter 7, Hazard Specific Annex*. One hazard, Mass Casualty Incident (MCI) was added to this analysis.

MAP 4 - CRITICAL INFRASTRUCTURE & KEY RESOURCES AND EVACUATION ROUTES

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CHAPTER 3 – CONCEPT OF OPERATIONS

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GENERAL

Local response operations will be organized and managed under the National Incident Management System (NIMS) and the Incident Command System (ICS).

Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as Lead, Co-Lead, or support, to facilitate the provisions of the response actions of the Town. A listing of the ESFs and their primary areas of responsibilities that have been adopted by the Town are located in Chapter 6.

Each ESF has been assigned a number of functions to support response operations in an emergency situation. The designated Lead Agency, with the assistance of one or more of the support agencies, is responsible for managing the activities of the ESF and ensuring the missions are carried out, as necessary. The Lead and Support Agency assignments for each of the ESFs are identified in the ESF Matrix in Chapter 6.

LOCAL EMERGENCY OPERATIONS PLAN (EOP) IMPLEMENTATION

The Plan has the force and effect of law as promulgated by RSA 21-P: 39 (see Chapter 9). Plan implementation and the subsequent supporting actions taken by local government are specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from the disaster scene. This Plan is in effect for preparedness, response and initial recovery activities when a major emergency or disaster occurs or is imminent.

PHASES OF EMERGENCY MANAGEMENT

Emergency management operations are carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery.

PREVENTION

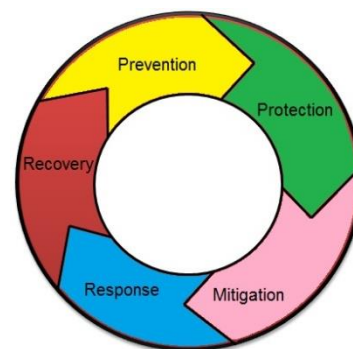
Prevention means identifying, deterring or stopping an incident from occurring to protect property and lives.

MITIGATION

Mitigation includes actions that are taken before an emergency to eliminate or reduce the risk to human life and property from natural, technological and/or civil hazards. The goal of mitigation activities is to lessen the impact of a disaster or emergency and to reduce the costs of response and recovery operations.

PREPAREDNESS / PROTECTION

Preparedness/Protection actions are pre-emergency activities that attempt to prepare organizations to effectively respond to disasters or emergencies. This phase involves training, exercising, planning, and resource identification and acquisition. When these tactics are effectively created and implemented before an event there may be a reduction in the cascading events of a disaster or emergency.



RESPONSE

Response actions are taken immediately prior to, during, or directly after a disaster or emergency to save lives, minimize damage to property and enhance the effectiveness of recovery. Response begins when an emergency or disaster is imminent and/or immediately after it occurs.

RECOVERY

Recovery includes both short-term and long-term activities. Short-term recovery aims at returning infrastructure systems back to operating standards. Long-term recovery works to return the site to “near normal” conditions after a disaster or emergency. Long-term recovery also includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery can take months or years. In some cases, recovery begins during the response to a disaster or emergency concurrently with response efforts.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**GENERAL**

In response to an incident that requires the activation of the EOP and subsequently the Emergency Operations Center, the EMD will determine the extent of the Town's emergency response and activate appropriate ESFs accordingly. The extent of activation will be based upon, but not limited to the following:

- Communications and alerting in support of agency notifications and EOC operations.
- Initial planning & information data (damage assessment) received from outside sources (i.e., local governments, public, news organizations and Federal Government).
- Requests for state assistance from local governments.
- Pre-disaster response to emergency situations (i.e., hurricanes, winter storms, flooding potential, etc.).
- The EMD or his/her designee, after consideration of the event(s), will determine the extent of communications, alerting, information and planning activation level.

ORGANIZATION

The organization to implement the EOP under emergency or disaster conditions consists of town departments having Lead or Co-Lead and support roles as specified in the functional ESFs. The Emergency Operations Center (EOC) Organization Chart (Chapter 9), details the overall response structure of the EOC. Direction and control of the EOC is the responsibility of the EMD. The Emergency Management Director will coordinate the response of town departments, advise the Board of Selectmen on the necessary protective actions and coordinate the use of local and outside resources. Department heads, or designees, will direct their operational personnel from the EOC in coordination with the other town departments and the EMD and in response to executive decisions.

The ESFs are arranged in a NIMS compliant Incident Command System structure as follows:

COMMAND AND CONTROL SECTION (WHITE SECTION OF EOC CHART IN CHAPTER 9)

The Command and Control Section is composed of elements that provide direction and control of the emergency situation; ensures the response follows established SOPs/SOGs; and provides for a centralized EOC facility. The EMD or his/her designee is the primary person assigned to the Command and Control Section and will ensure that primary and secondary facilities are established and maintained to be used as the EOC for centralized direction, coordination and control of emergency operations.

OPERATIONS SECTION (RED SECTION OF EOC CHART IN CHAPTER 9)

The Operations Section is composed of elements that, when either partially or fully activated, will provide emergency support functions to support local operations during an emergency or disaster. Each ESF is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions.

INFORMATION & PLANNING SECTION (BLUE SECTION OF EOC CHART IN CHAPTER 9)

The Information and Planning Section includes information and planning activities to support operations. It also includes functions to collect and process information; develop information into briefings, reports and other materials; display pertinent information on maps, charts and status boards; consolidate information for response and recovery actions; provide an action tracking system; and provide technical services in support of operations.

During activations of the EOC, the Information and Planning Section will be supported by each of the ESFs represented in the EOC.

LOGISTICS SECTION (YELLOW SECTION OF EOC CHART IN CHAPTER 9)

The Logistics Section includes activities, which provide facilities and services to support response and recovery efforts.

ADMINISTRATIVE & FINANCE SECTION (GREEN SECTION OF EOC CHART IN CHAPTER 9)

The Administrative & Finance Section provides support to the response and recovery efforts, as required.

The chart in Chapter 9 identifies the ESFs and the functional activities within each of the five sections of the ICS system. Staffing patterns will be dependent upon the severity of the emergency as will the section under which each ESF falls. An advantage of the ICS system is that the chart may expand or contract, from top to bottom and side to side depending on the nature of the emergency.

The chart in Chapter 9 represents a “generic” representation of the ICS command structure; positions in this chart may not exist in every community.

ALERT & NOTIFICATION

The EMD may receive notification of a disaster or impending emergency from multiple sources; pre-alert may also come from NH Homeland Security & Emergency Management. Normal alert and notification would be as follows:

- Franklin Dispatch and Lakes Regional Fire Mutual Aid would be alerted to the emergency by E-911, town departments, citizen reports, from state agencies or other sources.
- Franklin Dispatch & Lakes Region Fire Mutual Aid will dispatch the Fire Department/EMS and Bristol Fire Department (for EMS transport) as required and notify the Emergency Management Director and Highway Department if requested.
- Franklin Dispatch will dispatch the Police Department as required and notify the Emergency Management Director and Highway Department if requested.
- The NH State Police from Troop F will self-dispatch and respond if the situation requires further law enforcement and upon request.
- Depending on the severity of the incident, the Emergency Management Director will initiate further notifications and/or activations (partial or full) of the EOC and activate the appropriate ESFs, including notification to Lead Agencies.
- Upon activation, ESF Lead Agencies will notify and activate Support Agencies as described in detail under the ESF components of the EOP.

ACTIVATION AND DEPLOYMENT

Activation of the EOP is dependent on a variety of circumstances. Generalized assumptions are as follows:

- The EOP will be utilized to address particular requirements of a given disaster or emergency situation. Selected functional ESFs will be activated based upon the nature and scope of the event and the level of state support needed to respond.
- Based upon the requirements of the situation, the EMD will notify town departments and agencies regarding activation of some or all of the functional ESFs and other structures of the EOP. Priority for notification will be given to Lead Agencies as specified by the ESFs.
- When activation of the EOP (partial or full) is initiated and unless otherwise specified, all departments and official representatives having Lead and/or Co-Lead roles and responsibilities, as specified in the EOP, will deploy to the EOC and activate the EOP and relevant SOPs/SOGs.

LOCAL TO STATE AND FEDERAL INTERFACE

The identification and notification procedures for local to state and federal interface are described in the functional and hazard specific ESFs.

Once an EOC is activated, the NH State EOC at (800) 852-3792 will be notified immediately. The linkage within the Local EOC and the State EOC will be established and maintained. Whenever possible, the EMD should establish contact to the State EOC via WEB-EOC.

The following highlights the issues regarding this linkage with specifics found in the individual ESFs:

- Provide a single point of contact with contact information to the State EOC, normally the EMD.
- Status reports, compiled by EOC staff will be forwarded to the State EOC by the Emergency Management Director.
- The Town and the offices of NH Homeland Security have standardized software with Microsoft Office. No compatibility conflicts are apparent.
- The state to local interface will be specified with each local EOP and will be guided by emergency management and *ESF #2, Communications & Alerting*. The EMD shall have direct responsibility for the organization, administration and operation for emergency management within the Town.

CONTINUITY OF OPERATIONS (COOP)

The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze and/or destroy the ability of state and local governments to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the Board of Selectmen and the EMD of Alexandria establish and maintain the capability to provide mitigation, preparedness, response and recovery functions during emergencies or disasters.

The Emergency Management Director is responsible for developing, maintaining and exercising a Continuity of Operations Plan (COOP) for the Town of Alexandria. The EMD is also responsible for ensuring that all departments, agencies and offices develop, maintain and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.

In order to ensure effective emergency operations, the following should be considered:

- That state and local governments provide a capability to preserve, maintain and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
- That local emergency response departments provide for the following during emergency operations:
 - Each department have designated and trained personnel available for EOC deployment; and
 - Each department maintains and updates notification lists, twenty-four hour staffing capabilities and Standard Operating Procedures and/or Guidelines (SOPs/SOGs).

- Each of the emergency response departments will also develop and maintain policies, plans and SOPs/SOGs to ensure the capability to provide essential services/functions sustainable during emergencies and/or disasters.
- In the event the primary EOC is inaccessible, is damaged to the point it is rendered inhabitable or is destroyed, the EMD will take action to relocate local emergency operations to the alternate EOC site, which in Alexandria is the.
- The EMD is responsible for developing and maintaining EOC relocation procedures/guides and/or checklists, as appropriate.

CONTINUITY OF GOVERNMENT (COG)/LINE OF SUCCESSION

In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.

The following is the line of succession that has been established for the Town. The Emergency Management Director (EMD) will exercise direction and control, but will report directly to the Board of Selectmen. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for each Town.

In the event the Emergency Management Director is not available, the position of Acting EMD is filled in succession as listed below, unless the situation warrants a different order of succession.

- 1stDeputy EMD – Police Chief
- 2nd Fire Chief
- 3rd Health Officer

RECOVERY AND DEMOBILIZATION

Demobilization of emergency operations is dependent on a wide range of variables that must be satisfied before such an event may occur. Some basic principles that should be followed before recovery and demobilization are:

RECOVERY

- Ensure that all health and safety issues are resolved prior to full demobilization.
- Ensure that all essential services and facilities are re-established and operational.
- Recovery operations may be initiated during response operations.

DEMOBILIZATION

- Partial demobilization of the EOP, in particular functional ESFs, may occur only when all issues within the specific functional area are resolved.
- Demobilization of response operations may be followed by the recovery operation.
- Final demobilization of all operational activities will only occur with authority from the EMD in coordination with appropriate local, state and federal agencies.

CHAPTER 4 – ADMINISTRATIVE & FINANCE

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ADMINISTRATIVE, FINANCE & LOGISTICS

ADMINISTRATIVE

During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal methods should be stated in the State of Emergency declarations, or as specified in the EOP and its supporting documents. At a minimum, the following should take place:

- With the guidance of the EMD, all department heads will maintain and provide accurate and up-to-date documentation and detailed information for later use when seeking reimbursement to include, but not be limited to:
 - **Total man-hours used and cost incurred in detail (who, what, where at each location)**
 - **Cost of materials**
 - **Photographs pre- and post-restoration**
 - **GPS locations for all damaged sites**
 - **Equipment used**
 - **Total equipment hours**
 - **Vehicles used and mileage**
- With the guidance of the EMD, all department heads will provide damage estimates to public and private infrastructure.
- Local response elements will include provisions for documenting all disaster related expenditures using accepted accounting procedures. Such accounting documentation will support the Town's request for supplemental assistance.
- Upon activation of the EOP, each delegated representative of the emergency response team shall ensure that personnel, property, equipment, supplies and vehicles are accounted for and protected. In addition, assurances for rapid deployment should be maintained.
- All elements of town departments and offices shall implement established resource controls and determine the availability and accessibility of such resources. Additional required resources needed to support the emergency operation should be identified.
- When local resources have been exhausted, requests for assistance will be submitted to the State EOC.
- Training of emergency operations staff will be conducted annually through in-house training sessions, exercises, actual response and course work offered by Homeland Security & Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA). If warranted, the EMD training staff will conduct accelerated/refresher training on an appropriate subject matter during periods of increased readiness status.

FINANCE

Funding allocations to meet the needs of an emergency situation are met as follows:

- If a disaster declaration is requested by the Governor (through FEMA Region I, to the President of the United States) and if such is declared, then reimbursement of associated disaster activity expenses may be available through FEMA. Procedures for applying for federal disaster assistance funds will be in accordance with prescribed state and federal disaster assistance protocols and procedures.
- A major disaster or emergency may require the expenditure of large sums of state and local funds. Financial operations may be carried out under compressed schedules and intense political pressures requiring expeditious actions that meet sound financial management and accountability requirements.
- Town departments designated as Lead and/or Co-Lead agencies for the ESFs, conducting emergency support activities, will be responsible for establishing and maintaining financial support and accountability during emergency operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion and for closing out assignments.
- The Town accepted accounting procedures or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

LOGISTICS

- The EMD, in coordination with other town departments, will facilitate logistical support for emergency operations (i.e., provide supplies and equipment) and, if required, sleeping and feeding facilities for the EOC staff.
- Appropriate departments shall implement established resource controls and determine resource availability; this would include source and quantity of available resources. Further, they shall keep the EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operations.
- Town government should develop and maintain a current database of locally available resources and their locations. The database should include all public and available private equipment and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction (refer to Chapter 8 of this Plan).

MUTUAL AID AGREEMENTS

No single local jurisdiction will have all the personnel, equipment and materials required to cope with a major emergency or disaster. Additional assistance may be rendered through a system of mutual aid agreements, which provide for obtaining additional resources from non-impacted inter/intra-jurisdictional governmental agencies and other organizations. Mutual aid agreements are an essential component of emergency management planning, response and recovery activities. These agreements can

significantly increase the availability of critical resources and improve response and recovery efforts. According to *Title I, The State and Its Government, Chapter 21-P, Section 21-P:40 Mutual Aid Arrangements* of the Revised Statutes Annotated (RSAs), it is the responsibility of local government to ensure that local emergency operations plans contain adequate provisions for the rendering and the receipt of mutual aid.

PLAN MANAGEMENT

DEVELOPMENT

The EMD will coordinate the development of this EOP. The development of the ESF components, SOPs/SOGs, alerting and notification lists and resource inventories, shall be developed by the Lead, Co-Lead and/or Support Agencies within the functional ESFs, as assigned.

In addition, the development will include the coordination between local, state and federal governments to ensure the necessary link with all jurisdictions having emergency response capabilities met.

MAINTENANCE

All Lead, Co-Lead and support agencies whether federal, state, local, or private with emergency responsibilities, shall integrate their planning efforts in the maintenance, implementation and exercising of the EOP. The EMD will conduct the overall plan review and report to the Board of Selectmen with recommended revisions on an annual basis.

The EMD will request from the Lead, Co-Lead and support agencies the necessary updates as noted below.

- Review of the functional ESFs by the respective Lead, Co-Lead and support agencies will be conducted annually; SOPs/SOGs yearly; resource inventories and notification and recall lists also on an annual basis.
- Review procedures following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within forty-five (45) days.
- Major changes that affect the Situation and Assumptions and Concept of Operations sections of the EOP will be made, as required. The department head shall approve major changes. Authority to revise and/or update routine documents such as SOPs/SOGs, notification and recall lists and resource inventories shall be made by the Lead, Co-Lead and support agencies.

All changes, revisions and/or updates shall be forwarded to the EMD for review, editing, publication and distribution to all holders of the EOP. If no changes are required, the EMD is to be notified in writing, by the respective department, agency or office that the Plan and associated ESF and all supporting documents, have been reviewed and are considered valid and current.

DOCUMENT CONTROL

The EMD is responsible for establishing and maintaining a document control system for all emergency management planning documents, as appropriate. The document control system will include the following:

- An inventory control numbering system for plans.
- A list of plans with control numbers.
- The location of where the plans are stored and/or maintained (e.g., EOC, Library).
- A record of plan revisions.
- A plan distribution list.

TRAINING AND EXERCISES

The EMD will utilize annual training and exercise, provided by the NH Homeland Security & Emergency Management, to evaluate the capability of the Town to respond to minor, major and catastrophic disasters. The EMD will coordinate the training of local and volunteer personnel on their roles and responsibilities in the four phases of emergency management (i.e., preparedness, response, recovery and mitigation).

The training and exercise programs will help to ensure the operational readiness of the Town's emergency support functions and emergency responders through the design and delivery of courses, professional development seminars and workshops and hazard specific exercises (e.g., flooding or dam failure) to evaluate established plans and procedures/guidelines that are activated during an emergency situation at all levels of the emergency management system.

After each hazard-specific exercise a critique is held to allow participants to provide input into the development of an After-Action Report (AAR) that captures all recommended changes to existing policies, plans and procedures/guides.

AUTHORITIES AND REFERENCES

STATUTES AND REGULATIONS

Chapter 9, Administrative Annex, describes a compiled list of authorities and regulations that reflect federal, state and local agencies, departments and/or offices and their authority to respond and initiate emergency response procedures.

REFERENCES

The following documents serve as guidance and reference in the development, maintenance and execution of this EOP:

- FEMA, State and Local Guide (SLG) - 101, Guide for All-Hazard Emergency Operations Planning, September 1996.
- Federal Emergency Management Agency, Managing the Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
- Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
- National Response Framework, January 2007; May 2013.
- Emergency Planning, Independent Study, February 2006.
- National Incident Management System, December 2008
- Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
- Federal Emergency Management Agency, CPG 1-20, Guide for EOC Operations.
- NH Local Emergency Operations Plan Template, February 2015

LOCALLY IDENTIFIED REFERENCES, GUIDELINES, AGREEMENTS & PLANS

- Standard Operating Procedures and/or Guidelines (SOPs/SOGs)
 - Alexandria Fire & First Response Department Standard Operating Procedures (SOPs)
 - Alexandria Police Standard Operating Procedures (SOPs)
 - Highway Department (Town Policies)
- Emergency Alert and Warning Systems
 - National Oceanic & Atmospheric Agency (NOAA)
 - Grafton County CodeRED
 - Amateur Radio Systems
 - School reverse calling system “Power Messenger”
- Interagency Agreements/Compacts/Mutual Aid Agreements
 - Franklin & Grafton County Dispatch
 - Lakes Region Fire Mutual Aid
 - Central NH HazMat Team
- Plans
 - SAU 4 Emergency Operations Plan, 2016
 - Alexandria Hazard Mitigation Plan Update, 2012
 - Central NH Regional Public Health Network Health Emergency Response Annex:
 - Base Plan
 - MACE Activation (Appendix 1)
 - Public Information & Warning (Appendix 2)
 - Medical Surge (Appendix 3)
 - Point of Dispensing (Appendix 4)
 - Staff Activation & Operations (Appendix 5)
 - Isolation & Quarantine (Appendix 6)
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CHAPTER 5 – GENERAL RESPONSIBILITIES

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ALL LEAD & SUPPORT AGENCIES

- ☐ Maintain accurate and up-to-date records during or post incident:
 - Total man-hours
 - Vehicles used and mileage
 - Equipment used
 - Total equipment hours
 - Cost of materials
 - Photographs pre and post restoration
 - GPS locations for all damaged sites
- ☐ Maintain and test own equipment
- ☐ Train department personnel and maintain training records
- ☐ Develop and maintain the personnel notification procedures lists for their departments.
- ☐ Coordinate with the other departments to provide and integrate emergency communications system and cooperation.
- ☐ Establish written Standard Operating Procedures or Standard Operating Guidelines

BOARD OF SELECTMEN

SUPPORT FOR ESF #5, 7 & 14

PRE-DISASTER

- ☐ Support management efforts and the financial needs of the emergency.
- ☐ Provide leadership for disaster mitigation programs.
- ☐ Maintain the operation of Town government during the emergency.
- ☐ Coordinate with the EMD to establish and equip the Emergency Operations Center (EOC) and a Secondary Emergency Operations Center.
- ☐ Coordinate with the EMD to maintain the Emergency Operations Plan (EOP) in working order.

EMERGENCY RESPONSE

- ☐ Provide leadership for disaster emergency response.
- ☐ Issue a Declaration of Local State of Emergency if warranted.
- ☐ Coordinate financial support for emergency response and recovery operations.
- ☐ Direct implementation of protective actions for public safety.
- ☐ In coordination with the EMD, determine the need for evacuation, issue appropriate orders to residents per *ESF #15, Public Information* regarding when to evacuate, where to go, what to bring and when to anticipate return to evacuated areas.
- ☐ Issue such orders and proclamations necessary to conserve essential on hand resources.
- ☐ Acquire private resources as needed.
- ☐ Authorize the release of excess resources to neighboring communities and/or the state.

EMERGENCY MANAGEMENT DIRECTOR

LEAD FOR ESF #2, 5, 7, 11 & 12; SUPPORT FOR ESF #1, 3, 4, 6, 8, 9, 10, 13, 14 & 15

PRE-DISASTER

- ☐ Provide leadership for disaster mitigation programs and trainings.
- ☐ Coordinate with the Board of Selectmen to establish and equip the Emergency Operations Center (EOC).
- ☐ Establish an EOC Plan and perform practice drills to ensure adequate availability of resources in the EOC, i.e., lights, radios, electrical receptacles, computers, monitors, phones, extension cords, pens/pencils, paper, maps, display boards, cots, sanitary facilities, sleeping accommodations, etc.
- ☐ Coordinate with the Board of Selectmen to maintain the Emergency Operations Plan in good working order, including an annual update to the Resource Inventory List and EOC Alert List.
- ☐ In coordination with the Board of Selectmen, determine an alternative EOC should the designated EOC become compromised.
- ☐ Conduct test exercises of a multi-department nature and assist departments to conduct their own test exercises.
- ☐ Assist all departments with the development and maintenance of their individual emergency plans, SOPs and SOGs.
- ☐ Pre-designate administrative and clerical staff that will be needed at the EOC.
- ☐ With the Shelter Coordinator establish a community shelter plan with assistance from the American Red Cross.
- ☐ Obtain and refresh WebEOC training and ensure all EOC staff members are adequately trained.
- ☐ Establish and maintain records of persons with disabilities and other functional needs citizens.
- ☐ Provide outreach programs to educate the community on disaster preparedness and mitigation.

EMERGENCY RESPONSE

- ☐ Notify the Board of Selectmen of the emergency and the need to activate the EOC.
- ☐ Activate the (EOC) and coordinate all emergency operations from the EOC.
- ☐ Assess the situation and make recommendations on the number and location of shelters to be opened.
- ☐ Determine EOC activation level depending on the nature of the emergency.
- ☐ Identify the EOC staffing needs and request Agency representation at the EOC.
- ☐ Contact Homeland Security & Emergency Management via telephone, WebEOC or other means that are available.
- ☐ Direct EOC staff to alternative EOC location should the designated EOC become compromised.
- ☐ Request state, federal and additional assistance as needed through HSEM.
- ☐ Assume overall control of resource allocations and coordinate the use and/or rationing of essential community resources, resource requests, personnel and equipment per *ESF #7, Resource Support*.
- ☐ Coordinate the dissemination of public information to the residents of the community and the media with the Board of Selectmen per *ESF#15, Public Information*.

- ☐ In coordination with the Board of Selectmen, determine the need for evacuation, issue appropriate orders to residents per *ESF #15, Public Information* regarding when to evacuate, where to go, what to bring and when to anticipate return to evacuated areas.
- ☐ Coordinate emergency functions for community or organizations and industries.
- ☐ Coordinate the use of essential utility services and other energy resources per *ESF #12, Energy*.
- ☐ Maintain a log and ensure access control at the EOC.
- ☐ Create a work schedule for the EOC and monitor staff for fatigue.
- ☐ Implement a message delivery system to ensure communications within and outside of the EOC per *ESF #5, Emergency Management*.
- ☐ Collect and provide ESF status information for inclusion into Situation Reports (SitReps).
- ☐ Maintain all record keeping and documentation necessary for application for Federal Disaster Assistance.
- ☐ Establish recovery and demobilization procedures.
- ☐ Activate *ESF #6, Mass Care, Housing and Human Services* and coordinate the efforts that are necessary to open and maintain a shelter as needed.
- ☐ Designate a "Shelter Coordinator" if necessary to coordinate shelter operations.
- ☐ Designate a "Volunteer Coordinator" if necessary to coordinate volunteers and donations.
- ☐ Designate a "Transportation Coordinator" if necessary to coordinate evacuation procedures.
- ☐ Designate a "Public Information Officer" if necessary to coordinate public information.

DEPUTY EMERGENCY MANAGEMENT DIRECTOR

SUPPORT FOR ESF #1, 5, 6, 7, 11, 12 & 15

PRE-DISASTER

- ☐ Work with the EMD on all pre-disaster activities.

EMERGENCY RESPONSE

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

HIGHWAY DEPARTMENT

LEAD FOR ESF #3; SUPPORT FOR ESF #1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 & 15

PRE-DISASTER

- ☐ Maintain public works mutual aid agreements through the NH Public Works Mutual Aid Program.
- ☐ Provide and maintain an up-to-date Highway Department operations plan.
- ☐ Maintain a list of contractors who can provide heavy and specialized equipment support during emergencies, as well as individuals and businesses that are willing to lend equipment to local government during emergencies.
- ☐ Provide a current list of all public works and engineering resources for inclusion in the Resource Inventory of the EOP.

- ☐ Pre-determine alternative EOC representatives in the event of extended EOC operations.
- ☐ Maintain an inventory of disaster supplies, i.e., sandbags, plastic sheeting, plywood, barricades, signs and traffic control devices.
- ☐ Inspect and maintain at risk dams.
- ☐ Inspect and maintain water distribution, treatment and storage systems.
- ☐ Identifying temporary landfill sites.

EMERGENCY RESPONSE

- ☐ Road Agent or representative, report to the EOC.
- ☐ Disperse equipment and manpower to strategic locations, under direction of the EOC/EMD.
- ☐ Provide heavy equipment support for fire suppression operations as needed.
- ☐ Coordinate regional or neighboring town public works mutual aid.
- ☐ Keep streets clear of debris.
- ☐ Assist Police Department in determining alternate routes capable of handling evacuation traffic.
- ☐ Repair damage to critical town infrastructure (i.e. roads, water and sewer systems.) and/or protect such facilities from further damage.
- ☐ Assist with the acquisition and setting up of refrigeration equipment required for temporary mortuary facilities.
- ☐ Assist Police Department with traffic control; deploy personnel to erect barricades and signs as requested.
- ☐ Remove debris to assist the Fire Department with rescue operations and fire suppression.
- ☐ Coordinate transportation of supplies to storage areas or affected areas.
- ☐ Notify the public of any contamination of the public water supply in cooperation with Health Officer and emergency public information systems per *ESF #15, Public Information*.
- ☐ Coordinate the acquisition and transport of water from outside sources to areas affected by water shortages or contamination in cooperation with the Health Officer.
- ☐ Assist in the operation of the EOC by providing transportation of supplies, fuel and maintenance of the HVAC system and generator maintenance.
- ☐ Serve as a member of a damage assessment survey team to inspect damaged buildings to determine if they are safe for occupancy.
- ☐ Establish and manage garbage disposal locations, tree and other debris disposal locations and portable toilet facilities.
- ☐ Provide transportation for food supplies, clothing and construction materials.
- ☐ Designate and prepare suitable locations in coordination with the EMD where state and federal provided mobile homes may be placed for long term shelter accommodations.
- ☐ Provide equipment and assistance for the burial of dead animals.
- ☐ Assist with the restoration of utility services per *ESF #12, Energy*.

POLICE DEPARTMENT

LEAD FOR ESF #13; SUPPORT FOR ESF #1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 & 15

PRE-DISASTER

- ☐ Conduct test exercises, as coordinated by the Emergency Management Director.
- ☐ Maintain up to date inventory of department personnel and equipment.
- ☐ Maintain police mutual aid agreements.
- ☐ Develop Standard Operating Procedures (SOPs) for emergency conditions.
- ☐ Develop traffic control plans for special events.

EMERGENCY RESPONSE

- ☐ Enforce all applicable laws, ordinances and regulations.
- ☐ Provide and issue appropriate identification for emergency services personnel, essential workers and vehicles.
- ☐ Work with state, federal and other local agencies to investigate terrorism.
- ☐ Identify key facilities which must remain open during an emergency situation (i.e. medical facilities, utilities) and determine security requirements.
- ☐ Disperse police equipment and personnel to strategic locations as necessary.
- ☐ Provide crowd and traffic control around incident sites and evacuation routes.
- ☐ Enforce traffic control restrictions.
- ☐ Assist in notification and emergency warning through the use of loudspeakers and/or door to door canvassing.
- ☐ Provide security as needed:
 - At the EOC
 - At temporary mortuary facilities
 - To prevent the contamination of the public water supply
 - In damaged or evacuated areas.
- ☐ Chief of Police or department representative, report to the Emergency Operations Center.
- ☐ Provide traffic control for evacuation routes and determine alternate routes capable of handling evacuation traffic.
- ☐ Enforce mandatory evacuation when lawfully ordered
- ☐ Notify public bus services to cease normal operations within the Town.
- ☐ Cause the removal of disabled vehicles blocking evacuation routes.
- ☐ Coordinate regional police mutual aid.

FIRE DEPARTMENT/EMS

LEAD FOR ESF #4, 8, 9 & 10; SUPPORT FOR ESF #1, 2, 3, 5, 6, 7, 11, 12, 13 & 15

PRE-DISASTER

- ☐ Develop and maintain a Mass Casualty Incident (MCI) Plan.
- ☐ Train and assign radiological personnel and maintain radiological equipment.
- ☐ Conduct fire inspections and fire drills per SOGs.

- ☐ Maintain mutual aid agreements with other fire departments and Lakes Region Fire Mutual Aid.
- ☐ Reduce the risk of wildfires through enforcement of outdoor burning statutes.
- ☐ Review and update SOGs on an annual basis.
- ☐ Update and maintain a list of at-risk residents in the community

EMERGENCY RESPONSE

- ☐ Contain and extinguish all fires.
- ☐ Assist the Police Department in providing traffic and crowd control.
- ☐ Contact Bristol Fire Department for medical transport.
- ☐ Provide medical assistance and personnel as needed and in coordination with *ESF #8, Heath & Medical*, based on availability.
- ☐ Assist with the enforcement of restrictions and the evacuation of effected areas.
- ☐ Disperse equipment and manpower to strategic locations, as necessary.
- ☐ Provide a monitoring capability for radiological accidents or incidents.
- ☐ Coordinate regional fire mutual aid at the time of an emergency.
- ☐ Assist in search and rescue operations as needed per *ESF # 9 Search & Rescue*.
- ☐ Respond to and supervise emergency operations in hazardous materials accidents or incidents.
- ☐ Assist in the notification to the general public through the use of loudspeakers and/or door-to-door canvassing as needed per *ESF #15, Public Information*.
- ☐ Assist with the transportation of non-ambulatory patients needing relocation.
- ☐ Assess level of victim injury or illness and recommend the appropriate medical facility for care.
- ☐ Coordinate with other area hospitals if as necessary to receive patients.
- ☐ Monitor the safety and health of emergency responders.
- ☐ Assist with the evacuation and relocation of the functional needs population and those living in nursing homes and/or assisted living facilities.
- ☐ Report utility power outages to appropriate utility companies.
- ☐ Monitor and provide security measures to prevent contamination of the public water supply.
- ☐ Provide fire surveillance and offer fire protection within the evacuated areas.
- ☐ Serve as a member of a disaster assessment team to determine the structural integrity of buildings affected by the disaster.

HEALTH OFFICER

LEAD FOR ESF #8; SUPPORT FOR ESF #5, 6, 7, 10, 11, 14 & 15

PRE-DISASTER

- ☐ Enforce public health standards.
- ☐ Coordinate with the Central NH Regional Public Health Network to develop and assist in the development of local and regional pandemic planning.
- ☐ Coordinate with Central NH Regional Public Health Network for inoculation or immunization.
- ☐ Assist with the preparation of emergency information on public health topics such as communicable diseases and immunizations.
- ☐ Work with the Department of Health and the Public Health Network to identify and prevent public health emergencies and outbreaks.

EMERGENCY RESPONSE

- ☐ Assist in coordinating emergency shelter and feeding per *ESF #6, Mass Care, Housing & Human Services*.
- ☐ Serve as liaison with the Central NH Regional Public Health Network and with local hospitals.
- ☐ Assess the community health needs and current resources and report them to the EMD per *ESF #7, Resource Support*.
- ☐ Request assistance from neighboring health and medical organizations and services.
- ☐ Assist in procedures for inoculation or immunization with the NH Department of Public Health and Central NH Regional Public Health Network at the time of an emergency.
- ☐ Report to the EOC as requested, or send a representative.
- ☐ With assistance from local, regional, state and private organizations, such as the NH Department of Health & Human Services (NH-DHHS), the NH State Medical Examiner, NH Department of Environmental Services (NH-DES), American Red Cross and the Central NH Regional Public Health Network, assist with the following:
 - Inoculation or immunization programs at the time of an emergency.
 - The inspection of food, water, drugs and other consumables exposed to the hazard.
 - The monitoring of food handling, health and sanitation conditions in emergency mass care facilities.
 - The mass storage of fatalities (Office of the NH State Medical Examiner).
 - Measures to prevent or control disease vectors such as mosquitoes, flies and rodents.
 - Issuance of “boil orders” for drinking water.
 - Development of a Mental Health Crisis Counseling Team.
 - Activation of the Medical Reserve Corp.
 - Activation of the Multi-Agency Coordinating Entity (MACE).
 - The removal and disposal of animal carcasses.

SHELTER COORDINATOR (AS DESIGNATED BY THE EMD)

LEAD FOR ESF #6; SUPPORT FOR ESF #5, 7 & 15

PRE-DISASTER

- ☐ Prepare a Shelter Plan in coordination with the American Red Cross and the EMD.
- ☐ Practice and test the Shelter Plan.
- ☐ Pre-designate and train shelter staff to open and maintain shelter operations.
- ☐ Prepare the shelter by having on hand necessary shelter items such as cots, blankets, pillows, food, water, charging stations, etc.
- ☐ Prepare a plan to move the shelter should the primary shelter become compromised.

EMERGENCY RESPONSE

- ☐ Provide individual and family assistance consisting of the provision of emergency food, clothing and shelter.
- ☐ Staff and open shelter(s) and keep them operating as long as necessary.
- ☐ Register shelter occupants and assist in answering disaster welfare questions.
- ☐ Work with the American Red Cross to establish data base for the Safe & Well Program.

- ☐ Arrange for mass feeding if necessary per *ESF #6, Mass Care, Housing & Human Services*.
- ☐ Identify additional resource requirements and request assistance per *ESF #7, Resource Support*.
- ☐ Submit daily mass care facility reports to the EMD for inclusion in the SitRep per *ESF #5, Emergency Management*, which include shelter occupants, number of meals served and condition of the facility and identification of any unmet needs.
- ☐ Maintain detailed records of consumed resources and supplies received and expended.
- ☐ Work with the Health Officer to insure the safety of food provided at the shelter.
- ☐ Identify security requirements and notify the Police Department per *ESF #13, Public Safety & Law Enforcement*.
- ☐ Identify fire protection issues and notify the Fire Department per *ESF #4, Firefighting*.
- ☐ Upon request, coordinate disaster mental health services for occupants of mass care facilities.
- ☐ Make arrangements per *ESF #8, Health & Medical*, for the Emergency Medical Services needs of the sheltered.
- ☐ Designate shelter staff who can report to the EOC on behalf of shelter operations

VOLUNTEER COORDINATOR (AS DESIGNATED BY THE EMD)

LEAD FOR ESF #14; SUPPORT FOR ESF #1, 5 & 7

PRE-DISASTER

- ☐ Identify volunteer groups with the ability to assist the Town in an emergency.
- ☐ Maintain a list of all volunteer organizations that may be called upon at the time of an emergency and include the information for inclusion in the Resource Inventory List of this EOP.
- ☐ Prepare the necessary forms that will be needed to track and document the receipt of donations and the assistance of volunteers.
- ☐ Recruit and train volunteers.

EMERGENCY RESPONSE

- ☐ Coordinate the response of volunteers to the areas of need.
- ☐ Seek volunteer personnel through *ESF # 14, Volunteer & Donations Management*.
- ☐ Notify pre-identified volunteers to assist in emergency operations.
- ☐ Ensure that all volunteers are registered and hours are tracked (for matching funds) under the Stafford Act.
- ☐ Determine if spontaneous volunteers will be needed and make requests as needed.
- ☐ Identify the abilities of spontaneous volunteers and assign them as appropriate.
- ☐ Ensure that all volunteers are appropriately assigned to hazardous areas that are within their training and abilities.
- ☐ Seek credentials from all volunteers, including medical and mental health workers.
- ☐ Ensure that all volunteers comply with accepted safety practices.
- ☐ Coordinate response efforts of volunteer organizations (i.e. Red Cross, Salvation Army, VOAD, RSVP, Etc.) with the Town's emergency operations.
- ☐ Deactivate volunteers when they are no longer needed.
- ☐ Ensure all volunteers are properly recognized for their service to the Town.
- ☐ Follow up with spontaneous volunteers and encourage them to participate in the future.

TRANSPORTATION COORDINATOR (AS DESIGNATED BY THE EMD)**LEAD FOR ESF #1; SUPPORT FOR ESF #5 & 7****PRE-DISASTER**

- ☐ Establish mutual aid agreements with state and private companies that may be called upon at the time of an emergency.
- ☐ Develop and maintain lists of public and private transportation resources such as:
 - Buses, vans and other passenger vehicles
 - Handicap accessible vehicles
 - Box trucks, tractor trailer and flatbed trucks
 - Refrigerated trucks
 - Dump trucks
 - Trailers
 - Snowmobiles, ATVs, Boats and other off-road vehicles

EMERGENCY RESPONSE

- ☐ Assume overall direction and control of evacuation procedures per *ESF #1, Transportation*.
- ☐ Determine transportation needs and coordinate with public and private entities to secure needed resources.
- ☐ Coordinate the emergency transport of materials and equipment.
- ☐ Coordinate overall direction of the evacuation procedures.
- ☐ Determine the approximate numbers of people involved.
- ☐ Coordinate with the First Student to provide school buses for use in emergency transportation.
- ☐ Maintain communications with SAU 4 of matters pertaining to evacuations.
- ☐ Identify and assist those functional needs persons needing assistance to relocate.

PUBLIC INFORMATION OFFICER ((PIO) AS DESIGNATED BY THE EMD)**LEAD FOR ESF #15; SUPPORT FOR ESF #5 & 7****PRE-DISASTER**

- ☐ Maintain an accurate roster of media contacts to provide to the EMD for inclusion in the Resource Inventory List in this EOP.
- ☐ Develop a plan of action that will determine the location, staging and resource requirements that will be needed to successfully communicate with the media and the public.
- ☐ Develop pre-scripted messages for the most likely occurring hazards.
- ☐ Identify a location for a media center.

EMERGENCY RESPONSE

- ☐ Serve as the sole and official voice of the Town for the release of information to the general public and the media as coordinated, reviewed and approved by the EMD.
- ☐ Gather information from all sources on an emergency or disaster situation and release information in a timely manner to the news media upon approval of the EMD.
- ☐ Prepare news releases for review by the EMD.
- ☐ Authenticate sources of information and verify accuracy before issuing news releases.
- ☐ Arrange regular media briefings for review of pertinent information with approval from the EMD.
- ☐ Report to the EOC and work closely with the EMD in order to ensure the accuracy of information per *ESF #5, Emergency Management*.
- ☐ Establish a Public Information Center (PIC) as needed.
- ☐ Monitor media coverage of emergency situation for accuracy and issue corrections as necessary to include social media and internet sites.
- ☐ Open public information centers in strategic locations of the Town for inquiries by citizens if necessary.
- ☐ Establish and staff phone line(s) to provide accurate and timely information to the public.
- ☐ Coordinate with PIOs from other jurisdictions in the preparation and issuing joint news releases.
- ☐ Work with local media to provide emergency warning, information and instructions.

SCHOOL DISTRICT LIAISON**SUPPORT FOR ESF #5, 6, 7 & 15**PRE-DISASTER

- ☐ Maintain School Emergency Operations Plans and provide emergency operations training for school personnel.
- ☐ Maintain a School Evacuation Plans as part of the School Emergency Operations Plans.
- ☐ Conduct test exercises at the local schools as coordinated by the Fire Chief, Police Chief and Emergency Management.
- ☐ Develop a Shelter Plan to be used at the Newfound Area schools.
- ☐ Designate a school representative(s) that would report to the EOC at the time of an emergency.
- ☐ Coordinate public outreach education programs both pre and post disaster to minimize impact of disasters.

EMERGENCY RESPONSE

- ☐ Evacuate students if necessary per the school's Evacuation/Emergency Operations Plans.
- ☐ Prepare school facilities for feeding and sheltering, making available all on-hand food supplies needed for mass feedings per *ESF #6, Mass Care, Housing & Human Services*.
- ☐ Prepare the schools for use as emergency transportation points.
- ☐ Report to the EOC when requested by the EMD.
- ☐ Coordinate with EMD for mass transportation as needed per *ESF #1, Transportation*.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

SUPPORT FOR ESF #1, 2, 4, 5, 7, 9, 10 & 13

PRE-DISASTER

- ☐ Provide emergency operations training to communications staff.
- ☐ Research alternate means of communications.
- ☐ Train staff in WebEOC.
- ☐ Work with the MIS Director to ensure the proper operation of technology at all times.

EMERGENCY RESPONSE

- ☐ Coordinate the emergency communications system.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Receive alerts & notifications from various services.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Provide backup communications for the Town, i.e., mobile communications capabilities.
- ☐ Provide and receive information from WebEOC, the National Weather Service (NWS) and or State Emergency officials via the NAWAS and other systems and notify the appropriate officials.
- ☐ Prevent unnecessary communications in the event of an emergency.

AMERICAN RED CROSS

SUPPORT FOR ESF #5, 6, 7, 8 & 14

PRE-DISASTER

- ☐ Assure emergency blood bank supplies at area hospitals.
- ☐ Provide mass care and shelter training.
- ☐ Work with the Shelter Coordinator and EMD to prepare a Shelter Plan.
- ☐ Assist in the training of individual citizens through first aid and CPR classes.

EMERGENCY RESPONSE

- ☐ Provide individual and family assistance consisting of the provision of emergency food, clothing, shelter and health and mental health services.
- ☐ Work with shelter personnel to establish data base for the Safe & Well Program.
- ☐ Assist the Town with guidance in support of managing emergency shelter operations.

CENTRAL NH REGIONAL PUBLIC HEALTH NETWORK

SUPPORT FOR ESF #5, 6, 7 & 8

PRE-DISASTER

- ☐ Coordinate with the Town on pandemic planning.
- ☐ Offer continued trainings regarding the Central NH Regional Public Health Network Emergency Preparedness Annex and other health related issues.

EMERGENCY RESPONSE

- ☐ Serve as the liaison for health and medical with the Health Officer.
- ☐ Team up regular trained volunteers with spontaneous volunteers to eliminate extra training.
- ☐ Support the American Red Cross and EMS on health and medical issues, as requested.
- ☐ Request activation of the Community Emergency Response Team (CERT) and Medical Reserve Corp (MRC) teams.
- ☐ Activate Multi-Agency Coordination Entity (MACE) if needed.

AREA HOSPITALS

SUPPORT FOR ESF #5, 7 & 8

PRE-DISASTER

- ☐ Prepare and practice hospital Emergency Operations Plan.
- ☐ Work with the Central NH Regional Public Health Network to prepare and maintain the Public Health Emergency Preparedness Annex.

EMERGENCY RESPONSE

- ☐ Provide expert medical care.
- ☐ Coordinate with the Town on Mass Casualty Incidents.
- ☐ Coordinate with the Town's EOC, as necessary.
- ☐ Provide medical support for an Alternative Care Site (ACS) and Health Officer as necessary.

CHAPTER 6 – EMERGENCY SUPPORT FUNCTIONS

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ESF MATRIX

ESF MATRIX - Alexandria, NH		Board of Selectmen	Emergency Management Director	Deputy EMD	Highway Department	Police Department	Fire Department/EMS	Health Officer	Shelter Coordinator (as designated by the EMD)	Volunteer Coordinator (as designated by the EMD)	Transportation Coordinator (as designated by the EMD)	Public Information Officer (PIO) as designated by the EMD)	School District Liaison	Franklin Dispatch, Lakes Region Fire Mutual Aid & Grafton County Dispatch	American Red Cross	Central NH Regional Public Health Network	Area Hospitals
L = Lead Agency S = Support Agency																	
ESF1	Transportation		S		S	S	S				L			S			
ESF2	Communications & Alerting		L	S	S	S	S							S			
ESF3	Public Works & Engineering		S		L	S	S										
ESF4	Firefighting		S		S	S	L							S			
ESF5	Emergency Management	S	L	S	S	S	S	S	S	S	S	S	S	S	S	S	S
ESF6	Mass Care, Housing & Human Services		S		S	S	S	S	L				S		S	S	
ESF7	Resource Support	S	L	S	S	S	S	S	S	S	S	S	S	S	S	S	S
ESF8	Health & Medical		S		S	S	CL	CL							S	S	S
ESF9	Search & Rescue		S		S	S	L							S			
ESF10	Hazardous Materials		S		S	S	L	S						S			
ESF11	Agriculture, Natural & Cultural Resources		L	S	S	S	S	S									
ESF12	Energy		L	S	S	S	S										
ESF13	Public Safety & Law Enforcement		S		S	L	S							S			
ESF14	Volunteer & Donations Management	S	S		S	S		S		L					S		
ESF15	Public Information		S		S	S	S	S	S			L	S				

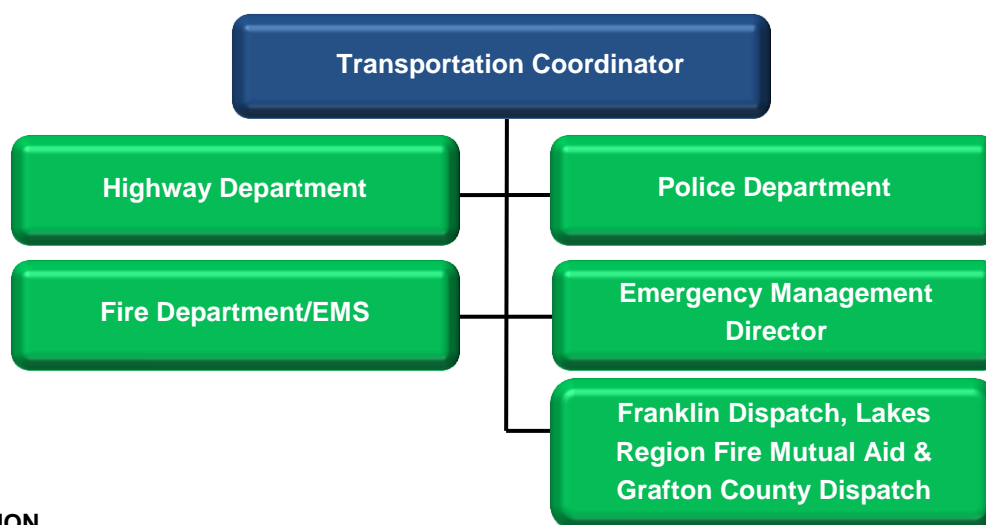
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ESF #1: TRANSPORTATION

GENERAL DESCRIPTION AND AGENCIES

ESF #1 addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. In addition, **ESF #1** supports evacuation and re-entry operations for threatened/involved areas and the transportation of response personnel, materials, goods and services to emergency sites.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of **ESF #1** is to provide the resources (i.e., human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation.

SCOPE

This ESF provides for local transportation support including:

- Managing and coordinating transportation activities to support the effort of local agencies.
- Establishing priorities and/or allocating of transportation resources, processing of all transportation requests and managing air traffic.
- Coordinating related emergency management activities with neighboring towns and state agencies.
- Processing an overall coordination of requests for local transportation support.

- Obtaining transportation services and providing visibility of transportation assets into and out of impacted areas.
- Monitoring the accessibility of transportation capacity and congestion in the transportation system and implementing management controls, as required.
- Assisting in the design and implementation of alternate transportation services, such as mass transit systems, to temporarily replace system capacity lost to disaster damage.
- Coordinating the clearing and restoration of the transportation resources.
- Documenting transportation needs and reporting to the State EOC, if applicable.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

An organized evacuation of potentially endangered populations is one protective action and should be recommended only when other protective actions appear to be inadequate. An evacuation may be recommended when all or any part of the community is affected and may involve all or any portion of the population

Areas in Alexandria that might require an evacuation would include:

- Functional needs citizens residing in private residents
- Mount Cardigan Lodge
- Area Inns, condos, attractions and campgrounds
- Designated flood plains and areas subjected to riverine flooding or dam failures
- Areas around a potentially explosive hazardous materials accident
- Areas downwind of a hazardous chemical materials accident (Dead River bulk plant)
- Areas subjected to outages of power, water or home heating materials
- Areas affected by sabotage, terrorist activities or civil disturbance
- Structures which are or could become unsound due to fires, earthquakes, hurricanes, tornadoes and other major natural or technological phenomena
- Areas threatened by advancing forest fires
- Areas around or near crashed aircraft.

The major evacuation routes for Alexandria are designated as:

Alexandria Major Evacuation Routes

- NH Route 104

Alexandria Secondary Evacuation Routes

- Fowler River Road
- Plumer Hill Road
- Cass Mill Road

By state law, RSA 21-P, the Governor of New Hampshire may only recommend evacuation as being in the best interest of the safety and welfare of the citizens. On-scene commanders and local officials may recommend evacuation in local emergency situations. Any evacuation assisted by federal, state or local government officials, does not bind that government to be liable for damages incurred. It is assumed that the officials at all levels of government have fully assessed the risks involved before recommending an evacuation.

PLANNING ASSUMPTIONS

When faced with a potential life-threatening situation, people will generally follow three options:

- 1) *Most will follow the recommendations of federal, state and/or local officials and relocate to pre-designated host areas by pre-selected routes.*
- 2) *Some will evacuate spontaneously to hosting facilities of their own choice and*
- 3) *Despite recommendations to do so, some will not evacuate and will remain in place.*

In addition, the following assumptions can be made:

- Most localized systems and activities will be hampered by damaged transportation infrastructure and disrupted communications systems. There may be a shortage of fuel.
- The non-ambulatory residents living in the Town may require evacuation assistance.
- Most residents will evacuate by private vehicle.
- Evacuation of livestock and household pets may be required and will be coordinated with *ESF #6, Mass Care, Housing & Human Services* and *ESF #11, Agriculture, Natural & Cultural Resources*. This effort may require specialized transportation assets.
- Evacuation routes will be passable and able to handle the traffic created by an evacuation.
- In a disaster, emergency responders may require the use of local vehicles, equipment and other assistance for moving heavy equipment, supplies, or people. Utilization of available transportation for local emergency operations will be given first priority.
- Town-owned vehicles (not otherwise involved in the emergency response) will be available for use.
- Buses, trucks and other transportation resources will be available from First Student, local contractors and Hannaford's (see Resource Inventory in Chapter 8)
- Transportation staging areas (i.e., pick-up, drop-off points) will be established as needed.
- Public information regarding evacuation will be provided via *ESF #15, Public Information*.

- In a major emergency, the relaxation of certain restrictions (i.e. weight restrictions on bridges and steep roads) may be necessary to allow response and relief equipment into affected areas.
- If necessary, the transport of prisoners in Alexandria's holding cells will need to be arranged.
- Most patients in medical and/or elderly facilities will be picked up and relocated by relatives. Relocation and transportation of patients in acute-care status must, by necessity, be made at the time of emergency and on a case-by-case basis.

CONCEPT OF OPERATIONS

GENERAL

In accordance with the Alexandria Emergency Operations Plan and this ESF, the Transportation Coordinator is responsible for coordinating transportation activities. Support agencies will be coordinated by the Transportation Coordinator.

Requests for assistance will be forwarded to the Alexandria EOC. It is important that the Highway Department maintains close coordination with the local EOC, in order to support the Transportation Coordinator.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Transportation Coordinator will activate ESF Support Agencies as needed. Components of the organization for *ESF #1* may include Evacuation, Staging, Reception and Sheltering Areas, and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Provide public outreach and education to increase awareness and preparedness.

PREPAREDNESS ACTIVITIES

- ☐ Establish mutual aid agreements with state and private companies that may be called upon at the time of an emergency.
- ☐ Develop and maintain lists of public and private transportation resources such as:
 - Buses, vans and other passenger vehicles
 - Handicap accessible vehicles
 - Box trucks, tractor trailer and flatbed trucks
 - Refrigerated trucks
 - Dump trucks
 - Trailers
 - Snowmobiles, ATVs, Boats and other off-road vehicles

- ☐ The EMD will pre-identify a Transportation Coordinator who will be available to assist at the time of an emergency.

RESPONSE ACTIVITIES

- ☐ The Transportation Coordinator will coordinate transportation activities from the local EOC as the Lead Agency for *ESF #1*.
- ☐ The Transportation Coordinator will coordinate with *ESF #3, Public Works & Engineering*, to establish emergency access to an impacted area (i.e. building temporary roads into an affected area)
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The Highway Department and the Police Department will conduct an immediate survey of streets to determine traffic capabilities, available roads and necessary route closures.
- ☐ If transportation requests exceed the capabilities of the Town, the EMD will contact area towns, NH Public Works Mutual Aid, Homeland Security & Emergency Management (HSEM) and other mutual aid systems for assistance.

RECOVERY ACTIVITIES

- ☐ The Transportation Coordinator will assist, coordinate and facilitate the transportation needs required to return evacuees to affected areas.
- ☐ Demobilization would occur when:
 - All transportation needs have been met
 - A detailed cost accounting has been documented
 - The operational elements at the EOC have been terminated.

MITIGATION

- ☐ Post-demobilization, the Transportation Coordinator and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Transportation Coordinator and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

TRANSPORTATION COORDINATOR (AS DESIGNATED BY THE EMD)

- ☐ Coordinate the emergency transport of materials and equipment.
- ☐ Coordinate overall direction of the evacuation procedures.
- ☐ Determine the approximate numbers of people involved.
- ☐ Coordinate with the First Student to provide school buses for use in emergency transportation.
- ☐ Maintain communications with SAU 4 of matters pertaining to evacuations.
- ☐ Determine transportation needs and coordinate with public and private entities to secure needed resources.
- ☐ Identify and assist those functional needs persons needing assistance to relocate.

- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD:
 - Status of roads, bridges, critical facilities and evacuation routes
 - Road closures and traffic control points
 - Designation of staging areas
 - Major *ESF #1* issues, activities and unmet needs

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the local EOC
- ☐ Activate *ESF #6, Mass Care, Housing & Human Services* to begin sheltering as needed.
- ☐ Notify State Emergency Management and request state and/or federal assistance.
- ☐ Instruct the EOC, support agencies and operational staff to implement evacuation procedures.
- ☐ Advise the Board of Selectmen on the current status of events and make emergency management recommendations.

POLICE DEPARTMENT

- ☐ In coordination with the Highway Department, determine usable routes for both evacuation and the transportation of supplies and equipment.
- ☐ Assist those functional needs persons needing assistance to relocate.
- ☐ Coordinate with Fire Department and the Health Officer to maintain a functional needs survey to be referred to at the time of an emergency so that the functional needs population is identified and assisted.
- ☐ Establish and maintain control points to maximize traffic flow on evacuation and supply routes.
- ☐ Organize patrols to provide security in the evacuated area.
- ☐ Assign personnel to monitor and control traffic in staging areas such as parking areas, pick-up and drop-off points and location of essential equipment.
- ☐ Arrange for the removal of disabled vehicles blocking evacuation and transportation routes.

FIRE DEPARTMENT/EMS

- ☐ Provide recommendations on areas to be evacuated due to hazardous materials accidents in concert with additional agencies.
- ☐ Provide health and medical services per *ESF #8, Health & Medical*.
- ☐ Assist in the transport of non-ambulatory persons from the area of evacuation.
- ☐ Coordinate with Police Department and Health Officer to maintain a functional needs survey to be referred to at the time of an emergency so that the functional needs population is identified and assisted.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation as needed.
- ☐ Assign personnel, in accordance with the Police Department, to monitor and control traffic in staging areas such as parking areas, pick-up and drop-off points and location of essential equipment.
- ☐ Assist those functional needs persons needing assistance to relocate.
- ☐ Provide equipment, personnel and radios as needed.

HIGHWAY DEPARTMENT

- ☐ Assess the level of damage to the Town's transportation infrastructure and report to the EOC.
- ☐ Prioritize and/or allocate resources to maintain and restore transportation infrastructure.
- ☐ Provide barricades, cones and/or other devices to the traffic control points designated by the Police Department for road closures and evacuation routes.
- ☐ Recommend priorities for restoration of local streets and roads.
- ☐ Arrange for emergency fuel resources through *ESF #12, Energy*.
- ☐ In coordination with the Police Department, determine usable routes for both evacuation and the transportation of supplies and equipment.
- ☐ Identify staging areas and stage equipment and personnel.
- ☐ Assist in manning traffic control points designated by the Police Department.
- ☐ Repair damaged evacuation routes and remove debris and obstructions.
- ☐ Clear parking areas at the shelters, if necessary.
- ☐ With the EMD, coordinate the community efforts and any outside assistance that is available.
- ☐ Request assistance from local contractors for personnel and equipment, if necessary.
- ☐ Document all transportation expenses incurred under emergency conditions.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

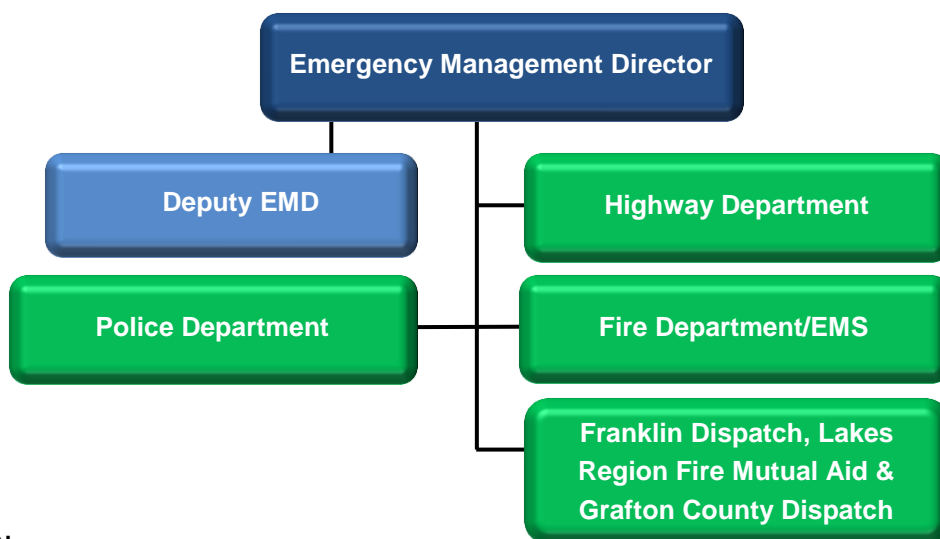
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ESF #2: COMMUNICATIONS & ALERTING

GENERAL DESCRIPTION AND AGENCIES

ESF #2 addresses the provision of communication resources and coordination to support local collaboration and information sharing. **ESF #2** is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration and repair of some communication infrastructure.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

In the event of an emergency or disaster, **ESF #2** will assign the responsibilities and establishment of procedures to provide communications for emergency responders.

SCOPE

The Town's emergency function under this ESF consists of personnel and equipment, including local, state, federal and volunteer resources essential to coordinate and disseminate information before, during and after an impending or actual emergency.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

Franklin Dispatch, Lakes Region Fire Mutual Aid, Grafton County Dispatch, the Fire Department/EMS, the Police Department and the Highway Department currently utilize radio networks for conducting day-to-day operations. Some of these departments have base stations and mobiles for dispatching field forces and interfacing with other systems, both regional mutual aid and state agencies. The Highway Department can only communicate with other local departments.

The Town maintains radio communications with the NH State Police, the Grafton County Sheriff's Department, NH Forests and Lands and other surrounding Police and Fire Departments.

Local networks, by necessity, must form the basis for an emergency communications system. In addition, telephones will be utilized as long as those systems are in operation. If needed and available, amateur radio and citizen's band networks may be used to augment the existing communications capability.

Emergency alerts may be received from private citizens, local or state police, other communities, county sheriff's office, fire mutual aid dispatch centers, the National Weather Service and/or Homeland Security & Emergency Management. Local warnings are usually telephoned to 911, received by the E 911 Call Center and passed on to Franklin Dispatch (police) and/or Lakes Region Fire Mutual Aid (fire and EMS) for dispatching to the appropriate departments. Upon receipt of information regarding an emergency situation, Franklin Dispatch and/or Lakes Region Fire Mutual Aid will alert the Emergency Management Director and other responding departments.

Since it cannot be determined in advance which systems may remain operational, alternatives should be developed prior to a state of emergency or expedient alternatives may have to be developed at the time of a crisis.

PLANNING ASSUMPTIONS

Major emergencies probably will generate an extraordinary demand on all communications systems so priority usage must be given to state and local direction and control networks and the Emergency Alert System (EAS). The prioritized shutdown of cellular telephone service may be considered in order that emergency services may use the system for as long as possible.

CONCEPT OF OPERATIONS

GENERAL

ESF #2 manages and coordinates communications and alerting activities during existing or potential emergency conditions, using established communication organizations, processes and procedures. Primary responsibility for the assessment and determination of communication requirements will rest with the EMD and with the appropriate support agencies.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will activate ESF Support Agencies as needed. Components of the organization for *ESF #2* may include Dispatch Center and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Ensure the availability of appropriate communications equipment for all emergency responders.
- ☐ Develop a redundant communications system that can be utilized in the event of a complete communications failure.
- ☐ Periodically review SOPs/SOGs and update according to new equipment and community needs.

PREPAREDNESS ACTIVITIES

- ☐ Periodically test, maintain and have ready all communications equipment in working order.
- ☐ Prepare a list of additional communications systems and/or equipment that can be utilized should available equipment becomes inoperable at the time of an emergency.
- ☐ Keep an up-to-date list of contact information for all emergency responders and agencies that may be needed at the time of an emergency (see EOC Alert List in *ESF #5, Emergency Management*).
- ☐ Ensure the availability of replacement parts, batteries, etc. that may be needed to continue emergency communications at the time of an emergency.

RESPONSE ACTIVITIES

- ☐ The EMD will receive notification of a disaster or impending emergency from multiple sources.
- ☐ Upon notification of an emergency alert, the EMD will establish communication links with the following if necessary:
 - Support Agencies for this ESF
 - Local hospitals
 - American Red Cross
 - Local Amateur Radio Operators
 - State EOC & WebEOC
 - Police, Public Works & Fire Mutual Aid Systems
 - Surrounding Community EOCs
 - Emergency Response Personnel
 - Local Schools
- ☐ The EMD will take charge of EOC operations and fill operational staff positions as necessary.
- ☐ The EMD will determine which, if any, other officials and staff should be notified or requested.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The EMD will consider seeking the Chairman of the Board of Selectmen's authorization to declare a state of emergency, if necessary.

RECOVERY ACTIVITIES

- ☐ Based on the emergency situation, the EMD in concurrence with the Support Agencies will direct recovery actions and notifications.
- ☐ Full demobilization would occur at the termination of the operations elements at the local EOC.
- ☐ Some elements of *ESF #2* may continue to be operational to support the recovery phase of the operations, which may remain active for an extended period of time.

MITIGATION

- ☐ Post-demobilization, the EMD and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the EMD and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Notify the Board of Selectmen of the emergency situation.
- ☐ Communicate with local emergency medical facilities to ensure readiness as needed.
- ☐ Limit any unnecessary use of communication resources that are not related to the protection of life or property.
- ☐ Research and obtain additional communication resources, if needed.
- ☐ Receive warnings from the National Weather Service and/or State Emergency Management.
- ☐ Coordinate with Homeland Security & Emergency Management for additional communications support as needed through WebEOC and other communication channels as available.
- ☐ Coordinate emergency alerting to the public with CodeRED through Grafton County Dispatch, SAU 4 "School Messenger" and other town-wide notification systems.
- ☐ Open communication lines with the regional office of the American Red Cross for future assistance as needed.
- ☐ Open communication lines with Central NH Regional Public Health Network for future assistance if needed.
- ☐ Coordinate with area EOC's for additional communications support as needed.
- ☐ Organize and control emergency communications.
- ☐ Receive emergency situation notification from the Franklin Dispatch, Lakes Region Fire Mutual Aid & Grafton County Dispatch.
- ☐ Coordinate communications between the Lead and Support Agencies for this ESF, the Police Department, the Fire Department/EMS, SAU 4 & the Highway Department.
- ☐ Provide communication equipment for first responders, as needed.

SUPPORT AGENCIES

DEPUTY EMD

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

POLICE DEPARTMENT

- ☐ Receive notification from Franklin Dispatch.
- ☐ Alert the EMD of any notifications that are received.
- ☐ Upon notification of an emergency the Police Department shall make required notification per Police Department SOPs.
- ☐ Participate in emergency communications training.
- ☐ Provide communication equipment for first responders, as needed.

FIRE DEPARTMENT/EMS

- ☐ Receive notification from Lakes Region Fire Mutual Aid.
- ☐ Alert the EMD of any notifications that are received.
- ☐ Upon notification of an emergency the Fire Department shall make required notification per Fire Department SOGs.
- ☐ Participate in emergency communications training.
- ☐ Provide communication equipment for first responders, as needed.

HIGHWAY DEPARTMENT

- ☐ Receive notification from Franklin Dispatch and/or Lakes Region Fire Mutual Aid.
- ☐ Alert the EMD of any notifications that are received.
- ☐ Participate in emergency communications training.
- ☐ Provide communication equipment for first responders, as needed.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

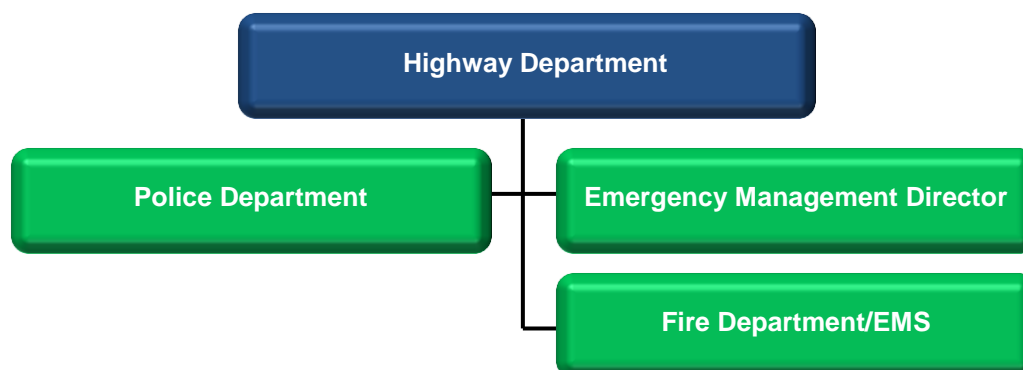
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ESF #3: PUBLIC WORKS & ENGINEERING

GENERAL DESCRIPTION AND AGENCIES

ESF #3 addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #3* is to provide for and to implement procedures and policies in coordinating all engineering resources and expertise in surveying and assessing damage and initiating emergency repair of public highways, right-of-ways, bridges, public buildings and critical facilities; emergency ice, snow and debris removal; and emergency demolition of unsafe structures.

SCOPE

The scope of *ESF #3* includes responsibilities related to *ESF #1, Transportation*. These include:

- Emergency clearing of debris to allow emergency personnel and equipment the ability to perform lifesaving and life protecting activities.
- Providing technical advice and evaluations, engineering services, construction management, inspection and emergency contracting.
- Temporary construction of emergency access routes necessary for passage of emergency response personnel.
- Assist in the emergency restoration of critical public utility services, including electric, telephone, gas, supply of potable water and provisions of water for firefighting.
- Emergency stabilization or demolition of damaged structures or facilities determined to be an immediate threat or hazard to public safety per instructions from authorized personnel.

- Establishing priorities and/or allocating of transportation resources, determining the priority of highway repair, conducting damage assessment and coordinating emergency management activities with neighboring jurisdictions and state agencies.
- Assessing the damage to transportation infrastructure, analyzing the effects of the disaster on the local and regional transportation system, monitoring the accessibility of transportation capacity and congestion in the transportation system and implementing management controls, as required.
- Coordinating the clearing and restoration of the transportation resources.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

A significant disaster in Alexandria may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and/or partially or totally inoperable.

The Alexandria Highway Department is a year-round, 24-hour as needed operation. The Department staffs a full-time Road Agent, three full-time employees and one seasonal employee. Equipment at the Highway Garage includes: a backhoe, three dump trucks, two 550 dump trucks, a front end loader, grader and other heavy equipment. The Department's mission is to support the citizens of Alexandria through the safe operation, proper maintenance and future development of highway, supporting infrastructure and utilities in a manner that is cost conscience without sacrificing quality.

Alexandria is a member of NH Public Works Mutual Aid. Alexandria's Highway Department may have to rely on outside engineering services at the time of an emergency.

PLANNING ASSUMPTIONS

Sufficient resources may not be available in Alexandria to meet public works and engineering needs at the time of an emergency; neighboring jurisdictions, state and federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient and effective response and recovery from the event. The Highway Department will organize and carry out debris clearance in the aftermath of an emergency, but may require external assistance in debris removal when debris includes hazardous materials or situations beyond the capability of manpower and equipment.

Additional planning assumptions are as follows:

- If a structure appears unsafe, it will be vacated until a detailed inspection demonstrates its safety or until repairs are made.
- Debris removal and emergency road repairs will be given priority in order to support immediate lifesaving emergency response activities.
- The Highway Department may have to seek private resources for repairs or rebuilding.
- Privately owned buildings serving the public may be declared unsafe by the Town, but detailed structural inspections and repairs will be the responsibility of the property owner.
- Re-inspection of previously assessed structures and damages may be required.
- The Highway Department is responsible for maintaining the viability of town-owned roads and bridges.
- The State of NH DOT is responsible for maintaining state-owned roads and bridges.
- The Town will assist in the maintenance of state owned roads and bridges where possible during an emergency.
- Emergency environmental waivers and legal clearances may be needed for disposal of materials.
- Citizens will assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in hauling it away for disposal.
- Citizens are often willing to help their neighbors in removing debris.

CONCEPT OF OPERATIONS

GENERAL

This ESF will provide support to the local emergency response efforts following a disaster. Coordination will be maintained between local, state and federal officials as appropriate, in order to maximize efforts. This ESF will work closely with *ESF #5, Emergency Management*, in order to provide damage assessment information to the EOC.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Highway Department will activate Support Agencies and the EMD will activate other ESFs as needed. Components of the organization for *ESF #3* may include Staging Areas and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Maintain a list of qualified private contractors.
- ☐ Maintain all drainage systems / structures.
- ☐ Maintain road and culvert repair program.
- ☐ Work with the Planning Board to ensure points of access and roads specifications are met for all new roads.
- ☐ Inspect and maintain all town bridges.
- ☐ Adopt procedures to ensure fueling capabilities during an electrical outage.

PREPAREDNESS ACTIVITIES

- ☐ Pre-identify temporary landfill sites.
- ☐ Periodically test, maintain and have ready all communications equipment in working order.
- ☐ Maintain an inventory of public and private equipment that can be used at the time of an emergency.
- ☐ Establish a damage assessment team and descriptive criteria for damage assessment of buildings, drainage systems, bridges and roadways.
- ☐ Maintain a supply of barricades, signs and temporary fencing for emergency use.
- ☐ Maintain inventory of all public utilities, bridges and roadway conditions.
- ☐ Maintain public works mutual aid agreements.
- ☐ Identify alternate EOC representatives in the event of extended EOC operations.

RESPONSE ACTIVITIES

- ☐ Upon determination of an impending or actual incident requiring public works and engineering capabilities, the EMD will request agency representatives to implement *ESF #3*.
- ☐ The Highway Department will compile and evaluate damage assessments from other town departments and staff and establish communications with field units and/or facilities.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The Highway Department will coordinate additional engineering and construction resources as needed and provide support and personnel in response to disasters, including terrorist incidents/attacks.

RECOVERY ACTIVITIES

- ☐ Based on the emergency situation, the EMD in concurrence with the Highway Department will direct recovery actions and notifications.
- ☐ Recovery operations will include but not be limited to:
 - Documentation of disaster and restoration costs for possible federal reimbursement
 - The support of community cleanup efforts
 - The restoration of essential public services
 - A post-incident review including a damage assessment report with assistance from federal, state and local officials if warranted.
- ☐ Full demobilization would occur at the termination of the operations elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the Highway Department and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Highway Department and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

HIGHWAY DEPARTMENT

- ☐ Mobilize needs for resources, manpower and equipment.
- ☐ Assist in transportation and traffic control requirements.
- ☐ Provide emergency debris clearance to allow emergency personnel and equipment the ability to perform lifesaving and life protection activities.
- ☐ Provide temporary construction of emergency access routes necessary for passage of emergency response personnel; construction of fire breaks, as requested.
- ☐ Assist in the restoration of critical utility services and telephone.
- ☐ Upon request of the Fire Chief and other authorized personnel, stabilize or demolish damaged private structures or facilities determined to be an immediate threat or hazard to public safety.
- ☐ Provide staff and equipment as available to assist other departments.
- ☐ Manage the disposal of debris from private and public property.
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD.
 - Status of debris removal activities
 - Status of critical infrastructure, emergency access routes, local roads, NH DOT Roads and public utility restoration.
 - Unmet needs expended resources and any surpluses.

SUPPORT AGENCIES**EMERGENCY MANAGEMENT DIRECTOR**

- ☐ Establish direction and control at the EOC as needed.
- ☐ Provide operational support at the EOC to assist in the implementation of *ESF #3*.
- ☐ Coordinate with Homeland Security & Emergency Management for additional public works equipment.
- ☐ Notify the Board of Selectmen about the current situation.

POLICE DEPARTMENT

- ☐ Provide personnel and equipment to manage and operate staging areas, as needed.
- ☐ Provide security in affected areas if needed.
- ☐ Coordinate traffic control activities.
- ☐ Coordinate with the Highway Department and other departments to assess the situation.

FIRE DEPARTMENT/EMS

- ☐ Assist in damage assessment with authorized state, local or private personnel as applicable.
- ☐ Assist residents with re-entry and removal of personal items from affected structures.
- ☐ Assist with extrication from motor vehicles or buildings as needed.
- ☐ Authorize the Highway Department to stabilize or demolish damaged private structures or facilities determined to be an immediate threat or hazard to public safety.
- ☐ Provide personnel to assist in *ESF #3* as needed.
- ☐ Process emergency permits as needed.

EQUIPMENT INVENTORY LIST – ESF #3, PUBLIC WORKS & ENGINEERING

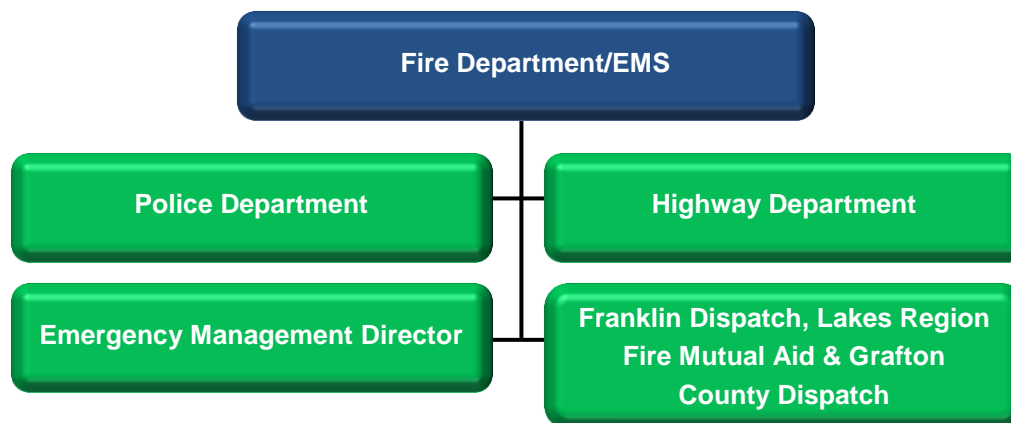
Resource (Equipment)	Model	Capacity	Location	Fuel	FEMA Cost Codes

ESF #4: FIREFIGHTING

GENERAL DESCRIPTION AND AGENCIES

ESF #4 addresses fire suppression in rural, urban and wild-land settings that result from naturally-occurring, technological or man-made disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of **ESF #4** is to provide a coordinated response of local resources for the mitigation of wildland fires, urban/rural fires, structural fires and incidents of a magnitude that require the expertise of the firefighting community resulting from a natural, human-caused or technological disaster.

SCOPE

This ESF shall include actions taken through the application of personnel, equipment and technical expertise to control and suppress incidents that have exceeded available resources.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

The Fire Department functions include fire safety, fire surveillance, reporting procedures and firefighting for all types of fires.

The Alexandria Fire Department/EMS is a volunteer fire department providing quality fire services to the residents and visitors of Alexandria 24 hours a day, 365 days a year. The Department staffs a volunteer Chief, 29 volunteer firefighters and operates one station within the community. The Alexandria Fire Department participates in the Lakes Region Fire Mutual Aid and is dispatched through Lakes Region Fire Mutual Aid. The Alexandria Fire Department also participates in the Central NH HazMat Team for

HazMat related incidents. The Alexandria Fire Department is as well-equipped to perform its assigned functions as any community of comparable size.

The Alexandria Fire Station is vitally important to the emergency response. The Alexandria Fire Station, which is located on Washburn Road, does not have an emergency generator and bathroom facilities.

The Fire Department/EMS maintains Standard Operating Guidelines (SOGs) for fire suppression, vehicular accidents, lost children, etc. and regularly trains its personnel in those procedures. Coordination with other emergency services is standard procedure.

PLANNING ASSUMPTIONS

The Alexandria Fire Department is the largest single source of manpower in the community, but, in a major emergency, it would probably need additional personnel and equipment to perform all of its assigned tasks. Due to the nature and size of the emergency, mutual aid assistance may be unavailable or severely limited, so expedient measures may have to be developed at the time of crisis.

Planning Assumptions also include but are not limited to the following:

- Fires will occur on a regular basis.
- Fires may be generated as a result of disasters either natural or human-caused.
- A fire of unprecedented size will require more resources than the Town and local mutual aid fire departments can provide.
- In the event of a major disaster or catastrophic event, there is high probability that neighboring communities that the Town would normally rely on for assistance will also be adversely affected; these fire departments would most likely be totally committed and stretched beyond their response capabilities.
- Coordination and direction of the local efforts, including volunteers, will be required.
- Secondary events or disasters will threaten lives and property as well as firefighting personnel.
- Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or water resources for firefighting operations; Alexandria does not have any pressurized hydrants.
- Off-duty firefighters in a major emergency are not obliged to leave a family crisis or their workplace to assist emergency efforts.
- Vehicle access will be hampered by occurrences such as bridge failures, damage to and debris in roadways; damaged areas will be restricted and not readily accessible except in some cases by air.

CONCEPT OF OPERATIONS

GENERAL

The Alexandria Fire Department/EMS is the Lead Agency responsible for local operations to mitigate the effects of urban and wildland incidents in Alexandria.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Alexandria Fire Department will notify the EMD who may activate the EOC, other ESFs and Support Agencies as needed. Components of the organization for *ESF #4* may include Staging Areas, Evacuation, Sheltering, Public Information, Law Enforcement and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Enforce all existing fire codes.
- ☐ Carry out fire safety education for the public.
- ☐ Issue burning permits, enforce outdoor burning laws and prohibit burning when hazardous conditions prevail.
- ☐ Provide Fire Department personnel training in all aspects of firefighting including fire suppression, HazMat response and rescue and incident command.
- ☐ Maintain running cards for the proper response to fire incidents.
- ☐ Develop and maintain mutual aid agreements with other departments.
- ☐ Review and update Standard Operating Guidelines on an annual basis.

PREPAREDNESS ACTIVITIES

- ☐ Develop and maintain emergency management plans, procedures and supplies as they relate to emergencies and disasters.
- ☐ Maintain up-to-date information on types and quantities of hazardous materials present in the community.
- ☐ Maintain an up-to-date list of all available firefighting resources including equipment and personnel.
- ☐ Test, inspect and maintain all firefighting apparatus and resources on a regular basis.
- ☐ Maintain a stockpile of specialized supplies.
- ☐ Identify alternate EOC representatives in the event of extended EOC operations.

RESPONSE ACTIVITIES

- ☐ Begin call up of all Fire Department/EMS personnel.
- ☐ Implement SOGs and mutual aid agreements as necessary.
- ☐ Activate an Incident Command Post in accordance with the Incident Command System (ICS) in close proximity to the incident site.
- ☐ Forward pertinent information to the EMD who may request activation of the EOC and appropriate ESFs.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The Fire Chief, or his designee, will report to the EOC when requested by the Emergency Management Director and delegate the on-scene command of the department to the next qualified member.
- ☐ Upon recommendation of the Fire Department, begin emergency communications and alerting procedures per *ESF #2, Communications & Alerting* to ensure the dissemination of emergency warnings to the general public.

RECOVERY ACTIVITIES

In the post-disaster recovery period, the Fire Department will perform the following functions:

- ☐ Perform decontamination functions or request assistance, as described in SOGs, if necessary.
- ☐ Assist in providing security for disaster-affected areas, if requested.
- ☐ Assist in clean-up operations.
- ☐ Perform such other functions as requested by the EMD to alleviate suffering and return the citizens of Alexandria to as near normal conditions as possible.
- ☐ Full demobilization would occur at the termination of incidents in the field and of the operational elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the Fire Department/EMS and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Fire Department/EMS and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

FIRE DEPARTMENT/EMS

- ☐ Extinguish and contain all fires.
- ☐ Coordinate all fire service activities.
- ☐ Receive the notification of an actual or impending emergency and forward it to the EMD per discretion of the Fire Chief.
- ☐ Disburse personnel and equipment to predetermined strategic locations.
- ☐ Assist in the evacuation of buildings and/or areas as needed.
- ☐ Provide support for radiological protection.

- ☐ Respond to HazMat accidents/incidents.
- ☐ Conduct search and rescue operations per *ESF # 9, Search & Rescue*.
- ☐ Report power outages to NH Electric Coop and Eversource.
- ☐ Begin public alerting procedures per guidelines in accordance with the EMD as outlined in *ESF #2, Communications & Alerting*.
- ☐ Begin call-up of additional department personnel and recruit additional personnel as needed.
- ☐ Coordinate fire mutual aid support and other outside assistance if necessary.
- ☐ Provide first response, immediate medical stabilization and medical care for victims and responders.
- ☐ Assist with the functional needs population as needed.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation.
- ☐ Conduct arson investigation if necessary in coordination with the Fire Marshal.
- ☐ Assist owners or operators of commercial and industrial facilities that may require a special fire protection to plan.
- ☐ Perform such other functions for the protection of life and property as deemed necessary at the time of emergency in accordance with NH RSAs.
- ☐ In consultation with qualified personnel, assess the damage to fire equipment and facilities if needed and recommend condemnation of unsafe buildings.
- ☐ Coordinate with the State Fire Marshal on building assessments and fire investigations.
- ☐ Provide personnel to other emergency services to augment their capabilities, if available.
- ☐ Collect and maintain the following *ESF #4* status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD:
 - Damage assessment information
 - Status of critical areas (i.e. fire station, communications and storage areas)
 - Status of firefighting activities and operational facilities (i.e., staging areas)
 - Major *ESF #4* issues; staffing and resource shortfalls, capabilities and unmet needs
 - Allocated and requested firefighting resources

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the EOC as needed.
- ☐ Contact State Emergency Management if the situation warrants.
- ☐ Notify the Board of Selectmen about the current situation.

POLICE DEPARTMENT

- ☐ Coordinate traffic and crowd control.
- ☐ Coordinate emergency transportation routes.
- ☐ Provide equipment and personnel support during wildland and other large-scale firefighting operations, as needed and available.

HIGHWAY DEPARTMENT

- ☐ Provide highway equipment and personnel support during large scale firefighting operation.
- ☐ Maintain transportation routes to provide access for emergency response vehicles.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

EQUIPMENT INVENTORY LIST – ESF #4, FIREFIGHTING

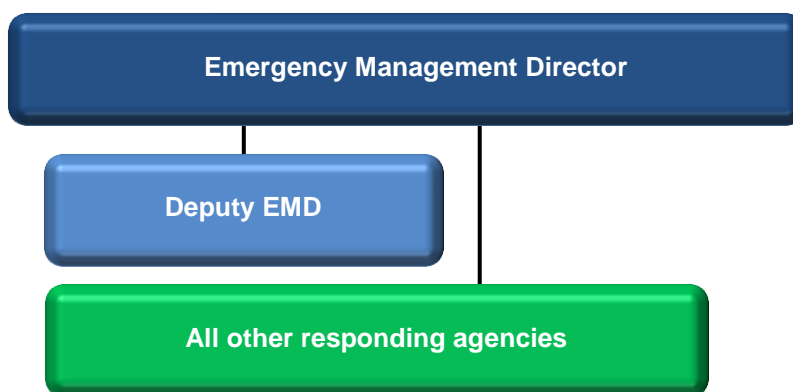
Resource (Equipment)	Model	Capacity	Location	Fuel	FEMA Cost Codes

ESF #5: EMERGENCY MANAGEMENT

GENERAL DESCRIPTION AND AGENCIES

ESF #5 addresses the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the EOP; the operation of the EOC; incident action planning; situational awareness and information-sharing; and, provides direction and control over the use of local resources.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of this ESF is to compile, analyze and coordinate the collection of data relevant to injury, death and damage assessments in disaster areas.

SCOPE

The scope is the overall coordination and collection of data activities at the local EOC in order to formulate response and recovery actions. However, decision and assignment of resources are not executed in *ESF #5*. The primary role of *ESF #5* is to serve as a clearinghouse of information for all interested parties. *ESF #5* is also responsible for establishing and maintaining a message center and coordinating initial needs and damage assessment activities. The activities are grouped among the following functions:

- **Information Processing**
To process essential elements of information from local, state, federal and other resources and to disseminate information in order to provide for adequate response activities.
- **Reports**
To consolidate information and document response activities and to provide essential information to local, state, federal and other sources in timely reports. *ESF #5* will develop and revise Situation Reports (SitRep) using statistical, narrative and graphic information from response and recovery operations, which provide an overall description of the situation.

- **Displays**
To develop, maintain and display information and status in order to facilitate briefings and current activities.
- **Planning and Support**
To plan and support activities used to assist in the consolidation of data to support the preparation of the Action Plan.
- **Technical Services**
To coordinate remote sensing and reconnaissance requirements; provide hazard-specific technical advice to support operational planning; and use additional subject matter experts or technical specialists, as needed.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

In every emergency situation there is a need to communicate and plan effectively so that all responders are fully aware of steps that are being taken by others. The gathering of ever-changing critical information, the reporting of information in a way that can be uniformly understood and the preparation of documents to support command and control are vital to a successful operation. In Alexandria, this responsibility will fall upon the EMD so that a single entity, with support help, is able to maintain the flow of information and updates from responders in the field.

PLANNING ASSUMPTIONS

It is assumed that in any emergency the relay of information will pass between emergency responders and the Emergency Management Director. In assuming the role of Lead Agency for *ESF #5*, the EMD will gather and disseminate information in order to facilitate planning efforts and to help determine the need for assistance from other local communities, the State and the Federal Government.

Other planning assumptions are as follows:

- There will be delays in establishing full information processing capabilities.
- There will never be complete information.
- During a disaster, message flow may bottleneck in the EOC due to intense levels of activity.
- Early in the event little information will be available and initial information received may be vague or inaccurate. Further uncertainty may be caused by conflicting information, misinformation and rumors.
- Communications and transportation disruptions may hamper the collection and dissemination of accurate information.

CONCEPT OF OPERATIONS

GENERAL

Typically, the activities of *ESF #5* will commence once the local EOC is activated due to an emergency situation. The following provides an overall description of the concept of operations.

In response to an incident, the following may occur:

- Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - Gross assessment of disaster impacts including the identification of the boundaries of the damaged areas and the type and severity of the damages, including the status of vital facilities.
 - General assessment of the status of government operations.
 - The operational status of critical facilities such as staging areas, mobilization centers, etc.

The assessment of the incident, if warranted, will be communicated to *ESF #5* where it will be directed to the appropriate operational element needing the information.

- The various support agencies to *ESF #5* will gather, disseminate and transmit data to the Lead Agency. *ESF #5* will collect, summarize, analyze, display and disseminate critical elements to the operational support of the local EOC. Such elements include but are not limited to:
 - Boundaries of the disaster area
 - Social/economic/political impacts
 - Jurisdictional boundaries
 - Status of transportation system
 - Status of communications system

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will activate ESF Support Agencies as needed. Components of the organization for *ESF #5* may include a Joint Operation Center, Information Centers and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Prepare and maintain maps, displays, reference materials, databases and other information sources for use during an emergency.
- ☐ Develop a system for collecting and analyzing information.

- ☐ Train team members in use of data collection and analysis systems (tabletop and/or full scale drills).
- ☐ Review and maintain the Emergency Operations Plan on an annual basis.

PREPAREDNESS ACTIVITIES

- ☐ Maintain an inventory of both public and private equipment and technology personnel that can be called upon at the time of an emergency.
- ☐ Make provisions for the necessary resources that are required to implement ESF #5, such as:
 - Computers with appropriate software (GIS, CAD), hardware (printers, keyboards, etc.) and operators
 - Data collection and reporting forms
 - Supply of batteries and other energy essentials
 - Telephones, radios, fax machines and other communications equipment
 - Maps, US Census Data and other reference materials
- ☐ Periodically test, maintain and have ready all equipment in working order.

RESPONSE ACTIVITIES

- ☐ The initial actions include the activation of the ESF and the processing, collecting and dissemination of information.
- ☐ Maintain chronological event logs, status boards and maps.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ Set up the phones lines necessary for emergency communications and reporting.
- ☐ Upon determination of an impending or actual incident requiring the activation of *ESF #5*, the EMD will gather personnel needed to meet the needs of the EOC including, but not limited to:
 - Secretarial or skilled office help.
 - "Runners" who can relay messages quickly to Support Agencies.
 - A designated Public Information Officer (PIO) to prepare for and activate *ESF #15*.
- ☐ Activate and test communications equipment:
 - Local & Regional Dispatch
 - Telephones
 - Computers & Internet Connections
 - Backup generators
- ☐ Establish a check-in and check-out procedure to ensure that everyone entering the EOC signs an Attendance Log Sheet.
- ☐ Establish the need for and provide security for the EOC through *ESF #13, Public Safety & Law Enforcement*.
- ☐ Provide means of identification for EOC staff so that security knows who to admit.
- ☐ Establish an effective message system that ensures a discipline flow of incoming and outgoing messages.
- ☐ Prepare a shift schedule and provide basic food, water and medical services for the EOC staff.
- ☐ Establish and announce regularly scheduled briefings for Agencies involved in the incident.
- ☐ Establish and announce regularly scheduled briefings for citizens of the community and the media per *ESF #15, Public Information*.

RECOVERY ACTIVITIES

- ☐ Based on the emergency situation, the EMD in concurrence with the other Support Agencies will direct recovery actions and notifications.
- ☐ Full demobilization would occur at the termination of the operations elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the EMD and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the EMD and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Assemble a team to assist in the gathering and dissemination of information.
- ☐ Develop and revise Situation Reports (SitRep) using statistical, narrative and graphic information from response and recovery operations, which provide an overall description of the situation.
- ☐ Prepare planning action plans and reports and develop special reports describing specific actions, priorities or contingency planning requirements as requested.
- ☐ Prepare briefings and reports based on input from other ESF operational elements.
- ☐ Maintain status boards, maps and charts critical to the operation of the local EOC.
- ☐ Prepare periodic informational reports for Homeland Security & Emergency Management through WebEOC.
- ☐ Maintain records of expenditures and resources utilized.
- ☐ Obtain technical advice, as needed.
- ☐ Log and track local, state and federal response actions and requests to support operational elements.
- ☐ Gather and analyze information to be issued to the general public through *ESF #15, Public Information*.
- ☐ Provide analysis of the situation based on information such as:
 - Number of deaths or injuries
 - Missing persons
 - Boundaries of the disaster area
 - Designation of an area of operations
 - Access points
 - Special hazard areas: e.g. quarantined, flooded
 - Hazard specific information
 - Weather data
 - Status of critical facilities & infrastructure
 - Activated emergency management facilities
 - Shelter and mass care information
 - Immediate life-threatening situations
 - Available non-local resources
 - Status of reconnaissance activities
 - Building condition data
 - Categories of missing information
 - Status of key personnel
 - Projected further responses
 - Historical information

SUPPORT AGENCIES

DEPUTY EMD

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

ALL OTHER RESPONDING DEPARTMENTS

- ☐ Provide the EMD with current and appropriate information on emergency actions being taken by each department.
- ☐ Assist the EMD with planning concepts and needs assessment.
- ☐ Assist the EMD with technical and or logistical needs.
- ☐ Provide the EMD with the necessary staff and tools that are required to effectively gather, analyze and disseminate information.
- ☐ Provide maps for planning and EOC display purposes.

Please refer to “General Responsibilities” in the Base Plan for more information on individual department responsibilities.

EOC ALERT LIST – LOCAL

EMERGENCY OPERATIONS CENTER (EOC) ALERT LIST - LOCAL				
Name	Title	Phone (work)	Phone (home)	Cell

EOC ALERT LIST – OTHER (STATE, REGIONAL, FEDERAL, ETC.)

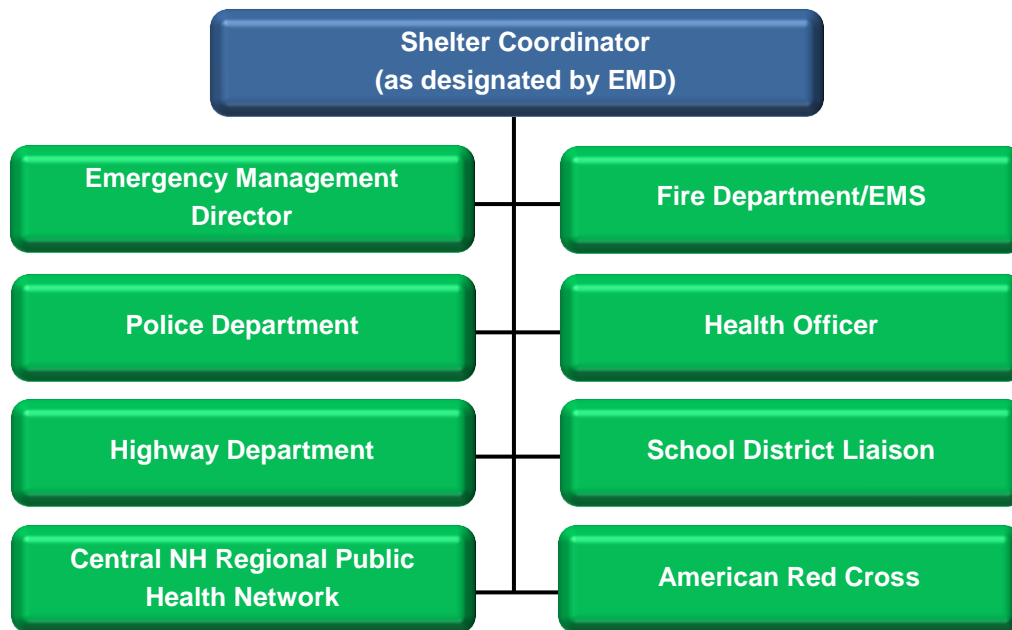
EMERGENCY OPERATIONS CENTER (EOC) ALERT LIST - OTHER			
Name	Title	Phone (work)	Cell
Paul Hatch	Homeland Security Representative	223-3635	419-9407
24-Hour Duty Officer	Homeland Security Duty Officer	800-852-3792	-
Frank Grima	American Red Cross (NH)	889-6664	812-1874
NH State Police-Troop F	Duty Officer	846-3333	
Duty Officer	Grafton County Sheriff's Office		

ESF #6: MASS CARE, HOUSING & HUMAN SERVICES

GENERAL DESCRIPTION AND AGENCIES

ESF #6 addresses, coordinates and reports on the emergency mass care activities of local and partner Non-Governmental Organizations (NGOs) responsible for sheltering, feeding, counseling, temporary housing and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #6* is to coordinate the provision of mass care, shelter, feeding and emergency first-aid after a disaster or other event that requires activation of this Plan.

SCOPE

In this Plan, the American Red Cross is a designated Support Agency and when called upon, will assist the other support agencies in the establishment and operation of shelters and mass care. The Shelter Coordinator will oversee all mass care and shelter operations as required based on the evacuation needs and the emergency in general.

In the event of a prolonged disaster exceeding 24-48 hours, Alexandria could require the assistance of the American Red Cross (ARC). The ARC independently provides mass care to all disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United State

Congress, American Red Cross Act of January 5, 1905 and the Disaster Relief Act of 1974. ARC also assumes Lead Agency responsibility under the Federal Response plan, to coordinate federal response assistance to the mass care response of state and local governments and the efforts of other voluntary agencies, including ARC relief operations.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

The primary shelter is the location to which evacuees are directed at the time of an emergency. The recommendation to evacuate people at risk during an emergency situation automatically requires that shelter spaces be made available and feeding operations for evacuees begin. Generally, schools and churches provide the best shelter facilities since they combine the shelter spaces with the capability for mass feeding. Other potential shelters would include community centers, armories, town halls and service clubs.

In Alexandria, the designated primary shelter is the Old Town Hall. If the need arises and the Old Town Hall is not available, the Alexandria United Methodist Church could be utilized as a secondary shelter in the Town or Newfound Regional High School could also be used for a more regional shelter.

In the unlikelihood that the buildings mentioned above are compromised, there may be other public buildings that could be expediently upgraded to provide shelter, such as area hotels, inns and motels and other regional shelters. In the case of an emergency, the population would be advised to seek shelter in the best available facility.

PLANNING ASSUMPTIONS

Planning assumptions for mass care and shelter are as follows:

- Mass care shelters are temporary in nature and are designed for people displaced as a result of an emergency incident or disaster.
- Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, seating and access to restrooms, to more lengthy operations where feeding, sleeping and shower facilities are desirable and assistance must be provided to evacuees.
- In slowly developing disasters, such as a slowly rising flood, there may be warning and evacuation time to establish shelters in advance.
- Other disasters can occur without warning; shelters, first aid, mass care and feeding sites may have to be set up with no advance notice.

- The American Red Cross will begin provision of mass care and shelter services in response to requests from emergency management officials at the local, state or federal level; the American Red Cross will respond to requests for disaster assistance within approximately two hours; actual assistance from the Red Cross will be dependent upon the nature of the hazard, the size of the hazard's geographical area and the availability of staff.
- The American Red Cross can either support or manage a shelter operation. The ARC will manage facilities which have a pre-established agreement. The ARC will support all other shelter facilities if available, and enact a shelter agreement to manage if needed.
- Shelters may be opened in response to emergencies outside of the Town.
- Long term mass care may be required following some disasters.
- Mass care facilities will receive priority consideration for structural inspections to ensure safety of the occupants.
- Spontaneous shelter volunteers will require coordination; the appearance of spontaneous volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.
- Some people who are not at risk may seek shelter.
- For hazards that are highly visible or receive extensive media coverage, people may evacuate before an official recommendation.
- Law enforcement may be required at mass care facilities for crowd control and security.

CONCEPT OF OPERATIONS

GENERAL

The American Red Cross has been designated as a Support Agency responsible for mass care and sheltering; state agencies may also be called upon to support the mass care function. Resources from the private sector will also be evaluated and applied to the response effort as appropriate.

Mass care needs can be met through not only sheltering but also cooling/warming stations, shower-only facilities, fixed or mobile feeding, local town shelters or regional shelters. Mass care may apply to meeting the needs of emergency responders as well as victims of a disaster. All shelters should be functional needs sensitive.

The Shelter Coordinator, along with supporting staff, will advise the public through *ESF #15, Public Information*, of the shelter locations, the procedures to follow when evacuating, and recommendations that evacuees bring as much non-perishable food with them as possible. Mass care, sheltering, feeding and emergency first aid activities will begin as soon as possible after the disaster occurrence (or before, if there is advance warning.)

The Town of Alexandria is responsible for the mass care and sheltering of its citizens as a result of an emergency situation or disaster. In order to respond in the most efficient manner to the needs of evacuees and victims who may require mass care and sheltering, a detailed Shelter Plan should be established in advance. The Shelter Coordinator, the American Red Cross and other town officials should compile a comprehensive Shelter Plan which will serve as a stand-alone annex to this EOP. A short list of shelter recommendations is available in Chapter 9.

The Town of Alexandria currently has no cots, however there are 20-25 cots in the Central NH Regional Public Health Network trailer in Hebron; inventory and other resources (i.e., medical) may be available from the Central NH Regional Public Health Network, the American Red Cross, the United Methodist UMCORE and/or the State EOC.

Shelters operated by the American Red Cross and most other organized volunteer groups will allow pets in crates, provided they are not in the general population area where only service animals are allowed. American Red Cross has access to disaster supplies for pets; pet sheltering in shelter facilities is dependent on the agreement with the shelter.

If the Town allows and there is adequate space, pets can be housed in a separate section of the shelter. A number of studies have indicated that some people, particularly the elderly will not leave their homes if they cannot take their pets with them. Leaving animals may also place them in harm's way. Pet owners have been known to return to evacuated areas in search of their pets, in spite of the danger warnings.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Shelter Coordinator will activate ESF Support Agencies as needed. Components of the organization for *ESF #6* may include Public Information Centers, Mass Care Facilities, Pet Sheltering Facilities, Family Assistance Centers and Cooling and Warming Centers.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Coordinate with the ARC to designate a primary shelter and secondary shelter.
- ☐ Identify and secure permissions to use those buildings to be designated as shelters.
- ☐ Develop a plan for relocation of evacuees during and after the emergency to ensure an accurate tracking procedure.
- ☐ Develop MOUs with area veterinarians and other local professionals who can accommodate pet sheltering.
- ☐ Develop a list of all pet friendly hotels and motels in the area.
- ☐ Identify a network of animal response teams in other communities; establish mutual aid agreements.

- ☐ Establish and maintain relationships and MOUs with local veterinarians and local farmers who may be able to assist.
- ☐ Maintain an agreement with the local humane society.
- ☐ Maintain a complete list of American Red Cross contact numbers and those of other public, private and volunteer agencies and companies that can assist with *ESF #6* such as:
 - Central NH Regional Public Health Network
 - Local Veterinarians
 - Local Humane Societies
 - Mental Health Counselors
 - Facilities that can provide for food storage (i.e., freezer space)
 - Facilities that can assist with the acquisition of potable water
 - Facilities that can assist with the acquisition of pet supplies and food.

PREPAREDNESS ACTIVITIES

- ☐ Develop and maintain a primary shelter and shelter plan.
- ☐ Practice and test the Shelter Plan in advance of a future emergency situation.
- ☐ Pre-designate and train shelter manager(s) to open and maintain shelter operations.
- ☐ Prepare a shelter kit with items recommended by the American Red Cross (see Chapter 9)
- ☐ Coordinate in advance for the storage of pet shelter equipment and potential pet shelter locations.
- ☐ Coordinate with *ESF #15, Public Information*, for the development of public information with pre-scripted messages about animal sheltering needs.
- ☐ Organize resources (i.e. crates, forms, locations for food donations).

RESPONSE ACTIVITIES

- ☐ Notify Homeland Security & Emergency Management and the American Red Cross and other volunteer agencies as needed of the activation of *ESF #6*.
- ☐ Notify *ESF #6* Support Agencies of plan implementation and share information about what has occurred and initial response actions.
- ☐ Activate the Shelter Plan.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ Activate the necessary staff to open and staff the facility.
- ☐ Open communications lines to the shelter; if normal communications systems are damaged, activate components of *ESF #2, Communications & Alerting*, to facilitate the staffing of the shelter.
- ☐ Designate a Public Information Officer (PIO) to assist with communications to the general public or the news media per *ESF #15, Public Information*.

RECOVERY ACTIVITIES

Recovery operations, as determined by the Shelter Coordinator, may be initiated during response operations and may include, but not be limited to, the following:

- ☐ Assistance to evacuees in returning to their homes.
- ☐ Assistance with temporary housing for evacuees who cannot return to their homes.
- ☐ Provide public information regarding follow-up programs that may be available.

- ☐ Coordinate crisis counseling services as needed through disaster mental health team(s).
- ☐ The return of the shelter(s) to its previous use and condition.
- ☐ The collection of garbage and refuse in coordination with *ESF #3, Public Works & Engineering*.
- ☐ Compilation of documents, records, costs, and all expenses that may or may not be eligible for reimbursement.
- ☐ The Shelter Coordinator shall ensure that all health and safety issues are resolved prior to full demobilization and that all essential services and facilities are re-established and operational.
- ☐ Based on the emergency situation, the Shelter Coordinator in concurrence with the other Support Agencies and will direct recovery actions and notifications.
- ☐ Full demobilization would occur at the termination of the operations elements at the local EOC and the shelter facility has been returned to its pre-disaster use.

MITIGATION

- ☐ Post-demobilization, the Shelter Coordinator and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Shelter Coordinator and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

SHELTER COORDINATOR (AS DESIGNATED BY EMD)

- ☐ Organize and coordinate all shelter activities and needs.
- ☐ Mobilize staff and open shelter(s) keeping them operating as long as necessary.
- ☐ Provide individual and family assistance consisting of the provision of emergency food, clothing and shelter.
- ☐ Assist with the provision of the transportation of goods, services and people to shelter sites per *ESF #1, Transportation*.
- ☐ Register and track shelter occupants.
- ☐ Recommend to the general public what items should be brought to shelters per *ESF #15, Public Information*.
- ☐ Coordinate the provision of pet sheltering and advise the general public on pet sheltering locations and requirements per *ESF #15, Public Information*.
- ☐ Establish a system and assist in answering disaster welfare inquiries, in coordination with the American Red Cross and coordinate efforts to establish "Safe & Well" information.
- ☐ Identify additional resource requirements and request assistance per *ESF #7, Resource Support*.
- ☐ Maintain communications between the shelter(s) and the EOC and designate an EOC representative to report to the EOC on behalf of the shelter operations.
- ☐ Work with the Health Officer to ensure the safety of food provided at the shelter.
- ☐ Identify security requirements and notify the Police Department per *ESF #13, Public Safety & Law Enforcement*.
- ☐ Coordinate with *ESF #8, Health & Medical*, for the treatment of ill and or injured patients at the shelter and transportation as needed.
- ☐ Identify fire protection issues and notify the Fire Department per *ESF #4, Firefighting*.

- ☐ Coordinate with the American Red Cross and area facilities to provide shelter for pets.
- ☐ Obtain cots and blankets from Central NH Regional Public Health Network, American Red Cross, and State Emergency Management.
- ☐ Coordinate with *ESF #6, Mass Care, Housing & Human Services* and *ESF #15, Volunteer & Donations Management* to obtain necessary resources for shelter evacuees.
- ☐ Submit daily mass care facility reports for inclusion in the Situation Report (SitRep) per *ESF #5, Emergency Management*, that includes:
 - Number of shelter occupants and meals served
 - Resources received and expended
 - Consumed resources
 - Condition of the facility
 - Identification of any unmet needs

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the EOC.
- ☐ Designate a Shelter Coordinator.
- ☐ Notify HSEM of shelter activation through WebEOC or by phone.
- ☐ Recommend to the general public what items should be brought to shelters per *ESF #15, Public Information*.

POLICE DEPARTMENT

- ☐ Provide assistance for traffic control and transport to and around the emergency shelter.
- ☐ Provide security and law enforcement at shelter and mass care facilities, as available.
- ☐ Provide backup communications links from shelter facilities to the EOC via the use of 2 way radios.
- ☐ Provide assistance with pet sheltering as available.

FIRE DEPARTMENT/EMS

- ☐ Inspect shelter and mass care facilities for fire safety and provide fire surveillance as needed.
- ☐ Provide personnel to assist with the initial setup of the shelter.
- ☐ Coordinate the treatment of ill and or injured patients at the shelter per *ESF #8, Health & Medical*.
- ☐ Make arrangements with Bristol Fire Department per *ESF #8, Health & Medical*, for the medical transport of patients from the shelter to area medical facilities.

HIGHWAY DEPARTMENT

- ☐ Assist in obtaining and delivering shelter equipment & supplies.
- ☐ Ensure the power, water supply and sanitary services at mass care facilities are maintained during an emergency situation.
- ☐ Assist in posting directions and road signage.
- ☐ Clear parking lots and evacuation routes of debris and/or snow.

HEALTH OFFICER

- ☐ Inspect all shelter facilities in advance of and during occupancy to assess health and safety concerns.
- ☐ Ensure that heating, sanitation and all potential health hazards are in accordance with State of NH health regulations and/or guidelines.
- ☐ Participate in shelter training as coordinated by the Shelter Coordinator/EMD and as required.

SCHOOL DISTRICT LIAISON

- ☐ Assist with the transportation of people to and from the shelters using mass transportation per *ESF #1, Transportation*.

AMERICAN RED CROSS

- ☐ Assist with temporary, short and long-term sheltering of residents as necessary and as available through staffing and operational support.
- ☐ Determine needs of individuals and families through case management support and assist in the establishment of a disaster welfare inquiry and family reunification system ("Safe & Well").
- ☐ Assist with the registering of evacuees at shelter locations.
- ☐ Assist in the provision of mass feeding for victims and emergency workers.
- ☐ Provide emergency assistance for other essential needs.
- ☐ Provide a liaison to the local EOC.
- ☐ Provide disaster mental health, spiritual care needs and health services.
- ☐ Provide shelter and mass care training to town designated shelter volunteers and provide exercise support to the community.
- ☐ Assist the Town in pre-identifying and assessing shelter locations.
- ☐ Provide organizational donation contact information for reference.
- ☐ Activate and organize shelter teams and provide shelter kits.

CENTRAL NH REGIONAL PUBLIC HEALTH NETWORK

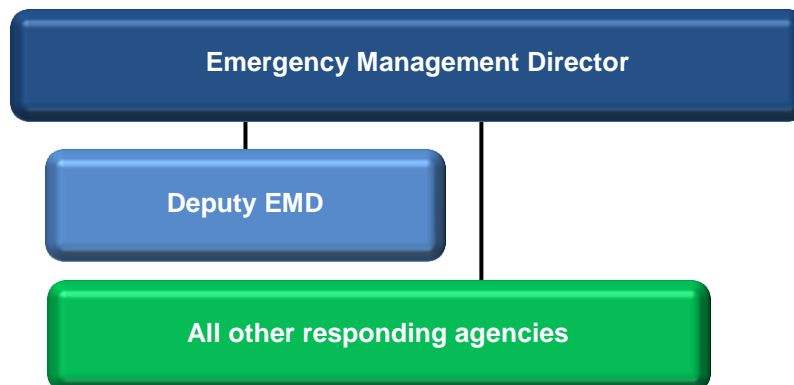
- ☐ Provide shelter supplies as available.
- ☐ Provide public health supplies as needed.
- ☐ Coordinate shelter staff through the regional CERT, as needed.
- ☐ Provide volunteer staff through the Medical Reserve Corp (MRC) as available.
- ☐ Provide assistance with this ESF as available.

ESF #7: RESOURCE SUPPORT

GENERAL DESCRIPTION AND AGENCIES

ESF #7 addresses support to local entities involved in emergency response and recovery. This support includes locating, procuring and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors

LEAD & SECONDARY AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The objective of this ESF is to provide logistical support before, during or following a disaster.

SCOPE

ESF #7 provides for the integration and coordination between governments, the private sector and volunteer organizations involved in emergency response and recovery efforts and it describes how state and federal resources will be coordinated to supplement local resources in response to a disaster.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

In an emergency situation, the Town of Alexandria will require such resources as are necessary to maintain essential industries and services, to support key personnel working within these facilities and to provide the citizens, both affected and unaffected by the emergency, with at least minimal levels of essential survival resources such as food, water, housing, medical care, fire and police protection, etc. Distribution patterns will be altered as much as possible to provide these essential resources. If possible, the stockpiling of as much essential materials as possible will begin during pre-crisis periods on recommendations of NH Homeland Security & Emergency Management.

Should the emergency situation warrant an evacuation of the major portion of the population, those resources deemed in excess to the needs of the jurisdiction would be transferred to the hosting community.

PLANNING ASSUMPTIONS

General assumptions for *ESF #7* are as follows:

- ☐ An emergency or disaster can occur in Alexandria at any time, any place which may create significant degrees of human suffering, property damage and economic hardship to individuals, local government and the business community.
- ☐ The nature of the emergency might be such that the Town would have to survive for an extended period of time on current resources available until outside assistance can be obtained.
- ☐ Rationing of resources may become a necessity until outside assistance from federal, state or regional sources becomes available.
- ☐ Generally, people will cooperate with official regulations restricting the use of essential resources during an emergency.
- ☐ The Town assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response.
- ☐ The Town of Alexandria, in conjunction with the State, is primarily responsible for natural, human-caused and technological emergency preparedness and has shared responsibilities with the State and Federal Governments for national security preparedness.

CONCEPT OF OPERATIONS

GENERAL

Upon activation of the Emergency Operations Center (EOC), each emergency services department will report to the EMD on the status of essential resources available, present or predicted shortfalls and needs for additional resources. The EMD will report the shortfalls and needs to NH Homeland Security & Emergency Management and request assistance if the necessary resources are exhausted or not available locally. In order that state and/or federal resources are requested, the community must show that its capability to continue response is inadequate.

These resources may be deferred to the community on orders of the respective agencies. In order that an effective response by state or federal resources be obtained, prompt notification to the NH Homeland Security & Emergency Management of the situation and the potential need for assistance is essential.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will activate ESF Support Agencies as needed. Components of the organization for *ESF #7* may include Staging Areas, Holding Areas and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Maintain the Resource Inventory List in an up-to-date condition identifying and assessing available resources and facilities that are necessary to respond to an emergency.
- ☐ Review and maintain the Emergency Operations Plan on an annual basis.

PREPAREDNESS ACTIVITIES

- ☐ Maintain an inventory of both public and private equipment that can be called upon at the time of an emergency.
- ☐ Periodically test, maintain and have ready all equipment in working order.

RESPONSE ACTIVITIES

- ☐ Initial actions include the activation of the ESF and the processing of resource requests.
- ☐ The EMD will notify local, state and federal agencies as needed regarding the emergency and the anticipated resource requirements.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The EMD will request the Support Agencies to activate and staff the EOC to provide logistical support as required.
- ☐ *ESF #7* will provide continuous control and accountability of equipment, personnel, goods and services in support of the disaster.

RECOVERY ACTIVITIES

- ☐ *ESF #7* will support the emergency organization by providing logistical support for the resolution of all health and safety issues prior to full demobilization and assurance that all essential services and facilities are re-established and operational.
- ☐ Partial demobilization would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD.
- ☐ Full demobilization would occur at the termination of the operational elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the EMD and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the EMD and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Assume overall coordination of resource allocation.
- ☐ Request assistance from neighboring communities and/or the State.
- ☐ Acquire such private resources as are needed and request authorization of the expenditure of funds.
- ☐ Place town personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- ☐ Deploy staff in the event that an alternate EOC is established.
- ☐ Monitor and track staff movement and the status/disposition of all resource requests.
- ☐ Stage resources near the expected impact/emergency areas when possible.
- ☐ Provide initial reports based on resources that have been requested.
- ☐ Provide logistical support for staff movement.
- ☐ Provide communication resources in coordination with *ESF #2, Communications & Alerting*.
- ☐ Provide transportation needs in coordination with *ESF #1, Transportation*.
- ☐ Provide food for resource staff in coordination with *ESF #6, Mass Care, Housing & Human Services*.
- ☐ Provide fuel in coordination with *ESF #12, Energy*, for resource vehicles.
- ☐ Ensure security for staging areas and facilities in coordination with *ESF #13, Public Safety & Law Enforcement*.
- ☐ Issue such orders and/or proclamations necessary to conserve essential on-hand resources.
- ☐ Authorize the release of excess resources to neighboring communities and/or the State.

SUPPORT AGENCIES

DEPUTY EMD

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

ALL OTHER RESPONDING DEPARTMENTS

- ☐ Provide the EMD with current and appropriate information on resource availability and shortfalls. **(All Agencies)**
- ☐ Provide security for resources and staging areas as required per *ESF #13, Public Safety & Law Enforcement*. **(Police Department)**
- ☐ Provide traffic control for the movement of resources to and from staging areas. **(Police Department and/or Fire Department/EMS)**

- ☐ Maintain liaison with local contractors and equipment dealers. **(Highway Department)**
- ☐ Assist EMD in maintaining a list of construction equipment and personnel available locally. **(Highway Department)**
- ☐ Work with the EMD to approve and disburse funds both during and after the emergency as needed. **(Board of Selectmen)**
- ☐ Provide personnel and equipment in the implementation of *ESF #7*. **(All Agencies)**

Please refer to “General Responsibilities” in the Base Plan for more information on individual department responsibilities.

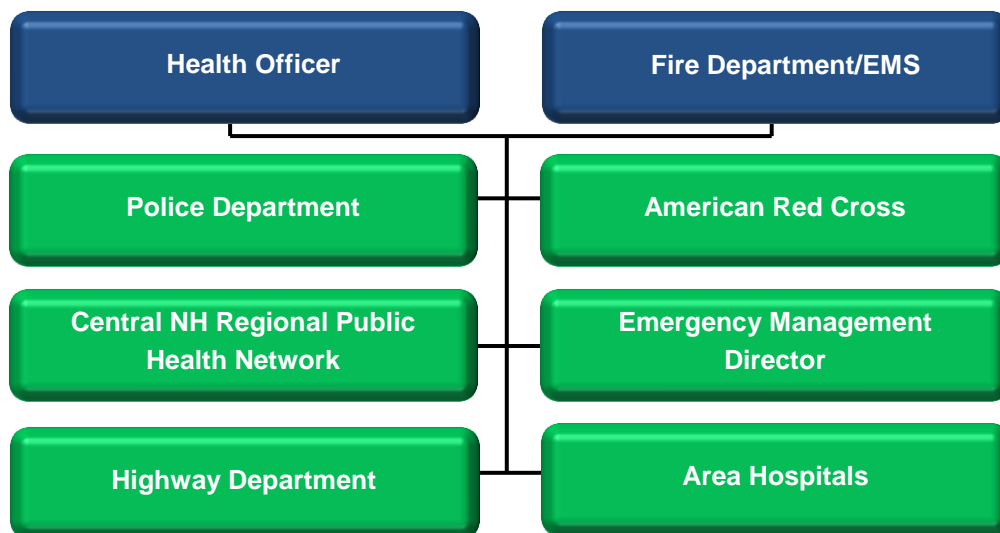
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ESF #8: HEALTH & MEDICAL

GENERAL DESCRIPTION AND AGENCIES

ESF #8 addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical support for local health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs of the affected communities in coordination with local emergency medical personnel; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

LEAD & SUPPORT AGENCIES & ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #8* is to coordinate the delivery of both primary and supplemental health, medical and basic human services to individuals, families, communities, emergency services personnel and to disrupted or overwhelmed local health and medical personnel and facilities prior to, during and following a disaster. In addition, *ESF #8* provides guidelines for maintaining healthy living conditions during an emergency and to restore essential health functions to the affected area.

SCOPE

ESF #8 includes those actions that support local, private and government efforts to save lives, care for the injured, to transport victims of a disaster to appropriate medical facilities and to protect and respond to public health needs in general. *ESF #8* also covers local mass casualty events or local hazardous materials incidents.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

The Alexandria Fire Department also handles all emergency medical services for the Town. Emergency responders are certified to various levels of emergency medical care from first aid level to EMT and to Paramedic and are as well equipped to perform their assigned functions as any community of a comparable size. The Town of Alexandria has an appointed Health Officer.

Residents of the Town of Alexandria rely chiefly on the medical services provided at the Speare Memorial Hospital and Franklin Regional Hospital which maintain their own emergency response plans. There are registered nurses and physicians that live in the community and/or nearby who could be used to augment the medical capability in addition to volunteers with first aid training. Alexandria contracts with Bristol Fire Department for emergency medical transport.

A major emergency affecting the community and the surrounding area could result in a high rate of casualties and fatalities. Temporary portable morgues may need to be established. All efforts would be expediently handled to deal with a large number of fatalities. Guidance in health matters in an emergency is available from the State Division of Public Health and the Central NH Regional Public Health Network.

Since no judgment can be made as to the health and medical capabilities which would survive a major emergency, certain expedient medical decisions will be made following an assessment of the capabilities remaining.

The Central NH Regional Public Health Network is a collaborative of municipal and health and human service agencies in the region that encompasses 18 municipalities including one unincorporated place. Through the Central NH Regional Public Health Network, these municipalities have agreed to develop a regional plan to address public health emergencies, the Public Health Emergency Preparedness Response Plan, which is considered an annex to this Plan.

A public health emergency can be caused by natural disasters, biological terrorism, chemical terrorism/accidents, radiological terrorism/accidents, or naturally occurring communicable disease outbreaks. During these events, the Multi-Agency Coordinating Entity (MACE) will ensure each agency within the region provides resource and status information and will coordinate the efforts of the local EOC within the region. The local EOC will be responsible for supporting the MACE in coordination, communications, resource dispatching and tracking, information collection, analysis and dissemination. In a public health emergency the local EOC and the MACE will maintain communications with the State DHHS Incident Command and the State EOC. (See Chapter 8, Resource Inventory)

PLANNING ASSUMPTIONS

A public health emergency can be caused by natural disasters, biological terrorism, chemical terrorism/accidents, radiological terrorism/accidents, or naturally occurring communicable disease outbreaks.

A Mass Casualty Incident (MCI) could occur anywhere in Alexandria and could include hazardous materials or a large number of persons. These events coupled with municipal and other non-governmental events create an opportunity for mass casualty incidents. As a pass through for tourist destinations, Alexandria is often frequented by tour busses and an MCI has potential to occur.

Other planning assumptions include, but are not limited to:

- Temporary mortuary facilities or storage areas may need to be established, in the event of a large amount of fatalities.
- Alexandria's diverse population includes the elderly who may have increased health needs.
- Damage to communications and transportation systems may prevent non-damaged facilities from operating due to lack of functioning utilities and employees who may be unable to report to work.
- The public will require guidance on how to avoid health hazards caused by or arising from the emergency.
- Disruption of sanitation services and facilities, loss of power and massing of people in shelters will increase the potential for disease and injury.
- Resources external to the Town of Alexandria (such as Area Hospitals, the NH Department of Health and Human Services or Central NH Regional Public Health Network) could potentially be available to provide mass administration of immunizations and/or medications.
- Most people will seek medical care on their own.
- Unchecked accumulation of debris, the consumption of contaminated food or water and the inadequate disposal of sewage will result in public health problems if not abated early in the emergency cycle.
- Local medical personnel will spontaneously volunteer to assist.

CONCEPT OF OPERATIONS

GENERAL

The community has a responsibility to provide medical treatment for casualties caused by a disaster situation and to provide procedures for the handling of fatalities. Hospitals which have a Mass Casualty Plan will invoke its use in concert with this Plan.

In the post-disaster period, potential threats to human health such as contaminated water could be possible; therefore, the public must be alerted and notified of the procedures necessary in safeguarding health.

Because of the wide range of natural and human-caused disasters, many decisions will have to be made at the time of the incident based on an expedient capability assessment and the availability of medical resources. These decisions must be made on the best advice and recommendations available to the Lead Agencies in coordination with the EMD and the Board of Selectmen. Federal and state officials will assist in the decision-making process. Since no judgment can be made as to the health and medical capabilities which would survive a major emergency, certain expedient medical decisions will be made following an assessment of the capabilities remaining.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, as the lead agencies the Health Officer and the Fire Department/EMS will activate Support Agencies as needed and notify the EMD who may activate other ESFs. Components of the organization for *ESF #8* may include Triage, Sheltering (pet and human), Points of Distribution, Medical Transportation, Law Enforcement, Quarantine and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agencies (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Maintain training programs to ensure adequate EMS response for all types of disasters. (**Fire Department/EMS**)
- ☐ Conduct health awareness programs and public outreach campaigns concerning such topics as the use of untreated water, contaminated food and other unsanitary practices following disasters. (**Health Officer**)
- ☐ Coordinate immunization campaigns and shelter-in-place as recommended prior to emergency events. (**Health Officer**)
- ☐ Maintain a complete data base of essential resources that may be needed at the time of an emergency. (**Health Officer and Fire Department/EMS**)
- ☐ Educate the public about maintaining safe and adequate supplies of food and water. (**Health Officer**)

PREPAREDNESS ACTIVITIES

- ☐ Assess options for obtaining adequate medical supplies prior to a disaster. (**Health Officer and Fire Department/EMS**)
- ☐ Maintain all EMS equipment and vehicles in order to ensure readiness at the time of an emergency. (**Fire Department/EMS**)
- ☐ Assist with the development of evacuation plans for the functional needs population residing in private homes. (**Health Officer and Fire Department/EMS**)

- ☐ Take part in and/or conduct specialized training. (**Health Officer and Fire Department/EMS**)
- ☐ Periodically test, maintain and have ready all equipment in working order. (**Fire Department/EMS**)

RESPONSE ACTIVITIES

- ☐ Initial actions include the activation of the ESF and the provision of medical services related to the emergency.
- ☐ The Health Officer and the Fire Department/EMS will request the Support Agencies to provide support for the situation as required.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of EOC activations.
- ☐ The EMD will notify local, regional and state agencies as needed regarding the emergency and any anticipated needs.
- ☐ The Health Officer will contact DHHS, Central NH Regional Public Health Network, emergency shelters, school nurses and home health nursing services as the emergency warrants.

RECOVERY ACTIVITIES

Recovery will begin when:

- ☐ The immediate health needs of the Town have been met.
- ☐ There is no longer a threat of the spread of disease or other health crisis related to the emergency.
- ☐ Proper medical treatments for casualties caused by a disaster situation have been provided.
- ☐ Procedures for the handling of fatalities have been completed.
- ☐ Full demobilization would occur at the termination of the operational elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the Health Officer, the Fire Department and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Health Officer, the Fire Department and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

CO-LEAD AGENCIES

HEALTH OFFICER (Co-LEAD)

- ☐ Assess the health needs and the capabilities on-hand and report them to the Emergency Operations Center.
- ☐ Establish communications and serve as the liaison with key health and medical organizations (EMS, area hospitals, CNHRPHN, NH-DHHS, the NH Medical Examiner, home health care agencies, psychiatric / mental health and social service providers).
- ☐ Coordinate the use of outside assets as needed.

- ☐ In coordination with other state, regional and private organizations such as NH Department Health & Human Services, Central NH Regional Public Health Network and the American Red Cross, perform and/or assist with the following functions:
 - Identify and control disease spreading vectors such as flies, mosquitoes and rodents after a declared emergency by taking proper measures such as professional extermination, ground and aerial spraying and the elimination of sites which attract such vectors.
 - Monitor infectious disease and make determinations about needed immunizations.
 - Provide assessment and recommendations concerning potential health effects and remedial actions associated with water-borne pollutants.
 - Coordinate immunization campaigns or quarantines as needed at the time of the emergency.
 - Conduct epidemic intelligence, evaluation and detection of communicable diseases during a public health incident.
 - Ensure that health surveillance systems are operational.
 - Coordinate inspection of food, water, drugs and other consumables exposed to the hazard.
 - Monitor food handling and sanitation in emergency facilities.
 - Assist with the evacuation of the functional needs population residing in private homes.
- ☐ Ensure that the health needs of the EOC staff are met.
- ☐ Receive and act on any Health Alert Notices (HAN) from the Division of Public Health Services.
- ☐ Ensure continuity of public health programs and services.
- ☐ Provide information to *ESF #5, Emergency Management*, concerning the nature and scope of health problems.
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and submit to the EMD:
 - Report on communications with NH DHHS, CNHRPHN, area hospitals, public schools, nursing homes, etc.
 - Number of casualties, injuries and fatalities
 - Health risks, current and potential
 - Identification of unmet needs

FIRE DEPARTMENT/EMS (Co-LEAD)

- ☐ Perform all administrative and operational functions of EMS.
- ☐ Coordinate emergency health and medical functions with the Health Officer.
- ☐ Assess level of victim injury or illness and recommend the appropriate medical facility for care.
- ☐ Gather information concerning injuries and fatalities resulting from emergency situations and forward this information to the EOC as soon possible.
- ☐ Coordinate with other area hospitals if necessary to receive patients.
- ☐ Assess the medical capabilities on-hand and report these to the EOC.
- ☐ Monitor the safety and health of emergency responders.
- ☐ Ensure the triage, treatment and transport of disaster victims is in accordance with established protocols.
- ☐ Coordinate with Bristol Fire Department to provide medical transport.

- ☐ Assure treatment of victims of a hazardous material incident or infectious disease outbreak.
- ☐ Make requests for medical assistance, equipment, supplies and health manpower, as appropriate.
- ☐ Assure that the needs of the functional needs populations are being addressed (i.e. children, dialysis patients, disabled persons, homebound patients, persons with limited English proficiency, the elderly, homebound patients, patients dependent on home health care services).
- ☐ Establish first aid stations, as necessary.
- ☐ Develop health-related information for dissemination through *ESF #15, Public Information*.
- ☐ Prepare for state and federal on-site assistance.
- ☐ Respond with HazMat equipment if needed.
- ☐ Assist with extrication and rescues as needed.
- ☐ Assist with traffic control and transportation as available.
- ☐ Assure isolation, decontamination and treatment of victims of a hazardous material incident or infectious disease outbreak.

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Provide direction and control at the EOC.
- ☐ Assist with the coordination of outside assistance.
- ☐ Contact NH Homeland Security and Emergency Management as needed.
- ☐ Requested nursing assistance from members of the community as legally available.
- ☐ Coordinate with the Lead Agencies to designate a temporary morgue facility.
- ☐ Keep the Board of Selectmen apprised of all *ESF #8* activities.

POLICE DEPARTMENT

- ☐ Provide security and escorts, as required to protect the transport of the Strategic National Stockpile (SNS).
- ☐ Provide security at mass medication centers to guard against theft.
- ☐ Identify and secure access routes needed for emergency responders.
- ☐ Coordinate with the law enforcement agencies from non-impacted areas in the State for the provision of security and restricting access at health and medical facilities within affected area.
- ☐ For local HazMat or mass casualty incidents, assist the EMD and Fire Department/EMS as needed.

HIGHWAY DEPARTMENT

- ☐ Assist with the staging facility for triage if necessary.
- ☐ Assist Fire Department/EMS by making sure the roads are clear for them to perform their duties.
- ☐ Assist the Police Department with traffic control.
- ☐ Assist with the acquisition and set up of refrigeration equipment required for temporary holding facilities for human remains.
- ☐ Support and monitor the disposal of disaster debris, landfill materials and similar items to preserve public health.

CENTRAL NH REGIONAL PUBLIC HEALTH NETWORK

- ☐ Coordinate the operation of any regional health incident.
- ☐ Establish points of dispensing for vaccines and medication.
- ☐ Maintain the regional public health plan.
- ☐ Assist with morgue facilities.
- ☐ Report the presence of communicable diseases to the NH Department of Health & Human Services.
- ☐ Establish an Alternative Care Site (ACS) if the hospital becomes overwhelmed.
- ☐ Request activation of the Medical Reserve Corp.
- ☐ Activate MACE.

AREA HOSPITALS

- ☐ Provide expert medical care and advice to Alexandria.
- ☐ Coordinate with the Town of Alexandria on Mass Casualty Incidents.
- ☐ Provide advice and participation in the Central NH Regional Public Health Network.
- ☐ Coordinate with other hospitals as necessary to receive patients.
- ☐ Coordinate on-site triage if necessary.
- ☐ Provide support for the ACS and Health Officer as necessary.

AMERICAN RED CROSS

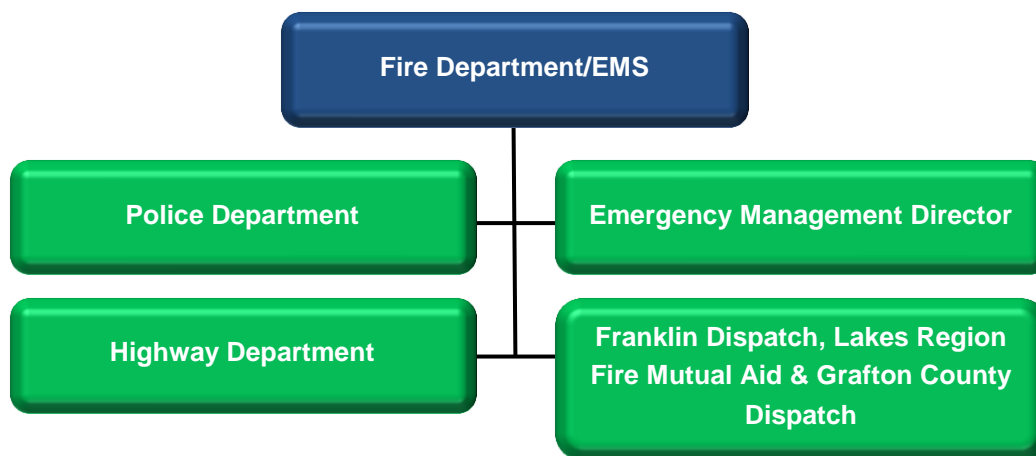
- ☐ Provide mass care services.
- ☐ Provide shelter services.
- ☐ Assist with health surveillance activities in shelters.
- ☐ Provide disaster welfare inquiry information.
- ☐ Provide disaster mental health services at the shelter(s) and the EOC.

ESF #9: SEARCH & RESCUE

GENERAL DESCRIPTION AND AGENCIES

ESF #9 addresses the provision of guidance and organization of local agencies that may be employed during Search & Rescue (SAR) operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location, recovery and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #9* is to provide assistance in all activities associated with search and rescue operations and to coordinate the integration of personnel and equipment resources.

SCOPE

This ESF addresses wilderness and urban search and rescue operations and includes search and rescue on the ground, from the air or in the water.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

Alexandria is a community with an abundance of forested, steep and wet terrain. Lost, confused, disoriented and injured people could find themselves in unfamiliar and unstable locations throughout the forested areas of the Town as a result of many factors including a large scale separate emergency within the community.

The topography (much over 1,000 feet above sea level), the climate of Alexandria (which ranges from hot and humid summer conditions to winter blizzard conditions), the abundance of hiking and

snowmobile trails, kayaking, rafting, a town-wide hazardous event and the influx of seasonal tourists who are unfamiliar with the area can all create situations in which persons may become lost, disoriented and/or injured. NH Fish & Game is state mandated as the lead on any search and rescue in the forests of New Hampshire.

Will get when mapping is done. Approximately 39.7% of the land in the Town of Alexandria is in conservation; 28.3% of the conserved land is located in the White Mountain National Forest. Big chunk added recently

PLANNING ASSUMPTIONS

An emergency or disaster can occur in Alexandria at any time and in any place, although search and rescue would generally be initiated as a result of conditions within the forested areas unless directly related to a large-scale or hazardous event. Significant degrees of human suffering could result from being lost; injuries could be either the cause or the result of being lost or disoriented.

It assumed that any persons lost and in need of rescue would likely be impacted by weather conditions and could be difficult to reach because of the terrain and road systems in Alexandria.

Further assumptions include the following:

- People may be lost, injured or killed while outdoors, requiring search and rescue activities.
- An emergency or disaster may cause buildings to collapse or leave people stranded due to rising water, thus threatening lives and requiring prompt search and rescue.
- Weather conditions such as temperature extremes, snow, rain and high wind may pose additional hazards for disaster victims and rescue personnel.
- Hikers and other outdoor recreationists may become lost or confused, particularly in inclement weather.

CONCEPT OF OPERATIONS

GENERAL

ESF #9 manages and coordinates the response of local search and rescue resources in response to any incident involving search and rescue operations. These include, but are not limited to, aircraft, collapsed buildings, urban, water and woodlands incidents.

NH Fish & Game is responsible for the search and rescue in inland waters, wilderness and forested areas per RSA 206:26; NH Fish & Game establish Unified Command upon arrival on the scene.

Urban Search and Rescue is the responsibility of the Alexandria Fire Department. Additional assistance is available from NH Homeland Security & Emergency Management who will contact, the FEMA Urban Search and Rescue Team (deployed out of Beverly, MA and activated through the FEMA

Regional Office in Boston, MA) and neighboring fire departments. These Urban Search and Rescue incidents include but are not limited to collapsed structures and other urban incidents.

With the complexities of any search and the involvement of multiple agencies the utilization of the Incident Command System is required; in particular the utilization of a Unified Command Structure will facilitate more efficient operation.

Recovery of human remains will be performed by the Alexandria Fire Department under the direction of the Office of the NH State Medical Examiner and the Grafton County Attorney's Office.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, Fire Department will notify the EMD who will activate ESF Support Agencies as needed. Components of *ESF #9* may include Staging Areas, Health & Medical, Public Information, Volunteer & Donations, Law Enforcement and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Make arrangements for responders to obtain building plans during emergencies.
- ☐ Plan and execute training exercises for all SAR personnel on a regular basis.
- ☐ Assist with the recruitment and training of SAR volunteers.
- ☐ Prepare and execute mutual aid agreements for SAR support.

PREPAREDNESS ACTIVITIES

- ☐ Develop and maintain emergency management plans, procedures and supplies as they relate to search and rescue.
- ☐ Maintain an up-to-date list of all available firefighting resources including equipment and personnel for search and rescue.
- ☐ Test, inspect and maintain all firefighting apparatus and resources on a regular basis.
- ☐ Maintain a stockpile of specialized SAR equipment and supplies.
- ☐ Maintain all SAR equipment for readiness.
- ☐ Maintain a list of Search and Rescue (SAR) resources and specialized supplies including but not limited to:
 - State Police – Canine Unit (possible Troop F)
 - Pemi Wet Team through Lakes Regional Mutual Fire Aid
 - Heavy Equipment Operators
 - Off Road Vehicles
 - Engineering Resources
 - Aircraft
 - Boats
 - Mass Care Resources

RESPONSE ACTIVITIES

- ☐ Notify NH Fish & Game.
- ☐ Notify the Forest Service of incidents on National Forest Land.
- ☐ Notify NH Forest & Lands of incidents on State Land.
- ☐ Notify Marine Patrol and/or NH Fish & Game for the recovery and investigation of water fatalities.
- ☐ Begin call up of all Fire Department/EMS personnel.
- ☐ Implement SOGs and mutual aid agreements as necessary.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ Activate an Incident Command Post in accordance with the Incident Command System (ICS) in close proximity to the search and rescue site.
- ☐ Stage the necessary resources as needed for the scope of the search, depending on the location and conditions on the ground.
- ☐ Forward pertinent information to the EMD who may request activation of the EOC and appropriate ESFs.
- ☐ The Fire Chief, or an appointed designee, will report to the EOC when requested by the Emergency Management Director and delegate the on-scene command of the department to the next qualified member.
- ☐ Establish communications with field command and control elements and other activated Lead and Support agencies.

RECOVERY ACTIVITIES

- ☐ Initiate recovery efforts when it is determined that the search and rescue operation is complete or the emergency conditions have stabilized or are improving.
- ☐ Ensure that all health and safety issues are resolved and that all individuals are rescued (or located) and provided with proper medical attention prior to full demobilization.
- ☐ Full demobilization would occur at the termination of incidents in the field and of the operational elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the Fire Department/EMS and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Fire Department/EMS and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES**LEAD AGENCIES****FIRE DEPARTMENT/EMS**

- ☐ Determine and mobilize resources, personnel and equipment that will be needed for search and rescue.
- ☐ Advise NH Fish & Game, the US Forest Service and NH Forest & Lands of any wilderness or water search and rescue event.

- ☐ Coordinate and initiate all wildland and water search and rescue operations until a Unified Command is established with NH Fish & Game, who will determine the need to call upon other communities and the State to assist in search and rescue activities.
- ☐ Coordinate the provision of resources to local and state search and rescue operations.
- ☐ Coordinate with the NH State Police to provide manpower, equipment and technical assistance for large-scale search and rescue efforts.
- ☐ Provide health and medical services per *ESF #8, Health & Medical*.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation as needed.
- ☐ Coordinate with *ESF #8, Health & Medical*, to ensure the proper health and safety of emergency responders and victims.
- ☐ Ensure the structural integrity of buildings and/or structures involved with search and rescue operations in coordination with other departments and/or agencies as needed.
- ☐ Provide support for other public safety operations as needed.
- ☐ Coordinate with *ESF #1, Transportation* and *ESF #13, Public Safety & Law Enforcement*, to determine transportation and traffic control requirements.
- ☐ Coordinate with *ESF #13, Public Safety & Law Enforcement*, for security issues around the search site.
- ☐ Coordinate with *ESF #14, Volunteer & Donations Management*, for volunteer assistance in search and rescue if needed.
- ☐ Collect and maintain the following ESF status information to ensure inclusion in the Situation Report (SitRep) and report to the EMD:
 - ☐ Number of victim rescues attempted and completed
 - ☐ Status of rescue operations
 - ☐ Allocated and requested search and rescue resources
 - ☐ Status of critical areas. (i.e. staging and rehab areas)
 - ☐ Major *ESF #9* issues/activities
 - ☐ Staffing and resource shortfalls and unmet needs
- ☐ Provide personal protective equipment for rescue personnel if warranted.
- ☐ Assess damage to SAR equipment and facilities if necessary.

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Support *ESF #9* by providing assistance as needed.
- ☐ Provide direction and control at the Emergency Operations Centers.
- ☐ Coordinate with the NH Office of Homeland Security and Emergency Management if the situation warrants.
- ☐ Notify the Board of Selectmen of the current situation.
- ☐ Coordinate with the American Red Cross for Mass Care support for responders, victims and volunteers, per *ESF #6, Mass Care, Housing & Human Services*.

POLICE DEPARTMENT

- ☐ Coordinate with the Fire Department to provide manpower, equipment and technical assistance for large-scale search and rescue efforts.
- ☐ Establish a perimeter and provide access control to SAR sites.
- ☐ Determine and mobilize resources, personnel and equipment that will be needed for search and rescue.
- ☐ Determine and control transportation and traffic control requirements.
- ☐ Provide investigative services in missing person's cases and/or criminal offenses.
- ☐ Maintain complete logs of actions taken, resource requirements and other activities.

HIGHWAY DEPARTMENT

- ☐ Support *ESF #9* by providing personnel, engineering, equipment and other resources to assist in search and rescue dependent upon location and ground conditions of the search area.
- ☐ Assist with traffic control and security of the search area as needed and available (barricades, etc.).

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

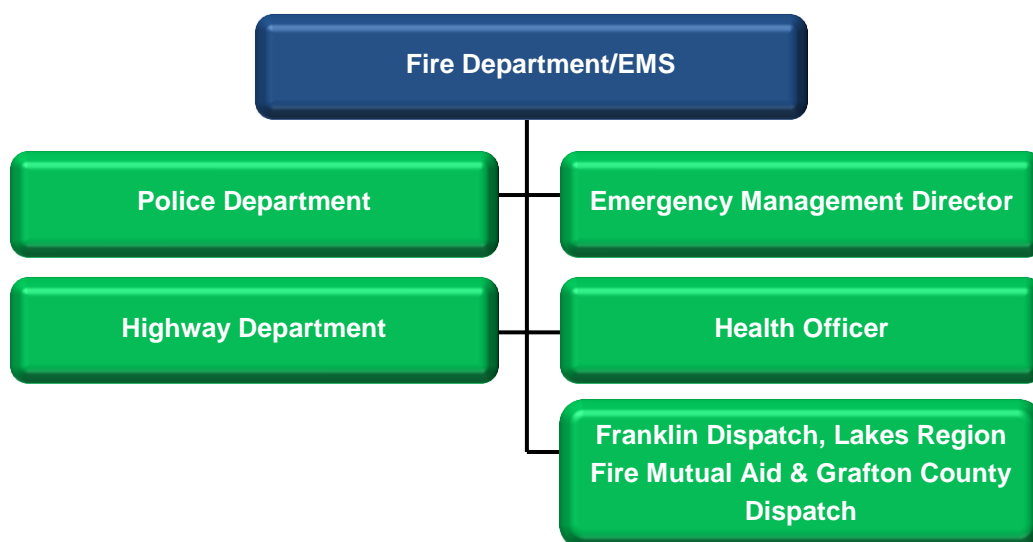
- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

ESF #10: HAZARDOUS MATERIALS

GENERAL DESCRIPTION AND AGENCIES

ESF #10 addresses different types of hazardous materials. In a hazardous materials event, responsibilities include: providing a coordinated local response in accordance with ICS; assisting in the assessment of, response to and recovery from hazardous materials incidents; ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

ESF #10 provides a coordinated local response and mitigation of the potential effects of a hazardous materials incident resulting from a natural, human-caused, technological disaster or a terrorist incident. The Town of Alexandria has several of the major concerns for hazardous materials including busy roadways, power lines, a power plant, an explosive storage facility (Maxam), a bulk storage facility (propane, diesel, kerosene) (Dead River) although there are no interstate super highways in the community.

This ESF will use the term Hazardous Material (HazMat) in a broad sense to include explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive materials that, when involved in an accident and released in sufficient quantities, put some portion of the general public in immediate danger from exposure, contact, inhalation, or ingestion.

SCOPE

The local scope under this function shall include actions taken through the application of equipment and technical expertise to control and contain HazMat incidents during response and recovery.

ESF #10 will manage and coordinate the HazMat activities surrounding existing or potential disaster conditions. This will be accomplished by monitoring resources in support of local and mutual aid agencies. *ESF #10* will utilize established HazMat organizations, processes and procedures.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

The Town of Alexandria may at some time experience a hazardous materials situation that would require emergency response, assessment, containment, cleanup and post-incident inspection. The following is the situation in Alexandria:

- Hazardous materials are found throughout Alexandria. These materials pose a threat at fixed facilities, in transportation and in storage. When accidental or intentional releases of hazardous materials occur, local emergency response must be prepared to respond to protect the public, emergency responders, the environment and property.
- Several businesses and institutions in the community (i.e. Maxam, Dead River, Power Plant and propane, diesel and kerosene bulk storage) use and store hazardous materials in day to day operations.
- Minor spills resulting from motor vehicle accidents and other sources are handled routinely by the Fire Department.
- Federal law requires the use of the Incident Command System at all HazMat incidents.
- Although members of the Fire Department have received training in HazMat Response, the Fire Department can only guarantee a defensive response to a HazMat incident and decontamination for response personnel.

PLANNING ASSUMPTIONS

The Town of Alexandria assumes the initial responsibility for the assessment and emergency response to a hazardous materials incident. These Town further assumes that life, property and the water supply could be threatened by a hazardous materials incident depending on the location of the hazard. Further broad assumptions include the following:

- Local, state, federal and private organizations will respond with equipment, resources and technical assistance upon request of the Town.
- Facilities involved in the use, storage and transportation of hazardous materials will cooperate with the Town in preparing for the response to HazMat releases.

- Once local jurisdictions have exhausted all of their resources, state and federal resources may be made available.
- Several HazMat incidents may occur simultaneously following a major disaster such as an earthquake.

CONCEPT OF OPERATIONS

GENERAL

Hazard materials incidents require specific guidelines and procedures to not only ensure the safety of the public but also to ensure the safety of emergency responders who are responsible for the cleanup. Standard HazMat Operating Procedures and Best Practices form the basis for response to a hazardous materials incident.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Fire Department/EMS will notify the EMD who will activate ESF Support Agencies as needed. Components of the organization for *ESF #10* may include Staging Areas, Law Enforcement, Sheltering and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Receive and maintain any Tier II data reporting information on hazardous materials used and stored in Alexandria for use in emergency planning on an annual basis.
- ☐ Train emergency personnel and provide protective equipment.
- ☐ Identify response resources for HazMat response and recovery.
- ☐ Meet periodically with facilities that use or store hazardous materials to ensure that they are stored properly.
- ☐ Make arrangements for responders to obtain building plans during emergencies.

PREPAREDNESS ACTIVITIES

- ☐ Develop and maintain emergency management plans, procedures and supplies as they relate to HazMat.
- ☐ Maintain an up-to-date list of all available firefighting resources including equipment and personnel.
- ☐ Test, inspect and maintain all firefighting apparatus and resources on a regular basis.
- ☐ Maintain all HazMat equipment for readiness.
- ☐ Maintain a list and stockpile of HazMat resources and specialized supplies.
- ☐ Identify alternate EOC representatives in the event of extended EOC operations.

RESPONSE ACTIVITIES

- ☐ Notify state and regional resources if the situation warrants (i.e., NH Department of Safety, NH Department of Environmental Services, any company manufacturers, US EPA).
- ☐ Declare a local HazMat scene to Lakes Region Fire Mutual Aid.
- ☐ Begin call up of all Fire Department/EMS personnel.
- ☐ Implement SOGs and mutual aid agreements as necessary.
- ☐ Activate an Incident Command Post in accordance with the Incident Command System (ICS) in close proximity to the HazMat site.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ Stage the necessary resources as needed for the scope of the event, depending on the location and conditions on the ground.
- ☐ Forward pertinent information to the EMD who may request activation of the EOC and appropriate ESFs.
- ☐ In coordination with the EMD, establish evacuation, sheltering, selective sheltering and shelter in place depending on the situation through *ESF #6, Mass Care, Housing & Human Services*.
- ☐ Establish the need for decontamination and/or medical treatment through *ESF #8, Health & Medical*.
- ☐ The Fire Chief, or an appointed designee, will report to the EOC when requested by the Emergency Management Director and delegate the on-scene command of the department to the next qualified member.
- ☐ Establish communications with field command and control elements and other activated Lead and Support agencies.

RECOVERY ACTIVITIES

- ☐ Recovery will begin when all HazMat releases are isolated, cleanup has begun and it is considered safe for citizens to re-enter peripheral areas.
- ☐ Recovery would occur when all hazardous materials have been cleaned up to the extent that they no longer pose a threat to human, animal or environmental health and response equipment and when personnel have been decontaminated and the damage has been assessed.
- ☐ Full demobilization would occur at the termination of incidents in the field and of the operational elements at the local EOC.

MITIGATION

- ☐ Post-demobilization, the Fire Department/EMS and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Fire Department/EMS and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES**LEAD AGENCY****FIRE DEPARTMENT/EMS**

- ☐ Control the event by isolating the incident and denying entrance until a time at which specialized teams arrive to assume Unified Command.
- ☐ Establish zones for controlling contamination (hot, warm and cold zones).
- ☐ Contact and activate the Central NH HazMat Team
- ☐ Contact the Fire Marshal if additional resources are needed.
- ☐ Determine affected area and protective actions.
- ☐ Restrict access to affected areas.
- ☐ Assign required personnel to report to the EOC.
- ☐ In coordination with other departments, ensure the structural integrity of buildings and/or structures involved in a hazardous materials incident.
- ☐ Ensure that response personnel have and wear appropriate clothing and personal protective equipment.
- ☐ Provide health and medical services per *ESF #8, Health & Medical*.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation as needed.
- ☐ Coordinate with *ESF #1, Transportation* and *ESF #3, Public Works & Engineering*, during HazMat scenarios that involve transportation incidents to obtain resources and information about the transportation system and highway and weather conditions.
- ☐ Coordinate with *ESF #7, Resource Support*, in the identification and acquisition of additional HazMat equipment and supplies to support local, regional and state response operations.
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD:
 - Status of local and regional HazMat response activities (i.e., containment, cleanup and disposal)
 - Status of evacuation or Shelter-in-Place orders and personal protective actions
 - Staffing and resource capabilities, shortfalls and unmet needs
 - Allocation of HazMat resources
 - Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
- ☐ Coordinate with *ESF #8, Health & Medical*, to ensure the health and safety of the general public and response personnel.
- ☐ Perform or assist in decontamination and cleanup.
- ☐ Assess damage to equipment and facilities if necessary.
- ☐ Compile records of events and related costs.
- ☐ Determine liability and recover costs from responsible private parties or the State and Federal Governments.

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Support *ESF #10* by providing assistance as needed.
- ☐ Provide direction and control at the Emergency Operations Center.
- ☐ Notify the Board of Selectmen about the current situation.
- ☐ Coordinate with NH Homeland Security & Emergency Management for additional resources as needed.

POLICE DEPARTMENT

- ☐ Establish a perimeter and coordinate the provision of site security and access control during hazardous material operations.
- ☐ Control traffic around the incident site(s).
- ☐ Assist with the evacuation of affected areas if needed.

HIGHWAY DEPARTMENT

- ☐ Provide heavy equipment and materials for spill containment.
- ☐ Provide or obtain engineering resources to support the situation.
- ☐ Provide personnel as needed.
- ☐ Isolate storm drains in the release area to prevent water contamination.
- ☐ Take necessary precautions to prevent contamination of the public water supply.

HEALTH OFFICER

- ☐ Ensure the health and safety of volunteers, including health risk assessment, injury prevention and mental health services.
- ☐ Provide and assist in the dissemination of public health personal protective actions as needed per *ESF # 15, Public Information*.
- ☐ Ensure sanitation measures and the safety of the public's food and water.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

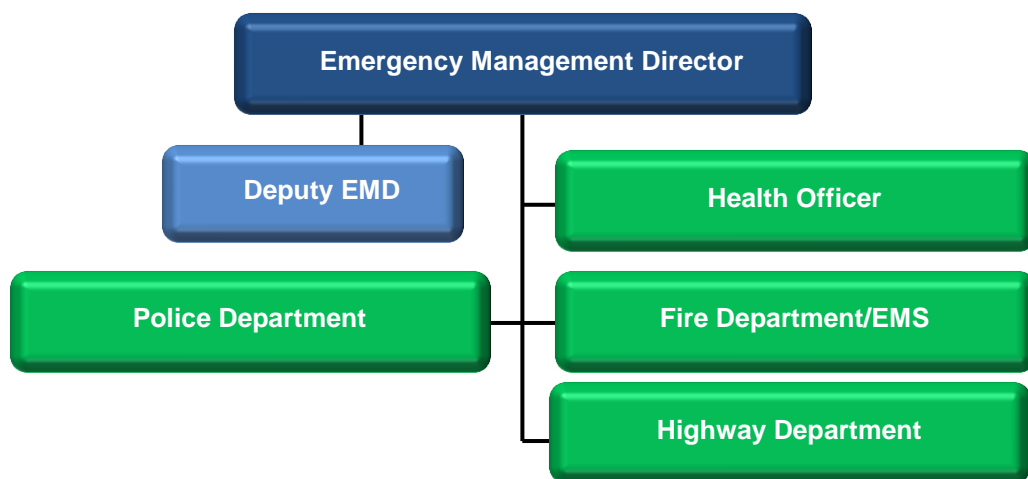
- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

ESF #11: AGRICULTURE, NATURAL & CULTURAL RESOURCES

GENERAL DESCRIPTION:

ESF #11 addresses concerns regarding agricultural functions during disaster or emergency situations as well as the effect of an incident upon the natural and cultural resources of the Town. These concerns include: assessment and surveillance of agriculture needs within affected areas; provision of agriculture-related services and supplies; identification and application of appropriate agriculture assistance programs; and obtaining and delivering emergency food supplies. In addition, this ESF is responsible for the care and well-being of large animals and livestock during an incident.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #11* is to support state and local authorities' efforts to respond to incidents caused by all-hazards, including: providing evacuation of livestock, controlling and eradicating outbreaks of highly contagious or economically devastating animal or zoonotic diseases (i.e. transmitted between animals and people); coordinating with *ESF #6, Mass Care, Housing & Human Services* and *ESF #8; Health & Medical* to ensure the safety and security of the commercial food supply; protecting natural and cultural resources; and providing for the safety, of livestock during an emergency.

SCOPE

ESF #11 provides the mechanism for coordination of state, local and private resources to control and to eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, a highly infective exotic plant disease, or an economically devastating plant pest infestation when such occurrences become a significant emergency. This includes occurrences in both domestic and wild flora and fauna, and further includes the welfare of animals, mainly livestock, during a disaster or emergency situation. *ESF #11* also provides for protection of natural and cultural resources prior to, during, and/or after an incident in the Town and the State.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

Should a significant natural or human-caused emergency occur, it could quickly overwhelm local government resources and their capability to provide necessary services, leading to a disaster situation. Such an emergency necessitates a plan to mitigate the situation utilizing State and/or federal assistance.

An emergency of this magnitude will pose a threat to the residents and visitors of the Town and the State and to all facets of New Hampshire agriculture and economy. Such emergencies could involve crops, agricultural wastes/discharge, nurseries, pesticides, orchards, maple groves, animal feeds, animal welfare, injured/displaced animals, dead animals, zoonotic disease, public health, wild animal, natural resource and other related issues. These emergencies could also place the Town and the State's economy and access to food at risk. In addition, the cultural resources of New Hampshire could be jeopardized or significantly affected during an emergency incident.

Local, state government, private sector, and volunteer agencies assigned responsibilities involving emergency agriculture and natural resource issues are expected to have established operating procedures specifying their emergency support actions and be able to communicate and coordinate these actions in an emergency to best utilize available capabilities.

Alexandria has an Animal Control Officer who works under the direction of the Police Department. The nearest humane society is NH Humane Society in Meredith, however the Town also contracts with Upper Valley Humane Society in Enfield and local veterinarians may be available to assist during an emergency.

Natural and Culture Resource in Alexandria:

- Village Area
- Haynes Library
- Alexandria United Methodist Church
- Alexandria Village School
- The Bog

PLANNING ASSUMPTIONS

In a wide-spread disaster, the domestic animal populations could be subject to hunger, illness, lack of water and displacement from their usual environments. These circumstances could lead to poor animal health and disease and could then become a threat to local agriculture and the human population.

Other planning assumptions for *ESF #11* include, but are not limited to, the following:

- An emergency or disaster may adversely affect agricultural livestock or poultry; domestic plants or crops; and / or the wild flora or fauna.
- Lives of animals may be threatened; the disruption of evacuation or the interruption/destruction of the various businesses involving animals may occur.

- Substantial damage to domestic or wild plants/crops would have significant and long-lasting negative impacts on the economy through disruption of food supply, trade, and tourism.
- Natural or human-caused disasters may negatively impact wild or domestic plants/crops; the various animal industry and companion animal populations; and / or wildlife populations.
- A natural, accidental, or intentional (agro terrorism) introduction of a disease may threaten domestic and/or wild animals or plants.
- Any zoonotic disease, naturally occurring or intentionally introduced, may threaten public health as well as animal health.
- Efficient response and recovery efforts will aid the rapid return to economic soundness of the livestock, poultry, and/or companion animal industries; of agronomic and horticultural crops; and of wild flora and fauna. Such response will also afford public health protection, and support the benefit of the human-animal bond of companion animals in the human recovery process following a disaster.
- Activities associated with the ongoing protection, preservation, conservation and rehabilitation of natural and cultural resources are crucial to the economic and human well-being and cultural significance of the state.

CONCEPT OF OPERATIONS

GENERAL

ESF #11 will be organized and operate as a team, although divided into four primary functions:

- **Responding to animal and plant diseases and pests;** these efforts are coordinated by N.H. Dept. of Agriculture, Markets, and Food (DAMF).
- **Ensuring the safety and security of the commercial food supply;** these efforts are coordinated by DHHS and DAMF subject to their respective statutory authorities.
- **Protecting natural and cultural resources;** these efforts are coordinated cooperatively by the N.H. Dept. of Cultural Resources and the N.H. Archives and Records Management.
- **Providing for the safety and well-being of livestock;** these efforts are coordinated by N.H. Dept. of Agriculture, Markets, and Food (DAMF).

A Unified Command will be used to the greatest extent possible to manage *ESF #11* assets in the field due to the number and variety of government and private sector organizations that may be involved.

If criminal or terrorist activity is suspected in connection with a disease event, the Alexandria Police Department will be advised immediately. They will work closely with the responding veterinary or plant diagnostics staff to ensure the proper handling and packing of any samples and their shipment to the appropriate research laboratory for testing and forensic analysis.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will activate this ESF and notify Support Agencies as needed. Components of the organization for *ESF #11* may include a Joint Operations Center or Unified Command, Evacuation, Staging, Reception and Sheltering, Specialized and Mutual Aid Teams such as NH Disaster Animal Response Team (DART), Private Contractors and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Develop and maintain a database of locations and contact information for animal and agricultural premises, cultural and natural resources, including supporting industries, veterinary medical and non-medical volunteers and agencies that will provide care and rescue assistance.
- ☐ Pre-identify arrangements for evacuation, including routes and host sites for the domestic animal population.
- ☐ Encourage residents with animals to establish their own personal animal disaster plan in advance.
- ☐ Work with DRED, arborists and foresters to learn how to identify invasive forest species and how to assess tree damage following an ice storm or wind event, etc.

PREPAREDNESS ACTIVITIES

- ☐ Develop and maintain a list of emergency animal shelters and confinement areas for livestock and poultry in the community or nearby.
- ☐ Coordinate with *ESF #14, Volunteer & Donations Management*, concerning storage of animal and plant-related donated goods preceding a known disaster.
- ☐ Maintain personnel and equipment in a state of readiness.
- ☐ Stage resources in known or anticipated areas of need.
- ☐ Develop procedures to protect public from communicable diseases.

RESPONSE ACTIVITIES

- ☐ The EMD will activate the EOC if necessary and determine the need to activate *ESF #11*.
- ☐ The EMD, or the assigned designee, will coordinate directly with state, federal or private organizations that are needed to assist with *ESF #11*.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ When this ESF is activated, the EMD as the Lead Agency, will report to the EOC and provide needs assessment outlining the urgency of the situation and the staff and equipment needs.
- ☐ Coordinate the assignments of veterinary personnel to assist in delivering on-going animal control and health care to sick/injured or abandoned animals and performing veterinary preventative medicine activities.
- ☐ Suspend operations of meat, poultry, and egg-processing plants as appropriate.

RECOVERY ACTIVITIES

- ☐ Demobilization of this ESF will occur when:
 - Site remediation and restoration is complete.
 - Lost or damaged equipment and personnel injuries are identified and tracked.
 - An extended monitor period has been established.
 - A detailed cost accounting has been documented.
 - The operational elements at the EOCs have been terminated.

MITIGATION

- ☐ Post-demobilization, the EMD and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the EMD and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the EOC as needed.
- ☐ Contact State Emergency Management if the situation warrants.
- ☐ Coordinate resources and provide support and agency representatives to State and Federal agencies, as required.
- ☐ Notify the Board of Selectmen about the current situation.
- ☐ Define incident level and activate appropriate team members.
- ☐ Determine response needs and available resources.
- ☐ Coordinate with *ESF #15, Public Information*, for the release of public information regarding animal health issues.
- ☐ Coordinate with *ESF #2, Communications & Alerting* to establish and maintain communications with field operations, as necessary.
- ☐ Coordinate with *ESF #3, Public Works & Engineering* to assist in the disposal of animal carcasses and site remediation and to identify means of transportation for large and small animals.
- ☐ Coordinate shelter operations for large and small animals including pets and livestock.
- ☐ Perform on-site evaluation(s) by conducting shelter inspections to ensure the health, safety and well-being of animals.
- ☐ Maintain records of costs incurred during emergency response and determine if costs are eligible for reimbursement by the federal government, state government or other responsible parties.

- ☐ Collect and maintain the following to ensure inclusion into the Situation Report (SitRep):
 - Status of quarantine areas, containment and disposal efforts
 - Statistical Information such as:
 - Number of Animals Culled/Destroyed (domestic)
 - Number of Infected Farms/Operations
 - Number of animals sheltered, treated, rescued and identified
 - Collateral Impacts (e.g., crops)
 - Allocated resources and unmet needs

SUPPORT AGENCIES

DEPUTY EMD

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

POLICE DEPARTMENT

- ☐ Provide security to protect quarantined areas.
- ☐ Initiate investigation of agro-terrorism events.

HIGHWAY DEPARTMENT

- ☐ Advise town officials of possible burial sites for animals on town or private land.
- ☐ Assist with the disposal of large animal carcasses to disposal sites.
- ☐ Provide heavy equipment and personnel to assist in the implementation of this ESF.

FIRE DEPARTMENT/EMS

- ☐ Provide appropriate personal protective equipment and clothing when necessary.
- ☐ Provide health and medical services per *ESF #8, Health & Medical*.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation as needed.

HEALTH OFFICER

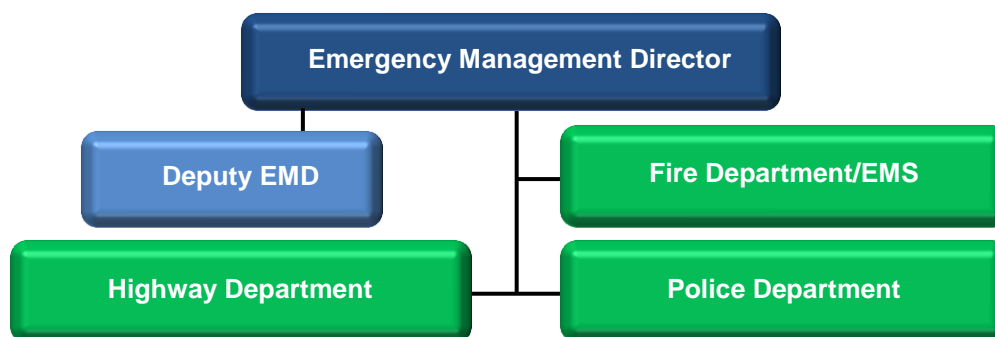
- ☐ In coordination with the Fire Department/EMS, coordinate triage and assume authority for all decisions regarding additional medical assistance and mutual aid, regarding *ESF #11*.
- ☐ Coordinate with *ESF #8, Health & Medical* regarding issues such as, public health and safety issues that may arise from a zoonotic disease, obtaining additional medical supplies, critical incident stress management, etc., as needed.
- ☐ Coordinate with the State Veterinarian at the Department of Agriculture if the emergency involves a foreign animal disease outbreak.
- ☐ Contact Central NH Regional Public Health Network if the situation warrants.
- ☐ Coordinate agriculture and animal health resources, as needed, to support local operations.
- ☐ Assist the State Veterinarian with quarantine or restrict animal movement, when necessary, for disease control and observation.
- ☐ Assist with the disposal of pet or wild animal carcasses.

ESF #12: ENERGY

GENERAL DESCRIPTION AND AGENCIES

ESF #12 addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact residents. This ESF also provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #12* is to provide a coordinated response in the restoration of energy services in a disaster area in order to save lives and protect health, safety and property and to carry out other emergency response functions.

SCOPE

This ESF involves the provision of emergency power and fuel to support the immediate response activities within the disaster area as well as providing power and fuel to normalize community functions.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

A coordinated response of efforts to restore energy services in an emergency or disaster area is necessary to ensure the safety and health of the general public. The restoration and continuation of energy services is also critically important for the effectiveness of the emergency response itself.

There are two utilities supplying electrical power to Alexandria: NH Electric Coop and Eversource. The Town of Alexandria imports all its energy resources other than wood.

PLANNING ASSUMPTIONS

The Town of Alexandria assumes that a significant hazard or disaster may occur at any time and depending on the incident, could result in extended power failure and a decrease in the availability of fuel and other energy sources. The Town also assumes that a collaborative effort by all Agencies and, if needed, help from outside sources such as private companies, other communities and the State can help emergency responders, the general public and their properties remain safe at the time of a disaster.

Other planning assumptions:

- A severe natural disaster or other significant event can sever electrical power, constraining supply in impacted areas, or in areas with supply links to impacted areas and also affect firefighting, transportation, communication and other lifelines needed for public health and safety.
- There may be widespread and/or prolonged electric power failure.
- There may be hoarding of fuel in the event of a fuel shortage.
- A prolonged power outage during the winter months may require evacuation of residents.
- Energy emergencies may result in:
 - Impaired provision of services essential for health and safety.
 - Reduced hours of operation of all sectors of the economy.
 - Reduced travel and transportation of goods.
- A long-term power outage will have secondary effects, such as fuel and food shortages. Perishable food storage will be limited to facilities with standby generators.
- Electricity is produced using several types of fuel; a shortage of any one of the primary fuels could impact the availability of other fuels and also could affect the adequacy of the supply to electric customers in Alexandria.
- Private water supplies will be affected during a power outage, as power is required to operate pumps.
- Hazardous conditions may delay energy system restoration.
- Transportation, media and telecommunications could be affected.
- In the event of a long-term power outage, it may necessary to provide transportation for residents who require power for home health care to go to health care facilities with backup power systems.
- A long-term power outage will require the disposal of food in stores, restaurants and homes. The Health Officer, will work with the NH Department of Community and Public Health-Bureau of Food Protection, in determining the need to dispose of food in such a situation.

CONCEPT OF OPERATIONS

GENERAL

ESF #12, following a disaster and once activated, will assess fuel and electrical power damage, energy supply and demand and assist in identifying requirements for restoration.

This ESF will coordinate closely with local, state, federal and private utility and fuel industry officials to establish priorities to repair damaged facilities and to coordinate the provision of temporary, alternate or interim sources of emergency fuel and power.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will activate ESF Support Agencies as needed. Components of *ESF #12* may include Evacuation (if there is an extended period of power loss), Staging, Sheltering, Fire Prevention, Health and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Pre-identify critical public facilities requiring uninterrupted power or priority restoration during emergencies or disasters. Critical facilities in Alexandria include, but may not be limited to:
 - The Emergency Operations Centers (EOC)/Town Offices/Police Station (Eversource)
 - The Old Town Hall (Eversource)
 - Any Town designated shelters:
 - Mount Cardigan Lodge (NH Electric Coop)
 - Alexandria United Methodist Church (Eversource)
 - The Fire Station (Eversource)
 - The Highway Department Garage (Eversource)
 - Vulnerable populations who need power for health needs (Both)
 - Dead River propane bulk facility (Eversource)
 - Fueling facilities such as Highway Garage fuel pumps that are commonly used by emergency response personnel
- ☐ Develop advance agreements with utility providers to ensure that critical facilities have priority in restoration efforts.
- ☐ Develop protocol with utility providers to ensure information is shared during an emergency; identify a single point of contact at NH Electric Coop and Eversource.
- ☐ Maintain and keep an up to date a list of energy resources.
- ☐ Work with NH Electric Coop and Eversource to ensure rights of ways are maintained to minimize power disruptions.
- ☐ Consider alternative energy sources.

PREPAREDNESS ACTIVITIES

- ☐ Maintain generators for emergency back up at key facilities, if available.
- ☐ Ensure an adequate supply of fuel for emergency response vehicles and equipment during a shortage.
- ☐ Develop energy conservation protocols requesting residents reduce power usage prior to potential shortages.

RESPONSE ACTIVITIES

- ☐ The EMD will activate the EOC if necessary and coordinate energy restoration activities as the Lead Agency for *ESF #12*, thus notifying and activating the Support Agencies for this ESF.
- ☐ The EMD, or his assigned designee, will coordinate directly with the power companies to perform a needs assessment and to determine timelines for power restoration.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The EMD will coordinate with *ESF #3, Public Works & Engineering*, to establish emergency access to impacted areas (i.e. building temporary roads into an affected area).
- ☐ The Highway Department and the Police Department will conduct an immediate survey of streets to determine if downed trees, limbs and power lines require the closure of roads.

RECOVERY ACTIVITIES

- ☐ Demobilization of this ESF will occur when:
 - All energy related issues are resolved and power is restored to major areas of the Town.
 - All transportation routes are deemed safe for travel.
 - The energy shortage has subsided.
 - Any persons sheltered as a result of long-term power failure have returned to their homes.
 - A detailed cost accounting has been documented
 - The operational elements at the EOC have been terminated.

MITIGATION

- ☐ Post-demobilization, the EMD and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the EMD and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Provide a coordinated response in the restoration of energy services in an emergency/disaster area in order to save lives and protect health, safety and property and to carry out other emergency response functions.
- ☐ Assess fuel and electrical power damage, energy supply and demand and assist in identifying requirements for restoration.
- ☐ Coordinate regularly with utilities to determine utility status, customers and areas affected and to determine that response, repair and restoration actions are being undertaken.
- ☐ Perform damage assessment with input from other departments.
- ☐ Determine priorities for power restoration.
- ☐ Make recommendations regarding rationing or limiting the use of energy resources.
- ☐ Coordinate with *ESF# 1, Transportation*, for information regarding transport of critical energy supplies.
- ☐ Provide energy information, education and conservation guidance to the public through *ESF# 15, Public Information*.
- ☐ Provide public information on power outages, shelter locations and protective actions through *ESF #15, Public Information* to include protective measures such as:
 - Proper operation and connection of standby generators
 - Shelter and mass care information
 - Dangers of downed power wires
 - Closed roads
 - Proper disposal of perishable goods
 - Estimated length of the outage or shortage
 - Rationing and conservation of fuel supplies
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep):
 - Status of energy systems
 - Status of Critical Facilities
 - Number of residents without energy
 - Staffing and resource capabilities, shortfalls and unmet needs

SUPPORT AGENCIES

DEPUTY EMD

- ☐ Work with the EMD to provide assistance when and wherever needed.
- ☐ Work with other ESF agencies as directed to assist in the protection of life and property.
- ☐ Offer relief assistance to the EMD when and if needed.

FIRE DEPARTMENT/EMS

- ☐ Assist with the provision of traffic control and fire suppression for downed power lines.
- ☐ In conjunction with the Health Officer, maintain a list of those requiring power for home health care.
- ☐ Provide medical treatment and service per *ESF #8, Health & Medical*.
- ☐ Coordinate with Bristol Fire Department to provide transport to medical facilities for people requiring power for home health care.
- ☐ Assist with the provision of emergency generators as available.
- ☐ Provide for the safety of energy personnel, equipment and critical facilities as necessary.
- ☐ Provide assistance in mitigating and preventing fire and life safety hazards associated with energy fuel restorations.

POLICE DEPARTMENT

- ☐ Provide for traffic control near downed power lines.
- ☐ In conjunction with the Health Officer, maintain a list of those requiring power for home health care.
- ☐ Provide security and enforce rationing at public fuel distribution locations.

HIGHWAY DEPARTMENT

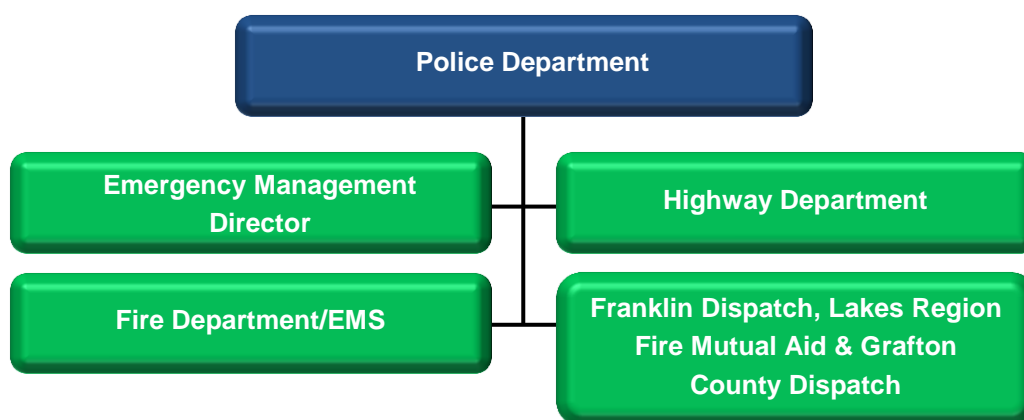
- ☐ Provide damage assessment and provide this information to the EMD.
- ☐ Assist with the provision of traffic control near downed power lines.
- ☐ Provide assistance with transportation, debris removal and other needs to utilities.
- ☐ Clear roadways of debris, snow and other obstacles for power restoration.

ESF #13: PUBLIC SAFETY & LAW ENFORCEMENT

GENERAL DESCRIPTION AND AGENCIES

ESF #13 addresses response and recovery activities can include the following: maintaining law and order within legal authority; assisting with the dissemination of alerts, warnings and notifications; coordinating law enforcement activities from EOCs and command centers as needed to manage resources and personnel; staffing for roadblocks, traffic control points and other sites; conducting law enforcement investigations; providing evacuation/relocation support; providing communications to support agencies; supporting the relocation; and, maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #13* is to provide law enforcement and security through a coordinated emergency response effort.

SCOPE

The scope of *ESF #13* shall include police actions to minimize the adverse impact upon a disaster area; and in cooperation with local authorities, to assure the continuity of law enforcement. The aid from Law Enforcement may include manpower, equipment and/or technical expertise.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

The Police Department consists of a full-time Chief, one full-time and one part-time sworn officers. The Police Chief serves as the operational and administrative head of the department. The Police Department is as well-equipped as any community of comparable size, but due to the size and make-up of the department, additional personnel may not be available at the time of an emergency and outside resources will be required.

The Police Department has Standard Operating Procedures (SOPs) for normal operations in all areas of law enforcement. The Police Department may give mutual aid assistance to neighboring communities or receive assistance from those communities, the Grafton County Sheriff's Department and/or New Hampshire State Police. The Police Station has emergency back-up power.

In a major emergency the Police Department would need additional personnel and equipment to perform its assigned tasks. If mutual aid assistance is unavailable or severely limited due to the nature and size of the emergency, then expedient alternatives need to be developed.

PLANNING ASSUMPTIONS

The Town of Alexandria, in conjunction with the State, has primary responsibility for the protection of life and property by enforcing laws, orders and regulations. The Town assumes that law enforcement and security capabilities could be overwhelmed should a very significant emergency occur. Based on this assumption, the Town may need to request assistance from other communities and/or agencies to enforce laws, to regulate the movement of persons from threatened or hazardous areas, to provide security, to control traffic and to acquire control of the emergency situation.

It is further assumed that:

- Disasters and emergencies naturally bring out the curiosity of people in areas both affected and non-affected. The uncontrolled inward flow of unauthorized people is detrimental to the efficient handling of traffic flow in affected areas.
- The flow of emergency personnel and equipment into affected areas is often uncontrolled and may lead to bottlenecks and gridlocks.
- Following a disaster, individuals may enter into an area and engage in looting, armed robbery, arson and other criminal activities.
- Citizens in an affected area may feel that security is not adequate and so be reluctant to evacuate.
- Law enforcement priorities will be based on the life safety of emergency responders and the public, protection of critical infrastructure and facilities and arrest and detainment of law breakers.
- During a disaster, non-emergency calls for service may be deferred or delayed.
- Law enforcement support may be needed for the control of evacuation traffic, community reception and care facilities.

CONCEPT OF OPERATIONS

GENERAL

Law enforcement and security will be initiated at the lowest operational level by the Police Department. The NH State Police, the Grafton County Sheriff's Office and area Police Departments may be called upon to augment the Alexandria police force.

Response actions for a terrorism event are predominately law enforcement oriented and address both initial and continuing actions associated with the terrorist event. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures and guides.

The Police Department will maintain the Town's lead responsibility for response management to threats or acts of terrorism until a time at which state, federal and regional agencies establish unified command. The Police Department, in coordination with the EMD and other Support Agencies, will have the responsibility for all recovery actions. An act of terrorism exceeding the local capability to resolve automatically goes to the state level for assistance. It is likely that in a terrorism event, state and federal agencies will quickly assume control.

Specialized teams that may be available to the Police Department for emergency events, including terrorism, include but are not limited to:

- NH State Police - Canine Unit
- NH State Police SWAT Team
- NH State Police Major Crimes Unit
- NH State Police Explosive Ordinance Disposal (EOD) Unit
- NH State Police Civil Disobedience Response Unit

The Alexandria Police Department operates under the following authorities: Stafford Act (42 U.S.C. 5121); RSA 105: 13; RSA 48:11-a (extended police authority for in state mutual aid); RSA 105:13A (extended out of state police authority). For more information, see Chapter 9 of this Plan.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the Police Department will activate ESF Support Agencies as needed. Components of *ESF #13* may include Criminal Investigation, Unified Command, Traffic Control and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.
- ☐ Develop traffic control plans for special and regional events.
- ☐ Develop and maintain Standard Operating Procedures (SOPs) for emergency conditions.
- ☐ Obtain funding and pursue grants to provide the proper equipment for emergency response.

PREPAREDNESS ACTIVITIES

- ☐ Develop procedures for coordinating activities with the Highway Department during major emergencies to ensure personnel know which routings are being utilized.
- ☐ Inspect and maintain all equipment, vehicles and radios.
- ☐ Identify the functional needs population, in conjunction with the Health Officer.
- ☐ Ensure an adequate supply of fuel for emergency response vehicles.

RESPONSE ACTIVITIES

- ☐ Begin the call-up of off duty personnel.
- ☐ Unless otherwise instructed, request that responding police personnel report to a designated staging area and await assignment.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The on-duty officer will continue to perform duties that he/she feels necessary until instruction is received from a ranking officer.
- ☐ Establish necessary communications with field personnel, assessing the overall law enforcement needs and response capabilities and notifying the Support Agencies and the EMD.

RECOVERY ACTIONS

- ☐ In the post-disaster recovery period, the Police Department will perform the following functions:
 - Provide security for disaster-affected areas to prevent vandalism and looting.
 - Perform traffic control for return of evacuees.
 - Provide access control for affected areas.
 - Report preparation and documentation of costs.
- ☐ Demobilization of this ESF would occur when:
 - Law enforcement and security needs return to being fully met by the affected primary jurisdiction
 - When activated resources (i.e., compacts, neighboring police departments, etc.) have been released to normal duty by the primary jurisdiction.

MITIGATION

- ☐ Post-demobilization, the Police Department and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Police Department and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

POLICE DEPARTMENT

- ☐ Enforce all laws, orders, ordinances and regulations.
- ☐ Notify the EMD of the state of readiness and request outside assistance and additional personnel, if necessary
- ☐ Report to the EOC when directed by the EMD and coordinate law enforcement resource requests directly or through the EOC.
- ☐ Begin call-up off-duty police personnel and disburse personnel and equipment to strategic locations to augment law enforcement capabilities.
- ☐ Manage and coordinate the community's law enforcement requirements in support of the incident/emergency.
- ☐ Develop a traffic control plan as necessary for each incident and establish manned-traffic control points with the Fire and the Highway Department.
- ☐ Coordinate the use of other police agency and other non-police agency personnel in traffic control operations during emergencies.
- ☐ In coordination with *ESF #3, Public Works & Engineering*, determine whether specific road blocks should be manned or barricaded.
- ☐ Request additional assistance and coordinate provision of manpower, equipment, and/or technical expertise in cooperation with the County Sheriff's Department, the State Police and Mutual Aid Departments to assure the continuity of law enforcement.
- ☐ Coordinate resources and provide support to State and Federal agencies in response to terrorist incidents/attacks, as needed.
- ☐ Ensure that an Incident Action Plan is developed as appropriate and that it is coordinated with *ESF #5, Emergency Management*, for inclusion into the Situation Report (SitRep).
- ☐ Provide security measures and crowd control in the affected areas as personnel become available, including but not limited to:
 - The immediate area of the incident
 - Pre-identified sensitive/target sites
 - Critical infrastructure and facilities and key resources
 - The Emergency Operations Center (EOC)
 - Damaged and/or evacuated areas
 - Shelter locations
- ☐ Assist in public warning and alerting procedures through *ESF #2, Communications & Alerting*.
- ☐ Investigate violations of state, federal and local laws and refer information to appropriate agencies for prosecution if necessary.
- ☐ Work with state, federal and other local agencies to prevent and investigate terrorism.

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the EOC as needed.
- ☐ Contact State Emergency Management if the situation warrants.
- ☐ Notify the Board of Selectmen about the current situation.

FIRE DEPARTMENT/EMS

- ☐ Provide operational support and resources, where appropriate, in support of the management of *ESF #13*.
- ☐ Provide health and medical services per *ESF #8, Health & Medical*.
- ☐ Coordinate with Bristol Fire Department to provide medical transportation as needed.
- ☐ Assist the Police Department with the establishment and manning of traffic control points.

HIGHWAY DEPARTMENT

- ☐ Assist in the provision of transportation resources to support area evacuations, as needed.
- ☐ Provide operational support and resources, where appropriate, in support of the management of *ESF #13*.
- ☐ Maintain an inventory of barricades, signs, and other traffic control devices in coordination with the Police and Fire Department.
- ☐ Provide road signage and barricades as available and as needed.
- ☐ Assist the Police Department with the establishment and manning of traffic control points.
- ☐ Provide the necessary equipment and manpower to keep roadways free of debris and/or dangerous materials.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department (upon request).
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

EQUIPMENT INVENTORY LIST – *ESF #13, PUBLIC SAFETY & LAW ENFORCEMENT*

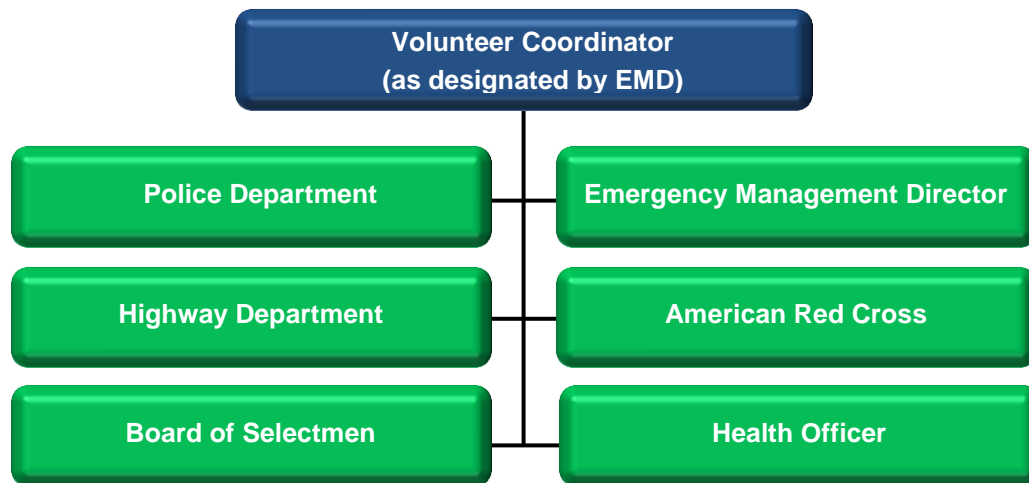
Resource (Equipment)	Model	Capacity	Location	Fuel	FEMA Cost Codes

ESF #14: VOLUNTEER & DONATIONS MANAGEMENT

GENERAL DESCRIPTION AND AGENCIES

ESF #14 addresses the support of local jurisdictions in the restoration of communities damaged by a disaster or emergency by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF will also be the liaison for those voluntary organizations that provide disaster services within the Town, so that capabilities and resources will be effectively integrated with other local, State and federal agencies to meet the needs of the disaster or emergency.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of *ESF #14* is to provide facilitated delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

SCOPE

ESF #14 provides for the coordination of volunteer efforts and assures expeditious delivery of donated goods. This ESF is composed of agencies with major roles in the coordination of volunteer and donation efforts.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

A situation that would activate *ESF #14* would be one in which many persons have either been displaced or their source of food, clothing and water were greatly diminished as a result of a hazardous event or emergency incident. In this case, appropriate volunteers and donations would be accepted by the Town on behalf of its disadvantaged citizens.

PLANNING ASSUMPTIONS

This Plan assumes that clothing, food, water, blankets and other basic necessities could be diminished as could be the resources available to obtain more. It is assumed that volunteer organizations and/or individuals would assist in meeting the needs of the public.

Unsolicited shipments of donated goods and large numbers of unaffiliated volunteers may interfere and impede critical disaster response and recovery operations; therefore it is important that a coordinated effort takes place to manage volunteers and donations.

Extraordinary circumstances may require the acceptance of spontaneous volunteers. In addition some spontaneous volunteers may have special qualifications that may be needed during the emergency (i.e. doctor, welder, bus driver). Volunteers with special qualifications will be taken on a case by case basis.

Spontaneous volunteers are those who volunteer during an emergency and are not affiliated with the Town or a voluntary organization. While the intentions of spontaneous volunteers are good, they may pose a liability risk to the Town. Spontaneous volunteers not needed by the Town will also be registered in the event they are needed at a later time during the emergency.

CONCEPT OF OPERATIONS

GENERAL

The Town of Alexandria will operate a system to collect, process and distribute donations to disaster victims with the assistance of individuals and other community or faith-based organizations. Town assistance will be provided in areas such as: traffic control, security and help in identifying facilities to receive, sort and distribute donated goods. Large numbers of donations may be sent directly to the Town itself. The Town will coordinate donation management efforts with volunteer organizations and local agencies.

Volunteers working for the Town of Alexandria are covered under the Town's liability policy presuming they have been acting within the scope of their assigned responsibilities.

ESF #14 will manage and coordinate the provision of donated resources to meet disaster needs. A coordinating group comprised of voluntary organizations and state agencies will be activated to facilitate the provision of volunteers and donations based on assessed needs.

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the EMD will call for the activation of this ESF by notifying the Volunteer Coordinator who will then activate the ESF Support Agencies as needed. Components of the organization for *ESF #14* may include Staging, Warehousing, Volunteer Management, Phone Banks, Volunteer Centers and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Recruit and train volunteers for emergency operations.
- ☐ Identify and coordinate with volunteer agencies to assist with volunteers and donations including: American Red Cross, the area Rotary and Lions Clubs, Public School Volunteer program, etc.

PREPAREDNESS ACTIVITIES

- ☐ Pre-identify possible sites for resource staging areas, distribution centers and a volunteer center.
- ☐ Determine, in conjunction with the Town Attorney if needed, the procedures for preparing for and handling liability issues involving volunteers that are assisting the Town.

RESPONSE ACTIVITIES

- ☐ The EMD will activate the EOC and request the Volunteer Coordinator to activate *ESF #14* to establish operations as soon as possible.
- ☐ The Volunteer Coordinator will call in Support Agencies for this ESF as needed.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The Volunteer Coordinator will coordinate with *ESF #7, Resource Support* to establish warehousing capabilities and to obtain other resources as needed.
- ☐ The Volunteer Coordinator will coordinate with *ESF #13, Public Safety & Law Enforcement*, to provide for security and safety requirements.

RECOVERY ACTIVITIES

Demobilization of this ESF will occur when:

- ☐ The need for volunteers and donated goods has shifted to recovery operations.
- ☐ All volunteers have been released.
- ☐ Excess donations have been disposed of.
- ☐ A detailed cost accounting of all donations and volunteer hours have been documented
- ☐ The operational elements at the EOC have been terminated.

MITIGATION

- ☐ Post-demobilization, the Volunteer Coordinator and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the Volunteer Coordinator and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

VOLUNTEER COORDINATOR (AS DESIGNATED BY THE EMD)

- ☐ Coordinate planning and oversee the operation of the volunteer and donations program with voluntary organizations.
- ☐ Determine volunteer needs, including spontaneous volunteers and how they will be used and in what manner.
- ☐ Determine donation needs and available resources and establish receipt and distribution locations by identifying resource staging areas.
- ☐ Prepare the necessary signage to indicate routes to donations centers and/or staging areas.
- ☐ Report, or send a designee, to the EOC to report to the EMD.
- ☐ Brief volunteers on the following:
 - Program mission and disaster responsibility
 - Procedures for time keeping, daily sign-in/out
 - Work schedule and chain of command
 - Safety issues, evacuation procedures, handling of injuries
 - How to respond to media contacts
- ☐ Coordinate with local jurisdictions and volunteer agencies/organizations to identify unmet disaster needs if local resources are inadequate.
- ☐ Coordinate resources to support emergency responders and distribute aid to disaster victims.
- ☐ Coordinate the provisioning and operation of a donated goods and volunteer services call center, with assistance from office staff.
- ☐ Coordinate with *ESF #15, Public Information*, for the dissemination of information to the public regarding disaster needs.
- ☐ Maintain complete logs of actions taken, reports and volunteer and donation resource needs and capabilities.
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD:
 - Number of volunteers, registered, referred and/or deployed
 - Type, value and amount of goods and services donated
 - Staffing and resource shortfalls and unmet needs
 - Supply and contract costs
 - Major *ESF #15* issues/activities
- ☐ Coordinate with the other *ESF#7, Resource Support*, to help meet unmet needs of other response agencies through donated goods and services or the use of volunteers.
- ☐ Coordinate with *ESF #7, Resource Support*, if necessary to establish warehousing and other requirements.
- ☐ Screen, credential and pre-register volunteers according to Town's policies; establish and maintain forms for registration of volunteers; gather information to include: (*see form in Chap. 10*)
 - Expertise
 - Qualifications
 - Interests
 - Availability

- ☐ Provide and keep copies of receipts for all donations. (*see form in Chap. 10*)
- ☐ Coordinate with *ESF #1, Transportation* for the provision of additional transportation resources in support of this ESF.

SUPPORT AGENCIES

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Establish direction and control at the EOC.
- ☐ Assign or activate the Volunteer Coordinator.
- ☐ Establish communications with NH Homeland Security and other state or private agencies as needed to augment available resources.
- ☐ Work with the Volunteer Coordinator to identify location(s) for donated items.
- ☐ Per *ESF #15, Public Information*, provide information on unmet needs and the location of donation and volunteer centers and information on the procedures for the donation of goods.

POLICE DEPARTMENT

- ☐ Provide security to any donations center or staging areas, as needed and available.
- ☐ Provide background checks on volunteers if time and staffing allows.

HIGHWAY DEPARTMENT

- ☐ Assist in provision of transportation of donated goods.
- ☐ Assist with the identification of location(s) for donated items.

HEALTH OFFICER

- ☐ Assist with the appropriate storage of donated foods to ensure quality.
- ☐ Assist in the collection of donations.

AMERICAN RED CROSS

- ☐ Assist in the collection of donations.
- ☐ Provide volunteers, supplies and services.
- ☐ Provide organizational donation contact information for reference.
- ☐ Coordinate with other communities and agencies to provide additional assistance .

BOARD OF SELECTMEN

- ☐ Establish a donations account for receiving monetary donations.
- ☐ Establish specific wording for the "*Pay to the Order of:*" line for all checks and other securities so that appropriate information can be provided to potential donors.

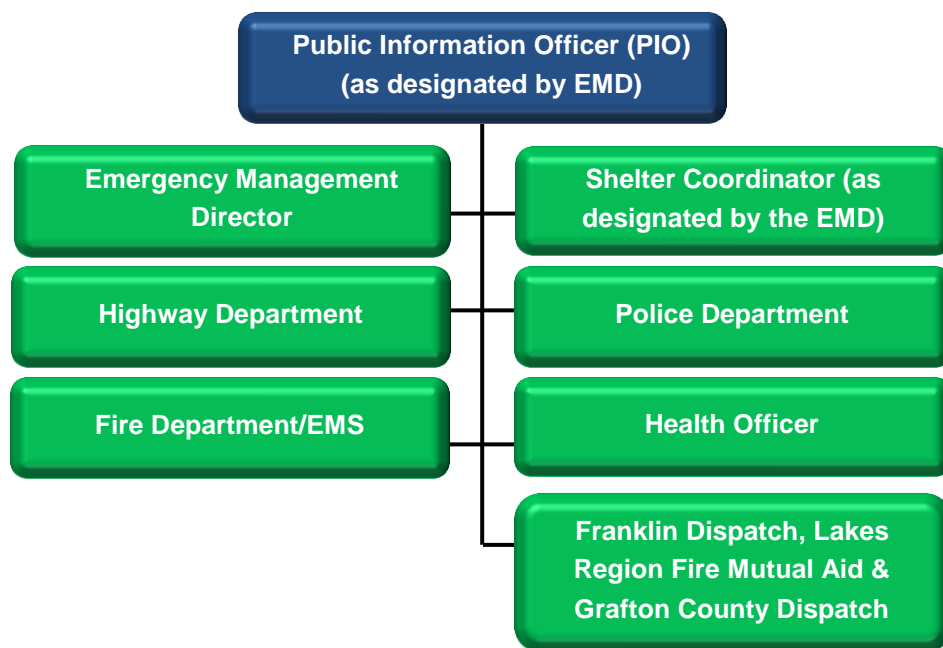
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ESF #15: PUBLIC INFORMATION

GENERAL DESCRIPTION AND AGENCIES

ESF #15 addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is also responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, and oversight of public inquiry lines established in or for the support of emergency management activities.

LEAD & SUPPORT AGENCIES AND ORGANIZATION



INTRODUCTION

PURPOSE

The purpose of **ESF #14** is to establish uniform policies for the effective development, coordination and dissemination of information to the public in the event of a disaster. This ESF also describes the means, organization and process by which a community provides timely, accurate and useful information and instructions to area residents throughout an emergency.

SCOPE

Emergency public information actions before, during and following any emergency will be determined by the severity of the emergency as it is declared by involved jurisdictions, state agencies, or as perceived by the public. A significant emergency public information response will involve many state, municipal and private sector agencies. This ESF identifies those agencies and their responsibilities.

SITUATION AND PLANNING ASSUMPTIONS

SITUATION

An emergency or disaster may cause extensive damage to life and property. Communications and transportation access will likely be disrupted or destroyed. Preservation of life and property may hinge on instructions and directions given by authorized officials.

Accurate and expedited dissemination of information is critical, particularly when a terrorist incident has occurred. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander (IC) in the field.

A terrorist attack would quickly result in federal agencies, particularly the Federal Bureau of Investigation (FBI), which will join into a Unified Command of the incident. A Joint Information Center (JIC) composed of representatives from federal, state and local authorities for the purpose of managing the dissemination of information to the public, media and businesses potentially affected by the incident will be established. An act of terrorism may cause widespread panic and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

PLANNING ASSUMPTIONS

The citizens of Alexandria will require and respond to timely and factual information and instructions during all phases of an emergency situation - pre-crisis, crisis and post crisis - released by official sources. Detailed and factual information and instructions that are well-presented can reduce the incidence of panic among the threatened population.

CONCEPT OF OPERATIONS

GENERAL

This section of the ESF provides general information on how emergency public information is to be disseminated to the public.

INFORMATION AND SUPPORT STRUCTURE

FEDERAL INFORMATION SUPPORT STRUCTURE:

The State will coordinate with federal agencies to provide federal-level information to the public following a natural or technological emergency or disaster, as deemed necessary. The Federal Government will assist with locating and managing the operations of a JIC, if requested.

STATE INFORMATION SUPPORT STRUCTURE:

The Department of Safety – Homeland Security & Emergency Management, Public Information Officer (PIO) will coordinate the management of the State's emergency public information response through all phases of disaster.

State emergency public information will be coordinated through the State's Emergency Operations Center. If a JIC is established, state-level emergency public information also will be provided to the media and the public through that facility. The State will assist with locating and managing the operation of such a center.

State agencies with specific ESFs or other response roles will provide staff support for the State's emergency public information efforts.

The Governor and NH Homeland Security & Emergency Management (HSEM) will provide the lead in issuing emergency information and instructions through the Emergency Alert System (EAS).

LOCAL INFORMATION SUPPORT STRUCTURE:

STATE & LOCAL MEANS FOR TRANSMITTING AND DISSEMINATING EMERGENCY INFORMATION:

- CodeRED
- State Emergency Notification System (ENS)
- Reverse calling at the School, "School Messenger"
- Television
 - WMUR-TV, Channel 9 (Manchester)
 - WBIN-TV (NH-1), Channel 12 (Derry)
- Radio
 - 94.1 FM Mix (Franklin)
 - 89.1 FM NPR (Concord)
 - 99.1 FM NH-1 (Derry)
 - 101.1 FM Rock (Manchester)
 - 94.9 FM WHOM, (Mt. Washington)
- Newspapers
 - Alexandria Today (newsletter/monthly)
 - Newfound Landing
 - Laconia Citizen (Laconia)
 - Laconia Sun (Laconia)
 - Union Leader (Manchester)
- Door-to-door Notifications
- Rumor Control/Citizen Information Center
- Public Information Centers
- Media Centers
- Mobile Units with public address systems
- Ham Radio Operators through CERT
- Emergency Hotlines
- The community's website & the internet
- Town, Fire, Police & Conservation Departments Facebook pages

ORGANIZATION

In accordance with the organizational chart at the beginning of this ESF, the PIO will call for the activation of this ESF and notify the Support Agencies. Components of *ESF #15* may include Media Centers, Public Information Centers, Information Hotlines and Phone Banks, Computer and Internet Centers, Volunteer Centers and Field Operations.

PHASED ACTIVITIES

These activities are the responsibility of the Lead Agency (unless otherwise indicated). It is however expected that all departments will be pro-active in reviewing their own facilities, equipment and resources.

PREVENTION ACTIVITIES

- ☐ Develop systems to enhance information dissemination during emergency situations.
- ☐ Conduct public education programs, develop and distribute educational materials.
- ☐ Develop methods to alert the deaf, blind and non-English speaking population.
- ☐ Maintain current list of media contacts.

PREPAREDNESS ACTIVITIES

- ☐ Prepare pre-scripted messages for providing warning and instructions for known hazards.
- ☐ Recruit and train volunteers to staff hot lines.
- ☐ Brief town staff on working with the media.
- ☐ Pre-identify suitable facilities for Joint Information Center (JIC) or Media Center.

RESPONSE ACTIVITIES

- ☐ The EMD will activate the EOC and will assign and/or request the Public Information Officer to activate *ESF #15* and to establish operations as soon as possible.
- ☐ The EMD and the PIO will prepare for extensive media coverage depending on the extent of the emergency; major disasters and terrorist events are automatically major news stories.
- ☐ The EMD will prioritize information and communicate this information to the PIO:
 - First priority will be given to the protection of life and property such as evacuation routes and sources of emergency assistance.
 - Later priorities will be based on the emergency situation to include general information, what steps are being taken to remedy the situation and the overall status of the response.
- ☐ The EMD will approve all communications that are to be disseminated to either the public or the media.
- ☐ The Public Information Officer will remain as the single media and public contact person to avoid confusing and misleading statements.
- ☐ The EMD will notify the Board of Selectmen and surrounding town EMDs of all EOC activations.
- ☐ The EMD and the PIO will coordinate with other departments to establish a location for media briefings and to establish traffic control and security.
- ☐ The EMD and the PIO will coordinate with other departments to establish accurate and timely information and make every effort to avoid the spread of rumors.

- ☐ The EMD and the PIO will coordinate with other departments to gather information from outside the jurisdiction to evaluate the impact of this information on the Town of Alexandria; this is particularly important should events be more regional in nature.

RECOVERY ACTIVITIES

Recovery & demobilization of this ESF will occur when:

- ☐ The need for information relating to both response and recovery operations has ceased.
- ☐ The operational elements at the EOC have been terminated.

MITIGATION

- ☐ Post-demobilization, the PIO and Support Agencies will review the response effort for future emergency planning.
- ☐ While conducting an After Action Report (AAR) the PIO and Support Agencies will review and update this ESF to increase its effectiveness.

ROLES AND RESPONSIBILITIES

LEAD AGENCY

PUBLIC INFORMATION OFFICER ((PIO) AS DESIGNATED BY EMD)

- ☐ Report to the EOC to obtain briefing on the situation and as directed by the EMD.
- ☐ Become familiar with general organization structure and objectives for the incident being managed.
- ☐ Gather and analyze all public information and instructions for release.
- ☐ Respond to media and community requests for information.
- ☐ Arrange press conferences, interviews, media briefings and tours.
- ☐ Assign responsibilities to all personnel participating in public information activities.
- ☐ Prepare all public information announcements and press releases; review them with EMD.
- ☐ Authenticate sources of information and verify accuracy before issuing news releases.
- ☐ Brief local media on local warning systems and coordinate procedures for transmitting emergency information to the media.
- ☐ Take action to prevent the spread of unsubstantiated information.
- ☐ Open public information centers in strategic locations of the Town for inquiries by citizens.
- ☐ In coordination with the EMD, provide subject matter experts for media interviews and press conferences, as requested and appropriate.
- ☐ Establish an emergency media center in the vicinity of the EOC, if necessary.
- ☐ Conduct media monitoring to determine the need to clarify issues.
- ☐ Provide public information relating to recovery process and programs.
- ☐ Assess effectiveness of public information and education programs
- ☐ Collect and maintain the following ESF status information to ensure inclusion into the Situation Report (SitRep) and report to the EMD:
 - Media releases issued
 - Schedule of press conferences and releases
 - ESF #15 issues/activities/unmet needs

SUPPORT AGENCIES**EMERGENCY MANAGEMENT DIRECTOR**

- ☐ Gather and analyze all public information and instructions for release.
- ☐ Designate the Public Information Officer.
- ☐ Arrange regular briefings and work with the designated Public Information Officer (PIO) to disseminate information to the general public and the media.
- ☐ Approve all communications that are to be disseminated to the public and the media.
- ☐ Coordinate with state, federal, private and public information systems; establish Joint Information Center as needed.

POLICE DEPARTMENT

- ☐ Provide experts and subject matter information for media interviews and press conferences and public information and education support, as requested and appropriate during an emergency.
- ☐ Provide traffic control and security as needed for media and public briefings.

FIRE DEPARTMENT/EMS

- ☐ Provide experts and subject matter information for media interviews and press conferences and public information and education support, as requested and appropriate during an emergency.

HIGHWAY DEPARTMENT

- ☐ Assist with the staging for public and media announcements.
- ☐ Provide experts and subject matter information for media interviews and press conferences and public information and education support, as requested and appropriate during an emergency.

FRANKLIN DISPATCH, LAKES REGION FIRE MUTUAL AID & GRAFTON COUNTY DISPATCH

- ☐ Receive alerts & notifications from various services.
- ☐ Provide initial notification and ongoing communication to all responders.
- ☐ Dispatch emergency services for Fire, Police, EMS and Highway Department.
- ☐ Coordinate the emergency communications system.
- ☐ Provide backup communications for the Town (i.e., mobile communication capabilities).

HEALTH OFFICER

- ☐ Provide experts and subject matter information for media interviews and press conferences and public information and education support, as requested and appropriate during an emergency.
- ☐ Collaborate on the creation of press releases and information on communicable diseases and immunizations.

SHELTER COORDINATOR (AS DESIGNATED BY THE EMD)

- ☐ Provide experts and subject matter information for media interviews and press conferences and public information and education support, as requested and appropriate during an emergency.

CHAPTER 7 – HAZARD SPECIFIC ANNEX

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The above list and the pages that follow represent the specific hazards that may occur in Alexandria and that could require the activation of the EOC. The initial list of hazards was taken from the 2012 Alexandria Hazard Mitigation Plan and discussed with the EOP planning team for inclusion in this section. The following changes were made:

- Four additional hazard was not in the Alexandria Hazard Mitigation Plan was added to this annex, *Terrorism, Epidemic/Pandemic, Extended Power Failure and Mass Casualty Incident (MCI)*.
- Four hazards that were in the Alexandria Hazard Mitigation Plan were omitted (*Drought, Extreme Heat, Landslide/Avalanche and Hail*) for the purpose of this annex as it was felt that these hazards would most likely not require the opening of the Emergency Operations Center.
- Severe weather events (*Wildfire, Earthquake, Thunder Storm/Lightning/Heavy Rain, Hurricane, Tornado/Downburst and Severe Winter Weather*) were grouped together as the duties and responsibilities were felt to be similar for each weather category.

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SEVERE NATURAL EVENTS

- Wildfire
- Earthquake
- Thunder Storm/Lightning/Heavy Rain
- Hurricane
- Tornado/Downburst
- Severe Winter Weather

SITUATION

Alexandria may experience unusually severe weather events during which the residents are unable to travel for essentials such as food or medical care. Extreme hot or cold temperatures could also occur thus putting the community's elderly and functional needs citizens at risk, particularly when combined with power outages.

Other significant weather events such as hurricanes, tornados, downbursts (micro- and macro-) and earthquakes may also occur but are less likely to be at severe magnitudes. The potential also exists for fires, both structural and wildfire, to result from severe lightning, fallen trees and downed power lines, high winds and human causes.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Monitor weather and notify the Emergency Management Director of impending severe weather or potential wildfire
- ☐ Assess the impending weather event and take initial response measures
- ☐ Provide initial response and assessment and report to the EMD
- ☐ Inform the EMD of all actions taken and assist the EMD as directed
- ☐ Implement storm coverage Standard Operating Procedures/Guidelines
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled prior to the weather event or potential wildfire
- ☐ Prepare and test communications systems in the EOC

FIRE DEPARTMENT/EMS

- ☐ Prepare generators for use
- ☐ Activate hazardous materials response, if necessary
- ☐ Assist with evacuations as needed
- ☐ Control any resulting fires and protect exposures
- ☐ Coordinate utility service requirements
- ☐ Establish perimeters for forest fires
- ☐ Implement the Mass Casualty Plan if necessary
- ☐ Initiate search and rescue of affected area(s) if needed
- ☐ Provide command and control of the scene if warranted
- ☐ Rescue trapped occupants if structural fire occurs

POLICE DEPARTMENT

- ☐ Assist in providing emergency information to residents
- ☐ Establish and maintain a security perimeter control
- ☐ Execute traffic control and redirection as needed
- ☐ Evaluate parking ban requirements
- ☐ Assist with evacuations if necessary
- ☐ Patrol and search for abandoned vehicles or hazards
- ☐ Provide security to severely damaged areas
- ☐ Recommend public restrictions to the Emergency Management Director
- ☐ Assist the Fire Department & the Highway Department as needed

HIGHWAY DEPARTMENT

- ☐ Maintain, clear and sand roadways for regular vehicular and emergency vehicle access
- ☐ Monitor utility services and coordinate activities and efforts to restore power if applicable
- ☐ Coordinate efforts to remove downed trees if applicable
- ☐ Inform the Emergency Management Director of road and highway conditions
- ☐ Assist with barricading roadways and other traffic control issues in coordination with the Police Department
- ☐ Assist the Fire Department with equipment and personnel
- ☐ Inspect and assess structural stability of buildings, bridges, dams and other infrastructure in conjunction with the Fire Department
- ☐ Conduct post incident clean-up for return to public use

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Activate and staff the EOC upon notification of a pending weather event or wildfire
- ☐ Activate the appropriate ESFs for the situation
- ☐ Notify the Board of Selectmen
- ☐ Notify NH Homeland Security that the EOC has been activated
- ☐ Request and coordinate state and/or federal resources as required
- ☐ Assemble all available equipment lists and track deployment of equipment
- ☐ Assemble all available personnel lists and track deployment of personnel
- ☐ Coordinate emergency transportation with bus companies as needed
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Authorize public restrictions as needed
- ☐ Release public information bulletins for the public
- ☐ Determine the stability of temporary shelters with Fire Department
- ☐ Activate emergency shelters with assistance from ARC as needed
- ☐ Assess the requirements for fuel, food, water, warming and cooling at the shelter and for emergency responders
- ☐ Approve shelter instructions for residents
- ☐ Provide support to the Fire Department & the Highway Department

FLOODING/EROSION (DAM FAILURE & ICE JAM)

SITUATION

Alexandria is vulnerable to flooding from several types of events including erosion caused by high waters, dam failure and ice jams. Local roads are impacted by rapid snow melt and heavy rain; ice jams have created flooding along the banks of Bog Brook, Patten Brook, Smith River and Fowler River.

Any flooding in Alexandria could result in restricted travel ways, structural flooding and possible evacuation. Pre-identified floodplain areas, severe storms, rapid snow melt, ice jams, dam breaches and the swelling of brooks and streams may all contribute to flooding emergencies.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Provide initial response and assessment and report to the Emergency Management Director
- ☐ Take initial response measures
- ☐ Monitor the situation and report actions taken to the Emergency Management Director
- ☐ Assist the Emergency Management Director as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need

FIRE DEPARTMENT/EMS

- ☐ Perform water rescue(s) if needed
- ☐ Assist with the evacuation of flooded areas
- ☐ Assist with the assessment of damaged buildings
- ☐ Evaluate hazardous materials storage for impact from flooding
- ☐ Assist with notification of residents

POLICE DEPARTMENT

- ☐ Establish perimeter security of evacuated or flooded areas
- ☐ Assist with the evacuation of flooded areas
- ☐ Establish traffic rerouting and roadway blockade as needed
- ☐ Provide on-scene security
- ☐ Assist with notification of residents

HIGHWAY DEPARTMENT

- ☐ Assess road and bridge conditions
- ☐ Monitor river elevations and dams
- ☐ Monitor erosion and roadway stability
- ☐ Maintain storm drain system
- ☐ Assist with heavy equipment
- ☐ Fill/disperse sandbags
- ☐ Assist the Police Department in blockade of roads

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Release public information bulletins for the public
- ☐ Monitor weather and flood conditions
- ☐ Solicit and coordinate state and/or federal assistance if required
- ☐ Assemble all available equipment lists and track deployment of equipment
- ☐ Track the deployment of personnel working the emergency

HAZARDOUS MATERIALS FACILITIES

SITUATION

Hazardous materials may be released in an uncontrolled fashion endangering either personnel or the environment. A hazard can be in the form of solid, liquid, or gaseous contaminants and be brought about by motor vehicle or aircraft accidents involving hazardous materials and/or oil and fuel spills or at fixed facilities.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Provide initial response and assessment and report to the EMD
- ☐ Take initial response measures
- ☐ Monitor the situation and report actions taken to the Emergency Management Director
- ☐ Assist the EMD as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need
- ☐ Assist the Emergency Management Director with the communication of local health risks if they arise from the situation

FIRE DEPARTMENT/EMS

- ☐ Take command and control of the scene as needed
- ☐ Notify the Emergency Management Director of protective actions that should be taken
- ☐ Coordinate and request mutual aid response from Lakes Region Fire Mutual Aid
- ☐ Coordinate and request assistance from the Central NH HazMat Team.
- ☐ Coordinate with state and federal agencies in mitigating the release of toxic elements

POLICE DEPARTMENT

- ☐ Establish on-scene and perimeter security
- ☐ Coordinate mutual aid response of law enforcement agencies
- ☐ Coordinate state police response when applicable
- ☐ Conduct criminal investigation if appropriate

HIGHWAY DEPARTMENT

- ☐ Assist with personnel and equipment
- ☐ Provide containment materials for spills if requested
- ☐ Assist police with road closures, redirecting and reopening as needed

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Release public information bulletins for the public
- ☐ Assist with state and federal agencies as required
- ☐ Assist fire and police as requested
- ☐ Initiate and assist in long-term strategy planning for the affected area

TERRORISM

SITUATION

The deliberate destruction or damage to services, facilities, roadways, railways, or functions could occur at any time with or without notice and may take place in phases with the potential for additional targets. A terrorism event could damage buildings and harm people, but could also potentially change the very nature of the community.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Provide initial response and assessment and report to the Emergency Management Director
- ☐ Take initial response measures
- ☐ Monitor the situation and report actions taken to the Emergency Management Director
- ☐ Assist the Emergency Management Director as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need

FIRE DEPARTMENT/EMS

- ☐ Take command and control of the incident in a unified approach with the Police Department until state and/or federal assistance arrives
- ☐ Control fires and hazardous materials response as needed
- ☐ Perform search and rescue operations if needed
- ☐ Activate the Mass Casualty Plan if needed
- ☐ Assist to evacuate area if required

POLICE DEPARTMENT

- ☐ Take command and control of the incident in a unified approach with the Fire Department until state and/or federal assistance arrives
- ☐ Investigate for further threat or threats
- ☐ Evaluate other potential targets
- ☐ Assist in evacuation if required
- ☐ Coordinate mutual aid law enforcement agencies
- ☐ Conduct criminal investigations
- ☐ Provide facilities for long term investigation

HIGHWAY DEPARTMENT

- ☐ Maintain roadway passage
- ☐ Monitor town public utilities
- ☐ Assist departments with personnel and equipment

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen & NH Homeland Security & Emergency Management
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Coordinate evacuation and sheltering process if necessary
- ☐ Coordinate American Red Cross activities
- ☐ Release informational bulletins for the public
- ☐ Request and coordinate assistance from state and federal agencies
- ☐ Track the deployment of personnel and equipment
- ☐ Develop strategic plan for the incident
- ☐ Assist Fire and Police Department as required

EPIDEMIC/PANDEMIC

SITUATION

The potential exists for epidemic and/or pandemic in Alexandria. The Town is frequented by weekend, summer and winter visitors thus adding to the probability that an epidemic or pandemic could affect the community. Alexandria student also attend school outside of the Town adding to the potential for epidemic and/or pandemic.

RESPONSIBILITIES

ALL DEPARTMENTS RESPONSIBILITIES

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Monitor health conditions within the community and report to the Emergency Management Director
- ☐ Provide initial response and assessment and report to the EMD
- ☐ Take initial response measures
- ☐ Inform the EMD of all actions taken and assist the EMD as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need
- ☐ Assist the Emergency Management Director with the communication of local health risks as needed

FIRE DEPARTMENT/EMS

- ☐ Assist the Police Department with any traffic issues as needed

POLICE DEPARTMENT

- ☐ Increase patrol services and visibility in and around any quarantined areas of Alexandria

HIGHWAY DEPARTMENT

- ☐ Assist the Police Department with any traffic issues as needed

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Release public information bulletins for the public
- ☐ Notify the Central NH Regional Public Health Network
- ☐ Notify the Health Officer
- ☐ Notify local Emergency Responders
- ☐ Notify the Medical Reserve Corp / MACE
- ☐ Notify Speare Memorial Hospital
- ☐ Request and coordinate state/federal assistance
- ☐ Coordinate American Red Cross services if required
- ☐ Open temporary shelters if required
- ☐ Open inoculation centers if required
- ☐ Assist medical personal in the establishment of quarantine units
- ☐ Develop and implement an emergency services plan to include the coordinated procurement of and distribution means of vital supplies

EXTENDED POWER FAILURE

SITUATION

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages. Extended power failure, particularly when combined with poor weather conditions, could pose a particular threat to the community's elderly and/or handicapped populations.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Provide initial response and assessment and report to the Emergency Management Director
- ☐ Take initial response measures
- ☐ Monitor the situation and report actions taken to the Emergency Management Director
- ☐ Assist the Emergency Management Director as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need

FIRE DEPARTMENT/EMS

- ☐ Offer assistance as needed to restore power

POLICE DEPARTMENT

- ☐ Increase patrol services and visibility
- ☐ Call back off duty personnel if required

HIGHWAY DEPARTMENT

- ☐ Monitor and assist the repair of services
- ☐ Offer assistance as needed to restore power

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen
- ☐ Contact the functional needs community and elder citizens who may need assistance
- ☐ Release public information bulletins for the public
- ☐ Initiate long-term strategic planning for the affected area
- ☐ Open temporary shelters if required
- ☐ Request and coordinate state/federal assistance
- ☐ Coordinate American Red Cross services if required
- ☐ Develop a restoration priorities plan
- ☐ Track progress of restoration
- ☐ Develop and implement an emergency services plan to include the coordinated procurement of and distribution means of vital services

MASS CASUALTY INCIDENT (MCI)

SITUATION

The potential exists for a Mass Casualty Incident within Alexandria, particular involving mass transportation such as tour and school busses or incidents involving recreational activities or large gatherings of people.

RESPONSIBILITIES

GENERAL RESPONSIBILITIES FOR ALL DEPARTMENTS

- ☐ Maintain accurate and up-to-date records of:
 - Total man-hours
 - Total equipment hours
 - Cost of materials
- ☐ Provide initial response and assessment and report to the Emergency Management Director
- ☐ Take initial response measures
- ☐ Monitor the situation and report actions taken to the Emergency Management Director
- ☐ Assist the Emergency Management Director as directed
- ☐ Implement Standard Operating Procedures/Guidelines as needed
- ☐ Evaluate personnel status; call back off duty personnel as needed
- ☐ Assemble available equipment and check operation
- ☐ Ensure all vehicles are fueled and ready for use
- ☐ Prepare and test communications systems in the EOC
- ☐ Assist the Emergency Management Director with personnel and equipment to transport individuals if need

FIRE DEPARTMENT/EMS

- ☐ Take command and control of the incident in a unified approach with the Police Department
- ☐ Perform rescue and extrication as required
- ☐ Implement the Mass Casualty Plan if necessary
- ☐ Suppress and control any resulting fires
- ☐ Initiate hazardous materials response if necessary
- ☐ Notify and coordinate regional and state agencies regarding hazardous materials

POLICE DEPARTMENT

- ☐ Take command and control of the incident in a unified approach with the Fire Department
- ☐ Provide interior and outer perimeter control
- ☐ Reroute traffic around site of accident
- ☐ Notify and coordinate state law enforcement agencies
- ☐ Investigate collision and/or fatalities

HIGHWAY DEPARTMENT

- ☐ Assist police with road closures
- ☐ Provide containment materials for spills if requested
- ☐ Salt roadway if requested
- ☐ Assist with post clean-up and opening of roadway if requested

EMERGENCY MANAGEMENT DIRECTOR

- ☐ Determine the extent of the emergency
- ☐ Consider activating and staffing the EOC
- ☐ Notify the Board of Selectmen
- ☐ Release public information bulletins for the public
- ☐ Request state/federal assistance and coordinate efforts
- ☐ Track progress of restoration

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CATEGORIZED RESOURCE INVENTORY LIST

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ALPHABETICAL RESOURCE INVENTORY LIST

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CHAPTER 9 – ADMINISTRATIVE DOCUMENTS & REFERENCE MATERIALS

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ADMINISTRATIVE DOCUMENTS**RECORD OF REVISIONS & CHANGES**

Alexandria Emergency Operations Plan (16 ESF format):	2009
Alexandria Emergency Operations Plan (This Plan; 15 ESF Format):	2016

SIGNATORIES TO THE ALEXANDRIA EMERGENCY OPERATIONS PLAN

Name	Position	Signature
The signatures below indicate the signee has read the Alexandria Emergency Operations Plan 2016 and understands his/her responsibilities as outlined in the Plan. (L) = Lead Agency		
George Clayman	Emergency Management Director	
Jeff Cantara	Road Agent	
Mark Chevalier	Fire Chief	
Donald Sullivan	Police Chief / Deputy EMD	
Jennifer Dostie	Administrative Assistant	
Mike Provost	Health Officer	
George Tuthill	Board of Selectmen - Chair	
Michael Broome	Board of Selectmen	
Robert Piehler	Board of Selectmen	

**Signatures are scanned-original signatures on file.*

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STATEMENT OF ADOPTION – ALEXANDRIA

This publication of the Alexandria, NH Emergency Operations Plan represents a concerted effort on the part of town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The stated purpose of this Plan and associated supporting documents is to facilitate the delivery of local government, Town and mutual aid resources and to provide needed assistance and relief to disaster victims and the community at large. As no Town has the resources to manage a major emergency without outside assistance, this Plan represents the Alexandria's best intentions to deal with disaster within the framework of town and statewide coordination.

The adoption of this Plan nullifies all previously adopted Emergency Operations Plans for the Town of Alexandria, NH.

Statement of Adoption for the Town of Alexandria

Chairman of the Board of Selectmen

Signature

Print Name

Member of the Board of Selectmen

Signature

Print Name

Member of the Board of Selectmen

Signature

Print Name

Emergency Management Director

Signature

Print Name

**Signatures are scanned-original signatures on file.*

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NIMS RESOLUTION - ALEXANDRIA

It is hereby resolved by the Town of Alexandria, New Hampshire that:

WHEREAS; Emergency response to critical incidents, whether natural or human-caused, requires integrated professional management and

WHEREAS; Unified command of such incidents is recognized as the management model to maximize the public safety response and

WHEREAS; The National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions and

WHEREAS; Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

THEREFORE; it shall be the public policy of this municipality to adopt the NIMS concept of emergency planning and unified command. It shall further be the policy of this municipality to train public officials responsible for emergency management.

National Incident Management System (NIMS)**Chairman of the Board of Selectmen**

Signature

Print Name

Member of the Board of Selectmen

Signature

Print Name

Member of the Board of Selectmen

Signature

Print Name

Emergency Management Director

Signature

Print Name

**Signatures are scanned-original signatures on file.*

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ANNUAL CONCURRENCE YEAR ONE

The Town of Alexandria, NH shall execute this page annually by the members of the new governing body at their first organizational meeting.

Alexandria, NH
Emergency Operations Plan

Date _____

Reviewed and Approved by the Emergency Management Director

SIGNATURE: _____

PRINTED NAME: _____
Emergency Management Director

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen-Chair

EOC Alert List Review & Update:

Date *Initials*

Resource Inventory List Review & Update:

Date *Initials*

Please use reverse side for additional notes



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ANNUAL CONCURRENT YEAR TWO

The Town of Alexandria, NH shall execute this page annually by the members of the new governing body at their first organizational meeting.

Alexandria, NH
Emergency Operations Plan

Date _____

Reviewed and Approved by the Emergency Management Director

SIGNATURE: _____

PRINTED NAME: _____
Emergency Management Director

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen-Chair

EOC Alert List Review & Update:

Date *Initials*

Resource Inventory List Review & Update:

Date *Initials*

Please use reverse side for additional notes



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ANNUAL CONCURRENT YEAR THREE

The Town of Alexandria, NH shall execute this page annually by the members of the new governing body at their first organizational meeting.

Alexandria, NH
Emergency Operations Plan

Date _____

Reviewed and Approved by the Emergency Management Director

SIGNATURE: _____

PRINTED NAME: _____
Emergency Management Director

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen-Chair

EOC Alert List Review & Update:

Date *Initials*

Resource Inventory List Review & Update:

Date *Initials*

Please use reverse side for additional notes



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ANNUAL CONCURRENT YEAR FOUR

The Town of Alexandria, NH shall execute this page annually by the members of the new governing body at their first organizational meeting.

Alexandria, NH
Emergency Operations Plan

Date _____

Reviewed and Approved by the Emergency Management Director

SIGNATURE: _____

PRINTED NAME: _____
Emergency Management Director

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen

Concurrence of Approval by the Board of Selectmen

SIGNATURE: _____

PRINTED NAME: _____
Board of Selectmen-Chair

EOC Alert List Review & Update:

Date *Initials*

Resource Inventory List Review & Update:

Date *Initials*

Please use reverse side for additional notes



This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, typical of notebook or school paper. The background is white, and there are no margins, text, or other markings present.

REFERENCE MATERIALS

TOWN STATISTICS

Table 2.1 - Town Statistics

Census Population Data	2010	2000	1990	1980
Alexandria NH - Census Population Data	1,613	1,334	1,173	706
Grafton County	89,118	81,826	74,998	65,806
Growth Rate 1980-2010	128.47%			
Elderly Population-% over 65 (ACS 2010-2014)	16.2%			
Median Age (ACS 2010-2014)	43.1			
Median Household Income (ACS 2010-2014)	\$57,813			
Individuals below the poverty level (ACS 2010-2014)	9.2%			
Season Population Change - Winter	0%			
Seasonal Population Change - Summer	20%			
Housing Statistics (2010 Census)				
Total Housing Units	967			
Occupied Housing Units	634			
Owner Occupied Units	549			
Renter Occupied	85			
Vacant Housing Units	333			
Units for Seasonal, Recreational or Occasional Use	299			
Assessed Structure Value (2015-MS1)	Value		1% Damage	5% Damage
Residential Buildings	\$109,981,500		\$1,099,815	\$5,499,075
Manufactured Housing	\$4,006,200		\$40,062	\$200,310
Commercial Buildings	\$2,642,900		\$26,429	\$132,145
Other Utilities			\$0	\$0
Tax Exempt Buildings	\$1,849,400		\$18,494	\$92,470
Utilities	\$18,125,000		\$181,250	\$906,250
Total	\$136,605,000		\$1,366,050	\$6,830,250
Regional Coordination				
County	Grafton			
Tourism Region	Lakes Region			
Municipal Services & Government				
Town Manager	No			
Board of Selectmen	Yes (elected)			
Planning Board	Yes (elected)			
School Board	School Board Representative for SAU 4			
Zoning Board of Adjustment	No; No zoning			
Conservation Commission	Yes (appointed)			

Table 2.1 - Town Statistics

<i>Master Plan</i>	Yes (2014)
<i>Emergency Operation Plan (EOP)</i>	Yes (2009)
<i>Hazard Mitigation Plan (HMP)</i>	Yes (2011)
<i>Zoning Ordinance</i>	No
<i>Subdivisions Regulations</i>	Yes (2015)
<i>Capital Improvement Plan</i>	No
<i>Capital Reserve Funds</i>	Yes
<i>Building Permits Required</i>	Yes
<i>Site Plan Regulations</i>	No
<i>Town Web Site</i>	Yes; www.alexandrianh.com
<i>Floodplain Ordinance</i>	Yes; (2007)
<i>Member of NFIP</i>	16-Jul-07
<i>Flood Insurance Rate Maps (DFIRMS)</i>	20-Feb-08
<i>Flood Insurance Rate Study (FIS)</i>	20-Feb-08
Percent of Local Assessed Valuation by Property Type-2014 (NH Department of Revenue)	
<i>Residential Buildings</i>	88.8%
<i>Commercial Land & Buildings</i>	2.0%
<i>Other (including Utilities)</i>	9.3%
Emergency Services	
<i>Town Emergency Warning System(s)</i>	CodeRED
<i>School Emergency Warning System(s)</i>	School Messenger
<i>Emergency Page</i>	No
<i>Facebook Page</i>	Police & Fire Departments, Town and Conservation Commission
<i>ListServ</i>	No
<i>Local Newspapers</i>	Alexandria Today (newsletter/monthly); Newfound Landing
<i>Local TV Stations</i>	NH-1; WMUR
<i>Local Radio</i>	Mix 94.1 FM, 89.1 NPR, 99.1 NH-1
<i>Police Department</i>	Yes full-time; full-time Chief, one full-time and one part-time
<i>Police Dispatch</i>	Franklin Police Dispatch
<i>Police Mutual Aid</i>	Hebron, Danbury, Grafton, Franklin, New Hampton & Plymouth
<i>Animal Control Officer</i>	Yes (Police Department)
<i>Fire Department</i>	Yes volunteer; volunteer Chief, 29 firefighters
<i>Fire Dispatch</i>	Lakes Region Fire Mutual Aid
<i>Fire Mutual Aid</i>	Lakes Region Fire Mutual Aid
<i>Fire Stations</i>	One
<i>Fire Warden</i>	Yes
<i>Emergency Medical Services</i>	Alexandria Fire Department
<i>EMS Dispatch</i>	Lakes Region Fire Mutual Aid

Table 2.1 - Town Statistics

<i>Emergency Medical Transportation</i>	Bristol Fire Department
<i>HazMat Team</i>	Central NH HazMat Team
<i>Established EMD</i>	Yes
<i>Established Deputy EMD</i>	Yes
<i>Public Health Network</i>	Central NH Regional Public Health Network
<i>Health Officer</i>	Yes
<i>Building Inspector</i>	No
<i>Established Public Information Officer (PIO)</i>	No (except for PD)
<i>Nearest Hospital(s)</i>	Spear Memorial Hospital, Plymouth (21 miles, 25 beds)
<i>Alternate Hospital</i>	Franklin Regional Hospital, Franklin (15 miles, 25 beds)
<i>Local Humane Society or Veterinarians</i>	Bristol Veterinary Hospital; NH Humane Society (Meredith) and contract with Upper Valley Humane Society
<i>Primary EOC</i>	Town Offices
<i>Secondary EOC</i>	Bristol Fire Station
<i>Primary Shelter</i>	Old Town Hall
<i>Secondary Shelter</i>	Newfound Regional High School (regional) or the Alexandria United Methodist Church
Utilities	
<i>Town Sewer</i>	Private septic
<i>Highway Department</i>	Yes; full-time Road Agent, three full-time, one seasonal employees
<i>Public Works Mutual Aid</i>	Yes
<i>Water Supply</i>	Private wells
<i>Waste Water Treatment Plant</i>	No
<i>Electric Supplier</i>	Eversource & NH Electric Coop
<i>Natural Gas Supplier</i>	None
<i>Cellular Telephone Access</i>	Limited
<i>High Speed Internet</i>	Yes; Metrocast
<i>Telephone Company</i>	Fairpoint
Transportation	
<i>Primary Evacuation Routes</i>	NH Route 104
<i>Secondary Evacuation Routes</i>	NH Route 3-A; Cass Mill Road
<i>Nearest Interstate</i>	I-93, Exit 23 (9 miles)
<i>Nearest Airstrip</i>	Newfound Valley, Bristol (1,900 ft. runway)
<i>Nearest Commercial Airport(s)</i>	Lebanon Municipal (42 miles, 1 passenger airline)
	Manchester-Boston Regional Airport (58 miles)
<i>Public Transportation</i>	No (First Student is bus company)
<i>Railroad</i>	No

Table 2.1 - Town Statistics

Education & Childcare		
Elementary School	Grades K-12 are part of Newfound Area (Alexandria, Bridgewater, Bristol, Danbury, Hill, Groton, Hebron & New Hampton)	
Middle School		
High School		
School Administrative Unit	SAU 4	
Conserved Land as a Percent of Land in the Community (GIS Analysis)		
	Square Miles	Percent of Town Land
Approximate Square Miles in Community	When mapping is done	#DIV/0!
Approximate Non-Conserved Land (current use)		#DIV/0!
Approximate Total Conserved Land		#DIV/0!
Approximate Federal Owned Land		#DIV/0!
Approximate State Owned Land		#DIV/0!
Approximate State Municipal/County Land		#DIV/0!
Approximate Private Land		#DIV/0!
Fire Statistics (NH Division of Forests & Lands & the Town of Alexandria)		
Alexandria Wildfire Fire Calls (2015)	None	
Grafton County Fire Statistics (2015)	17 fires, 22.6 acres	
State Forest Fires FY (2015)	134 fires, 661 acres	
*Information derived using GIS Analysis		
**Information derived from the NH Division of Forests and Lands, Fire Warden & State Forest Ranger Report, November 2015; http://www.nhdf.org/fire-control-and-law-enforcement/fire-statistics.aspx and from Town of Alexandria.		
Information found in Table 2.1, unless otherwise noted, was derived from the Economic & Labor Market Information Bureau, NH Employment Security, January 2016. Community Response Received 5/18/15; http://www.nhes.nh.gov/elmi/products/cp/profiles-htm/alexandria.htm		

SHELTER RECOMMENDATIONS

A comprehensive Shelter Plan should include (but not be limited to) such items as:

- Memorandums of Understanding (MOU) between the Shelter and other authorities, i.e. the Town.
- Inventories of available resources, i.e., cots, blankets, pillows, food, water, etc.
- Lists of available volunteer and staff members along with their contact numbers.
- Transportation resources that will enable the transport of not only goods and services to the shelter but also evacuees.
- Disaster welfare and inquiry forms and documents that will enable loved ones to connect with one another, for example the American Red Cross “Safe & Well Program”.
- Floor plans of the facility.
- Pre-determined instructions to evacuees on what to bring to the shelter.
- Pre-determined information on pet sheltering.
- Instructions for use of alternative shelter facilities.
- Pre-determined locations for the storage of stockpiles of food, water and other donations.
- Pre-determined plan of action to accommodate the functional needs individuals and those with special dietary needs.
- Basic first aid accommodations and contact numbers for medical and mental health assistance.
- Pre-planned agreements with Law Enforcement for security measures and traffic control at the shelter.
- Pre-planned agreements with the Fire Department for fire surveillance.
- Systems that can verify and credential volunteers who will help out.
- Provisions to ensure proper food inspection, safety and serving and lists of resources and contacts that will help ensure the proper handling and safety of food.
- Pre-planned registration procedures to document evacuees and staff.
- Identified means of public communication to keep evacuees informed within the shelter.
- A Shelter “Start-up Kit” along with its location and an inventory of kit items such as:
 - *White board*
 - *Poster paper*
 - *Clip boards*
 - *Flash lights*
 - *Scissors, staplers*
 - *Registration materials (i.e. file cards, Red Cross registration forms)*
 - *Snacks-coffee, tea, cookies, (rotate every six months)*
 - *ID badges*
 - *Tape (painter’s tape and duct tape)*
 - *Toiletries (items such as diapers, toilet paper, waterless sanitizer, sanitary napkins, etc.)*
 - *Flip chart*
 - *Whistle*
 - *Magic markers, colored pens, pencils, pens, paper*
 - *Trash bags, (plastic)*
 - *Cleaning supplies (all-purpose cleaner)*
 - *Battery operated radios& batteries*
 - *Gloves*

In addition to the provision of shelter and mass care services, other items may need to be addressed in the Shelter Plan. For example, evacuees may need assistance with clothing, basic medical attention, prescription medicines, mental health services, temporary housing and other support services. Some of the services may be provided by the same volunteer organizations that are operating shelters.

The American Red Cross publishes standards for temporary shelters. The following is a basic list of suggested criteria for shelter selection:

- **Condition / location of the shelter**
 - Structurally sound and in a safe condition
 - Not located in an area prone to flooding, or where flooding can cut off access to the facility
 - Not located in a hazardous material risk area
- **General characteristics that a shelter should have**
 - Adequate sleeping space
 - Sufficient restrooms for the population housed
 - Adequate climate control system
 - A kitchen/ dining area
 - Shower facilities
 - Telephone service
 - Adequate parking
 - Emergency backup power

For health reasons, shelters operated by the American Red Cross and most other organized volunteer groups do not allow pets, unless these pets are designated service animals. However a number of studies have indicated that some people, particularly the elderly will not leave their homes if they cannot take their pets with them. Leaving animals may also place them in harm's way. Pet owners have been known to return to evacuated areas in search of their pets, in spite of the danger warnings. *ESF #6, Mass Care, Housing & Human Services*, addresses these issues in more detail.

TERRORISM DEFINITIONS

Terrorism involves the use or threatened use of criminal violence against people, institutions, livestock, food sources or facilities to achieve a political or social objective through fear and intimidation, rather than direct confrontation. Unlike a disaster caused by nature or an accident involving hazardous materials, it requires the deliberate and premeditated action of a person or group to occur.

WEAPONS OF MASS DESTRUCTION (WMD)

Weapons of Mass Destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, disease organisms, radiation or radioactivity, explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations. They are described in law as:

INCENDIARY/EXPLOSIVES

The easiest to obtain and use of all weapons is still a conventional explosive device, or Improvised Explosive Device (IED), which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments and special events, also can cause explosions and fires. Bombs and firebombs are cheap and easily constructed, involve low technology and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

COMBINED HAZARDS

WMD agents can be combined to achieve a synergistic effect – greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

BIOLOGICAL

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent) and detection (gathering and interpretation of public health surveillance data). When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few minutes, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community. Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism should also be considered during the planning process. Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague).

CHEMICAL

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders - firefighters, police, hazardous materials (HazMat) teams, emergency medical services (EMS) and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences.

Early in an investigation, it may not be obvious whether an infectious agent or a hazardous chemical caused an outbreak; however, most chemical attacks will be localized and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or even forever. Non-persistent agents have high evaporation rates, are lighter than air and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

NUCLEAR AND RADIOLOGICAL

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.

The scenarios constituting an intentional nuclear/radiological emergency include the following:

- Use of an **improvised nuclear device (IND)** includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons grade can still be used.
- Use of a **radiological dispersal device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. By placing radiological material in close proximity, any improvised device could be used.
- Use of a **simple RDD** that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

CYBER-TERRORISM

Cyber-terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks and other forms of attack rather than addressing issues related to contingency and consequence management planning.

AGRI-TERRORISM

Any terrorist act using biological agents, achieved by poisoning the food or water supplies or by introducing diseases among livestock. This can involve the use of chemical or biological agents.

OTHER TERRORISM HAZARDS

Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, it is anticipated that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

Low-Tech Devices and Delivery

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Although present airline security measures minimize the

possibility of explosives being brought on board airliners, planners will need to consider the level of security presently employed on ships, trains and buses within their jurisdictions. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

Infrastructure Attacks

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection will involve proactive risk management actions to prevent the destruction of or incapacitating damage to networks and systems that serve our communities.

Infrastructure protection often is more focused on security, deterrence and law enforcement than on emergency preparedness and response. The State of New Hampshire's departments and agencies must develop contingency plans in the event critical infrastructures are brought down as the result of a terrorist incident.

Presidential Decision Directive 63 was issued in May 1998. It established the Critical Infrastructure Assurance Office (CIAO) and outlined steps to be taken to protect critical infrastructures from disruptions that could have serious public health and safety, economic, or national security impacts.

ACRONYMS & ABBREVIATIONS

ACS	Acute Care Site
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BOCA	Building Officials and Code Administrators
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure & Key Resources
CIP	Capital Improvements Program
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
DBHRT	Disaster Behavioral Health Response Team
DEMD	Deputy Emergency Management Director
DES	Department of Environment Services
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DMCR	Disaster Management Central Resource
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
HD	Highway Department
DRC	Disaster Recovery Center
DRED	Department of Resources & Economic Development
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMD	Emergency Management Director
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FOC	Field Operations Center
FOG	Field Operating Guide
FRERP	Federal Radiological Emergency Response Plan
NRP	National Response Plan
GIS	Geographic Information System
HSAS	Homeland Security Advisory System (former color-coded system)

HazMat	Hazardous Material(s)
HMGP	Hazard Mitigation Grant Program
HSEM	Homeland Security Emergency Management
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICS	Incident Command System
JIC	Joint Information Center
MA	Mutual Aid
MCI	Mass Casualty Incident
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGVD	National Geodetic Vertical Datum of 1929
NHDOT	NH Department of Transportation
NIMS	National Incident Management System
NTAS	National Terrorism Advisory System
NWS	National Weather Service
ODP	Office for Domestic Preparedness (DHS)
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHS	Public Health Service
PIO	Public Information Officer
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
RERP	Radiological Emergency Response Plan
RNAT	Rapid Needs Assessment Team
SARA	Superfund Amendments and Reauthorization Act of 1986 (a.k.a. EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SITREP	Situation Report (Also SitRep)
SLG	State and Local Guide
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SNS	Strategic National Stockpile
UC	Unified Command
USDA	US Department of Agriculture
USDA-FS	USDA-Forest Service
USGS	United States Geological Society
VOAD	Volunteer Organization Active in Disasters
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team

DEFINITIONS

Aerosol – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

Amateur Radio – A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

Biological Agents – Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Catastrophic Disaster – For the purposes of this Plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on state and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects state, local and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance – A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (Reportable Quantity Chemicals)

Citizen Emergency Response Team (CERT) – Group of citizen volunteers who offer assistance during disasters or major emergencies.

Chemical Agent – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects; generally separated by severity of effect: lethal, blister and incapacitating.

Civil Air Patrol (CAP) – A civilian auxiliary of the United States Air Force. The CAP provides volunteer pilots, aircraft, communications and ground personnel for emergency use in search and rescue, messenger service, light transport flights, airborne communications, ground search and reconnaissance support.

Civil Disturbance – A Civil Disturbance is the degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Consequence Management – Measures to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Continuity of Government (COG) – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COOP) – Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

Continuity of Operations (COOP) Plan – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire and plan the resources needed to anticipate, prevent and/or resolve a threat of terrorism.

Critical Incident Stress Debriefing Team (CISD) – CISD is counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to accelerate recovery in normal people experiencing normal reactions to totally abnormal events.

Cyber-terrorism – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures, such as energy, transportation, or government operations in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Damage Assessment (DA) – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

Decontamination – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Disaster – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a "natural disaster", a localized event may present sufficient impact to a jurisdiction to be classified as a disaster.

Disaster Field Office (DFO) – The office established in or near the designated area to support federal and state response operations.

Disaster Medical Assistance Team (DMAT) – Team from the Office of the Assistant Secretary for U.S. Health/Office of Emergency Preparedness - National Disaster Medical Assistance (OASH/OEP-NDMS), that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

Disaster Mortuary Operational Response Team (DMORT) – Is a federalized team of private citizens associated with the National Foundation for Mortuary Care, that respond under *ESF #8, Health & Medical* through FEMA. The DMORT is responsible for maintaining temporary morgues, victim identification and processing, preparing and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify and process deceased victims.

Disaster Recovery Center (DRC) – A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, state and federal agencies will staff the DRC (i.e., social services, state public health and the IRS).

Disaster Welfare Inquiry (DWI) System - Safe & Well System – System set up by the American Red Cross to collect, receive and report information about the status of victims and assist families with reunification.

Distribution Centers (POD, Point of Distribution) – Facilities operated by local governments, local churches, community-based organizations and voluntary agencies for providing donated goods directly to disaster victims.

Emergency – An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that state assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Alert System (EAS) – A voluntary network of broadcast stations and inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. EAS is made up of AM, FM and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/human-caused emergencies or disasters at national, state or local levels.

Emergency Management Director/Coordinator (EMD) – The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) – A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The Plan identifies authorities, relationships and the coordinated actions to be taken based on predetermined assumptions, objectives and existing capabilities.

Emergency Response Team (ERT) – FEMA group, composed of a headquarters element and a regional element that is deployed, to the scene of an extraordinary situation to coordinate the overall federal response.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of local, state or federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and to maintain public safety.

Environment – Water, air and land and the interrelationship, which exists among and between them and all living things.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies or threats necessitate such action.

Exercise – Maneuver or simulated emergency condition involving planning, preparation and execution; carried out for the purpose of testing, evaluating, planning, developing, training and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of the Emergency Operations Plan.

Federal Coordinating Officer (FCO) – The senior federal official appointed in accordance with P.L. 93-288, to coordinate the overall federal response and recovery activities.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated and effective delivery of federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.).

Fixed Nuclear Facility (FNF) – A fixed nuclear facility may be nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

Functional Areas of Responsibility – Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/disaster in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the local EOP. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services) and the department/agency responsible for providing those services/functions and the primary tasks/activities associated with the particular service/function.

Governors Authorized Representative (GAR) – The representative (usually the Director of Emergency Management) of the Governor who coordinates the state response and recovery activities with those of the Federal Government.

Hazard – Any situation that has the potential for causing damage to life, property and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazardous Material (HazMat) – A hazard material is any substance or material, which may pose an unreasonable risk to safety, health or property.

Hazardous Waste – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

Improvised Explosive Device (IED) – An improvised explosive device (IED) attack is a "homemade" bomb and/or destructive device to destroy, incapacitate, harass, or distract. IEDs are used by criminals, vandals, terrorists, suicide bombers and insurgents. Because they are improvised, IEDs can come in many forms, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. IEDs can be carried or delivered in a vehicle; carried, placed, or thrown by a person; delivered in a package; or concealed on the roadside.

Incident Action Plan (IAP) – The Plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post (ICP) – The Incident Command Post is the location where primary command functions are made. This may be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical Staging area. As command function transfers so does the Incident Command Post (ICP).

Incident Command System (ICS) – An Incident Command System is a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring a new, reorganized command structure.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

In-kind Donations – Donations of goods or materials, such as food, clothing, equipment and building materials instead of money.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or federal, state, local agencies.

Joint Operations Center (JOC) – A centralized operations center established by the FBI Field Office during terrorism-related incidents to provide a single point of direction, control and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving federal assets.

Lead Agency – The federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Local Government – A political subdivision of the State that is usually at the County or municipal levels.

Major Disaster – As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mass Care – Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural or human-caused disaster.

Memorandum of Agreement/Understanding (MOA/MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations) and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mitigation – Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

Mobilization – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster/emergency situation including war.

Multi-Hazard – A functional approach to planning, which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Mutual Aid Agreement – A Mutual Aid Agreement is a formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

National Disaster Medical System (NDMS) – The National Disaster Medical System is a nation-wide medical mutual aid network between the federal and non-federal sectors that include medical response, patient evacuation and definitive medical care.

National Flood Insurance Program (NFIP) – The National Flood Insurance Program is a federal program to provide flood insurance coverage in those communities, which enact and enforce floodplain management regulations.

National Hurricane Center (NHC) – A federal tracking center that forecasts and plots the formation and movement of tropical storms. It also alerts appropriate areas of the danger.

National Oceanic and Atmospheric Administration (NOAA) – A federal agency within the U.S. Department of Commerce, which deals in ocean survey/exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

National Response Center (NRC) – Established under the Clean Water Act and CERCLA and operated by the U.S. Coast Guard, the NRC receives and relays notices of discharges or releases, disseminates reports when appropriate and provides facilities for use in coordinating a national response action when required.

National Response Team (NRT) – Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

National Security – Measures taken to protect the Nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include but are not limited to, conventional and unconventional war, chemical, biological and nuclear war or terrorism.

National Warning System (NAWAS) – The federal warning system, used to disseminate warnings of imminent natural disaster or enemy attack to a regional warning system, which passes to the State warning points for action.

National Weather Service (NWS) – A federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornados, tropical storms, etc.

New Hampshire Emergency Operations Plan (State EOP) – The State plan designed to cover all natural and human-caused emergencies and disasters that threaten the State.

Nuclear Regulatory Commission (NRC) – The federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes and construction.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Persistent Agent – An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

Point of Distribution (POD) - Facilities operated by local governments, local churches, community-based organizations and voluntary agencies for providing donated goods directly to disaster victims.

Preliminary Damage Assessment (PDA) – An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

Preparedness – Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage and protect property. Procedures and agreements to obtain emergency supplies, material, equipment and people are developed.

Lead Agency – The Lead Agency is an agency, organization or group designated as an ESF Lead Agency serve as the executive agent under the local EOP to accomplish the assigned ESF mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as “Co-Lead” agencies.

Public Health – A common function in multi-hazard planning, which focuses on general health and medical concerns, under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) – The person tasked with preparing and disseminating all information to the media or to the public.

Radiation – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Reception Center – A Reception Center is a donations management facility to receive specific, undesigned or unsolicited goods such as food, water, clothes and building supplies.

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services and reconstruction of damaged areas.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

Response – Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter and other protective measures.

Revised Statutes Annotated (RSAs) – The specific form of State Law, codified and recorded for reference.

Shelter – A facility to house, feed and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guidelines (SOG) – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOGs can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

State Coordinating Officer (SCO) – The representative of the Governor (usually the Director (Coordinator) of Emergency Management) who coordinates the state response and recovery activities with those of the Federal Government.

State Emergency Response Commission (SERC) – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing/overseeing local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) – A team of senior representatives of state agencies, state level volunteer organizations and state level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director/Coordinator of EM serves as the SERT leader.

State Warning Point (SWP) – The state facility (NH State Police Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Strategic National Stockpile (SNS) – The United States national repository of antibiotics, vaccines, chemical antidotes, antitoxins and other critical medical equipment and supplies.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF.

Task Force – A group of resources with shared communication and leader; it may be pre-established and sent to an incident or it may be created at the incident.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and US territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Unified Command (UC) – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities and authorities remain intact.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A Vulnerability Analysis is a determination of possible hazards that may cause harm; a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security and safety systems at a particular facility or within a jurisdiction.

Weapon of Mass Destruction (WMD) – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

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AUTHORITY OF EMERGENCY RESPONSE AGENCIES

Position/Agency	Authorities	Authority
Governor	★ Delegation of Authority to HSEM Director.	RSA 21 P-37
	★ Declaration of State of Emergency.	
	★ Ordering Evacuation.	
	★ Ordering other Protective Actions.	
Department of Agriculture	★ Regulation of Food Handling, Preparation, Storage, & Distribution.	RSA 426
	★ Environmental Sampling.	RSA 107
Department of Education	★ Assist in Coordination of Emergency Response Activities of School Districts.	RSA 21
Department of Employment Security	★ Actions & Provisions as Specified in the Disaster Relief Act of 1974.	RSA 108
Department of Environmental Services	★ Control of Public Water Supplies.	RSA 149
	★ Environmental Sampling.	
Department of Health & Human Services: Division of Community & Public Health Services	★ Radiological Waste Disposal.	RSA 125
	★ Transportation of Patients and Use of Vehicles as Ambulances.	RSA 151
	★ Response Expenses.	RSA 161
	★ Reciprocal Agreements.	
Division of Human Services	★ Emergency Social Services.	RSA 161
	★ Referral services for Evacuees.	
	★ Emergency Shelter.	RSA 126
Department of Resource & Economic Development	★ Access & Traffic Control in State Parks & Forests.	RSA 218 RSA 12
Department of Safety Division of Fire Safety & Emergency Management	★ Direction of Emergency Response Organization.	RSA 21
	★ Control of Emergency Communications.	
	★ Request Federal and Regional Assistance.	
	★ Actions & Provisions of the Disaster Relief Act of 1974.	RSA 108
	★ NH Radiological Emergency Response Plan.	RSA 21/125
Pupil Transportation	★ Direct Resources of Bus Services.	RSA 265
State Police	★ Access Control.	RSA 106
	★ Support to Local Police.	
	★ Support to Traffic Control.	
	★ Crime Prevention & Control.	
	★ Request for Regional Law Enforcement Assistance.	NESPAC
Emergency Management	★ Local Organization for Emergency Management	RSA 21-P:39
	★ Immunity and Exemption	RSA 21-P:41

Position/Agency	Authorities	Authority
Department of Transportation	★ Utilize Traffic Control Devices.	RSA 228
	★ Clearing Roads of Vehicles, Debris, & Snow.	
	★ Installing Evacuation Route Signs.	
Fish & Game Department	★ Support DPHS Special Environmental Sampling & Monitoring of Shellfish.	RSA 206
	★ Access & Traffic Control in Remote Areas.	RSA 211
	★ Notification & Evacuation of Individuals in Outdoor Recreational Areas.	RSA 208
NH National Guard	★ Mobilization of Reserves for Protracted Emergency Period.General Support.	RSA 110
Fire Department	★ NH Statutes and Codes; Chapter 154, Firewards, Firefighters and Fire Hazards ★ Authority of Fire Officer in Charge; RSA154:7.	Chapter 154 RSA 154:1 to 154:34
Police Department	★NH Statutes and Codes; Title VII, Chapter 105 A – Police Officers and Watchmen ★ Authority of Fire Officer in Charge; RSA 154:7	Chapter 105 A
Public Utilities Commission	★ Consider Implementation of Emergency Regulations.	RSA 107:B
	★ Provide State Emergency Response Organization additional Nuclear Facility Onsite Information.	
	★ Monitor Performance of Utilities Emergency Response.	
Civil Air Patrol	★ Transportation of Passengers & Equipment.	LOA
	★ Aerial Reconnaissance of Surface Traffic.	
	★ Air & Ground Search and Rescue.	
	★ Airborne Damage Assessment.	
	★ Aerial Radiological Monitoring.	
	★ Radio Communication Support.	
	★ Courier & Message Service.	
U.S. Coast Guard	★ Controlling Access to EPZ by Sea.	Title 33, CFR Parts 165.20 & 160.111
	★ Marine Emergency Notification to Commercial & Pleasure Craft.	
Federal Agencies	★ Authorities of Public Law 93-288, as amended, <i>the Robert T. Stafford Disaster Relief & Emergency Assistance Act.</i>	PL 93-288
*RSA = (New Hampshire Revised Statues Annotated) of the State Emergency Management Act		

EMERGENCY MANAGEMENT STATUTES – CHAPTER 21P

Selected sections pertaining to Local Emergency Management

21-P: 34 Purposes

The emergency management powers are conferred upon the governor and upon other executive heads of governing bodies of the state; the creation of local organizations for emergency management in the political subdivisions of the state is authorized

21-P: 35 Definitions

"Emergency management" means the preparation for and the carrying out of all emergency functions resulting from the occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or human-caused cause, including but not limited to fire, flood, earthquake, windstorm, wave actions, technological incidents, oil or chemical spill, or water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, or riot.

"Local organization for emergency management" means an organization created in accordance with the provisions of this subdivision by state, county, or local authority to perform local emergency management functions.

"State of Emergency" means that condition, situation, or set of circumstances deemed to be so extremely hazardous or dangerous to life or property that it is necessary and essential to invoke, require, or utilize extraordinary measures, actions and procedures to lessen or mitigate possible harm.

21-P: 39 Local Organization for Emergency Management.

- I. Each political subdivision of the state shall establish a local organization for emergency management in accordance with the state emergency management plan and program. Each local organization for emergency management shall have a local director who shall be appointed and removed by the county commissioners of a county, the city council of a city, or board of selectmen of a town and who shall have direct responsibility for the organization, administration and operation of such local organization for emergency management, subject to the direction and control of such appointing officials. Each local organization shall have jurisdiction only within its respective political subdivision and the director appointed by that political subdivision shall be responsible to his or her appointing authority. The appointing authority may appoint one of its own members or any other citizen or official to act as local director and shall notify the state director in writing of such appointment. If a local director is removed, the state director shall be notified immediately. Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized.
- II. Until a local director has been appointed, the chief elected official shall be directly responsible for the organization, administration and operation of such local organization for emergency management.
- III. In carrying out the provisions of this subdivision, each political subdivision in which any disaster as described in RSA 21-P:35, V occurs may enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property and providing emergency assistance to the victims of such disaster. Each political subdivision may exercise the powers vested under this section in the light of the exigencies of the extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law, excepting mandatory constitutional requirements, pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials and the appropriation and expenditure of public funds.

- IV. In carrying out the provisions of this subdivision, each political subdivision in which any disaster as described in RSA 21-P:35, V occurs may meet at any place within or without the territorial limits of such political subdivision and shall proceed to establish and designate by ordinance, resolution, or other manner, alternate or substitute sites or places as the emergency temporary location or locations of such government where all or any part of the public business may be transacted and conducted during the emergency situation. Such sites or places may be within or without the territorial limits of such political subdivision, but shall be within this state.

21-P: 40 Mutual Aid Arrangements

The local director of each local organization for emergency management may, with the approval of the commissioner and in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted. Such arrangements shall be consistent with the state emergency management plan and program and in time of emergency it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements. Parties shall be entitled to the same immunities and exemptions as provided in RSA 21-P:41.

21-P: 41 Immunity and Exemption

- I. All functions under this subdivision and all other activities relating to emergency management are hereby declared to be governmental functions. Neither the state nor any of its political subdivisions nor any agency of the state or political subdivision, nor any private corporations, organizations, or agencies, nor any emergency management worker complying with or reasonably attempting to comply with this subdivision, or any order or rule adopted or regulation promulgated pursuant to the provisions of this subdivision, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity. The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this subdivision, under the workers' compensation law, or under any retirement law, nor the right of any such person to receive any benefits or compensation under any act of Congress.
- II. Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency management worker who shall, in the course of performing his or her duties as such, practice such professional, mechanical, or other skill during an emergency.
- III. As used in this section the term "emergency management worker" includes any full or part-time paid, volunteer, or auxiliary employee of this state, other states, territories, possessions, the District of Columbia, the federal government, any neighboring country, or of any political subdivision of such entities, or of any corporation, agency or organization, public or private, performing emergency management services at any place in this state subject to the order or control of, or pursuant to a request of, the state government or any of its political subdivisions.
- IV. Dentists licensed in this state, nurses registered in this state, student nurses undergoing training at a licensed hospital in this state, or emergency medical care providers licensed under RSA 153-A, during any emergency, shall be regarded as authorized emergency management workers and while so engaged may practice, in addition to the authority granted them by other statutes, administration of anesthetics; minor surgery; intravenous, subcutaneous and intramuscular procedures; and oral and topical medication under the general but not necessarily direct supervision of a member of the medical staff of a legally incorporated and licensed hospital of this state and to assist such staff members in other medical and surgical procedures.

- V. Any emergency management worker, performing emergency management services at any place in this state pursuant to agreements, compacts or arrangements for mutual aid and assistance, to which the state or one of its political subdivisions is a party, shall possess the same powers, duties, immunities and privileges the worker would ordinarily possess if performing his or her duties in the state or political subdivision in which normally employed or rendering services.
- VI. Any emergency management worker shall:
- (a) If the worker is an employee of the state, have the powers, duties, rights and privileges and receive the compensation incidental to his or her employment;
 - (b) If the worker is an employee of a political subdivision of the state, whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incidental to his or her employment; and
 - (c) If the worker is not an employee of the state or one of its political subdivisions, be entitled to the same rights as to compensation for injuries as are provided by law for the employees of this state. The emergency management personnel shall, while on duty, be subject to the operational control of the authority in charge of emergency management activities in the area in which they are serving and shall be reimbursed for all actual travel and subsistence expenses incurred under orders issued by the director.

Section 21-P: 42 Private Liability

Any person owning or controlling real estate or other premises or private property who grants a license or privilege or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises or private property for the purpose of compliance or attempting to comply with this subdivision during an actual or impending emergency or practice exercise, together with his or her successors in interest, if any, shall not be civilly liable for negligently causing the death of, or injury to, any person on or about such real estate or premises or private property or loss of, or damage to, the property of such person.

Section 21-P: 43 Appropriations and Authority to Accept Services, Gifts, Grants and Loans

Each political subdivision may make appropriations in the manner provided by law for making appropriations for the ordinary expenses of such political subdivision for the payment of expenses of its local organization for emergency management. Whenever the federal government or any federal agency or officer offers to the state, or through the state to any of its political subdivisions, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, commissioner, or such political subdivision, acting with the consent of the governor and through its executive officer, city council, or board of selectmen, may accept such offer, subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. Whenever any person, firm or corporation offers to the state or to any of its political subdivisions services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, or such political subdivision, acting through its executive officer, city council, or board of selectmen, may accept such offer, subject to its terms.

Section 21-P: 44 Utilization of Existing Services and Facilities

In carrying out the provisions of this subdivision, the governor, executive heads of state agencies and local executive officers of the political subdivisions of the state shall utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state and its political subdivisions to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request.

Section 21-P: 45 Enforcement

It shall be the duty of every organization for emergency management established under this subdivision and of the officers of such organization to execute and enforce such orders, rules and regulations as may be made by the governor under authority of this subdivision or RSA 4:45.

Section 21-P: 46 New Hampshire Emergency Response and Recovery Fund

There is hereby established a New Hampshire emergency response and recovery fund. The fund shall provide a source for the matching funds required as a commitment to secure Federal Emergency Management Agency relief assistance grants for costs incurred in disasters declared by the President of the United States. The fund shall be non-lapsing and continually appropriated to the department of safety.

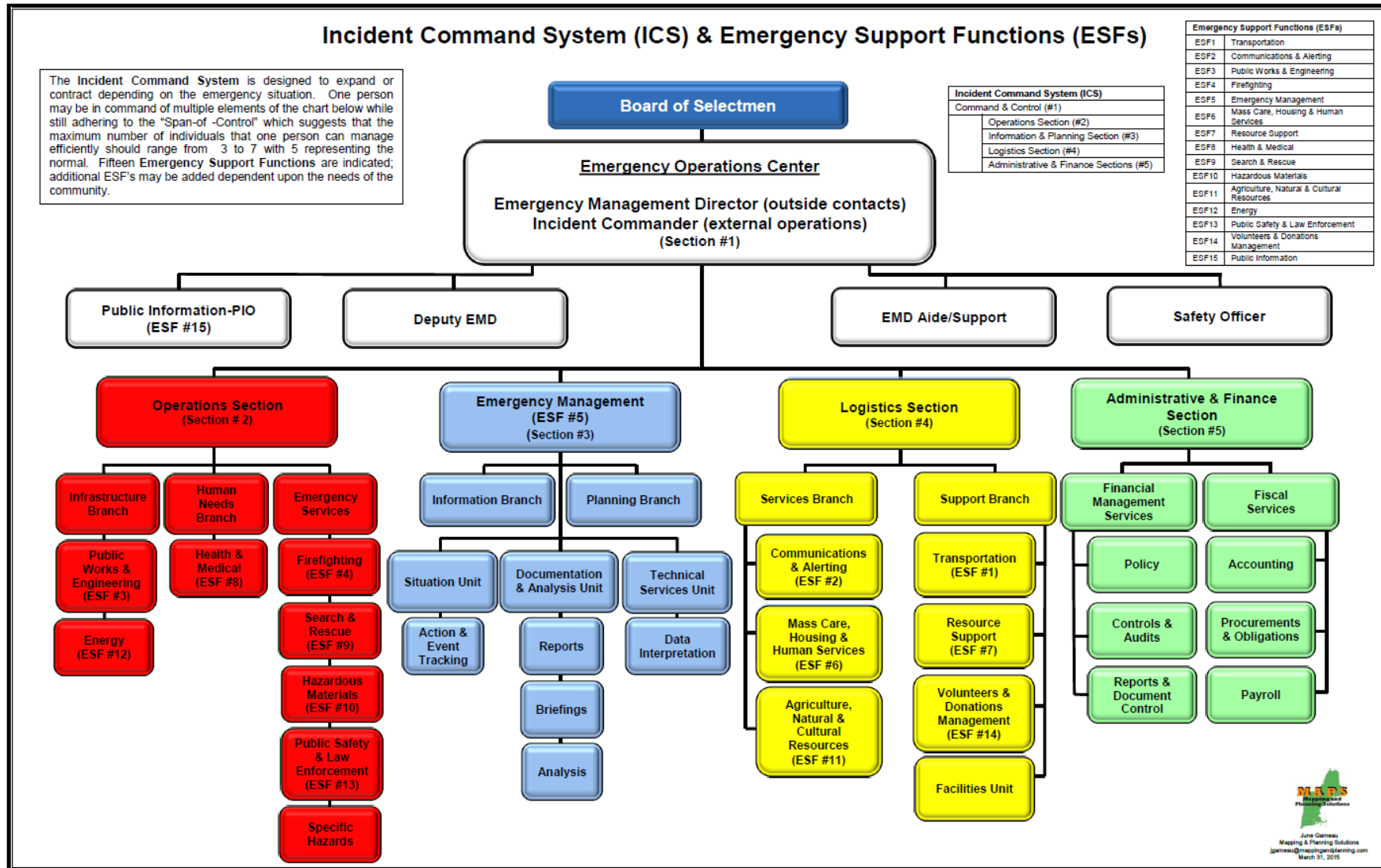
Section 21-P: 47 Penalty

If any person violates or attempts to violate any order, rule, or regulation made pursuant to this subdivision, such person shall be guilty of a misdemeanor.

Sections of the Emergency Management Statutes, Section 21 P that were omitted from this Plan include:

- 21-P:36 Division of Homeland Security and Emergency Management
- 21-P:36-a Assistant Director of the Division of Homeland Security and Emergency Management; Retirement System [Repealed 2012, 226:4, III, eff. June 16, 2012.]
- 21-P:37 Emergency Management Powers Conferred
- 21-P:37-a State Policy for Service Animals
- 21-P:37-b Agreement Resulting From Disaster Declaration
- 21-P:38 Emergency Management Powers and Duties Regarding Communications Systems
- 21-P:48 Advisory Council on Emergency Preparedness and Security

INCIDENT COMMAND SYSTEM (ICS) CHART



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CHAPTER 10 – ICS & OTHER FORMS

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For additional ICS Forms go the National Incident Management System (NIMS) Incident Command System Forms Booklet which contains a complete collection of reproducible ICS forms:

http://www.fema.gov/media-library-data/20130726-1922-25045-7047/ics_forms_12_7_10.pdf

For ICS Forms in word-fillable format, go to:

<http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm>

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ICS FORMS TYPICALLY INCLUDED IN INCIDENT ACTION PLANS (IAPS)**ICS 202: INCIDENT OBJECTIVES**

1. Incident Name	2. Operational Period:	Date From:	Date To:											
		Time From:	Time To:											
3. Objective(s):														
4. Operational Period Command Emphasis														
General Situational Awareness														
5. Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Approved Site Safety Plan(s) Located at:														
6. Incident Action Plan (the items checked below are included in this Incident Action Plan) <table border="0"> <tr> <td><input type="checkbox"/> ICS 202</td> <td><input type="checkbox"/> ICS 206</td> <td rowspan="5"><u>Other Attachments:</u> _____ _____ _____ _____</td> </tr> <tr> <td><input type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> </table>				<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u> _____ _____ _____ _____	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u> _____ _____ _____ _____												
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207													
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208													
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart													
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents													
7. Prepared by: Name: _____ Position/Title: _____														
8. Approved by Incident Commander: Name: _____ Signature: _____														
ICS 202	IAP Page _____	Date/Time: _____												

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ICS 203: ORGANIZATION ASSIGNMENT LIST

1. Incident Name:		2. Operational Period: Date From : _____ Date To: _____ Date From : _____ Date To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

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ICS 204: ASSIGNMENT LIST

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: Division: Group: Staging Area:	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operation Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., Phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): <u>Name/Function</u> _____ <u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u> _____ _____/_____ _____/_____ _____/_____ _____/_____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204		IAP Page _____		Date/Time: _____	

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ICS 205: INCIDENT RADIO COMMUNICATIONS PLAN

1. Incident Name:			2. Date/Time Prepared: Date: Time:				3. Operational Period: Date From: Date To: Time From: Time To:			
4. Basic Radio Channel Use:										
Zone Group	Channel #	Function	Channel Name/Trunked Radio System Talk-group	Assignment	Rx Freq N or W	Rx Tone/NAC	Rx Freq N or W	Rx Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions:										
6. Prepared by Communications Unit Leader): Name: _____ Signature: _____										
ICS 205		IAP Page _____			Date/Time: _____					

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ICS 205A: COMMUNICATIONS LIST

1. Incident Name		2. Operation Period: Date From: _____ Date To: _____	
		Time From: _____ Time To: _____	
3. Basic Local Communications Information:			
Incident Assignment Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)	
4. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 205A	IAP Page _____	Date / Time: _____	

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ICS 206: MEDICAL PLAN

1. Incident Name:		2. Operational Period: Date From:		Date To:			
		Time From:		Time To:			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency		Paramedics on Site?			
				Yes No			
				Yes No			
				Yes No			
				Yes No			
				Yes No			
				Yes No			
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency		Level of Service			
				ALS BLS			
				ALS BLS			
				ALS BLS			
				ALS BLS			
5. Hospitals:							
Hospital Name	Address,	Contact Number(s)/	Travel Time		Trauma Center	Burn	Heli-Pad
	Latitude & Longitude	Frequency				Center	
	If Heli-pad		Air	Ground			
					Yes	Yes	Yes
					Level: ____	No	No
					Yes	Yes	Yes
					Level: ____	No	No
					Yes	Yes	Yes
					Level: ____	No	No
					Yes	Yes	Yes
					Level: ____	No	No
					Yes	Yes	Yes
					Level: ____	No	No
6. Special Medical Emergency Procedures							

6. Special Medical Emergency Procedures (continued)

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.		
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____		
8. Approved by (Safety Officer): Name: _____ Signature: _____		
ICS 206	IAP Page _____	Date/Time: _____

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OTHER FORMS**DAILY SHELTER REPORT - ALEXANDRIA****DAILY SHELTER REPORT***Town of Alexandria*

Shelter Location: _____ Date of Report: _____

Current Status:

Anticipated Needs:

Number of persons sheltered: Today: _____ To Date: _____

Number of meals served: Today: _____ To Date: _____

Problems/ Concerns:

Plan:

Person Completing Report: _____

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RECEIPT OF DONATED GOODS & CASH - ALEXANDRIA**RECEIPT FOR DONATED GOODS AND CASH***Town of Alexandria*

Name of Donor: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Description of item**Quantity**

Signature: _____

Donations Center Staff

Date

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VOLUNTEER REGISTRATION FORM - ALEXANDRIA**VOLUNTEER REGISTRATION
EMERGENCY OPERATIONS PROGRAM***Town of Alexandria*

Name: _____ Date: _____

Address: _____ Contact Number: _____

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE AND TRAINING.

☐ First Aid (current card: Yes___ No___)
☐ CPR (current card: Yes___ No___)
☐ Triage
☐ Construction
☐ Search & Rescue
☐ Law Enforcement
☐ Multi-Lingual (Languages: _____)
☐ Food Preparation
☐ Bus/Truck Driver
☐ Commercial Driver's License
☐ Ham Radio Operator

☐ Structural Engineer
☐ Shelter Management
☐ Waste Disposal
☐ Recreational Leader
☐ Physician
☐ Nurse
☐ Mental Health Worker
☐ Other _____
☐ Other _____
☐ Other _____
☐ Other _____

Do you have equipment or access to equipment or materials which could be used in an emergency?
 Yes: ___ No: ___

Please list equipment and materials

Special Interests

Availability

Signature of Volunteer: _____ Date: _____

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FUNCTIONAL NEEDS FORM

Town of _____

Do you require assistance in an emergency? Filling out this form could provide emergency responders with valuable information that can help them better assist you at the time of an emergency.

Please fill out and return this form to _____ as soon as possible. If someone you know requires assistance during an emergency, please urge them to complete and return this form. This form should be filled out each year to keep our records up-to-date.

*This information will be kept confidential and is for local official use only. This information is being requested on a **volunteer** basis and is for informational purposes for town officials and emergency responders if needed. Submitting this form **does not represent a guarantee** of services based on specific needs, but may serve as a useful document at the time of an emergency.*

Yes/I am the person who will need assistance during an emergency:

Name: _____

Address: _____

City/State/Zip: _____

Phone (Home): _____

Phone (Cell): _____

Email: _____

Relative/person we can notify to assist you in an emergency:

Name: _____

Address: _____

City/State/Zip: _____

Phone (Home): _____

Phone (Cell): _____

Phone (Work): _____

Please mark an "X" in EACH box that applies to your needs:

Mobility & Transportation Issues

- ☐ I have significant mobility issues
- ☐ I must use a wheelchair to get around
- ☐ I must use a walker/cane to get around
- ☐ I will need special assistance to evacuate my home as I am a person of size
- ☐ I will need wheelchair accessible transportation to successfully evacuate
- ☐ I will need an ambulance to successfully evacuate

Medical Issues

- ☐ I require the use of oxygen
- ☐ I have hearing difficulties; my TTY number is _____
- ☐ I have special dietary needs

Other

- ☐ I do not speak English
- ☐ I have a service animal; he/she is a _____ and weighs _____ pounds

Signature of person needing assistance _____ Date _____

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AMERICAN RED CROSS SAFE & WELL

American Red Cross Safe and Well Registration Form

“Have you contacted your loved ones yet?”

The American Red Cross can assist you in telling your loved ones that you are safe and well. If you complete this form, your information will be entered into the American Red Cross Safe and Well website at www.redcross.org/safeandwell where your loved ones can search for information about you. Family members or loved ones will enter your name and address or phone number. Results will show your first and last name, the date and time of registration, and the messages you selected to tell your story. Other identifying information, such as your current location, date of birth, email address, and phone number will not be made available to those who search. The American Red Cross may use this information to provide disaster relief services such as family reunification, and may share it with other organizations involved in providing disaster relief.

ARC Instructions for Using Form				
Use this form when there is no internet connectivity available and someone wishes to register on the Safe and Well website. Forms should be taken to the nearest location for data entry into the Safe and Well website. Treat the form as confidential information and shred it following data entry.				
CLIENT INFORMATION				
FIRST NAME (N/A IF REGISTERING AS AN ORGANIZATION)			LAST NAME (OR ORGANIZATION NAME)	
EMAIL ADDRESS (SUGGESTED)			DATE OF BIRTH (SUGGESTED)	
PRE-DISASTER HOME INFORMATION				
PRIMARY PHONE		WORK PHONE (SUGGESTED)		OTHER PHONE (SUGGESTED)
HOME ADDRESS		CITY	STATE	ZIP
BEST CURRENT CONTACT INFORMATION				
ADDRESS		CITY	STATE	ZIP
SAFE AND WELL MESSAGES				
(Check boxes next to the appropriate messages to make your selections)				
<input type="checkbox"/> I am safe and well <input type="checkbox"/> Family and I are safe and well <input type="checkbox"/> Currently at shelter <input type="checkbox"/> Currently at home <input type="checkbox"/> Currently at family member/friend's house <input type="checkbox"/> Currently at a hotel <input type="checkbox"/> I am safe and in the process of evacuating		<input type="checkbox"/> I am evacuating to a shelter <input type="checkbox"/> I am evacuating to the house of a family member/friend <input type="checkbox"/> I have evacuated and I am safe <input type="checkbox"/> I am currently/remaining at home <input type="checkbox"/> Will make phone calls when able <input type="checkbox"/> Will email when able <input type="checkbox"/> Will mail letter/postcard when able		
CUSTOM MESSAGE				
You may also add your own short message, up to 255 characters. Please take care that your message is appropriate for the public, and do not include names or details if doing so could be harmful to you or others.				
<hr/> <hr/> <hr/>				
For ARC Use Only				
Date and Time Entered		DRO Number /Location		Print Name or Enter DSHR No.

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The Town of Alexandria

George Clayman
Emergency Management Director
Alexandria Town Hall
47 Washburn Road
Alexandria, NH 03222
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Alexandria Town Office

Photo Credit: www.alexandrianh.com

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