

**TOWN OF FREMONT**

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September 28, 2006

Richard A Martinkovic, Director  
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Sullivan County Government Center  
100 North Street PO Box 5012  
Monticello, New York 12701-5192

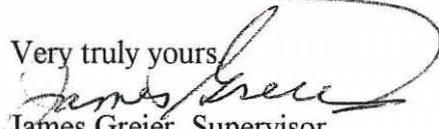
Dear Mr. Martinkovic;

This is to certify that the Town of Fremont is in compliance with and has incorporated the guidelines of the National Incident Management System (NIMS) for the fiscal year by virtue of the following implementations.

- > Passed a resolution on August 9, 2006 adopting NIMS.
- > Developed NIMS Compliant Incident Management Plan
- > Established, as outlined in the accompanying Plan (Town of Fremont Comprehensive Incident Management Plan), the Incident Command System (ICS) process and the concept of a Public Information System.
- > Provided training in courses ICS-100 and ICS- 700 to all appropriate Town staff as identified in the Plan.
- > Adopted the principle of Plain English communications and Clear Text
- > Initiated a periodic inventorying of the town's resources.
- > Incorporated all other principles of NIMS into its Plan, as detailed in the Plan.
- > Established the first point of contact in an incident as Jim Greier, Town Supervisor, who will serve as the initial Incident Commander for most incidents.
- > Established a primary point of contact for all detailed communications relevant to NIMS as may occur between the Town of Fremont and other agencies and jurisdictions, including Sullivan County, the State Emergency Management Office, E911, and so forth. This point of contact, known as the Emergency Management Coordinator, is George Conklin - Councilman.

We believe the Town's Comprehensive Incident Management Plan is thorough and addresses all relevant aspects of NIMS, per Homeland Security Presidential Directive HSPD-5, and is in compliance with all federal, state, county, and local laws and regulations as may apply.

Very truly yours,

  
James Greier, Supervisor

TOWN OF FREMONT

COMPREHENSIVE INCIDENT  
MANAGEMENT PLAN

September 26, 2006

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Adoption of the National Incident Management System

It is hereby resolved by the Town of Fremont Center, Sullivan County, New York that:

WHEREAS, In Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the (local authority cited) and provisions of (the local law) I do hereby mandate the National Incident Management System be utilized for all incident management in the Town of Fremont.

I further proclaim this to take effect immediately.

GIVEN under my hand and the Seal of the Town of Fremont, at the Joseph Winkler Town Hall in Fremont Center on this ninth day of August in the year of our Lord two thousand six.

Moved by Councilman George Conklin  
Seconded by Councilman John Niflot

Three Ayes Councilman Ronald Rhodes absent  
No Noes



TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

## Table of Contents

EXECUTIVE SUMMARY .....	1
I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES .....	3
A. Town NIMS Planning Committee Contact List.....	3
B. Policy Regarding Comprehensive Incident Management.....	5
C. Purpose and Objectives of the Plan.....	7
D. Legal Authority .....	7
E. Concept of Operations .....	8
F. Plan Maintenance and Updating .....	9
II. PREPAREDNESS - RISK REDUCTION.....	10
A. Town Hazard Mitigation Planning.....	10
B. Identification and Analysis of Potential Hazards.....	10
C. Risk Reduction Policies, Programs and Reports.....	15
D. Incident Response Capability Assessment.....	15
E. Training of Emergency Personnel .....	16
F. Public Education and Awareness.....	17
III. PREPAREDNESS - RESOURCE MANAGEMENT .....	18
A. Equipment Inventory .....	18
B. Equipment Certification.....	18
C. Equipment for Safety Purposes.....	18
D. Human Resources .....	19
E. Facilities – Buildings and Locations.....	19
IV. RESPONSE – COMMAND AND MANAGEMENT.....	20
Response Organization and Assignment of Responsibilities.....	20
A. Town Supervisor Responsibilities, Powers, and Succession .....	20
B. The Town Emergency Response Organization.....	21
Managing Emergency Response.....	22
A. Incident Command Post and Emergency Operations Center.....	22
B. Notification and Activation.....	23
C. Overall Process .....	25
D. Assessment and Evaluation.....	29
E. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders.....	30
F. Public Warning and Emergency Information .....	30
G. Emergency Medical and Public Health.....	33
H. Meeting Human Needs .....	33
I. Restoring Public Services .....	33
J. Resource Management.....	34
K. Standard Operating Guides and other supporting plans.....	34
V. RECOVERY .....	35
A. Damage Assessment .....	35
B. Planning for Recovery .....	38
C. Reconstruction .....	39
D. Public Information on Recovery Assistance.....	40

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

VI.	COMMUNICATIONS AND INFORMATION MANAGEMENT .....	42
A.	Communications .....	42
B.	Information Management.....	48
VII.	SUPPORTING TECHNOLOGIES .....	49
A.	Supporting Technologies .....	49
VIII.	ONGOING MANAGEMENT AND MAINTENANCE .....	50
A.	Functions and Responsibilities .....	50
IX.	NIMS/FEMA FUNDING.....	51
A.	Procedures for obtaining federal funding for NIMS implementation.....	51
B.	Procedures for obtaining FEMA grants. ....	51
C.	Procedures for obtaining FEMA hazard mitigation grants. ....	51
D.	Procedures for obtaining FEMA funds for private sector.....	51
X.	APPENDICES .....	52
	Appendix 1: INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS .....	53
	A. Instructions for declaring a local State of Emergency .....	53
	B. Sample Declaration of a local State of Emergency.....	54
	Appendix 2: INSTRUCTIONS for ISSUING LOCAL EMERGENCY ORDERS .....	55
	A. Instructions for issuing local Emergency Orders .....	55
	B. Sample Local Emergency Order .....	56
	Appendix 3: CLEAR TEXT TERMS AND DEFINITIONS .....	57
	Appendix 4: MASTER CONTACT LIST .....	69
	Appendix 5: SAFETY MATERIALS LIST .....	74
	Appendix 6: EQUIPMENT INVENTORY .....	75
	Appendix 7: TRAINING CERTIFICATION .....	76
	Appendix 8: NIMS SURVEY.....	78
	Appendix 9: STATEMENT OF CODE OFFICER .....	83
	Appendix 10: RESOURCE REQUIREMENTS .....	84

**THE TOWN OF FREMONT  
COMPREHENSIVE INCIDENT MANAGEMENT PLAN**

## EXECUTIVE SUMMARY

### Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the Town's ability to manage incidents (emergency/disaster situations). It was prepared by Town of Fremont officials, in coordination with Sullivan County, working as a team in a planning effort recommended by the New York State Emergency Management Office. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

This plan also undertakes to ensure that the Town of Fremont's incident management procedures are wholly consistent and in compliance with the processes and procedures set forth in Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents, wherein the President directed the development and administration of the National Incident Management System (NIMS).

NIMS is a comprehensive, consistent national approach to incident management. It is applicable to all jurisdictional levels and provides the framework to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

### Comprehensive Approach

This plan provides for:

- Implementation of risk reduction measures before a disaster or emergency occurs
- Timely and effective response during an actual occurrence
- Provision of both short and long term recovery assistance after occurrence of a disaster

The plan ensures that there are:

- Procedures for interacting with multiple agencies
- Sufficient contact information available to all relevant agencies
- Sufficient communications systems to maximize ability to communicate with necessary Incident Command System, Emergency Operations Center, and other relevant Agencies and their personnel.
- Sufficient Information Systems procedures and processes in place
- Sufficient dissemination of information to the general public, media, and government agencies as required.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Management Responsibilities

Town departments' and agencies' incident management responsibilities are outlined in this plan. Assignments are made within the framework of the present Town capability and existing organizational responsibilities.

Where present Town capabilities are in need of reinforcement, the Town has specified these resource requirements within this Plan.

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

ICS is a component of the National Incident Management System (NIMS). NIMS will be supported by all "first responder" agencies (including fire, law enforcement, HAZMAT, emergency management, and other agencies involved in disaster preparedness, prevention, response and recovery activities).

Town responsibilities are closely related to the responsibility of the county level of government to manage all phases of an incident. The Town may be called to assist the other local governments in the county in the event that other towns/villages have fully committed their resources and are still unable to cope with any disaster and can request assistance from the county in the event that the Town cannot cope with the incident.

Sullivan County has the responsibility to assist the Town of Fremont in the event the Town has fully committed its resources, and is still unable to cope with an incident. Similarly, New York State is obligated to provide assistance to the county after resources have been exhausted and the county is unable to cope with the incident.

This Plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an incident is required to involve itself prior to requesting assistance.

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

Conclusion

The Plan provides comprehensive guidance for dealing with incidents and hazards, using processes and procedures consistent with NIMS criteria, Article 2-B of State Executive Law and the New York State Defense Emergency Act. The Plan will allow the Town of Fremont, using existing organizations, to meet its responsibilities before, during, and after an incident.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

## I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Town NIMS Planning Committee Contact List

Agency	Name & Title	Telephone #	Fax #	Email and/or Website
Town of Fremont	Jim Greier – Town Supervisor	887-6605 (O) 482-5759 (H)	887-6605	
Fremont Town Board	Ronald Rhodes – Councilman	887-4178 (H)		
Fremont Town Board	John Niflot – Councilman	887-5417 (H)		
Fremont Town Board	John Hubert – Councilman and Deputy Town Supervisor	887-4324 (H)		
Fremont Town Board	George Conklin	887-5553 (H)		
Long Eddy Water/ Long Eddy Police/Upper Delaware Ambulance	Cort Brush – Operator EMT	887-6107 (H)		cherookeekid@peoplePC.com
Fremont Community Church	Betty Peters – Community Church Hall	887-4229 (H)		713@warwick.net
Callicoon Hospital – Grover Herman	Shirley Rangaves – Registered Nurse	887-4829 (H)		
Town of Fremont	Paul Kellam – Town Clerk	887-5379 (O) (H)		
Sullivan County Emergency Management	Bob Theadore	794-3000 (O) Ext. 3242		robert.theadore@co.sullivan.ny
North Branch Fire Department	John Theadore	482-4708		jtheadore08@elmira.edu
North Branch Fire Department	Tom Bisig	482-5329		

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

North Branch Fire Department	Alan Welton – Fire Chief	482-4569		Welton time@yahoo.com
Hankins/Fremont Fire Department	Dan Hirsch – Fire Chief	887-6990		
Hankins/Fremont Fire Department	Pat Fredo - Commissioner	887-5346 (h)		
Private Physician	Paul D. Salzberg, MD – Health Officer Town of Fremont	887-6112 (O)		
Rushing Wind Church	Shannon Dee Bailey – Pastor (representing Shawn Bailey Sullivan West School Board Member)	887-4327 (H)	887-4327 (call first)	ssbailey@hvc.rr.com
Private citizen	Steve Korba – Volunteer	887-0040 (H)	887-5998 (call first)	stevcor@aol.com

## **B. Policy Regarding Comprehensive Incident Management**

1. A wide variety of incidents may result in loss of life, property and income, destruction of private and public property, and disruption of the normal functions of government, communities and families.
2. The Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town.
3. Under authority of Section 23 of the New York State Executive Law, the Town of Fremont is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. In addition, this Plan must be in compliance with the National Incident Management System. To meet this responsibility, the Town of Fremont has developed this Comprehensive Emergency Management Plan.
4. The Comprehensive Emergency Management Plan consists of the following sections, consistent with the major components of NIMS:
  - a. Preparedness
  - b. Resource Management
  - c. Command and Management
  - d. Communications and Information Management
  - e. Supporting Technologies
  - f. Ongoing Management and Maintenance
5. Preparedness deals with organizing the Town's resources for the purpose of prevention of hazards, mitigation of existing hazards and response to incidents. Preparedness incorporates:
  - Planning, Training, Drills and Exercises
  - Personnel qualification and certification standards
  - Equipment acquisition and certification standards
  - Publication Management Processes and Activities
  - Mutual Aid Agreements and Emergency Management Assistance Compacts
6. Resource Management deals with analyzing equipment, personnel and technology requirement. Resource Management incorporates:
  - Advance Planning
  - Resource Identification and Ordering
  - Resource Categorization (Typing)

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- Use of Agreements
  - Effective Management Practices
7. Command and Management deals with setting up and operating an Incident Command System and a Public Information System. The Incident Command System's purpose is to respond to and recover from an Incident. It sets up and relies on an Incident Action Plan to manage the Incident. The Public Information System disseminates information to media, governmental agencies, and the public.
- The Incident Command System establishes an Incident Command Post, Staging Areas, Bases, Camps, Helibase, and Helispots for the purpose of responding to and managing an incident.
  - The ICS relies incorporates these principles of operation:
    - o Common Terminology
    - o Organizational Resources
    - o Span of Control
    - o Organizational Facilities
8. Communications and Information Management deals with specifying communications technology requirements and describing information exchange processes. Communications and Information Management must conform to the following principles:
- Common Operating Picture
  - Common Communications and Data Standards
9. Supporting Technologies ensures that technologies employed are consistent with the following characteristics:
- Interoperability
  - Technology Support
  - Technology Standards
  - Broad-based Requirements
  - Strategic Planning and R&D
10. Ongoing Management and Maintenance ensures that the Plan is continually monitored, updated and communicated to all first responders and supervisors.

### **C. Purpose and Objectives of the Plan**

- 1- This Plan sets forth the basic requirements for managing incidents in the Town of Fremont.
- 2- The objectives of the plan are:
  - a. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - b. To outline short, medium and long range measures to improve the Town's capability to manage incidents and hazards
  - c. To provide that the Town government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
  - d. To provide for the efficient utilization of all available resources during an incident.
  - e. To provide for the utilization and coordination of County, State, and Federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
  - f. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigation programs.

### **D. Legal Authority**

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

1. Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
2. New York State Executive Law, Article 2-B
3. New York State Defense Emergency Act, as amended
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

## **E. Concept of Operations**

1. The primary responsibility for responding to emergencies rests with town government, and with the Town Supervisor.
2. Town Government agencies and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel and resources first.
4. The Town Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority to the Town Emergency Management Coordinator.
5. The Town of Fremont will utilize the Incident Command System (ICS) to manage all incidents. The Town of Fremont recommends and encourages all emergency services organizations in the Town to utilize ICS.
6. When Town resources are inadequate, the Town Supervisor or his designee may obtain assistance from other political subdivisions and the County government.
7. A request for County assistance will be made to the Sullivan County Emergency Management Office, through the Town Supervisor or the designee.
8. The County Executive has the authority to direct and coordinate County disaster operations, and may coordinate responses for requests for assistance for the local governments.
9. The Sullivan County Emergency Management Office is responsible for coordinating County emergency management activities.
10. The Sullivan County Emergency Manager may coordinate requests for assistance from other political subdivisions within Sullivan County, and with other counties in the State.
11. When the disaster is beyond the resource and management capability of Sullivan County, the Sullivan County Emergency Manager may request State assistance through the State Emergency Management Office.
12. State assistance is supplemental to local emergency efforts.
13. Direction and control of State risk reduction, response and recovery actions are exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office. The Sullivan County Emergency Management Office will assist the Town, and serve as a liaison to the State.
14. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

**F. Plan Maintenance and Updating**

1. The Town NIMS Planning Committee is responsible for maintaining and updating the plan.
2. The Town Supervisor and Town Board are responsible for reviewing and amending the plan.
3. The Town Supervisor is responsible for approving the plan.
4. All Town departments and agencies are responsible for annual review of their emergency response roles and procedures, and provide any changes to the Town Clerk by February 1 of each year.
5. The Plan should be reviewed and updated annually with revised pages distributed by April 1st of each year.

## **II. PREPAREDNESS - RISK REDUCTION**

### **A. Town Hazard Mitigation Planning**

1. The Town Supervisor has designated the Town Highway Superintendent as the central point of contact for hazard mitigation.
2. The Town of Fremont Highway Superintendent is responsible for coordinating with the County Hazard Mitigation Coordinator in reducing hazards potentially affecting the Town of Fremont.
3. All Town Agencies will participate in risk reduction activities with the Town Highway Superintendent.
4. The Town Highway Superintendent will participate as a member of the Town NIMS Planning Committee.

### **B. Identification and Analysis of Potential Hazards**

1. All Town agencies will be cognizant of known hazards in the Town, so as to detect a hazardous situation in its earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Sullivan County 911 Communications Center and disseminated to Town officials per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program.
5. All Town hazard monitoring activity will be coordinated with the Town Supervisor, and the Sullivan County Emergency Management Office.
6. The Town NIMS Planning Committee, in coordination with the Sullivan County Emergency Manager, will:
  - a. Identify potential hazards in the Town, and outside of Town boundaries that could affect the Town
  - b. Determine the probable impact each of those hazards could have on people and property
  - c. Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.

Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

7. To comply with the above, hazards that pose a potential threat are being identified and analyzed by the Town NIMS Planning Committee. In 2007, the Town will utilize the HAZNY program provided by the State Emergency Management Office.
8. This hazard analysis to date has identified the following hazard conditions:

Location	Hazard Condition	Date Last Observed	Potential Effects	Hazard Rating: Severe, Moderate, Low	Mitigation Procedures Planned or Underway	Additional Required Resources
Basket Road/Freidenstine Road	Blocked culverts due to gravel and tree debris	June 26, 2006	<p>During heavy rain, will wash road out.</p> <p>Residential flooding of nearby dwelling.</p> <p>Blocking road out of area, affecting many people – e.g. people on way to work, etc.</p>	Severe	<p>Plan to Clean Brook out. Need permits</p> <p>Plan to Clean out Culvert Pipes</p> <p>Plan to Replace Culvert Pipes where necessary</p>	<ol style="list-style-type: none"> <li>1. Need excavator.</li> <li>2. Need culvert pipe</li> <li>3. Need extra personnel</li> </ol>

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TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Location	Hazard Condition	Date Last Observed	Potential Effects	Hazard Rating: Severe, Moderate, Low	Mitigation Procedures Planned or Underway	Additional Required Resources
Basket Road/Neer Road	Blocked culverts due to gravel and tree debris	June 26, 2006	<p>During heavy rain, will wash road out.</p> <p>Residential flooding of nearby dwelling.</p> <p>Blocking road out of area, affecting many people – e.g. people on way to work, etc.</p>	Severe	<p>Plan to Clean Brook out</p> <p>Still underway, cleaning out Culvert Pipes</p> <p>Replaced Culvert Pipes where necessary</p>	<p>1. Need excavator</p> <p>2. Need extra personnel.</p>
Basket Road/McColley Road	Blocked culverts due to gravel and tree debris	June 26, 2006	<p>During heavy rain, will wash road out.</p> <p>Residential flooding of nearby dwelling.</p> <p>Blocking road out of area, affecting many people – e.g. people on way to work, etc.</p>	Severe	<p>Plan to Clean Brook out</p> <p>Plan to Clean out Culvert Pipes</p>	<p>1. Need excavator.</p> <p>2. Need extra personnel</p>

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TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Location	Hazard Condition	Date Last Observed	Potential Effects	Hazard Rating: Severe, Moderate, Low	Mitigation Procedures Planned or Underway	Additional Required Resources
Morris Turk Road	Steep hill and present ditches are insufficient to carry water away.	June 26, 2006	Flooding of area.	Moderate	Plan to widen road and cut back trees and modify slopes.	<ol style="list-style-type: none"> <li>1. Need Excavator</li> <li>2. Need extra personnel</li> </ol>
<ul style="list-style-type: none"> <li>• Deer Lake Road.</li> <li>• Glen Ellen Road.</li> <li>• Intersection of Deer Lake Road and Glen Ellen Road.</li> </ul>	<p>Brooks too narrow and shallow.</p> <p>Culvert Pipe diameter too small. Needs replacing.</p>	August 3, 2006	Flooding of Roadways and Residential Flooding of houses and driveways causing possible abandonment.	Severe	<p>Presently pursuing mitigation to remedy culvert pipe problem.</p> <p>Still need to address brook problem.</p>	<ol style="list-style-type: none"> <li>1. Bull Dozer</li> <li>2. Excavator</li> <li>3. Need extra personnel</li> </ol>

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TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Location	Hazard Condition	Date Last Observed	Potential Effects	Hazard Rating: Severe, Moderate, Low	Mitigation Procedures Planned or Underway	Additional Required Resources
William Brown Road and Winkler Road	During heavy rains, ponds on hilltops overflow down into the feeder brook.	June 26, 2006	Causes flooding, and road erosion.	Moderate to Severe depending the rainfall.	Cleaned out upstream in front of pipe, and filled in and beefed up lower shoulders of pipe and roadway.  Made stronger cutoff for lower pond spillway water.  Hazard being monitored.	
Hornung Road	Brook has to be cleaned out. Bridge has to be replaced.	June 26, 2006	Residential flooding, erosion of roads.	Very Severe because bridge is destructing.	Plans being reviewed. Considering using Box Culvert and cleaning brook.	<ol style="list-style-type: none"> <li>1. Excavator</li> <li>2. Box Culvert</li> <li>3. Bulldozer</li> <li>4. Extra Personnel</li> </ol>
Newman Hill Road	Culvert Pipe too small.				Cleared discharge end.  Plan to replace culvert pipe.	<ol style="list-style-type: none"> <li>1. Culvert Pipe</li> <li>2. Extra Personnel</li> </ol>

### **C. Risk Reduction Policies, Programs and Reports**

1. Town agencies will coordinate with Sullivan County in promoting policies, programs and activities to reduce hazard risks in their area of responsibility. Examples are:
  - a. Encourage the adoption of building codes that are cognizant of and take into account significant hazards in the Town of Fremont. (See Appendix 9)
  - b. Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g., building and fire codes, flood plain regulations, land use and zoning regulations.
  - c. Encourage Town Public Works Departments to address dangerous conditions on roads used by hazardous materials carriers.
2. The Town Board of Fremont is responsible for land use management of Town owned land and the review of land use management actions throughout the Town, including authorizing Town land use management programs
3. In all of the above activities, the Town Board will take into account the significant hazards in the Town of Fremont.
4. The Town of Fremont NIMS Planning Committee will participate in risk reduction workshops, sponsored by Sullivan County, and will meet bi-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
5. A report of proposed hazard reduction activities will be presented to the Town Supervisor and the Sullivan County Emergency Manager for consideration and funding, including federal funding from federal hazard mitigation programs.

### **D. Incident Response Capability Assessment**

1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
2. The NIMS Planning Committee will, every three years:
  - a. Assess the Town's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
    - The likely time of onset of the hazard
    - The impacted communities' preparedness levels
    - The existence of effective warning systems
    - The communities' means to respond to anticipated casualties and damage

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

3. To assist the NIMS Planning Committee in its assessment, the Town Emergency Management Coordinator, in coordination with the Sullivan County Emergency Manager, will conduct tabletop exercises based upon specific hazards and hazard areas identified by the Committee.
4. The NIMS Planning Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Emergency Management Coordinator.

### **E. Training of Emergency Personnel**

1. The Town Emergency Management Coordinator, in coordination with the Sullivan County Emergency Manager, has the responsibility to:
  - a. Arrange and provide, with the assistance of the New York State Emergency Management Office, and the New York State Office of Fire Prevention and Control, training programs for Town emergency response personnel.
  - b. Encourage and support training for town emergencies.
  - c. Such training programs will:
    - Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
    - Include Incident Command System (ICS) training, focusing on individual roles
    - Provide emergency personnel with the skills necessary to help reduce or eliminate hazards and increase their response capability
    - Include First Aid Training. All Town officials and workers will be certified in CPR and First Aid.
    - Provide additional specialized training and refresher training in crisis situations.
  - d. Conduct periodic exercises and drills to evaluate capabilities and preparedness that tests major portion of the elements and responsibilities in the Town of Fremont Comprehensive Incident Management Plan. Such drills and exercises will adhere to the following schedule:
    - Monthly report at Town meeting on NIMS preparedness situation, including specifications of needed resources and capabilities
    - Monthly test of warning and communications equipment
    - Bi-monthly meetings to review and/or create procedures for various incident categories
    - Semi-annual mock emergency exercise

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- Course overviews as new courses become mandatory
- 2- Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, RACES, CAP, should be trained by these services in accordance with established procedures and standards.

## **F. Public Education and Awareness**

1. The Sullivan County Emergency Management Office is responsible for:
  1. Providing education on hazards to the young adult and adult public in the County
  2. Making the public aware of existing hazards in their communities
  3. Familiarizing the public with the kind of protective measures the County has developed to respond to any emergency arising from the hazard
2. The Town of Fremont will participate in such activities, including offering Town facilities for use to conduct public education forums.
3. The Town of Fremont will contact media for purposes of making public announcements about information concerning hazards that the public should be made aware of. The media contacts will be as follows (See Appendix 2 for list of media contact numbers):
  - a. Radio and Television
    - Radio stations WVOS (95.9 FM), WSUL (98.3 FM), WDNH, WJFF (90.5 FM), WDLA
    - Television stations News Channel 5 and 6 and WYOU Channel 22, and WBRE-TV – Channel 28.
    - Contact Time Warner News Station
  - b. Local newspapers, such as the Sullivan County Democrat
  - c. Post bulletins in public access places such as libraries, post offices, supermarket bulletin boards, and other common areas viewable by large numbers of the public
4. The Town will also mail out pamphlets describing general steps to be taken by the public in case of an incident, including whom to call, where to go, etc. The pamphlet will also contain a list of other publications, Web sites, and reference material related to preparation, and behavior during an after an incident.

### **III. PREPAREDNESS - RESOURCE MANAGEMENT**

#### **A. Equipment Inventory**

1. Every 6 months, a full inventory taking of all equipment will be taken as follows:
  - a. The Operations Section Chief will supervise the taking of inventory of all outside equipment such as trucks, road equipment, short wave radios, and so forth.
  - b. The Operations Section Chief will supervise the taking of inventory of all Town Building communications equipment, including, telephone, data lines, Internet access lines, satellite phones, walkie-talkies, cell phones and so forth.
  - c. The Logistics Chief will inventory the taking of all office equipment at the various Town Buildings.

#### **B. Equipment Certification**

1. The Logistics Chief will obtain up to date listings of certified equipment as published by FEMA.
2. When ordering equipment, the Logistics Chief will ensure that they conform to NIMS standards as published by FEMA.

#### **C. Equipment for Safety Purposes**

1. Each Town truck will have a complete first aid kit. (See Appendix 5)
2. The Town Administration Building will have the following medical supplies:
  - First Aid Kit (See Appendix 5)
  - Defibrillator
  - Clothing suitable for exposure to hazardous materials
3. The Town Administration Building will have an Emergency Back Up Generator capable of powering lights, HVAC, communications lines, computers, and other equipment in the Administration Building and the collocated Town of Fremont Emergency Operations Center. This will be needed in the event of power outages in the Town.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

**D. Human Resources**

1. The Town Supervisor will review personnel requirements and arrange for the hiring of replacement personnel as needed.
2. The Town Supervisor will assess whether present staffing is sufficient and put forth recommendations to the Town Board for review and approval.
3. The Town Supervisor will analyze present job positions and determine if there should be new job positions created, or modifications or elimination of present job positions. Recommendations, if any should then be submitted to the Town Board for review and approval.

**E. Facilities – Buildings and Locations**

1. The Town Board will review the qualifications of the Town's buildings to serve as administration or command centers for Incident Management.
2. On August 28, 2006, the Town Supervisor, Jim Greier, obtained permission from Alan Derry, Superintendent of Schools for Sullivan West, to use the now vacant Delaware Valley school buildings for purposes of shelter, or setting up Incident Command System locations as required.
3. The Town lawyer will also review all legal aspects of using these buildings.

## **IV. RESPONSE – COMMAND AND MANAGEMENT**

### **Response Organization and Assignment of Responsibilities**

#### **A. Town Supervisor Responsibilities, Powers, and Succession**

1. The Town Supervisor is ultimately responsible for Town incident response activities and:
  - a. May assume personal command of the Town incident response organization if the scope and magnitude of the incident indicates the necessity of personal management and direction of the response and recover operations,
  - b. Controls the use of all Town owned resources and facilities for disaster response,
  - c. Maintains and manages the Town Incident Command Post
  - d. Facilitates coordination between the Town and:
    - The Incident Commander
    - Town response agencies
    - Villages and hamlets located within the town
    - Local governments outside the Town
    - Sullivan County
    - Private emergency support organizations
  - e. May declare a local state of emergency in the Town, and may promulgate emergency orders and waive local laws, ordinances, and regulations,
  - f. May request assistance at the request of other local governments both within and outside of Sullivan County
2. In the event of the immediate unavailability of the Town Supervisor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
  - a. The Deputy Town Supervisor will assume the duties and responsibilities until the Supervisor is available.
  - b. The Town Highway Superintendent will assume the duties and responsibilities until the Town Supervisor or the Deputy Town Supervisor is available

## **B. The Town Emergency Response Organization**

1. The Incident Command System (ICS)
  - a. The Town of Fremont endorses the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by Sullivan County, and the State of New York, for emergencies (incidents) requiring multi-agency response. ICS allows flexibility in its implementation, so that its structure can be tailored to the specific situation at hand. The emergency forces first responding to an incident should initiate ICS.
  - b. ICS is organized by functions: There are five:
    - Command
    - Operations
    - Planning
    - Logistics
    - Finance
  - c. Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
  - d. In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the Incident Commander.
  - e. Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the Incident Commander.
  - f. During an incident, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Town Emergency Operation Center (EOC), Sullivan County EOC, or other locations where they will provide support to the responders at the scene.
  - g. The Incident Commander is usually selected due to his or her position as the highest-ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction.
  - h. A major incident encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

set up command at multiple locations. In this case, an Area Command may be established, and may be instituted or supported by County government.

- i. Town response personnel operating at the Town EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.
  - j. Whenever the ICS is established, Town response forces should be assigned to specific ICS functions wherever they are needed, as follows:
    - At the scene
    - At the ICS Command Post
    - At the Base
    - At Staging Area(s)
    - At Camp(s)
    - At Town Emergency Operating Center (EOC) in a support role
    - At County Emergency Operating Center (EOC)
    - At an Area Command, if one is established
2. Agency Responsibilities
- a. The Town Supervisor shall exercise ultimate responsibility and oversight for incident response, and shall delegate ICS responsibilities.
  - b. The Town Supervisor shall appoint an Emergency Management Coordinator who will serve as the contact with the Sullivan County Emergency Operations Center (EOC) during an incident and will manage the Town of Fremont EOC located in the Joseph Winkler Administration Building on County Road 95 in Fremont Center.

## **Managing Emergency Response**

### **A. Incident Command Post and Emergency Operations Center**

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the incident site. This will be the only command post at the incident scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.
2. The Town and/or County Emergency Operating Centers will be used to support Incident Command Post activities and to coordinate Town resources and assistance. An EOC can also be used as an Area Command Post when Area Command is instated.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and will be located at a safe distance from the emergency site.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

4. The Town EOC is located at the Joseph Winkler Administration Building in Fremont Center, at the intersection of County Roads 94 and 95.
5. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at another location designated at the time.
6. The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location.
7. Depending on the incident size and complexity, the Town Supervisor may designate a County Liaison. This position will facilitate the coordination between county response agencies and the Town response organization.
8. Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Town Supervisor.
9. Each agency's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Town Supervisor or deputy is responsible for managing the EOC or auxiliary EOC during incidents.
11. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Town Supervisor.
12. Work areas will be assigned to each agency represented at the EOC.

## **B. Notification and Activation**

1. An initial notification of an emergency situation may originate from the public, Town agencies, or from Sullivan County
2. Upon receiving initial notification of an emergency impacting the Town, the County 911 Center will immediately alert the appropriate Town response agency, and declare a response level.
3. This initial notification sets into motion the activation of Town emergency response personnel (e.g. police, fire, EMS)
4. First responders may or may not require additional response personnel, or may request minimal assistance from other Town response personnel, such as mutual aid between fire districts.
5. When the incident is beyond the capabilities of the initial responding agency(s), the Incident Commander will notify the County 911 Center, and update the response level.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

6. Each emergency is to be classified into one of four Town Response Levels according to the scope and magnitude of the incident.

Response Level 0	Non-emergency situations, facility readiness status maintained through planning sessions, training, drills and exercises.
Response Level 1	Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
Response Level 2	Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within the Town, or involving small population.
Response Level 3	Full emergency situation with major threat to live, health, or property, involving large population, County and possibly State involvement

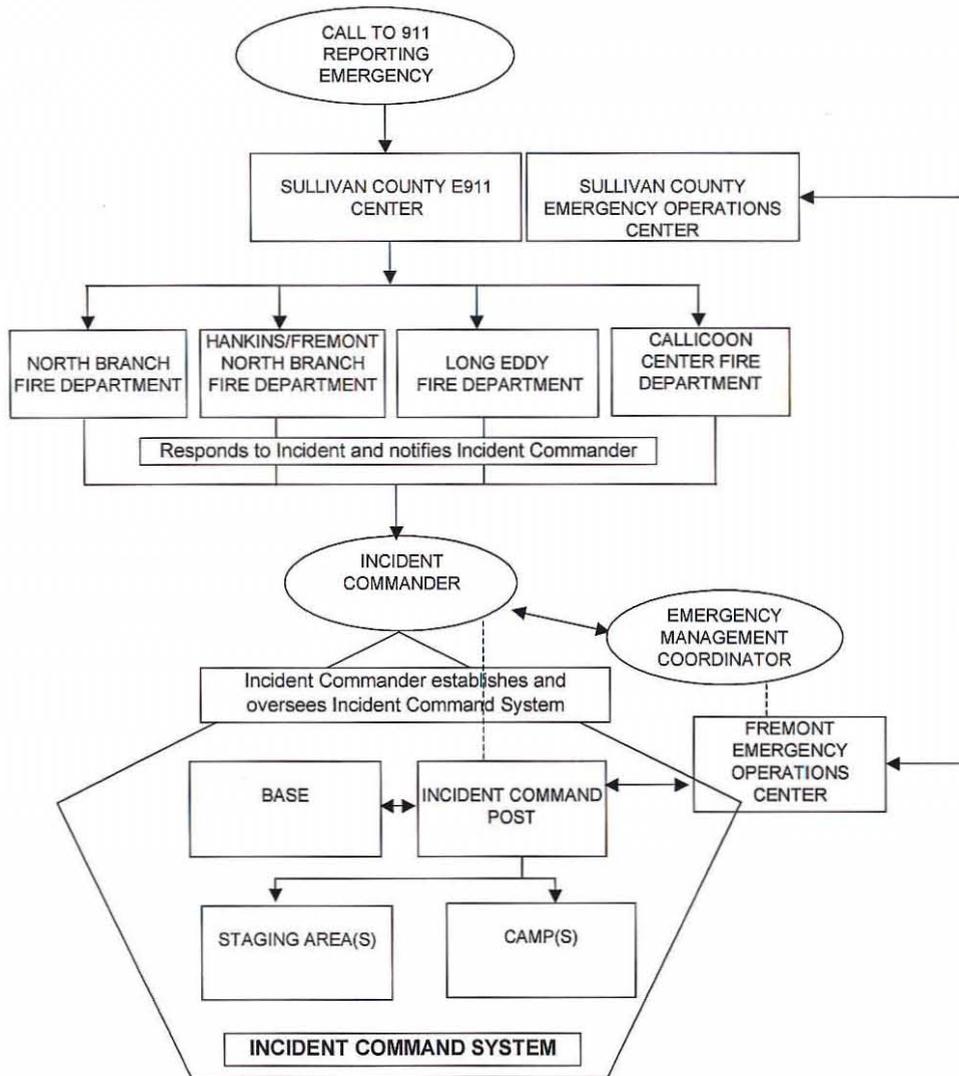
7. Upon notification of an emergency response level, the County 911 Center will immediately alert the Fire Department Dispatch Center located in Liberty.
8. The Fire District and or Fire Districts dispatched to the scene will notify the Town Supervisor of the incident.
9. If the Town Supervisor cannot be reached, the following people will be located in the order listed, until successful notification to the Town has been made:
- a. Emergency Management Coordinator
  - b. Deputy Town Supervisor
  - c. Town Highway Superintendent
  - d. Town Clerk
  - e. Town of Fremont Board Members (Councilmen)
10. Town Emergency response personnel will be activated according to the Response Level classification:

For Response Level 3 classification, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, whose assignments come from the Incident Command Post, assignment of Town response personnel to other locations including the emergency scene will be made at the Town and/or County EOC.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

**C. Overall Process**

Figure 1. – Incident Management Flow Chart



TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

The overall process is as follows:

1. Someone calls E911, reporting an incident.
2. The Sullivan County 9-1-1 Communications Center pages the relevant Fire Department(s).
3. E911 notifies the Fire Department(s) in “plain English” what the nature of the emergency is. (This will replace the previous procedure wherein signal numbers identified the type of emergency – e.g. Signal 1 = structure fire, Signal 2 =brush fire, Signal 3=vehicle fire, and Signal 4 = miscellaneous emergency.) Plain English is preferable because no signal existed that could have clearly identified a variety of situations, for example: *turned over vehicle with trapped occupants*. Simple descriptions like this will now be used to describe the exact nature of the emergency.
4. E911 dispatcher describes incident in more detail over the pager, specifying the location, and more specifics about the nature of incident.
5. Based on type of incident, fire district personnel either go directly to the incident location or report to a central location where they are briefed and sent to the respond to the incident location.
6. The Fire Chief(s) will notify the Town Supervisor if the incident requires his attention.
  - a) If the Town Supervisor cannot be reached, the Deputy Town Supervisor will be contacted.
  - b) If the Deputy Town Supervisor cannot be reached, the Emergency Management Coordinator will be contacted.
  - c) If the Emergency Management Coordinator cannot be contacted, the Highway Superintendent will be contacted.
  - d) If the Highway Superintendent cannot be contacted, a member of the Town Board will be contacted.
7. The Town Supervisor then assumes his role as Incident Commander and does the following:
  - a) Establishes to location of an Incident Command Post
  - b) Assigns Incident Command personnel as per the following example, shown in Figure 2 below (all positions will not be activated unless needed):

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Figure 2. – ICS Organization Chart

		Organizational Level	Title	Support Position
INCIDENT COMMAND	Incident Command		Incident Commander - Jim Grier	Deputy - John Hubert
	Command Staff	Information Officer - Jim Greier		Assistant
		Safety Officer - Paul Salzberg, MD		Assistant - Shirley Rangaves
		Liaison Officer		Assistant
GENERAL STAFF (Section)	Operations Section	Section	Chief - Joe Niero	Deputy
		Branch	Director	Deputy
		Division	Supervisor	N/A
		Group	Supervisor	N/A
	Planning Section	Section	Chief - Ronald Rhodes	Deputy
		Unit	Leader	Manager
	Logistics Section	Section	Chief - Paul Kellam	Deputy
		Branch	Director	Deputy
		Unit	Leader	Manager
	Finance/Administration Section	Section	Chief - Paul Kellam	Deputy - Sandee Sipple
		Unit	Leader	Manager
	STRIKE TEAM			Leader
TASK FORCE			Leader	Single Resource Boss
FREMONT EMERGENCY OPERATIONS CENTER			Emergency Management Coordinator - George Conklin	

- c) The Incident Commander assures that proper span of control is maintained throughout (1:3 to 1:7, with 1:5 being ideal).
  - d) The Incident Commander delegates the Town's Emergency Management Coordinator to contact all Town personnel who will take supervisory roles in responding to the Incident.
  - e) The Incident Commander, assisted by the Logistics Section Chief ensures that the Incident Command Post is set up
  - f) The Incident Commander lays out plan objectives and with the Planning Section Chief
  - g) The Incident Commander Sets up Joint Information Center and initiates contacting of media, governmental agencies, and alerting the general public.
8. The Emergency Management Coordinator examines information coming in to ascertain whether or not resources (equipment and/or people) are sufficient. Although the Town should be able to survive for 36 hours on its own, there may be some incidents that require more resources than the Town has. If that is the case, the Emergency Management Coordinator, working with the Logistics Section Chief, will determine what resources are needed and the Emergency Management Coordinator will notify the Sullivan County EOC of the need for additional resources.
  9. The Emergency Management Coordinator ensures that the Town's Emergency Operations Center (EOC) is functioning properly and all communications systems are viable. The EOC is located in the Joseph Winkler Public Administration Building on County Road 95 in Fremont Center.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

10. The Operations Section Chief lays out all responder assignments, assuring that proper span of control is assigned, with the exception being groups that work closely together allowing for greater span of control.
11. The Operations Section Chief requests additional resources from Logistics Section Chief if required.
12. The Command Staff Safety Officer and/or his assistant begin monitoring the Incident and monitor various ICS facilities (Command Post, Staging Area, Base, Camps) for safety conditions.
13. The Liaison Officer (Emergency Management Coordinator) contacts County and other agencies to apprise them of situation, and/or request resources where necessary.
14. The Planning Section Chief obtains information about the progress of the plan from the Emergency Management Coordinator and incorporates and communicates plan modifications as needed. Every 12 hours the plan is updated if required and distributed and/or communicated to:
  - a) Field Supervisors
  - b) Incident Commander
  - c) Command Staff Officers
  - d) General Staff Chiefs and Deputies
15. The Logistics Section Chief oversees the distribution of required resources, the setting up of staging areas, bases, camps and other strategic facilities as needed.
16. The Finance/Administration Section Chief keeps a log of expenditures related to the incident and assures that vendors, and paid service providers are paid on a timely basis.
17. The Strike Team and/or Task Force leaders will first report into the Incident Commander and then assume and carry out their responsibilities.
18. All responders will report in to their assigned location in accordance with procedures established by the Incident Commander.
19. All Field supervisors will supervise, manage and carry out the Plan tactics at the incident location
20. All Field supervisor will maintain a daily Unit Log (ICS-214), indicating the names of personnel assigned and a listing of the major activities that occurred during the operational periods to which they were assigned
21. All Field supervisors will give briefings to subordinates, adjacent forces, and replacement personnel

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

**D. Assessment and Evaluation**

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

TABLE 1 – ICS Function and Response Activities by Agency

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Office of Town Supervisor	Command	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders
	Public Information	Emergency Public Information
	Safety	Ensure safety and health of workers
	Liaison	Liaison and Coordination with governments and organizations
Town HWY Department	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
		Communications, Warning, Law Enforcement
		First Response -
Town EMS Squads	Operations	Medical Care and Treatment Crisis Counseling
Town Fire Departments	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
		Human Needs Assessment
	Safety	Emergency Worker Protection
Town Board	Planning	Situation Assessment and documentation; Advance Planning
Public Health Services	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
Town Clerk	Logistics	Supply and Procurement; Information Systems, Human Resources
	Finance/Administration	Purchasing; Accounting; Record Keeping

### **E. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders**

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Town Supervisor may proclaim a state of emergency pursuant to section 24 of the State Executive Law.
2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town government.
3. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
  - Establishing curfews
  - Restrictions on travel
  - Evacuation of facilities and areas
  - Closing of places of amusement or assembly
4. Appendix 1 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. Incident responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

### **F. Public Warning and Emergency Information**

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in a., b., and c. below require strict coordination with the Sullivan County EOC.
  - a. Emergency Alert System (EAS) – formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. EAS can be activated by select County officials, who can contact local radio stations directly, or call National Weather Radio All Hazards who will in turn contact local radio stations, or utilize a special radio frequency to send encoded messages to the radio stations.

**TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006**

The EAS is designed to provide the President with a means to address the American people in the event of a national emergency. Beginning in 1963, the President permitted state and local emergency information to be transmitted using the system. Since then, local emergency management personnel have used the EAS to relay local emergency messages via broadcast stations, cable, and wireless cable systems. In October 2005, the FCC expanded the EAS rules to require EAS participation by digital television (DTV) broadcasters, digital cable television providers, digital broadcast radio, Digital Audio Radio Service (DARS), and DBS systems. These rules take effect on December 31, 2006, except for the DBS rules, which take effect on May 31, 2007. While participation in national EAS alerts is mandatory for these providers, state and local EAS participation is currently voluntary.

- b. NOAA Weather Radio (NWR) is the “voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information, including severe weather warnings directly from the Weather Service office in Binghamton, which serves our area. NWR will also broadcast non-weather related emergency warnings. NWR broadcasts on select VHF frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received Countywide. Select County officials can initiate emergency broadcasts on the NWR. This is more efficient than if each town were to contact the NWR, resulting in multiple and overlapping messages.

Working with the Federal Communication Commission's (FCC) Emergency Alert System, NWR is an "All Hazards" radio network, making it your single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 Telephone outages).

Call Sign	Site Name	Site Location	Frequency	Power	Contact Telephone No.
WXL38	Binghamton	Binghamton	162.475	1000	607-770-9531

- c. Stationary Fire Sirens – There is one type of stationary warning siren in use in the Town of Fremont. Fire sirens are located at fire stations throughout the Town for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated from the County 911 Center. This will allow the Town to warn residents pursuant to local protocol and capabilities.
- d. Contact radio and broadcast television stations to make public announcements.
- e) Radio stations WVOX (95.9 FM), WSUL (98.3 FM), WDNH, WJFF (90.5 FM), WDLA
- f) Television stations News Channel 5 and 6 and WYOU Channel 22, and WBRE-TV – Channel 28.
- d. Contact cable television companies, e.g. Time Warner News Station to make public announcements.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- e. Contact satellite companies such as DirecTV and DISH Network.
  - f. Place a public announcement in local newspapers, such as The Sullivan County Democrat.
  - g. Provide a recording at the Town of Fremont telephone number (845-887-6605) that will provide details of the incident and advisements to the public.
  - h. Emergency service vehicles with siren and public address capabilities – Many police and fire vehicles in the Town are equipped with siren and public address capabilities. These vehicles may be available during an emergency for “route alerting” of the public. The Town will keep a list of people who are disabled, ill, or elderly so that they will not be forgotten in an emergency situation.
  - i. Door-to-door public warnings may be required in some situations, alerting each residence/business in a particular area. Any designated group such as regular firefighters, Town workers, Town Board members and other Town officials, who will visit each dwelling in the affected area and relate the emergency information to the building occupants, can undertake this.
  - j. The Town will maintain a list of those who are hard of hearing. The list will contain information on how to contact these people during an emergency. Teletypewriter telephone numbers, email addresses, Internet Protocol Relay service, cell phone text messaging, satellite phone text messaging, and even in-person visits will all be made use of.
  - k. Access DMIS (Disaster Management Interoperability Service) via Internet
2. The Town of Fremont by virtue of its NIMS Public Information System responsibility set some forth some or all of the following actions:
- a. Establish and manage a Joint Information System
  - b. Establish a Joint Information Center which will be located at the Joseph Winkler Administration Building (County Road 95 in Fremont Center)
  - e. Authenticate all sources of information being received and verify accuracy.
  - f. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
  - g. Coordinate the release of all information with the key departments and agencies involved both at the EOC, the Incident Command Post, and on-scene
  - h. Check and control the spreading of rumors
  - i. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
  - j. Arrange any media tours of emergency sites

## **G. Emergency Medical and Public Health**

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed.
3. Dr. Paul Salzberg, resident physician in Sullivan County and President of the Sullivan County Medical Society, has been asked to serve as NIMS Health Officer, overseeing the health and safety of workers and the public during an incident.
4. The Grover Herman branch of the Catskill Regional Medical Center has been designated as the immediate facility where the injured and ill will be taken.
5. Select Public Health Aides residing in the Town of Fremont will supervise the care of people in various facilities providing shelter during an emergency. (See Appendix 4 – Master Contact List)

## **H. Meeting Human Needs**

1. The Planning and Operating functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of Town and County government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Group to perform the tasks associated with the above.
3. Facilities for shelter will be made available at the following locations:
  - a. Sullivan West school buildings near the Incident
  - b. St. Mary's Roman Catholic Church in Obernburg
  - c. Fremont Hall in the Fremont Town Church located in Fremont Center
  - d. Joseph Winkler Administration Building
4. Care will be provided by trained personnel of the American Red Cross, and volunteers within the Town certified as healthcare givers, including physicians, registered nurses, physicians aides, and nurses assistants.

## **I. Restoring Public Services**

1. The Operations and Planning sections of the ICS organization are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services, and ensuring that restoration of services is accomplished without undue delay.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

2. There may be established with the Operations section a Public Infrastructure function, assigned appropriately, to perform the tasks associated with the above.
3. During response operations relating to debris clearance and disposal, the Town of Fremont should act in cognizance of and in cooperation with the County EOC.

**J. Resource Management**

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the Town should be used first in responding to the emergency.
3. All Town-owned resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities can be utilized upon agreement between the requesting and offering government, and should be coordinated through the Sullivan County Emergency Management Office.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

**K. Standard Operating Guides and other supporting plans**

1. Each Town agency assigned responsibility under this Response portion of the plan is to have its own Standard Operating Guide (SOG).
2. These SOGs address agency personnel, shift assignments to the EOC, coordination with other agencies, ICS training, and resource inventory.
3. The following documents support this portion of the plan and are appended to it:
  - Appendix 1 – Instructions for Declaring a State of Emergency and Issuing Emergency Orders
  - Appendix 2 – Instructions for Issuing Local Emergency Orders

## V. RECOVERY

### A. Damage Assessment

1. The Town will participate with Sullivan County in damage assessment activities.
2. The Town Supervisor shall coordinate with the Sullivan County Emergency Management Office in:
  - a. Developing a Town damage assessment program;
  - b. Coordinating damage assessment activities in the Town during and following an emergency
  - c. Designating a Town official to coordinate with the Damage Assessment Officer from the County
  - d. Maintain detailed records of emergency expenditures on standard documentation forms. These forms are available from the County Emergency Manager, through the Town Supervisor.
3. All Town departments and agencies in the Town will cooperate fully with the County Emergency Manager, and participate in damage assessment activities including:
  - a. Pre-emergency:
    - Identifying Town agencies, personnel, and resources to assist and support damage assessment activities
    - Identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
    - Fostering agreements between Town government and the private sector for technical support
  - b. Emergency:
    - Obtaining and maintaining documents, maps, photos and video tapes of damage
    - Reviewing procedures and forms for reporting damage to higher levels of government
  - c. Post-emergency:
    - Selecting personnel to participate in damage assessment survey teams
    - Identifying and prioritizing areas to survey damage

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- Completing project worksheets and maintaining records of the worksheets
- 4. It is essential that, from the outset of emergency response actions, Town response personnel keep detailed records of expenditures for:
  - a. Labor used
  - b. Use of owned equipment
  - c. Use of borrowed or rented equipment
  - d. Use of materials from existing stock
  - e. Contracted services for emergency response
- 5. County and Town government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army, will conduct damage assessment. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the effort.
- 6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure) and Individual assistance (IS) teams (impact on individuals and families, agriculture, private sector).
- 7. Town damage assessment information will be reported to the Damage Assessment Officer at the County EOC.
- 8. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the Town Supervisor.
- 9. The Town Official designated to coordinate with the County Damage Assessment Officer, will provide the following information to complete the Damage Assessment Report:
  - a. Destroyed property
  - b. Property sustaining major damage
  - c. Property sustaining minor damage, for the following categories
    - Damage to private property in dollar loss to the extent not covered by insurance:
      - Homes
      - Businesses
      - Industries
      - Utilities
      - Hospitals, institutions and private schools
    - Damage to public property in dollar loss to the extent not covered by insurance:

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- Road systems
  - Bridges
  - Water control facilities such as reservoirs, dikes, levees, channels
  - Public buildings, equipment, and vehicles
  - Publicly owned utilities
  - Parks and recreational facilities
  - Damage to agriculture in dollar loss to the extent not covered by insurance
    - Farm buildings
    - Machinery and equipment
    - Crop losses
    - Livestock
  - Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
  - Community services provided beyond normal needs
  - Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
  - Financing overtime and labor required for emergency operations
10. This report will be submitted to the Sullivan County Emergency Management Office, and is required for establishing the eligibility for any State, and/or federal assistance.

Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

11. Unless otherwise designated by the County Executive, the County Clerk will serve as the County's authorized agent in disaster assistance applications to State and federal government.
12. The Town Clerk will serve as the Town's authorized agent, and work in concert with the County Clerk's office to:
  - a. Attend public assistance applicant briefing conducted by Federal and State
  - b. Review SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*.
  - c. Obtain from the Damage Assessment Office maps showing disaster damage

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- d. Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
- e. Assign local representative(s) who will accompany the Federal/State Survey Team(s).
- f. Follow up with County's authorized representative and SEMO
- g. Submit Proof of Insurance, if required.
- h. Prepare and submit project listing if small project grant.
- i. Follow eligibility regarding categorical or flexibly funded grant.
- j. Maintain accurate and adequate documentation for costs on each project.
- k. Observe FEMA time limits for project completion.
- l. Request final inspection of completed work or provide appropriate certificates.
- m. Prepare and submit final claim for reimbursement.
- n. Assist in the required state audit.
- o. Consult with governor's authorized representative (GAR) for assistance.
- p. Maintain summary of damage suffered and recovery actions taken

## **B. Planning for Recovery**

1. The Town has subdivision regulations, and building codes. As a result, the Town will have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
2. A recovery task force will be developed by the Town of Fremont, and will:
  - a. Direct the recovery with the assistance of Town departments and agencies coordinated by the Emergency Management Coordinator
  - b. Prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to section 28-a of the State Executive Law.
3. The recovery and redevelopment plan shall include:
  - a. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructure/buildings
  - b. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures
  - c. Economic recovery and community development
  - d. New or amended subdivision regulations, building and sanitary codes
4. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

5. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
6. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
7. If the governor declares a state disaster emergency, then under Section 28-a the local government s have the following responsibilities:
  - a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
  - b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through SEMO, whether or not the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
  - c. Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
  - d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
  - e. A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
  - f. The adopted plan:
    - May be recommended at anytime in the same manner as originally prepared, revised and adopted; and
    - Shall be the official policy for recovery and redevelopment within the municipality

### **C. Reconstruction**

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

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

2. Long term reconstruction and recovery includes activities such as:
  - a. Scheduling planning for redevelopment
  - b. Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
  - c. Conducting of public meetings and hearings
  - d. Providing temporary housing and facilities
  - e. Public assistance
  - f. Coordinating State/Federal recovery assistance
  - g. Monitoring of reconstruction progress
  - h. Preparation of periodic progress reports to be submitted to Sullivan County Emergency Management Office
3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

**D. Public Information on Recovery Assistance**

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a. What kind of emergency assistance is available to the public
  - b. Who provides the assistance
  - c. Who is eligible for assistance
  - d. What kinds of records are needed to document items which are damaged or destroyed by the disaster
  - e. What actions to take to apply for assistance
  - f. Where to apply for assistance
2. The following types of assistance may be available
  - a. Food stamps (regular and/or emergency)
  - b. Temporary housing (rental, mobile home, motel)
  - c. Unemployment assistance and job placement (regular and disaster unemployment)
  - d. Veterans benefits
  - e. Social security benefits
  - f. Disaster and emergency loans (Small Business Administration, Farmers Home Administration)

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- g. Tax refund
  - h. Individual and family grants
  - i. Legal assistance
3. All the above information will be prepared jointly by the Federal, State, County, and Town Public Information Officers as appropriate and furnished to the media for reporting to the public.

## VI. COMMUNICATIONS AND INFORMATION MANAGEMENT

NIMS communications and information systems enable the essential functions needed to provide a common operation picture and interoperability for:

- a. Incident Management Communications
- b. Information Management
- c. Interoperability Standards

### A. Communications

1. The Town of Fremont Highway Superintendent (ICS Operations Section Chief) will plan, requisition, and administer the communication requirements of the town
2. The Town of Fremont communications infrastructure will adhere to the following principles:
  - a. Common Operating Picture
  - b. Common Communications and Data Standards
3. Common Operating Picture is a communications system that is clearly understood and is consistent with all levels among all who respond to or manage incident response.
  - a. The Town of Fremont has several layers of communications in its system, (some of which are not yet in place but are in the planning stage, as indicated)
    - Short wave radios in Town Trucks
    - Siren system
    - Standard voice telephone system, with individual phone lines and fax numbers where applicable for each town official. (See Appendix 4 Master Contact List)
    - Cell phones (possibly with walkie-talkie feature) BEING LOOKED INTO
    - Back up telephone service via cable telephone service (not in service as yet, but will be when cable lines are extended further into the Town)
    - Direct inter and intra-agency equipment such as Beeper Phones, pagers, and walkie-talkies. BEING LOOKED INTO. The purpose here is to utilize equipment that can communicate between agencies and jurisdictions as well as between NIMS personnel within the Town of Fremont in a simple and commonly understood way.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- National Weather Radio receivers with alarm function.
  - High speed Internet Access – will obtain Time Warner Road Runner service when available in the Town (Dedicated T1 connection is too expensive, i.e. \$1,400 a month - and has been eliminated as an option)
  - Satellite phones for key personnel, to be used in the event of voice telephone service disruption BEING LOOKED INTO
  - Multi-agency private line network BEING LOOKED INTO
  - General Mobile Radio Service (FMRS) (460mhZ) BEING LOOKED INTO
  - Amateur Radio (HAM Radio) facilities with handi-talkies. BEING LOOKED INTO
  - Voice Over Internet Protocol (VOIP). BEING LOOKED INTO
4. Common communication and data standards ensure that our communications system consists of technology that is:
- Commonly understood by those who have to use it and does not require extensive training
  - Interoperable with other jurisdictions and agencies
  - Is not esoteric but is capable of being maintained by personnel trained in commonly used communications systems
  - The “Clear Text” principle mandates that terms and codes of communication are not esoteric but consist of commonly understood signals, text, and verbiage.
5. The Town of Fremont’s communications system will adhere to the following criteria:
- It should be easy to operate
  - It will have effective range
  - It will have some protection against interference
  - It will be relatively inexpensive
  - It will be readily available
  - It will be able to operate “off the grid” – i.e. it will be able to function if some or many public networks go down.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

6. Analysis to date:

Alternative	Cost	Pluses	Minuses	Status
Standard Voice Telephone (landline service)	Low	Reliable	Subject to disruption during storms	Maintain for general administrative purposes and as back up if other communications systems are not working.
Short Wave Radio	Moderate	Service is in place.  The Town's Short Wave radios can communicate with the Town's Ambulance's Short Wave Radio	Can only reach first responders if they are in their trucks.	Maintain in Dept of Highway Trucks and use for inter-truck communications.  Investigate, expanding the Short Wave Radio capability so that they can do the following: <ul style="list-style-type: none"> <li>• Communicate with Fire Department radios</li> <li>• Communicate with E911</li> </ul> Provide several hand held short wave radios to key personnel – e.g. Town Supervisor, Deputy Town Supervisor, Highway Superintendent, Emergency Management Coordinator.
Sirens		Service in place.		Maintain.
Cable Telephone	Low but it would be additional cost.	Alternative to wire-line telephone. Cable failure affecting Verizon would not affect cable provider.	Subject to wind, ice and storm damage as cable strung on telephone poles. Possibility of both telephone and cable phone service would be out at same time.	Buy two cable phone lines to be used as emergency back up lines in case telephone lines go down. Possibly incorporate with Cable Modem service if price discounted package available.
Cell Phone	Low	Excellent alternative. Could be major alternative if wire line service fails and pagers/beeper channels are congested.	Cell service not available in Town of Fremont. Verizon estimates 2+ years before it is available. Got no response from request to Sprint.	Investigating Wireless Edge, a company being considered by Damascus for a cell tower. Their tower would allow other cell service providers. Their technology accommodates mountainous terrain.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Beepers	Very low	Inexpensive. Text capability	No voice capability. Beeper market in decline.	Looking for vendors.
Pagers (33-36.995 MHz)	Expensive up front purchase price. In \$500 + range.  Plus would need to set up radio transmission (from KBGL in Liberty)	Compatible with pagers used by other agencies, e.g. fire department(s)		Investigating the institution of 2 way pager capability. Only pagers in service are Fire Department's and they just receive information from the Fire Department Dispatch center.
Walkie-Talkies (49MHz Personal Communications)	\$30 to \$50 each receiver	Can be powered by AA batteries.	Limited Range	Will not buy. Need longer range.
National Weather Radio receivers	Low cost	Has tone, light and vibration alert capability. Very portable. Carries announcements of all emergencies, not just weather related emergencies.		The Town will get four of these (for Town Supervisor, the Deputy Town Supervisor, the Emergency Management Coordinator, and the Highway Superintendent.)
High Speed Internet Access via Cable-Modem	Close to \$50 per month for Time Warner Road Runner Service.	Much less expensive than T1 service (\$1,400 per month) Ability to send email. Excellent method of obtaining information from and communicating with Department of Homeland Security, FEMA, and state and county agencies. Access to FEMA's DMIS (Direct Management Information System) which does the following: (may be handled by Sullivan County) <ul style="list-style-type: none"><li>• This program, which is managed by FEMA, allows the emergency response community to share real-time information during an incident in a secure, web-based</li></ul>	Speeds are variable. Suffers from lower speed during high peak usage times, and these will likely occur during an emergency situation.  More expensive than Verizon DSL but the Town of Fremont is too far away from the Callicoon Switching Center for DSL.	The Town will get this service.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

		<p>environment.</p> <ul style="list-style-type: none"> <li>DMIS passes its information to HazCollect, NOAA's collection of hazards information. This information is then passed to the NOAA Weather Radio (NWR) stations for broadcast of emergency announcements.</li> </ul>		
High Speed Internet via DirecTV	<p>\$70 per month for 500 KBps</p> <p>\$100 per month for business service of 1.5 Mbps (T1 speed)</p>	Not subject to adverse conditions affecting wires, such as flooding, ice storms, etc.	Vulnerable to snowy and overcast conditions interfering with signal communication. Ice and snow affect the dishes as well.	The Town will not get this service.
Voice Over Internet Protocol (VOIP)	Very inexpensive. Low monthly fees, inexpensive phones.	Excellent alternative to wireline phone service.		The Town will consider this when we get a high speed internet connection, such as Road Runner.
Satellite Phones	Expensive instrument costs and monthly charges.	Good choice where there is no cell service	Affected by adverse weather.	We are looking into this.
Private Line Network	Expensive.	Many technologies available, including virtual private line networks, value added networks such as Frame Relay, ATM, etc.	Much planning and buy in required from multiple agencies.	The Town is aware of this possibility but it needs to be addressed by higher jurisdiction, e.g. federal, state, or county level.
General Mobile Radio Service (460 MHz)	<p>\$200 per handset</p> <p>\$500 - \$1,000 for 5 Watt Base Station Receiver</p>	<p>5 to 25 mile range</p> <p>Uses up to 6 AA batteries</p>	23 GMR channels used on unassigned basis, requires cooperation of all users.	The Town leaning toward voice/tone pagers instead of these.
Amateur Radio (HAM) (144 MHz and/or 440 MHz)	\$200 - \$500 for 2 meter transceivers	<p>20 to 50 mile range</p> <p>HAM radio operators have saved the day during many situations where other communications have been unavailable</p>	<p>All hams and their stations must be licensed by FCC</p> <p>Operators must pass written exam</p>	The Town is looking into getting volunteer HAM radio operators to be on its contact list so that we can use them during emergencies.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

7. Planned system and hierarchy as of this report date:

Communications Component	Function	Status
Short wave radios	<ul style="list-style-type: none"> <li>• Between Department of Highway trucks. (in place)</li> <li>Other functions needed but not in place:               <ul style="list-style-type: none"> <li>• Between Fire Department(s) and Town Supervisor.</li> <li>• Between Town Supervisor and E911</li> <li>• Between Town Supervisor and Sullivan County Emergency Operations Center</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Short Wave radios exist in Town Dept of Highway trucks but do not have other listed functions.</li> <li>• Need to provide at least 4 handheld sets</li> <li>• Need funds to accomplish the above</li> </ul>
Existing Sirens system	<ul style="list-style-type: none"> <li>• Fire Department first responder alert.</li> </ul>	<ul style="list-style-type: none"> <li>• In place</li> </ul>
Standard Telephone land lines (to be used for voice and fax communication)	<ul style="list-style-type: none"> <li>• Emergency Management Coordinator contacts NIMS personnel and other agencies</li> <li>• Public contacts the Town and vice versa</li> <li>• Communication between NIMS supervisory personnel</li> <li>• Communication between first responders and NIMS supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• In place</li> </ul>
Cell Service	<ul style="list-style-type: none"> <li>• Field communications between first responders and NIMS supervisors.</li> <li>• Back up if standard telephone service is down.</li> </ul>	<ul style="list-style-type: none"> <li>• Contacted Verizon, Sprint, and Wireless Edge. Verizon indicates tower will not be built in our area for at least 2 years. Sprint did not respond. Meetings with Wireless Edge are ongoing.</li> </ul>
Cable Telephone	<ul style="list-style-type: none"> <li>• Two lines to be used if standard telephone land-line service is down.</li> <li>• One line will be made public so that public can reach the Town if the Town's lines are down.</li> </ul>	<ul style="list-style-type: none"> <li>• Town will obtain.</li> </ul>
Satellite Phones	<ul style="list-style-type: none"> <li>• Four to be made available to the Town Supervisor, Deputy Town Supervisor, Highway Superintendent and Emergency Management Coordinator for use when other communication are not</li> </ul>	<ul style="list-style-type: none"> <li>• Need funds for these</li> </ul>

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

	available. Will be discontinued when cell service is made available.	
One Cable-Modem connection for high-speed Internet to be located in the Town Supervisor's office.	<ul style="list-style-type: none"> <li>• For access to various government sites, including Dept of Homeland Security, FEMA, other federal sites, New York State (State Emergency Management Office (SEMO), and Sullivan County.</li> <li>• DMIS access</li> <li>• Email contact with Town personnel , and other agencies at all jurisdictions</li> </ul>	<ul style="list-style-type: none"> <li>• Town will obtain. Awaiting Time Warner to complete placing fiber to our area, currently underway.</li> </ul>
Voice Over Internet Protocol (VOIP)	<ul style="list-style-type: none"> <li>• Further back up of standard telephone service.</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting Time Warner service activation in our area.</li> </ul>
HAM Radio Operators	<ul style="list-style-type: none"> <li>• Contact with the world in the event no other form of communications is available.</li> </ul>	<ul style="list-style-type: none"> <li>• The Town will enlist volunteers to support NIMS efforts during an incident.</li> </ul>

**B. Information Management**

1. The Town Clerk (ICS Logistics Section Chief) will ensure that all communications and exchange of information follow orderly procedures and that there are protocols put in place.
2. The Town Clerk will ensure that proper filing, and records retention guidelines are put in place and adhered to.
3. The Town Clerk will administer the entering of information into the Federal Emergency Management Agency (FEMA) the Disaster Management Interoperability Services (DMIS) program. This program which is managed by FEMA, allows the emergency response community to share real-time information during an incident in a secure, web-based environment. "This initiative will ultimately reduce the loss of life and property through the use of enhanced communication and response," said Acting Regional Director Patricia Arcuri, FEMA Region III, which covers the states of Delaware, Maryland, Virginia, Pennsylvania, West Virginia and the District of Columbia.

## VII. SUPPORTING TECHNOLOGIES

### A. Supporting Technologies

1. The Town of Fremont, under the administration of the Highway Superintendent, will ensure that the following principles of technology are adhered to:
  - a. **Interoperability and compatibility.** Systems must be able to work together.
  - b. **Technology support.** All organizations using NIMS will be able to enhance all aspects of incident management and emergency response.
  - c. **Technology standards.** Employ national standards such that interoperability and compatibility of major systems are established.
  - d. **Broad-based requirements.** Compliance with NIMS ensures a mechanism for aggregating and prioritizing new technologies, procedures, protocols, and standards.
  - e. **Strategic planning and R&D.** Submit technology requirements to the NIMS Integration Center for purposes of inputting these needs to the strategic planning and research and development process.
    - g. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.

## VIII. ONGOING MANAGEMENT AND MAINTENANCE

### A. Functions and Responsibilities

1. The Town Supervisor will ensure that the Town of Fremont continues to keep up to date with and comply with the National Incident Management criteria, as follows:
  - a. The Town Board will continually update and document this Comprehensive Incident Management Plan.
  - b. The Town Supervisor will hold periodic meetings of the Incident Planning Committee, inviting representatives from other agencies to participate, in order to review procedures and obtain suggestions on improving performance relevant to NIMS.
  - c. The Town Supervisor will conduct periodic drills and exercises to ensure that the Plan will operate effectively and that the Incident Command function will proceed efficiently during an incident.
  - d. The Town Supervisor will ensure that NIMS training continues and that all Town personnel are kept current and certified with the latest training requirements.
  - e. The Town Supervisor will review the requirements of the function of Public Information Officer and Liaison Officer to ensure that all facilities required are at hand.
  - f. The Highway Superintendent will periodically review the communications requirements of the Town and ensure that its system maintains a common operating picture and follows common communications and data standards.
  - g. The Highway Superintendent will maintain inventories throughout the year and conduct a semi-annual inventory and typing of all Town trucks, road equipment and communications equipment.
  - h. The Highway Superintendent will make the Town's equipment requirements known to the Town Clerk throughout the year. The Town Clerk will obtain the latest FEMA practices regarding NIMS and ICS.
  - i. The Town Clerk will review FEMA publications made available through the National Information Center, describing and listing certified equipment.
  - j. The Town Clerk will continue to keep accounting records, logs and journals, which specify incident related expenditures and use of resources.
  - k. The Safety Officer will provide lists of required materials that will ensure the safety of Town Personnel.

**IX. NIMS/FEMA FUNDING**

- A. Procedures for obtaining federal funding for NIMS implementation.**
- B. Procedures for obtaining FEMA grants.**
- C. Procedures for obtaining FEMA hazard mitigation grants.**
- D. Procedures for obtaining FEMA funds for private sector.**

**THIS SECTION IS IN PROGRESS**

**X. APPENDICES**

## **Appendix 1: INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS**

### **A. Instructions for declaring a local State of Emergency**

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

**B. Sample Declaration of a local State of Emergency**

A State of Emergency is hereby declared in \_\_\_\_\_  
effective at \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Date)

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

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This situation threatens the public safety.

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

As the Chief Executive of the Town of Fremont I, \_\_\_\_\_

Name of Chief Executive

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

## **Appendix 2: INSTRUCTIONS for ISSUING LOCAL EMERGENCY ORDERS**

### **A. Instructions for issuing local Emergency Orders**

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor and or a person acting for the Supervisor. The County Executive can issue emergency orders for anywhere in Sullivan County, including the Town of Fremont, following the declaration of a local State of Emergency by the County Executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take affect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

**B. Sample Local Emergency Order**

Local Emergency Order Evacuating Vulnerable Areas:

I, \_\_\_\_\_, the Town Supervisor of the Town of Fremont, in accordance with a declaration of a State of Emergency issued on \_\_\_\_\_, 20\_\_\_\_, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones (locales):

Zone 1	
Zone 2	
Zone 3	
Zone 4	

The evacuation is necessary to protect the public from \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Failure to obey this order is a criminal offense.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(date) (month)

At \_\_\_\_\_ o'clock, in \_\_\_\_\_, New York  
(time) (municipality)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_

## Appendix 3: CLEAR TEXT TERMS AND DEFINITIONS

- **A**
- **Action Plan:** See Incident Action Plan.
- **Agency:** An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)
- **Agency Administrator or Executive:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.
- **Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated to incidents.
- **Agency Representative:** An individual assigned to an incident from an assisting or cooperating who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.
- **Air Operations Branch Director:** The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.
- **Allocated Resources:** Resources dispatched to an incident.
- **All-Risk:** Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, public health and safety, and minimize disruption of governmental, social, and economic activities.
- **Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization, or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.
- **Assigned Resources:** Resources checked in and assigned work tasks on an incident.
- **Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.
- **Assistant:** Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.
- **Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.
- **Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
- **B**
- **Base:** The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Branch:** The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).
- **C**
- **Cache:** A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
- **Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
- **Chain of Command:** A series of management positions in order of authority.
- **Check-In:** The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).
- **Chief:** The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.
- **Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing clear text.
- **Command:** The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.
- **Command Post:** See Incident Command Post.
- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.
- **Communication Unit:** An organizational Unit in the Logistics Section responsible for providing communication services at an incident. A Communication Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.
- **Compacts:** Formal working agreements among agencies to obtain mutual aid.
- **Compensation/Claims Unit:** Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.
- **Complex:** Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to Unified Command.
- **Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
- **Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.
- **Coordination Center:** A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.
- **Cost Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agencies or jurisdictional representatives at the incident.
- **Cost Unit:** Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
- **Crew:** See Single Resource.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **D**
- **Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.
- **Demobilization Unit:** Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.
- **Deputy:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
- **Director:** The ICS title for individuals responsible for supervision of a Branch.
- **Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.
- **Dispatch Center:** A facility from which resources are ordered, mobilized, and assigned to an incident.
- **Division:** Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.
- **Documentation Unit:** Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.
- **E**
- **Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The term incident and emergency are used interchangeably.
- **Emergency Management Coordinator/Director:** The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.
- **Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.
- **Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.
- **Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
- **F**
- **Facilities – Physical locations**
- **Facilities Unit:** Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Federal:** Of or pertaining to the Federal Government of the United States of America.
- **Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System.
- **Finance/Administration Section:** The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.
- **Food Unit:** Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.
- **Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
- **G**
- **General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
- **Ground Support Unit:** Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.
- **H**
- **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
- **Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.
- **Helispot:** Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.
- **Hierarchy of Command:** See Chain of Command.
- **I**
- **Incident:** An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. The term incident and emergency are used interchangeably. A more comprehensive list, is as follows:
  - Floods
  - Storms (Tornados, Ice Storms, Severe Winter Storm, Hurricanes)
  - Explosion
  - Ice Jam
  - Earthquake
  - Terrorist incident – explosions, chemical, biological - (including the use of weapons of mass destruction)
  - Transportation accident (HAZMAT, other)
  - HAZMAT at fixed site

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- Criminal Acts and Crime Scene Investigations
- Rioting and/or looting
- Human/Animal Disease Outbreaks
- Search and Rescue Missions
- Hazardous Materials Incidents
- National Special Security Events
- Critical Infrastructure Incidents such as:
  - o Water Main Breaks
  - o Reservoir Damage
  - o Utility Outages
  - o Road Closures
  - o Structural Collapse
  - o Other
- Displaced Persons
- Hazardous Atmospheric Conditions
- Other Planned Events such as:
  - o Parades
  - o Demonstrations
  - o Other
- **Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- **Incident Base:** Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.
- **Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- **Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
- **Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
- **Incident Communications Center:** The location of the Communications Unit and the Message Center.
- **Incident Complex:** See Complex.
- **Incident Management Team (IMT):** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.
- **Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy (ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

- **Incident of National Significance:** Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities. (Source: National Response Plan)
- **Incident Types:** Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.
- **Incident Support Organization:** Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.
- **Initial Action:** Those actions taken by resources that are the first to arrive at an incident site.
- **Initial Response:** Resources initially committed to an incident.
- **Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.
- **J**
- **Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.
- **Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
- **Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- **Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
- **K**
- **Kinds of Resources:** Describe what the resource is (e.g., medic, firefighter, planning section chief, helicopters, ambulances, combustible gas indicators, bulldozers).
- **L**
- **Landing Zone:** See Helispot.
- **Leader:** The ICS title for an individual responsible for a Task Force, Strike Team, or functional Unit.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.
- **Liaison Officer (LNO):** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.
- **Logistics:** Providing resources and other services to support incident management.
- **Logistics Section:** The Section responsible for providing facilities, services, and materials for the incident.
- **Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).
- **M**
- **Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, 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, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- **Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
- **Managers:** Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.
- **Medical Unit:** Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.
- **Message Center:** The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.
- **Mitigation:** Mitigation – actions that are taken to lessen the effects of hazardous conditions. These can be long term activities addressed at ameliorating the effects of hazards, or actions required during an immediate response to an incident to provide immediate relief. Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

governments, businesses, and the public on measures they can take to reduce loss and injury.

- **Mobilization:** The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
- **Mobilization Center:** An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.
- **Multiagency Coordination (MAC):** The coordination of assisting agency resources and support to emergency operations.
- **Multiagency Coordination Entity:** A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.
- **Multiagency Coordination Systems (MACs):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.
- **Multiagency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.
- **Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
- **N**
- **National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
- **National Response Plan (NRP):** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
- **O**
- **Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.
- **Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
- **Operations Section:** The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.
- **Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
- **P**

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Plan:** A procedural document specifying pre, during, and post actions to be taken relative to incidents. As referred to in this document with a capital "P", it refers to this plan.
- **Planning Meeting:** A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.
- **Planning Section:** Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
- **Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
- **Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.
- **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
- **Procurement Unit:** Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.
- **Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
- **R**
- **Recorders:** Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.
- **Reinforced Response:** Those resources requested in addition to the initial response.
- **Reporting Locations:** Location or facilities where incoming resources can check in at the incident. (See Check-in.)
- **Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.
- **Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.
- **Resources Unit:** Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.
- **Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
- **S**
- **Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.
- **Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.
- **Segment:** A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.
- **Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communication, Medical, and Food Units.
- **Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.
- **Situation Unit:** Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.
- **Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)
- **Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).
- **Strategy:** The general direction selected to accomplish incident objectives set by the Incident Commander.
- **Strategic:** Strategic elements of incident management are characterized by continuous long-term, highlevel planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
- **Strike Team:** A specified combination of the same kind and type of resources with common communications and a Leader.
- **Supervisor:** The ICS title for individuals responsible for a Division or Group.
- **Supply Unit:** Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.\
- **Support Branch:** A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.
- **Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.
- **Support Resources:** Nontactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff
- **T**
- **Tactical Direction:** Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.
- **Tactics:** Deploying and directing resources on an incident to accomplish incident strategy and objectives.
- **Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a Leader.
- **Team:** See Single Resource.
- **Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS organization.
- **Threat:** An indication of possible violence, harm, or danger.
- **Time Unit:** Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.
- **Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of incident management teams, experience and qualifications.
- **Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
- **Town:** - In this Plan, the term "Town" usually refers to the Town of Fremont.
- **Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) (43 U.S.C.A. and 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- **U**

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

- **Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)
- **Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.
- **Unit:** The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.
- **Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

## Appendix 4: MASTER CONTACT LIST

Agency	Name & Title	NIMS Function	Telephone #	Fax #	Email and/or Website
FEMA			FEMA: 1-800-621-3362 NYS Grants: 1-888-769-7243		
FBI Terror Alert			1-866-483-5137		
Fremont Center Post Office			887-5808		
Federal Poison and Disease Agencies			Regional poison control center (1-800-222-1222)  Centers for Disease Control and Prevention Public Response Hotline (CDC) English (888) 246-2675 Español (888) 246-2857 TTY (866) 874-2646  Agency for Toxic Substances and Disease Registry (ATSDR) (1-888-422-8737)		
National Parks Service			557-0222		
New York State Emergency Management Office		<b>NYS Terrorism Tips Hotline</b>  If You See Something, Say Something.	1-866-SAFENYS		
New York State Emergency Management Office – Regional Center			454-0430		

**TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006**

<b>Agency</b>	<b>Name &amp; Title</b>	<b>NIMS Function</b>	<b>Telephone #</b>	<b>Fax #</b>	<b>Email and/or Website</b>
NYS Department of Environmental Protection	Dolores Wehrfritz – DEC Technician (notify her of all fuel spills)		256-3114 (O) 439-4290 (H) Spills Hotline: 1-800-457-7362 Hazardous Substance: 256-3136 Pesticides: 256-3097		
Sullivan County Emergency 911			911		
Sullivan County Emergency Operations Center			794-3000 Ext. 3100		
Sullivan County Emergency Management	Bob Theadore – Director of Real Property Administration	Sullivan County Planning Contact	794-3000 (O) Ext. 3242		robert.theadore@co.sullivan.ny.us
Town of Fremont Emergency Operations Center and Town Board	George Conklin - Councilman	Emergency Management Coordinator for Town EOC and member of Planning Section	887-6605 (O) 887-5553 (H)		
Town of Fremont	Jim Greier – Town Supervisor	Incident Commander	887-6605 (O) 482-5759 (H) 794-7722 (B)	887-6605	
Town of Fremont	Joe Niero – Highway Superintendent	Operations Section Chief	887-4883 (O) 887-4223 (H)		
Town of Fremont	Paul Kellam – Town Clerk	Logistics Section Chief and Finance/Admin. Chief	887-5379(O) (H)		
Town of Fremont	Sandee Sipple	Town Acct'g and Finance/ Admin. Deputy	887-4192(H)		
Fremont Town Board	Ronald Rhodes – Councilman	Planning Section Chief	887-4178 (H)		
Fremont Town Board	John Niflot – Councilman	Member of Planning Section	887-5417 (H)		

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Agency	Name & Title	NIMS Function	Telephone #	Fax #	Email and/or Website
Fremont Town Board	John Hubert – Deputy Supervisor	Deputy Incident Commander and member of Planning Section	887-4324 (H)		
Liberty Fire Department Dispatch			583-7100		
North Branch Fire Department	John Theadore	First Responder	482-4708		jtheadore08@elmira.edu
North Branch Fire Department	Tom Bisig	First Responder	482-5329		
North Branch Fire Department	Alan Welton – Fire Chief	First Responder	482-4569		Welton time@yahoo.com
Hankins/Fremont Fire Department	Dan Hirsch – Fire Chief	First Responder	887-6990		
Hankins/Fremont Fire Department	Pat Fredo - Commissioner	First Responder	887-5346 (H)		
Sheriff's Office			794-7100		
State Police			292-6600		
Long Eddy Water/ Long Eddy Police/Upper Delaware Ambulance	Cort Brush – Operator EMT	First Responder	887-6107 (H)		cherokeekid@peoplePC.com
Town of Fremont	Paul Brustman – Code Enforcement Officer and Building Inspector		887-6605 (O) 482-5441 (H)		
Private Physician	Paul D. Salzberg, MD – Health Officer Town of Fremont	Command Safety Officer	887-6112 (O)		

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

Agency	Name & Title	NIMS Function	Telephone #	Fax #	Email and/or Website
Ambulance Corps.	Captain Walter Sipple	First Responder	583-7100 (Dispatch) 887-6463(H), 887-4746(H)		
Catskill Regional Medical Center – Harris			794-1372		
Catskill Regional Medical Center – Callicoon (Grover Herman Division)			887-5530		
Catskill Regional Medical Center – Grover Herman Division	Shirley Rangaves – Registered Nurse	Safety Assistant	887-4829 (H)		
Sullivan County Public Health Services	Martha Wilcox - Public Health Aide	Town Public Health Official (Shelter Supervision)	292-0100 1-607-498-4578 (H)		
American Red Cross – Orange NY Chapter in Goshen (no chapter in Sullivan)			294-9785		
Fremont Community Church	Betty Peters – Community Church Hall	Shelter	887-4229 (H)		713@warwick.net
Rushing Wind Church	Shannon Dee Bailey – Pastor (representing Shawn Bailey Sullivan West School Board Member)	Shelter	887-4327 (H)	887-4327 (call first)	ssbailey@hvc.rr.com
NYSEG			295-5492 (human contact) 1-800-572-1131 (recording only)		
Verizon			890-6611 (repair residence) 890-7711 (repair - business) 1-212-395-2121 (General info)		

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

<b>Agency</b>	<b>Name &amp; Title</b>	<b>NIMS Function</b>	<b>Telephone #</b>	<b>Fax #</b>	<b>Email and/or Website</b>
Time Warner			1-800-431-8878		
Private citizen	Steve Korba – Volunteer	Plan Documentatio n	887-0040 (H)	887- 5998 (call first)	stevcor@aol.com

## Appendix 5: SAFETY MATERIALS LIST

### Contents of First Aid Kit:

Activated Charcoal (for poisoning emergencies)	Face mask for CPR	Over-the-counter pain medication [aspirin]
Adhesive strip bandages - assorted sizes	First aid guide	Paper & pencil
Adhesive tape	Flashlight	Paper drinking cups
Alcohol - rubbing 70%	Gauze pads - various sizes	Roller guaze - self adhering
Alcohol wipes	Hot-water bottle	Safety pins
Antacid	Household ammonia	Salt
Antibiotic ointment	Hydrocortisone cream .5%	Scissors
Baking soda	Hydrogen Peroxide	Soap
Calamine lotion	Hypoallergenic tape	Space blanket
Chemical ice packs	Ice bag	Sam splint
Chemical hot packs	Insect repellent	Sugar or glucose solution
Cotton balls	Insect sting swabs	Syrup of Ipecac
Cotton swabs	Matches	Thermometer - oral & rectal
Decongestant tablets & spray	Meat tenderizer (for insect bites)	Tongue blades
Diarrhea medication	Moleskin	Triangular bandages
Disposable latex or vinyl gloves	Needles	Tweezers
Elastic bandages	Non-adhering dressings [Telfa]	Waterproof tape
Eye Wash suitable for chemical burns	Oil of Cloves	

### Hazardous Material Protective Clothing

There are several kinds of Hazmat (Hazardous Materials) gear (or "bunny suits", as they are sometimes called), giving varying levels of protection, depending upon what material is being dealt with. There are two levels of protection, Level A and Level B. Level A suits are total containment suits, giving protection from all forms of chemicals: solids, liquids, and gasses/vapors. Level B suits are not airtight, so provide protection against solids and liquids (splashing), but not vapors or gasses. This gear allows specially trained firefighters to deal with substances which may be toxic, very caustic, etc., which their normal turnout gear and SCBA may not be sufficient to protect them from. Hazmat clothing does not normally provide protection against fire or explosion; in these cases "flash" protection must also be worn.

Clothing should protect all exposed areas and should pass ASTM F 903 03 Standard Test Method for Resistance of Materials Used in Protective Clothing to Penetration by Liquids and Standard on Liquid Splash Protective Ensembles and Clothing for Hazardous Materials Emergencies.

## Appendix 6: EQUIPMENT INVENTORY

Item	Serial Number	Type	Quantity
Bulldozer			1
Grader	672B		1
Backhoe	A436590	555D 4WD TLB	1
Loader	A81054	Wheel Loader	1
1991 Dump Truck	1HTGEGBR2MH359705	Diesel – 6 Cyl	1
2000 Dump Truck	1HTGEAHR4YH274701	Diesel – 6 Cyl	1
2000 Dump Truck	1HTGEAHR2YH278357	Diesel – 6 Cyl	1
2001 Dump Truck	1M2P324C91M055753	Diesel – 6 Cyl	1
2-Way Short Wave Radios mounted in trucks		High Band	8
Short Wave Radio Base Station		High Band	1

**TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006**

**Appendix 7: TRAINING CERTIFICATION**

Name	Title	Course	Date Taken	Date Certified
Joseph Niero	Highway Superintendent	IS00100	5/10/06	5/10/06
		IS00200	5/11/06	5/11/06
		IS00700	5/11/06	5/11/06
		IS00800	5/11/06	5/11/06
Michael Rhodes	Foreman	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Steven Pfefferkorn	Foreman	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Lyle Houghtaling	HMEO (Heavy Machinery Equipment Operator)	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Paul Hahn	HMEO	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Dale Steffens	HMEO	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Ernest Ross	HMEO	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
Rick Gray	Laborer	IS00100	8/21/06	8/23/06
		IS00700	8/21/06	8/23/06
James Greier	Town Supervisor	IS00100	8/30/06	8/30/06
		IS00700	8/30/06	8/30/06
John Hubert	Deputy Town Supervisor and Councilman	IS00100	8/24/06	8/26/06
		IS00700	8/24/06	8/26/06
Paul Kellam	Town Clerk	IS00100	9/26/2006	9/28/2006
		IS00700	9/26/2006	9/28/2006
Ronald Rhodes	Councilman	IS00100	9/1/06	9/1/06
		IS00700	9/1/06	9/1/06
John Niflot	Councilman	IS00100	9/27/06	9/28/06
		IS00700	9/27/06	9/28/06
George Conklin	Councilman	IS00100	TOOK COURSE SEVERAL YEARS AGO	
		IS00700	9/28/06	9/28/06
Paul Brustman	Code Enforcement Officer – Building Inspector	IS00100	9/24/06	9/24/06
		IS00700	9/24/06	9/24/06

**TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006**

<b>Sandee Sipple</b>	<b>Town Accounting</b>	<b>IS00100</b>	<b>9/21/06</b>	<b>9/23/06</b>
		<b>IS00700</b>	<b>9/21/06</b>	<b>9/23/06</b>
<b>Shirley Rangaves</b>	<b>Registered Nurse</b>	<b>IS00100</b>	<b>8/10/06</b>	<b>8/10/06</b>
		<b>IS00200</b>	<b>8/10/06</b>	<b>8/10/06</b>
		<b>IS00700</b>	<b>8/29/06</b>	<b>8/29/06</b>
		<b>IS00800</b>	<b>8/29/06</b>	<b>8/29/06</b>
<b>William Quick</b>	<b>Tax Assessor</b>	<b>IS00100</b>	<b>9/27/06</b>	<b>9/27/06</b>
<b>Stephen Korba</b>	<b>Resident</b>	<b>IS00100</b>	<b>8/10/06</b>	<b>8/12/06</b>
		<b>IS00700</b>	<b>8/12/06</b>	<b>8/15/06</b>

## Appendix 8: NIMS SURVEY

Town of Fremont  
Town Supervisor's Office  
Box 11  
Fremont Center, New York 12736  
Tel: 887-6605

September 14, 2006

Dear Resident of the Town of Fremont,

The Town of Fremont is presently putting together a plan that will enable us to coordinate our response to any type of emergency situation in our area. This is in response to Homeland Security Presidential Directive (HSPD) 5, which establishes national guidelines for a National Incident Management System (NIMS). NIMS applies to all jurisdictions in the country, including federal, state, county, and local levels of government.

In order to be prepared for any emergency situation that arises, we are asking you to answer a few questions that will help us plan for any emergency. If you would be so kind as to answer these questions and return them to me, I would appreciate it.

You can mail the filled out survey to me at Box 11, Fremont Center, NY 12736; or drop it off at my office at County Road 95 in Fremont Center during office hours (Wednesdays 1PM to 4PM, Saturday mornings, and occasionally weekdays after 4PM). It's best to call the office beforehand, to make sure it will be open when you arrive. You can call 887-6605 (Town Supervisor) or 887-4286 (Tax Assessor).

Please provide the information on the attached survey within a week of receiving it. This information is vital to you and to us in ensuring that we are prepared for any emergency.

Sincerely yours,

Town Supervisor

National Incident Management System Survey

<b>LOCATION AND CONTACT INFORMATION:</b>	<b>RESPONSE</b>
Please provide your name, full address and nearest cross section information and any other information, such as landmarks, that would make it easy to locate your residence (or place of business – if you are a place of business).	
Please list any phone number(s) at which you can be reached during an emergency. List your home phone number and your number at work.	
If you presently have a cell phone, what is your cell phone number? (In the event that we get cell phone service in our area, this might be helpful if we need to contact you and you are not at home)	
Do you have a fax number? Would that be the best way to contact you? (As might be the case for the hard of hearing)	
Do you have a special teletypewriter for the hard of hearing? What is the phone number?	
Do you subscribe to any Internet Protocol Relay service (IP Relay) for the hard of hearing? Who is the provider and how can we reach you through that service?	
Do you have an email address that we can keep on file in case we have to get in touch with you and that is the only way to reach you?	

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

<b>SPECIAL NEEDS DURING AN EMERGENCY:</b>	<b>RESPONSE</b>
Do you have transportation in case you need to evacuate your home? If not, what type of transportation do you need and how many people will be in need of transporting?	
Are any residents of your home, or if you are a business - worker in your place of business, blind or vision impaired and in need of help during an emergency? Please indicate how many people in your home this applies to. If you wish, please indicate their names, as that would be helpful in maintaining a list.	
Are any resident of your home hard of hearing to the extent that they would not be able to hear sirens, the telephone, or radio and television broadcasts of public announcements? Please indicate names of people.	
Do any residents of your home (or business if you are a business) have disabilities other than blindness or being hard of hearing, that would render them in need of special assistance, and if so, please indicate the number of people and type of disability? Please indicate names of people if you wish.	
Are any members of your household immobile for any reason and would be in need of assistance during an emergency? Please indicate the number of people, the nature of their disabilities and their names if you wish.	
Are any members of your home infirm due to age, or sickness and who would be in need of special assistance? Please indicate the number of people, and their names if you wish.	
If any member of your household (or place of business if you are a business) would require special equipment such as oxygen, defibrillators, or other medical equipment, service, or treatment during an emergency, please indicate their needs.	

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

<b>COMMUNICATION NEEDS:</b>	<b>RESPONSE</b>
Do you want cell phone service in the Town of Fremont?	
Are you a current subscriber to cell phone service? (Some people have it for out for use out of our area) How many people in your home have cell phone service? Who is your provider?	
How many people in your home would subscribe to cell phone service if it was available, including yourself?	
Do you have or intend to get satellite access to the Internet – e.g. DirecTV or Dish Network.	
Do you have phone service through your cable provider?	
Do you have a radio receiver that receives the National Weather Service? Does it have an alarm function?	

<b>FIRST AID AND SUPPLIES:</b>	<b>RESPONSE</b>
Do you have emergency evacuation routes planned out and do you practice taking those routes periodically?	
Do you have a basic emergency supply kit at home that would help you during an emergency? (If not, please next page)	

TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

KEEP THIS PAGE. DO NOT SENT BACK WITH SURVEY.

**What to have in your Emergency Supply Kit**

- Water – 1 Gallon per person per day for at least 3 days
- Food – at least a 3 day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries
- Flashlight with extra batteries
- First Aid kit (including a first aid book)
- Whistle to signal for help
- Compass, and local maps - in case you need to travel away from home
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)

Additional Items to consider adding to your emergency supply kit:

- Prescription Medications and glasses as well as personal hygiene items
- Infant formula and diapers
- Important family document such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Pet food and extra water for pets
- Cash or traveler's checks and change
- Fire extinguisher
- Change of clothing – blankets and or sleeping bags
- Matches in waterproof container
- Mess kit, paper cups, plates and plastic utensils, paper towels
- Paper and pencils
- Books, games, puzzles or other activities for Children's Editorial Department
- Household chlorine bleach and medicine dropper – 9 parts water to 1 part bleach can be used as a disinfectant. In an emergency, you can use it to treat water by using 16 drops per gallon of water. (Do NOT use scented, color safe, or bleaches with added cleaners)

Find out more about preparing for an emergency.

Call Homeland Security number 1-800-BE-READY (1-800-237-3239)

Or go to Web Site [www.ready.gov](http://www.ready.gov)

## Appendix 9: STATEMENT OF CODE OFFICER

TOWN OF FREMONT

P.O. Box 69

CODE OFFICER AND BUILDING INSPECTOR

Fremont Center N.Y. 12736

Fremont Center  
16 Sept. 2006

'To Whom it may concern'

The Town of Fremont follows all compliances with NYS Building Codes, both Residential + Commercial.

The Town is Broken down into four (4) Zones, Residential, (RRI) Mountain Conservation (RC, River Conservation, RC) and Hamlet Districts.

The Town has Long Eddy, Hankins, Mileses, Fremont Center, Obernburg and Tennannah Lake Hamlets.

Long Eddy has the only water supply and The Town has no Sewages other than private.

Building inspector and Code Officer



TOWN OF FREMONT COMPREHENSIVE INCIDENT MANAGEMENT PLAN  
AS OF SEPTEMBER 26, 2006

## Appendix 10: RESOURCE REQUIREMENTS

September 25, 2006

To: Jim Greier  
From: Steve Korba

The NIMS plan as it is now written, calls for additional expenditures of approximately \$551,000 for 2007. I have broken down the figures below.

Please note that if a Grade-All were purchased instead of an Excavator, that would increase the costs to a total of \$661,000 as the Grade-All would cost about \$250,000.

These figures are conservative estimates but they are important guideposts for your budgeting process.

Please call me at 887-0040 if you have any questions. Thank you.

ONE TIME COSTS			
Item	Qty	Unit Price	Total
Defibrillator	1	\$1,400.00	\$1,400.00
Emergency Backup Generator for Town Hall & EOC	1	\$5,000.00	\$5,000.00
First Aid Kit for trucks	6	\$150.00	\$900.00
First Aid Kit for Admin Bldg	1	\$150.00	\$150.00
Hand held Short Wave Radio	4	\$700.00	\$2,800.00
Upgrading existing Short Wave Radios	8	\$400.00	\$3,200.00
Satellite Phone	4	\$1,200.00	\$4,800.00
Computer, printer, and accessories	1	\$2,400.00	\$2,400.00
Cell Phones if service becomes available	15	\$50.00	\$750.00
Surveys	1	\$200.00	\$200.00
Consultant Costs - Communications System	1	\$2,500.00	\$2,500.00
Consultant Costs - Hazard Analysis	1	\$2,500.00	\$2,500.00
First Aid and Emergency Response Training	10	\$500.00	\$5,000.00
Liquid Splash Protection Clothing (Level B)	5	\$4,000.00	\$20,000.00
Clothing for Hazardous Materials (Level A)	5	\$8,000.00	\$40,000.00
Excavator	1	\$140,000.00	\$140,000.00
Bulldozer (Used but good condition)	1	\$95,000.00	\$95,000.00
Dump Truck	2	\$50,000.00	\$100,000.00
Personnel	2	\$50,000.00	\$100,000.00
<b>Total</b>			<b>\$526,600.00</b>

MONTHLY RECURRING COSTS			
Item	Qty	Unit Price	Total
Cable Telephone Lines	2	\$25.00	\$50.00
Cable-Modem (Road Runner) Service	1	\$50.00	\$50.00
VOIP Internet Phone	1	\$15.00	\$15.00
Cellular Phone Service	15	\$50.00	\$750.00
Satellite Phone service	4	\$100.00	\$400.00
Additional equipment (trucks, etc.) maintenance costs	1	\$750.00	\$750.00
<b>Total Monthly Cost</b>			<b>\$2,015.00</b>
<b>Total Annual Cost</b>			<b>\$24,180.00</b>

**GRAND TOTAL ANNUAL COSTS FOR NIMS**

**\$550,780.00**