

Town of Stoddard, NH

Emergency Operations Plan

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RECORD of REVISIONS and CHANGES

STATEMENT OF PROMULGATION

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

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

NH RSA 21-P:41 Immunity and Exemption: “...Neither the state nor any of its political subdivisions nor any agency of the state or political subdivision, nor any private corporations, organizations, or agencies, nor any emergency management worker complying with or reasonably attempting to comply with this subdivision, or any order or rule adopted or regulation promulgated pursuant to the provisions of this subdivision, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity....”

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

The Town of Stoddard, NH Emergency Operations Plan is adopted effective this _____ day of _____, 20__.

Bradley C. Pratt, Jr., Chairman
Board of Selectmen

John D. Halter
Board of Selectmen

Louis E. GrandPre
Board of Selectmen

Lindsay Freese
Emergency Management Director

ANNUAL CONCURRENCE

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

**Town of Stoddard, NH
Emergency Operations Plan**

REVIEWED AND APPROVED DATE: _____

SIGNATURE: _____

TYPED NAME: _____
Emergency Management Director

CONCURRENCE OF APPROVAL

SIGNATURE: _____

TYPED NAME: _____
Chairman of the Board of Selectmen

SIGNATURE: _____

TYPED NAME: _____
Board of Selectmen

SIGNATURE: _____

TYPED NAME: _____
Board of Selectmen

FOREWORD

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

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

Bradley C. Pratt, Jr., Chairman
Stoddard Board of Selectmen

Signatories to the Town of Stoddard Emergency Operations Plan (EOP)

(By signing below, I acknowledge review and familiarity with the provisions as contained in this plan.)

Chairman, Board of Selectmen

Emergency Management Director

Fire Chief

Head of EMS

Police Chief

Road Agent (contracted)

Forest Fire Warden

Health Officer

Town Clerk

Secretary / Administrative Assistant

Town Treasurer

Town Attorney

Planning Board Chairman

Zoning Board Chairman

Conservation Commission Chairman

Transfer Station Super. (contracted)

School Board Chair

School Principal

I. Introduction

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

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

A. Purpose

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

The ***EOP*** is designed to:

1. Identify planning assumptions, assess hazard potentials, and develop guidelines;
2. Establish a concept of operations built upon an interagency coordination in order to facilitate a timely and effective Local response;
3. Assigns specific functional responsibilities to appropriate departments and agencies;
4. Coordinate actions necessary to respond to an emergency and coordinate the links between local departments, the State, and Federal response; and
5. The plan unifies the efforts of government, volunteers, and the private sector for a comprehensive approach to reducing the impacts of emergencies and disasters.

B. Scope

1. This *EOP* addresses the emergencies and disasters likely to occur as described in the *Appendix D, Hazard Analysis and Assessment*.
2. Includes those actions that support local and state government efforts to save lives, protect public health and safety, and protect property.
3. Comprises all local departments and agencies, assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
 - a. Department and agency assignments are based upon their day-to-day responsibilities, statutory/legislative requirements, and/or Federal regulations.
 - b. Additional assignments may be made through an executive order (EO), as the situation warrants.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
5. The *EOP* describes how State and Federal resources will be coordinated to supplement local resources in response to a disaster.

C. Structure

As shown in *Figure 1, Components of the Stoddard EOP* consists of the following:

1. The format of the **EOP** is consistent with the State of New Hampshire Emergency Operations Plan as well as the Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The **Basic Plan**, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State departments and/or agencies in response to an emergency or disaster.
3. **Administrative Appendices** that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.
4. **Emergency Support Functions (ESFs)** that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guidelines (SOPs/SOGs) to implement functions.
5. **Hazard-specific Annexes**, which include Radiological Protection and Terrorism.

Basic Plan

Introduction

Situation &
Planning
Assumptions

Concept of
Operations

Plan
Management

Authorities &
References

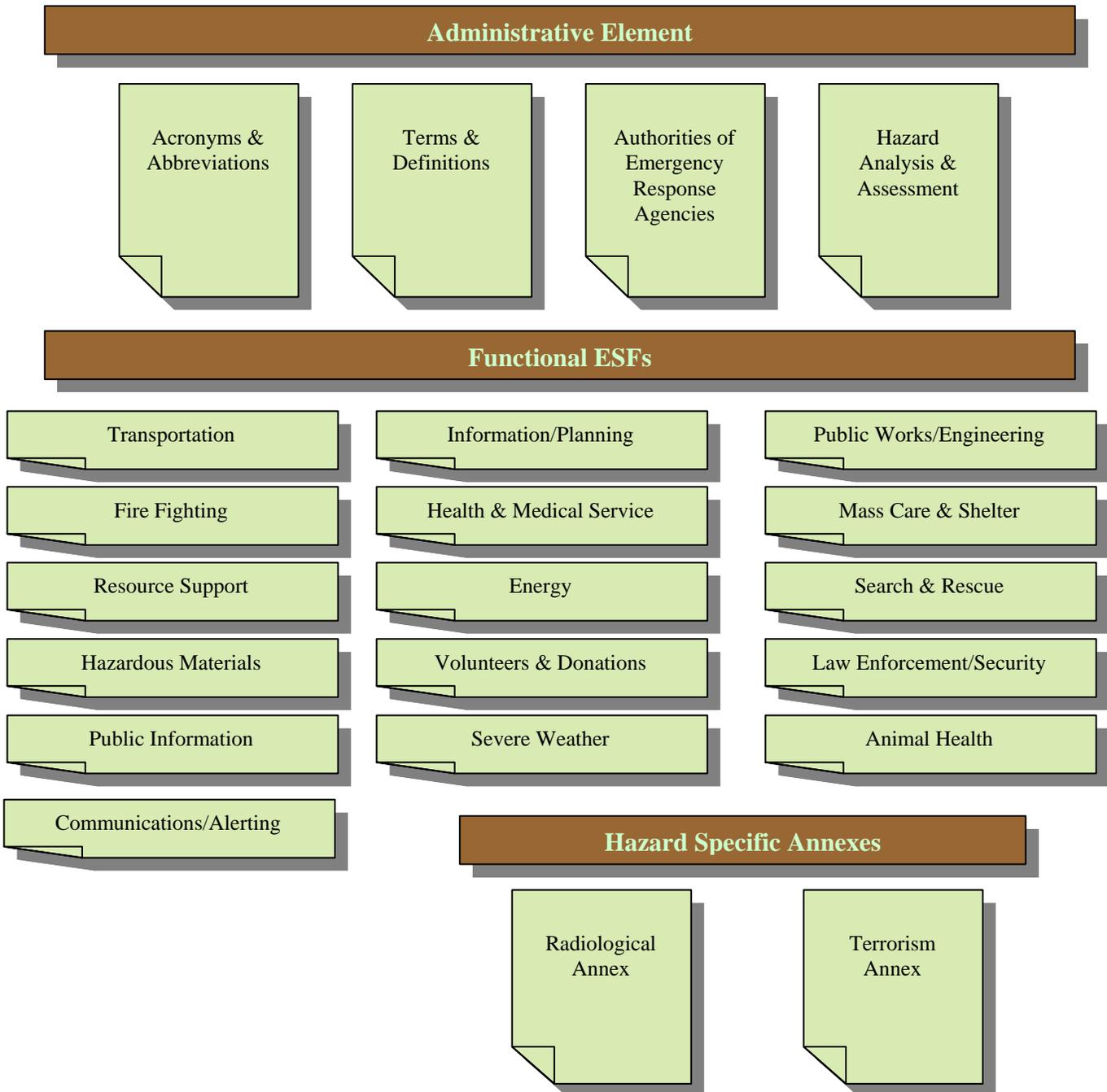


Figure 1 - Components of the Stoddard EOP

D. ESF Descriptions

ESF-1, Transportation – Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

ESF-2, Communications and Alerting – Provides emergency warning, information and guidance to the public. Facilitates the requirements and resources needed to provide for backup capability for all means of communication.

ESF-3, Public Works & Engineering – Provides for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.

ESF-4, Fire Fighting – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat urban incidents; provides incident management assistance for on-scene incident command and control operations.

ESF-5, Information and Planning – Provides for the overall management and coordination of the town's emergency operations in support of local government. Collects, analyzes and disseminates critical information on emergency operations for decision making purposes.

ESF-6, Mass Care & Shelter – Manages and coordinates sheltering, feeding and first aid for disaster victims. Provides for temporary housing, food, clothing, and special human needs in situations that do not warrant mass-care systems. Manages the receipt and distribution of donated goods and services. Provides assistance in coordinating and managing volunteer resources.

ESF-7, Resource Support – Secures resources through mutual aid agreements and procurement procedures for all ESFs, as needed. Provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.

ESF-8, Health and Medical Services – Provides care and treatment for the ill and injured. Mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities. Provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

ESF- 9, Search & Rescue – Provides resources for ground, water, and airborne activities to locate, identify, and remove from a stricken area, persons lost or trapped in buildings and other structures. Provides for specialized emergency response and rescue operations.

ESF- 10, Hazardous Materials – Provides response, inspection, containment and cleanup of hazardous materials accidents or releases.

ESF -11, Food & Water – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

ESF- 12, Energy – Coordinates with the private sector the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.). Coordinates the rationing and distribution of emergency power and fuel.

ESF- 13, Law Enforcement & Security – Provides for the protection of life and property by enforcing laws, orders, and regulation, including the movement of persons from threatened or hazardous areas. Provides for area security, traffic, and access control.

ESF- 14, Public Information – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance. Coordinates a system to minimize rumors and misinformation during an emergency.

ESF- 15, Volunteers and Donations – Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

ESF-16, Animal Health – Provides for a coordinated response in the management and containment of any communicable disease resulting in an animal health emergency.

ESF-17, Severe Weather – Provides for a coordinated response in the management and delivery of services to provide assistance, shelter and care for citizens in the event of severe weather.

See the Figure 2 on the following page for the Responsibility Matrix

Figure 2 - Responsibility Matrix

Functional ESF	Selectmen-Chair	Board of Selectmen	EMD	Fire & Rescue Department	Police Department	Forest Fire Warden	Road Agent	Health Officer	Building Inspector	School Principal	School Board	Secretary / AA	Town Clerk	Town Treasurer	Town Attorney	Transfer Station Superintendent	American Red Cross	NH Fish & Game
1-Transportation	P	S	S	S	S		S	S		S			S					
2-Communications & Alerting	S	S	S	P	S							S						
3-Public Works & Engineering	P	S	S	S	S		S		S		S		S	S		S		
4-Fire Fighting				P	S		S											
5-Information & Planning	P		S	S	S		S	S	S		S		S	S	S			
6-Mass Care & Shelter	S	S	P	S	S		S	S			S						S	
7-Resource Support	P	S	S	S	S	S	S	S		S				S	S			
8-Health & Medical Services	S		S	P	S		S	S										
9-Search & Rescue			S	P	S													S
10-Hazardous Materials		S	S	P	S		S	S										
11-Food & Water		S	P					S			S						S	
12-Energy	P		S	S	S		S		S		S		S	S				
13-Law Enforcement & Security				S	P		S											
14-Public Information	P	S	S	S							S		S					
15-Volunteers & Donations	P		P	S			S		S		S		S	S			S	
16-Animal Health	S		S	S	P		S	S						S				S
17-Severe Weather	P		S	S	S		S									S	S	

P = Primary Agency
 S = Support Agency

II. Situation and Planning Assumptions

A. Situation

The Town of Stoddard, New Hampshire is located in the northeastern corner of Cheshire County and contains 50.9 square miles of land area and 2.1 square miles of inland water area. With a population of 928 permanent residents, it may be characterized as rural. Approximately two-thirds of the town (24,005 acres) is in current use, with 1,306 acres under conservation easement or other deed restriction from development. The population centers are focused around its four major lakes and the central Mill Village. The seasonal population swells to approximately 4,000 during the summer months and holidays.

Stoddard is bordered by the Town of Washington on the north, the Towns of Marlow, Gilsum and Sullivan on the west, the Towns of Windsor and Antrim on the east, and the Town of Nelson on the south.

Stoddard is served by two major highways: Route 9 running east and west and Route 123 running east and west. Route 9 is a major thoroughfare for the state. Valley Road could serve as an evacuation route north and south. The town has approximately 16 miles of class V roads and 3 miles of class VI roads. Various private roads serve the town's housing subdivisions. The overall road network is relatively sparse and households are often located in remote areas.

The town has an area on the northern shore of Highland Lake that is not directly accessible to the rest of the town by roadways. Referred to as either Valley Road or East Side Drive, these residents are dependent upon the emergency services of the Town of Washington.

Stoddard has a very rugged, mountainous terrain. It is located in a section of upland ridges that extend in a north-south direction from Mount Monadnock to Mount Sunapee. Scattered large boulders and exposed ledges are common roadside features. Wetlands, seasonal drainage ways, streams and rivers are located in the town's valley corridors and drain the vast upland areas.

The town's high ridge-line makes it a watershed divide community which basically creates two land areas, one that drains westward to the Ashuelot River and another that drains eastward to the North Branch of the Contoocook River. Stoddard's western half falls within the Ashuelot River Watershed which is part of the Contoocook River Basin, and its eastern half falls within the Contoocook River Watershed which is part of the Merrimack River Basin. Its streams provide water not only for its own ponds and lakes, but are also a water resource for neighboring towns. Average regional temperature is 19°F in January and 71°F in July. Average annual precipitation is 44.4 inches.

The town provides very little commercial business and most people commute out of town to work. The town has one public elementary school.

In addition to natural hazards, primary concern regarding possible emergencies focuses upon the town's two most vulnerable areas. Route 9 serves trucks that carry hazardous

materials throughout the town. Forest fire also threatens the town with each passing dry spell.

Stoddard is a member of the Southwest New Hampshire District Fire Mutual Aid Dispatch and fire and rescue calls are dispatched by them.

The Police Department is dispatched by the Cheshire County Sheriffs Department.

The Fire & Rescue Department is located on Rte. 123 and the Police Department is located on Old Forest Road.

Following are several examples of the types of emergencies, both natural and man-made, which should be considered in preparing and updating this EOP:

- | | |
|---|---------------------------|
| Arson | Ice & Snow Events |
| Biological Agent | Infectious Disease |
| Civil Disorder | Multiple Vehicle Accident |
| Chemical Agent | Nuclear Accident |
| Conventional Bomb | Nuclear Bomb |
| Earthquake | Plane Crash |
| Explosion | Power Outages |
| Flooding (Riverine, Ice Jam,
Dam Breech) | Radiological Agent |
| Forest Fire | Severe Weather |
| Fuel Shortage | Tornado |
| Haz Mat (transport) | Water Outages |
| Haz Mat (fixed) | Wildfire |
| | Wind |

Accordingly, the situation is as follows:

1. The Town of Stoddard faces a wide array of risks, which may pose a significant threat to the population and property within the town. These include natural, human-caused and technological emergencies or disasters.
2. Depending upon the extent and nature of the disaster or emergency, a potential condition exists that may severely hamper the economic and physical infrastructure of the town, region or State.
3. During an emergency or disaster, the town will take immediate and appropriate actions to determine, direct, mobilize, and coordinate the response movement. The town will activate the necessary functions to redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities.
4. A catastrophic disaster may overwhelm local and State governments in providing a timely and effective response to meet the needs of the situation.

B. Planning Assumptions

An emergency or disaster can occur in the town at any time, any place. It may create significant degrees of human suffering, property damage and economic hardship to individuals, local government, and the business community. The Town of Stoddard assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

1. The town is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the State and Federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Stoddard may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to State and State to Federal government).
6. The State, upon request, will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
7. Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide immediate life sustaining relief to individuals and families, not normally available from government resources. Local and/or State agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.
8. Local and State emergency operations plans address the ability to direct, control, coordinate and manage emergency operations during multiple events.
9. The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.

10. State and Federal government resources and expertise can be mobilized to augment emergency operations and recovery efforts beyond the capabilities of local government.
11. Local government will continue to function under all disaster and emergency conditions.
12. Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
13. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate Federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of State and local government.

C. Hazard Analysis and Assessment

The hazard analysis and assessment study is located as **Appendix D, Hazard Analysis and Assessment**, in the Administrative Appendices to this EOP.

III. Concept of Operations

A. General

1. Local response operations will be organized and managed under the Incident Command System (ICS).
2. Actions/Activities identified under the concept of operations are based upon the premise that an emergency or disaster event has exceeded the capabilities and resources of local government, thereby requiring State assistance. Such assistance, when authorized, will be provided by State agencies operating under their own authority, or as part of an effort coordinated by the Department of Safety – Division of Fire Safety and Emergency Management (EM), operating on behalf of the Governor. The Governor may request assistance from the Federal government if the capabilities and resources of both local and State governments are exceeded.
3. Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as primary, co-primary, or support, to facilitate the provisions of the response actions of the State. A listing of the ESFs and their primary areas of responsibilities that have been adopted by the Town of Stoddard are located on pages 4-6, Basic Plan.

- a. Each ESF has been assigned a number of functions to support response operations in an emergency situation. The designated primary agency, with the assistance of one or more of the support agencies, is responsible for managing the activities of the ESF and ensuring the missions are carried out, as necessary. The primary and support agency assignments for each of the ESFs are identified by **Figure 2, Responsibility Matrix** shown earlier in section I. D.
 - b. Specific functional missions, organizational structures, response actions, primary and/or co-primary, and support agency responsibilities are described in the individual ESF sections of the **EOP**.
4. Based upon the situation, primary, co-primary, and support agencies may be authorized to provide assistance in support of local operations without an executive order or proclamation of a STATE OF EMERGENCY.

B. Stoddard Emergency Operations Plan (EOP) Implementation

The plan has the force and effect of law as promulgated by RSA 21-P:37 *Emergency Management Powers Conferred*. "...The Bureau Chief is authorized and empowered to...coordinate the preparation of plans and programs for emergency management by the political subdivisions of this state and private agencies, such plans to be integrated into and coordinated with the emergency management plan and program of this state to the greatest extent possible...."

Plan implementation, and the subsequent supporting actions taken by local government, are specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from the disaster scene. The plan is in effect for preparedness, response, and initial recovery activities when a major emergency or disaster occurs or is imminent.

C. Phases of Emergency Management

The **EOP** addresses many types of hazards that Stoddard may be exposed to. The plan also takes a comprehensive and integrated approach to addressing the Town's capabilities and shortfalls to respond to the hazards identified in **Appendix D, Hazard Analysis and Assessment** to the **EOP**. In doing so, the plan takes into consideration the following four phases of emergency management:

1. Mitigation

Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management, and public education

programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. A re-evaluation of the Town's Hazard Mitigation Plan should follow all disasters.

2. Preparedness

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

3. Response

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

4. Recovery

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

D. Organization and Assignment of Responsibilities

1. General

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

- a. Communications and Alerting in support of agency notifications and EOC operations.
- b. The initial planning & information data (damage assessment) received from outside sources (i.e., local governments, public, news organizations, Federal government).

- c. Requests for State assistance from local governments.
- d. Pre-disaster response to emergency situations (i.e., hurricanes, winter storms, flooding potential, etc.).
- e. The EM Director or his/her designee, after consideration of the event(s), will determine the extent of **ESF-2, Communications and Alerting, and ESF-5, Information & Planning**, activation level.

2. **Emergency Operations Center (EOC)**

The Primary EOC is the facility that is used to coordinate a local response to any major emergency or disaster situation. It is located at the town’s mobile rescue unit 31R1. Security and maintenance of the EOC facilities will be carried out in accordance with EOC SOPs. In the event the Primary EOC is threatened, an alternate EOC may be located at the Fire Station. The Operational Levels used in the Local EOC are to be developed in the EOC SOP.

3. **Organization**

The organization to implement the **EOP** under emergency or disaster conditions consists of the town departments having primary, co-primary, and support roles as specified in the functional ESFs. **Figure 3, Emergency Operations Center (EOC) Organization Chart**, details the overall response structure of the **EOP**. Direction and control of the EOC is the responsibility of the Emergency Management Director. The Emergency Management Director will coordinate the response of the community’s departments, advise the Selectmen on the necessary protection actions and coordinate the use of local and outside resources. Department heads, or designees, will direct their operational personnel from the EOC in coordination with the other community departments and the EMD and in response to executive decisions.

The emergency response organization is composed of inter-department coordination and operational support elements from participating departments. The five (5) elements are described as follows:

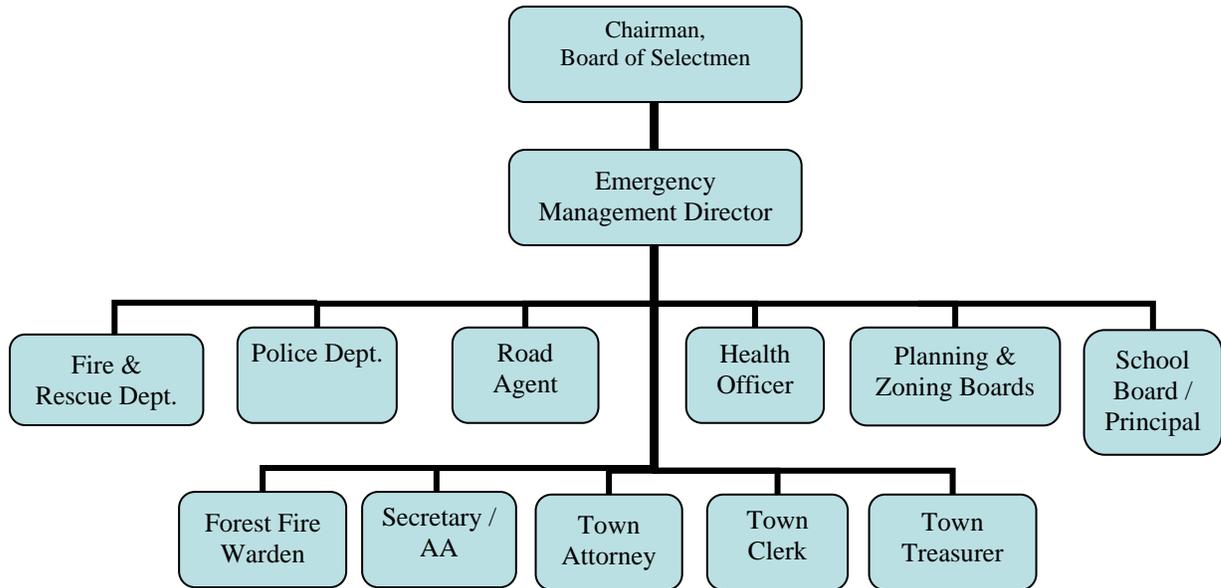
a. **Command and Control Section**

This section is composed of elements that provide direction and control of the emergency situation; ensures the response follows established SOPs/SOGs; and provides for a centralized EOC facility. The Emergency Management Director is the primary person assigned to the Command and Control Section and will ensure the following:

- 1) Coordination of all emergency response functions in the EOC.

- 2) Establish and maintain a facility to be used as the EOC for centralized direction, coordination, and control of emergency operation.
- 3) Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements, and functional operating procedures/guidelines.

Figure 3: Emergency Operations Center Organization Chart



b. Operations Section

This section is composed of elements that, when either partially or fully activated, will provide emergency support functions to support local operations during an emergency/disaster. Each ESF is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions. **Figure 4, Stoddard Operations Section Organization Chart**, identifies the ESFs and the functional activities. Staffing patterns will be dependent upon the severity of the emergency.

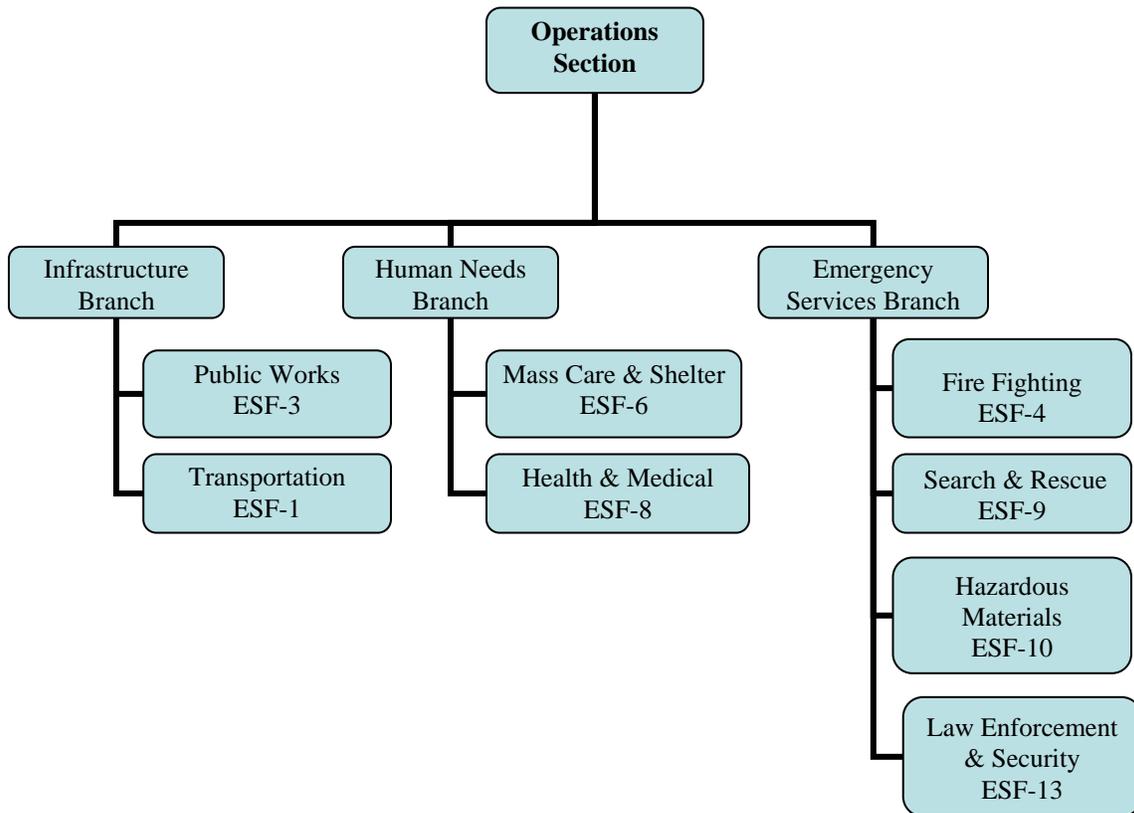


Figure 4: Operations Section Organization Chart

c. **Information & Planning Section**

This element includes information and planning activities to support operations. This includes functions to collect and process information; develop information into briefings, reports, and other materials; display pertinent information on maps, charts, and status boards; consolidate information for response and recovery actions; provide an action tracking system; and provide technical services in support of operations. **Figure 5, Information & Planning Section Organization Chart**, identifies the working components within the element.

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

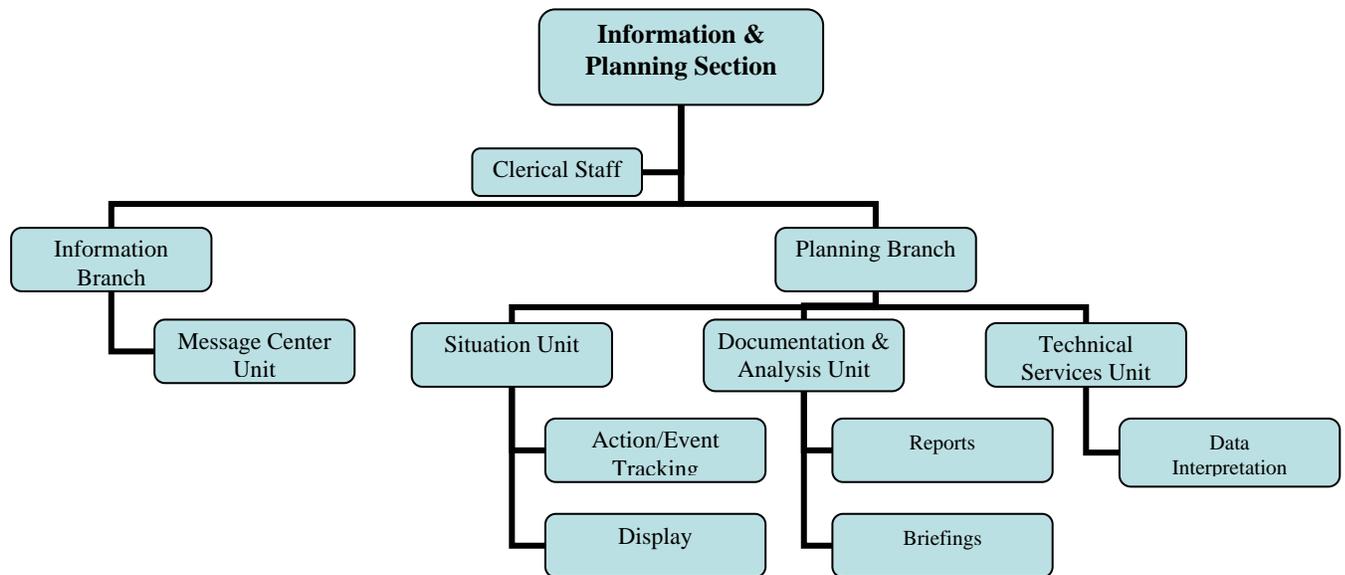


Figure 5: Information and Planning Section Organization Chart

(Staffing patterns are dependent upon the severity of the emergency)

d. **Logistics Section**

This element includes activities, which provide facilities and services to support response and recovery efforts.

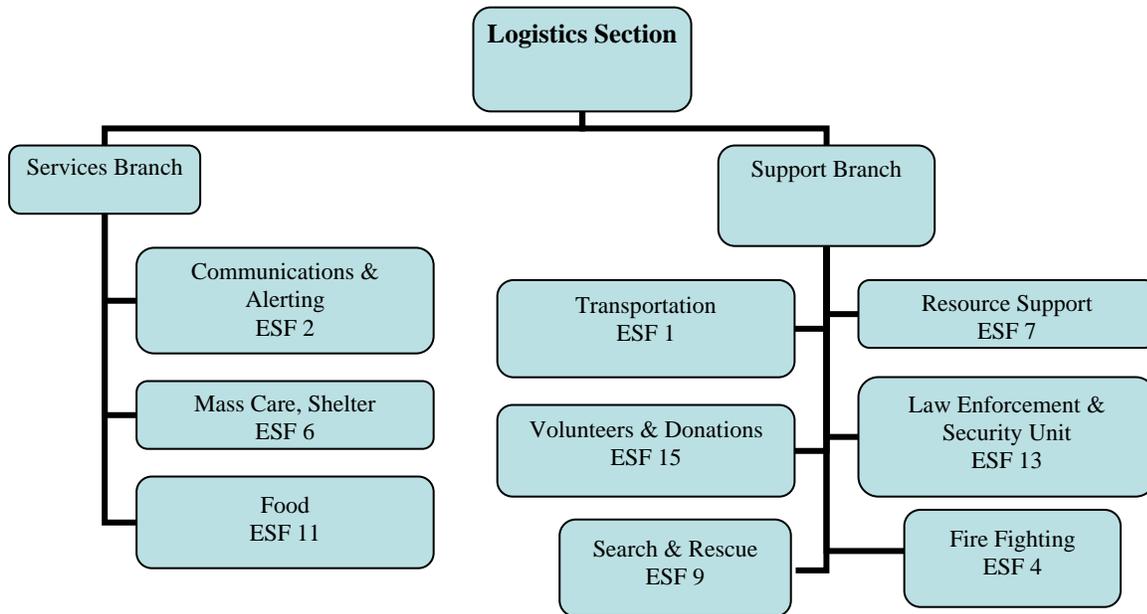


Figure 6: Logistics Section Organization Chart

e. **Administrative & Finance Section**

This element provides support to the response and recovery efforts, as required.

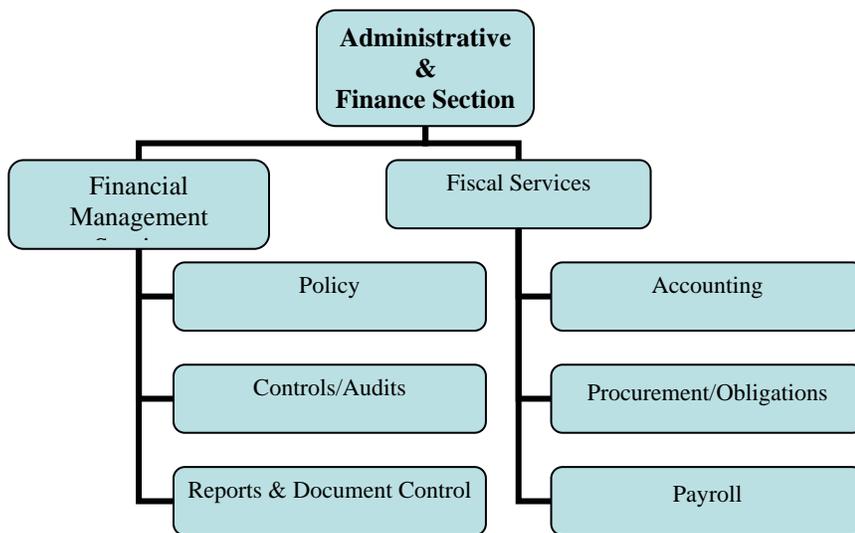


Figure 7: Administrative & Finance Section Organization Chart

4. ***Responsibilities***

The (Chairman) Board of Selectmen is responsible for:

1. Supporting Emergency Management efforts in establishing, equipping and staffing an Emergency Operations Center (EOC).
2. Protecting life and property through executive decisions assisted by all departments and organizations stated herein.
3. Requesting and coordinating all state and/or federal assistance through BEM.
4. Issuing the Declaration of a State of Emergency.
5. Coordinating financial and legal support for emergency response and recovery operations.
6. Assisting with issuing emergency evacuation recommendations.
7. Providing emergency public information and instructions.
8. Coordinating feeding and shelter with the American Red Cross.
9. Assuming overall control of resource allocation.
10. Providing leadership, information and education to the public on the benefits of enacting mitigation programs.

The Board of Selectmen is responsible for:

1. Coordinating damage assessment activities, if needed.
2. Defining building codes that compliment mitigation programs.
3. Coordinate emergency repairs to essential community structures, as needed.
4. Ensuring annual preparation of EOC budget.
5. Coordinating with the Town Treasurer to secure a source of emergency funds for use if needed.
6. Assuming and/or designating responsibilities of the building inspector, road agent and/or other contracted positions within the town, as required by a given incident or emergency.

The Emergency Management Director is responsible for:

1. Coordinating emergency operations training for all departments.
2. Conducting test exercises of a multi-department nature and assisting departments to conduct their own test exercises.
3. Coordinating emergency operations.
4. Assisting in providing for the protection of life and property.
5. Maintenance of the Emergency Operations Plan.
6. Gathering and analyzing all information and instructions for the general public to be released by the Chairman, Board of Selectmen.
7. Providing and maintaining an up-to-date departmental emergency operations plan and assisting other departments in providing and maintaining their own departmental emergency operations plans.
8. Providing information on existing and potential resources.
9. Establishing a community shelter plan.
10. Coordinating the training and assignment of public shelter management and staff.
11. Providing and coordinating administrative support for the EOC.
12. Coordinating emergency functions for community or organizations and industries.
13. Coordinating the rationing of essential community resources and supplies, as directed by the Chairman.
14. Collect and provide ESF status information for inclusion into Situation Reports (SitRep).
15. Coordinate with Police and Fire & Rescue Departments to organize and control the Emergency Communications Network.
16. Notifying State Emergency Management of the activation of the EOC.
17. Coordinate with Fire Chief to train and assign radiological personnel and maintaining radiological equipment.
18. Conducting research for funding sources to support and/or off-set the costs of emergency operations training and equipment purchases.
19. Serving as the Public Information Officer during the event of an emergency, and under the direction of the Chairman, Board of Selectmen.

The Secretary / Administrative Assistant is responsible for:

1. Developing forms necessary for accurately recording emergency expenses and activities.

The Police Department is responsible for:

1. Providing emergency operations training for its own personnel, assisted by the Emergency Management Director.
2. Conducting its own test exercises, as coordinated by the Emergency Management Director.
3. Protecting life and property, assisted by all departments.
4. Providing crowd control, assisted by the Fire & Rescue Department.
5. Dispersing its own equipment and manpower to strategic locations, as necessary.
6. Coordinating regional police mutual aid.
7. Coordinating all emergency traffic control procedures within the community.
8. Receive warnings from the National Warning System (NAWAS).
9. Coordinating the emergency communications system.
10. Maintaining and training its own auxiliary forces, assisted by the Emergency Management Director.
11. Providing and maintaining an up-to-date police department emergency implementation plan, assisted by the Emergency Management Director.
12. Coordinating the emergency transportation system.
13. Collect and provide ESF status information for inclusion into Situation Reports (SitRep).
14. Coordinate Animal Health operations.
15. Assist the Fire & Rescue Department in providing radiological monitoring capability.

The Fire and Rescue Department is responsible for:

(Note: Ambulance service is contracted through the Antrim Ambulance Service.)

1. Emergency operations training for its personnel.
2. Conducting test exercise, as coordinated by the Emergency Management Director.
3. Assisting the Police Department in providing crowd control.
4. Dispersing its own equipment and manpower to strategic locations, as necessary.
5. Providing a monitoring capability for radiological accidents or incidents.
6. Containing and extinguishing fires.
7. Coordinating regional fire mutual aid.
8. Coordinating rescue operations and emergency medical services.
9. Providing and maintaining an up-to-date Fire & Rescue Department emergency implementation plan, assisted by the Emergency Management Director.
10. Receiving warnings from the National Alert and Warning System (NAWAS) point and alerting local officials.
11. Developing a public warning plan and system.
12. Maintaining up-to-date Hazardous Material information, according to SARA Title II.
13. Supervising emergency operations in hazardous materials accidents or incidents.
14. Collecting and providing ESF status information for inclusion into Situation Reports (SitRep).
15. Reviewing and updating standard operating guidelines annually.
16. Coordinating with Emergency Management Director to train and assign radiological personnel and maintaining radiological equipment.
17. Ensuring the maintenance of town generators.

The Health Officer is responsible for:

1. Enforcing public health standards.
2. Assist in coordinating emergency shelter and feeding.
3. Directing inoculation or immunization.
4. Coordinating emergency health care planning.

5. Coordinating establishment of a temporary morgue, if needed.
6. Collecting and providing ESF status information for inclusion into Situation Reports (SitRep).
7. Assisting the Police Department with Animal Health operations.

The Road Agent is responsible for:

1. Providing emergency operations training for members of its own staff, assisted by the Emergency Management Director.
2. Assisting in the protection of life and property.
3. Dispersing its' own equipment and manpower to strategic locations, as needed.
4. Maintaining and training its own auxiliary forces, assisted by the Emergency Management Director.
5. Coordinating regional highway mutual aid.
6. Keeping streets clear of debris.
7. Providing refuse disposal.
8. Coordinating restoration of utility services with PSNH.
9. Providing and maintaining an up-to-date highway department emergency implementation plan, assisted by the Emergency Management Director.
10. Assist with the coordination of emergency transportation.
11. Collect and provide ESF status information for inclusion into Situation Reports (SitRep).
12. Requesting assistance from local contractors for personnel and equipment, if necessary.

The Transfer Station Superintendent is responsible for:

1. Making the necessary preparations to receive debris collected during or following an emergency event.

The Planning Board is responsible for:

1. Providing maps for planning and EOC display purposes.

2. Collect and provide ESF status information for inclusion into Situation Reports (SitRep)

The School Board is responsible for:

1. Developing and providing emergency operations training and Guidelines for its own personnel, assisted by the Emergency Management Director, in accordance with State, Federal and School District policies.
2. Conducting test exercises, assisted by the Emergency Management Director, in accordance with State, Federal and School District policies.
3. Assisting the Red Cross, as required (including registering evacuees, mass feeding and sheltering of evacuees).
4. Coordinating regional school mutual aid.
5. Collect and provide ESF status information for inclusion into Situation Reports (SitRep).

During normal operating hours, the School Principal is responsible for:

1. Provide school buses for emergency transportation of students.

The Town Clerk is responsible for:

1. Providing population data.
2. Protecting all town records.
3. Collect ESF status information for EMD to include into Situation Reports (SitRep).
4. Coordinating volunteers and donations.

The Town Treasurer is responsible for:

1. Maintaining records of emergency expenditures.
2. Advising selectmen on the disbursement of town funds.
3. Providing for the expenditure of funds, as directed by the Board of Selectmen.
4. Coordinating with the Chairman, Board of Selectmen to secure a source of emergency funds to be used if needed.

The Town Attorney is responsible for:

1. Advising the Board of Selectmen on legal matters pertaining to the appropriation and use of private property.
2. Maintaining a liaison between other agencies' legal departments as needed.
3. Providing legal assistance in the preparation of the regulations and/or ordinances necessary to accomplish the mitigation function.

The NH West Chapter of the American Red Cross should, upon request:

1. Assist in providing emergency food, clothing, shelter and first aid.
2. Provide individual family assistance.
3. Manage emergency shelter operations, as requested by the Town. (No ARC approved shelters in Stoddard.)
4. Coordinate with local jurisdictions and agencies and organizations to identify unmet disaster needs.

E. Administrative, Finance, and Logistics

1. Administrative

- a. During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal methods should be stated in the State of Emergency declarations, or as specified in the **EOP** and its supporting documents.
- b. Local response elements will include provisions for documenting all disaster related expenditures using accepted accounting procedures as identified by the Town. Such accounting documentation will support the Town's request for supplemental assistance.
- c. Upon activation of the **EOP**, each delegated representative of the emergency response team shall ensure that personnel, property, equipment, supplies and vehicles are accounted for and protected. In addition, assurances for rapid deployment should be maintained.
- d. All elements of town departments and offices shall implement established resource controls and determine the availability and accessibility of such resources. Additional required resources needed to support the emergency operation should be identified.
- e. When local resources have been exhausted, requests for assistance will be submitted to the Bureau of Emergency Management.

- f. Training of emergency operations staff will be conducted through in-house training sessions, exercises, actual response, and BEM/FEMA courses

2. Finance

- a. Funding allocations to meet the needs of an emergency situation is met by:
 - 1) Limited allocation within various budget items, as appropriate; and
 - 2) If a disaster declaration is requested by the Governor, through FEMA Region I, to the President of the United States, and if such is declared, then reimbursement of associated disaster activity expenses may be available through FEMA. Procedures for applying for Federal disaster assistance funds will be in accordance with prescribed State and Federal disaster assistance protocols and procedures.
- b. Town departments designated as primary and/or co-primary agencies for the ESFs, conducting emergency support activities, will be responsible for establishing and maintaining financial support and accountability during emergency operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments.
- c. Local government entities are responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures, as outlined in the State Administrative Plan or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

3. Logistics

- a. The EMD, in coordination with other town departments, will facilitate logistical support for emergency operations (i.e., provide supplies and equipment) and, if required, sleeping and feeding facilities for EOC staff.
- b. Appropriate departments shall implement established resource controls and determine resource availability; this would include source and quantity of available resources. Further, they shall keep the EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operations.

4. Mutual Aid Agreements

Each department shall coordinate and maintain Mutual Aid Agreements. Currently the Police Department and Fire & Rescue Department maintain these agreements.

F. Notification

The EMD and/or BOS may receive notification of a disaster or impending emergency from multiple sources. Depending upon the time and day, the sequence would be as follows:

1. The EMD and/or BOS would be alerted to the emergency or disaster situation by local police or fire dispatch. Depending upon the severity of the incident, the EMD and/or BOS would initiate all or part of the **EOP**.
2. If the emergency occurs during off duty hours, the EMD is notified of the situation via the Southwestern NH Fire Mutual Aid as requested by the Fire & Rescue Department and/or the Police Department. Based upon the severity of the incident, the EMD and/or BOS will initiate further notifications and/or activations (partial or full) of the **EOP**.
3. Primary and support agency notification actions are described in detail under the agency's assigned ESF component of the **EOP**.
4. Upon initial notification each responding agency is responsible for conducting its own internal notifications.

G. Activation and Deployment

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

1. The **EOP** will be utilized to address particular requirements of a given disaster or emergency situation. Selected functional ESFs will be activated based upon the nature and scope of the event and the level of local support needed to respond.
2. Based upon the requirements of the situation, EMD will notify town departments and agencies regarding activation of some or all of the functional ESFs and other structures of the **EOP**. Priority for notification will be given to primary agencies as specified by the ESFs.
3. When activation of the **EOP** (partial or full) is initiated, and unless otherwise specified, departments and office representatives determined by the Chairman, Board of Selectmen and the Emergency Management Director as having primary and/or co-primary roles and responsibilities, as specified in the **EOP**, will deploy to the EOC, and activate their respective ESF component to the **EOP** and relevant SOPs/SOGs.

- a. In the event the primary EOC is inaccessible/unusable, staff will report to the alternate EOC located at the Fire Station to implement Local, State, and Federal Interface.

H. State to Local, State, and Federal Interface

The identification and notification procedures for Local to State and Federal interface to follow are described in the functional and hazard specific ESFs. Generally, the concepts are as follows:

1. Once the **EOP** and the EOC have been activated, the linkage within the local EOC and the State EOC will be established and maintained. The following highlights the issues regarding this linkage with specifics found in the individual ESFs:
 - a. **Points of Contact:** Where practical and the incident dictates, a list correlating the local and State functional counterparts and primary contacts, will be provided during the initial notification phase and thereafter upon changes in status. In addition, a current copy of **Figure 2, Emergency Support Function Assignment Matrix**, of the **EOP**, will be attached to the initial notification to the State EOC. This figure lists the functional ESFs and assigns primary, co-primary, and support State agencies to each function.
 - b. Status reports, compiled by **ESF-5, Information and Planning** will be forwarded to the Emergency Management Director at the local EOC.
 - c. **Software Compatibility:** The Town of Stoddard and EOC has standardized software with Microsoft Office XP. The Department of Safety – Division of Fire Safety and Emergency Management has standardized software with Microsoft Office 2000. FEMA has standardized software using Microsoft Office 97. No conflicts are apparent.
2. The State to Local interface will be guided by emergency management and **ESF-2, Communications and Alerting**. The Chairman of the Board of Selectmen is responsible for direction and control within the jurisdiction and an emergency management director is appointed and shall have direct responsibility for the organization, administration, and operation for emergency management within said jurisdiction.

I. Continuity of Operations (COOP)

1. The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of State and local governments to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the Town of Stoddard establishes and maintains

the capability to provide mitigation, preparedness, response, and recovery functions during emergencies or disasters.

2. The Emergency Management Director is responsible for developing, maintaining, and exercising a COOP Plan for the Town. The EMD is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.
3. In order to ensure effective emergency operations, the following should be considered:
 - a. That State and local governments provide a capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - b. That local emergency response departments provide for the following during emergency operations:
 - 1) Each element have designated and trained personnel available for EOC deployment; and
 - 2) Each element maintains and updates notification lists, twenty-four hour staffing capabilities, and standard operating procedures/guidelines (SOPs/SOGs).
 - c. Each of the emergency response departments will also develop and maintain policies, plans and SOPs/SOGs to ensure the capability to provide essential services/functions is sustained during emergencies and/or disasters.
4. In the event the primary EOC is inaccessible, is damaged to the point it is rendered inhabitable or is destroyed, the EMD will take action to relocate local emergency operations to the alternate EOC site.
 - a. The alternate EOC is located at the Fire Station (Base Unit # KJZ838).
 - b. The EMD is responsible for developing and maintaining an EOC Relocation Procedures/Guidelines and/or Checklists, as appropriate.
 - 1) The EOC Relocation Procedures/Guidelines/Checklists will be developed in the EOC SOP.

J. Continuity of Government (COG) / Line of Succession

1. In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.
2. The following is the Line of Succession that has been established for the Town of Stoddard. One of the Board of Selectmen will succeed the Chairman. The order of succession will be as they are listed below.
 - a. **Chairman Board of Selectmen**
 - b. **Board of Selectmen (#2, #3)**
 - c. **Police Chief**
 - d. **Fire Chief**
 - e. **Emergency Management Director**
3. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for the Town.

K. Recovery and Deactivation

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

1. Ensure that all health and safety issues are resolved prior to full deactivation;
2. That all essential services and facilities are re-established and operational;
3. Partial deactivation of the **EOP**, in particular functional ESFs, may occur only when all issues within the specific functional area are resolved;
4. Recovery operations may be initiated during response operations;
5. Deactivation of response operations may be followed by the recovery operation; and
6. Final deactivation of all operational activities will only occur with authority from the Chairman of the Board of Selectmen or their successor and in coordination with appropriate local, State, and Federal governments.

IV. Plan Management

A. Development

1. The EMD will coordinate the development of this **EOP**. The development of the ESF components, SOPs/SOGs, alerting and notification lists, and resource inventories, shall be developed by the primary, co-primary, and/or support agencies within the functional ESFs, as assigned.

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

B. Maintenance

All primary, co-primary, and support agencies whether Federal, State, local, or private with emergency responsibilities, shall integrate their planning efforts in the maintenance, implementation, and exercising of the **EOP**. Hence:

1. EMD will conduct the overall plan review and revision on an annual basis. EMD will request from the primary, co-primary, and support agencies the necessary updates as noted below.
2. Review of the functional ESFs by the respective primary, co-primary, and support agencies will be conducted every two years; SOPs/SOGs yearly; resource inventories and notification and recall lists on an annual basis.
3. Review procedures/guidelines following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within ninety (90) days.
4. Major changes that affect the Situation and Assumptions and Concept of Operations sections of the **EOP** will be made, as required. The department head shall approve major changes. Authority to revise and/or update routine documents such as SOPs/SOGs, notification and recall lists, and resource inventories, shall be made by the primary, co-primary, and support agencies.
5. All changes, revisions, and/or updates shall be forwarded to the EMD for review, editing, publication, and distribution to all holders of the **EOP**. If no changes are required, the EMD is to be notified in writing, by the respective department, agency or office, that the plan and associated ESF, and all supporting documents, have been reviewed and are considered valid and current.

C. Document Control

1. The Board of Selectmen is responsible for establishing and maintaining a document control system for all emergency management planning documents, as appropriate.
 - a. The document control system will include the following:
 - 1) Inventory Control Numbering System for plans.
 - 2) List of plans with control numbers.

- 3) Identify the location of where the plans are stored/maintained (e.g., EOC, Library).
- 4) Record of plan revisions.
- 5) Plan distribution list.

D. Training and Exercises

1. The EMD will utilize regular training and exercise, provided by the NH Bureau of Emergency Management to evaluate the capability of the Town to respond to minor, major, and catastrophic disasters. The EMD will work with the Fire Chief to coordinate the training of local and volunteer personnel on their roles and responsibilities in the four phases of emergency management (i.e., preparedness, response, recovery, and mitigation).
2. The training and exercise programs will help to ensure the operational readiness of the Town’s emergency support functions and emergency responders through the design and delivery of courses, professional development seminars and workshops, and hazard specific exercises (e.g., animal health and terrorism related exercises and Radiological Emergency Preparedness Exercises for commercial nuclear power plants) to evaluate established plans and procedures/guidelines that are activated during an emergency situation at all levels of the emergency management system.
3. After each hazard-specific exercise a critique is held to allow participants to provide input into the development of an After-Action Report (AAR) that captures all recommended changes to existing policies, plans, and procedures/guidelines.

V. Authorities and References

A. Statutes and Regulations

Appendix C, Authority of Emergency Response Agencies, describes a compiled list of authorities and regulations that reflect Federal, State, and local agencies, departments, and/or offices authority to respond and initiate emergency response procedures. Additionally, hazard-specific Annexes may contain supplemental authorities and regulations.

1. NH RSA 21-P:37 Emergency Management Powers Conferred – The State and Its Government, Title I, Chapter 21-P Department of Safety, Bureau of Emergency Management.
2. NH RSA 21-P:39 Local Organization for Emergency Management – The State and Its Government, Title I, Chapter 21-P Department of Safety, Bureau of Emergency Management.

3. NH RSA 21-P:41 Immunity and Exemption – The State and Its Government, Chapter 21-P Department of Safety, Bureau of Emergency Management.
4. NH RSA 4:46 Taking of Private Property; Compensation and Use – The State and Its Government, Title I, Chapter 4 Powers of the Governor and Council in Certain Cases.

B. References

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

1. Federal Emergency Management Agency, State and Local Guide (SLG) - 101, Guide For All-Hazard Emergency Operations Planning, September 1996.
2. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
3. Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
4. 1994 Stoddard, NH Emergency Management Plan.
5. Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
6. New Hampshire Local Emergency Operations Plan Guide, 2003
7. Town of Stoddard Mutual Aid Agreements:
 1. Southwestern New Hampshire Fire Mutual Aid
 2. Cheshire County Sheriff's Department Police Dispatch
8. Town of Stoddard Departmental SOPs and SOGs
 - i. Stoddard Police Department Standard Operating Procedures
 - ii. Stoddard Fire & Rescue Department Standard Operating Guidelines
 - iii. Monadnock Community Hospital Standard Operating Procedures
9. School EMP
10. American Red Cross NH State Disaster Plan

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Appendix A
Acronyms and Abbreviations

AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BEM	Bureau of Emergency Management
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIAO	Critical Infrastructure Assurance Office
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
CST	NH National Guard WMD – Civil Support Team
DES	Department of Environment Services
DFO	Disaster Field Office
DoD	Department of Defense
DOE	Department of Energy
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DMCR	Disaster Management Central Resource
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DRED	Department of Resources and Economic Development
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMD	Emergency Management Director
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FOC	Field Operations Center
FOG	Field Operating Guide
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan (to become the National Response Plan)
GIS	Geographical Information Systems

HazMat	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICS	Incident Command System
IND	Improvised Nuclear Device
IMS	Incident Management System
JIC	Joint Information Center
JOC	FBI – Joint Operations Center
MA	Mutual Aid
MHz	Megahertz
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NWS	National Weather Service
ODP	Office for Domestic Preparedness (DHS)
OSC	On-scene Commander
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHS	Public Health Service
PIO	Public Information Officer
PSA	Public Service Announcement
RDD	Radiological Disbursal Device
RERP	Radiological Emergency Response Plan
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
SAC	Special Agent in Charge
SARA	Superfund Amendments and Reauthorization Act of 1986 (a.k.a.EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SIOC	Strategic Information and Operations Center
SITREP	Situation Report (Also SitRep)
SLG	State and Local Guide
SNS	Strategic National Stockpile
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
US DHS	US Department of Homeland Security
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team

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Appendix B
Terms and Definitions

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

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

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

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

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

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

Chemical Transportation Emergency Center (CHEMTREC) – A chemical information center provided by the Federal Government as a source of first response advice in substance/chemical spills. CHEMTREC can usually put those on scene at an emergency in touch with the product shippers.

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

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

Civil Preparedness Guide (CPG) – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980

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

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan [FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

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

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

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

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

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

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

Dam Failure – Full or partial collapse of a dam constructed to hold back large volumes of water.

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

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

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

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

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

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

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

Disaster Welfare Inquiry (DWI) System – System set up by the American Red Cross to collect, receive, and report information about the status of victims and assist the family with reunification within the disaster area.

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

Donations Coordination Center – An area designated for the coordination of goods, services and volunteers. The Donations Manager/Coordinator, the Volunteer Coordinator, State Donations/Volunteer Coordinator and representatives of participating volunteer agencies will operate from this center. In the event of a declared disaster, the FEMA Donations/Volunteer Coordinator may also operate from this center.

Donations Coordinator/Manager – The person designated by the Director of Emergency Management who will coordinate the donations effort. This person will oversee the phone bank, Donations Coordination Center and coordinate efforts of the reception and distribution center(s).

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

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

Emergency Management (EM) – A system of organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of preparedness for, response to or recovery from major community-wide emergencies. Refer to local and State emergency legislation.

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

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

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

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

Emergency Public Information (EPI) – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

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

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

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

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

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

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

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

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

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

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

structure to provide those services the team(s) should be identified. However, the composition and specific of the team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF template labeled Specialized Units/Teams.

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

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

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

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

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

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

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

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

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

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

Job Aid (JA) – A document or checklist designed to provide the user with help in completing a specific task.

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

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

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

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

Local Emergency Management Director/Coordinator – The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

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

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

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

Memorandum of Agreement/Understanding (MOA/MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations),

the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

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

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

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

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

National Contingency Plan (NCP) – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

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

National Emergency Operations Center (NEOC) – The EOC for DHS/FEMA, which provides a centralized point of direction and control for Federal response operations. (Formerly the National Interagency Emergency Operations Center (NIEOC)).

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

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

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

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

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

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

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

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

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

Non-persistent Agent – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

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

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

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

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

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

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

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

Promulgate – To promulgate, as it relates to the Local Emergency Operation Plan (EOP), is the act of the jurisdiction officially proclaiming, declaring and/or adopting, via local ordinance, Executive Order (EO), or etc., the *Local EOP* as the emergency operations plan for the jurisdiction.

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

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

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

Radio system – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

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

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal

or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

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

Resource Agencies, Organizations or Groups – Other agencies, organizations, groups, and individuals, not assigned as primary or support to an ESF may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF, and/or provide services and resources. (Resources provide personnel and/or staff (equipment, resources or supplies)).

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

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

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

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

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

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

State Coordinating Officer (SCO) – The representative of the Governor (usually the Director/Coordinator of Emergency Management) who coordinates the State response and recovery activities with those of the Federal Government. See GAR Governor’s Authorized Representative.

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

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

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

Subject Matter Experts (SMEs) – Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF, and/or provide services.

Superfund – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA) Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA. Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF and has a requirement in the decision process for the conduct of the operation using its authorities and determines priorities in providing cognizant expertise, capabilities, and resources.

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

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

Title III (of SARA) – The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the

facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986) Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Ultra high frequency (UHF) – Ranges from 300 MHz to 3000 MHz. For public safety use, defines the frequency sub bands of 450-512 MHz and 800-900 MHz. Also includes 960 MHz and 2 GHz microwave sub bands.

Undesignated/Unsolicited donation – Unsolicited/undesignated goods are those donations that arrive in the State but have not been requested by an agency.

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

Very high frequency (VHF) – Ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

Warning Point – A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Weapons-Grade Material – Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb,

grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

<u>Appendix C</u> <u>Authority of Emergency Response Agencies</u>		
Governor	* Delegation of Authority to EM Director / Coordinator.	*RSA 107
	* Declaration of State of Emergency.	
	* Ordering Evacuation.	
	* Ordering other Protective Actions.	
American Red Cross	* Provisions for Mass Care Sheltering.	LOA
Department of Agriculture	* Regulation of Food Handling, Preparation, Storage, & Distribution.	RSA 426
	* Environmental Sampling.	RSA 107
Department of Education	* Assist in Coordination of Emergency Response Activities of School Districts.	RSA 107 RSA 200
Department of Employment Security	* Actions & Provisions as Specified in the Disaster Relief Act of 1974.	RSA 108
Department of Environmental Services	* Control of Public Water Supplies.	RSA 149
	* Environmental Sampling.	
Department of Health & Human Services: <u>Division of Community & Public Health Services</u>	* Radiological Waste Disposal.	RSA 125
	* Transportation of Patients and Use of Vehicles as Ambulances.	RSA 151
	* Response Expenses.	RSA 161
	* Reciprocal Agreements.	
<u>Division of Human Services</u>	* Emergency Social Services.	RSA 161
	* Referral services for Evacuees.	RSA 126
	* Emergency Shelter.	
Department of Resource & Economic Development	* Access & Traffic Control in State Parks & Forests.	RSA 218 RSA 12
Department of Safety: <u>Division of Fire Safety & Emergency Management</u>	* Direction of Emergency Response Organization.	RSA 21-P
	* Control of Emergency Communications.	
	* Request Federal and Regional Assistance.	
	* Actions & Provisions of the Disaster Relief Act of 1974.	RSA 108
	* NH Radiological Emergency Response Plan.	RSA 21-P / 125
<u>Pupil Transportation</u>	* Direct Resources of Bus Services.	RSA 265
<u>State Police</u>	* Access Control.	RSA 106
	* Support to Local Police.	
	* Support to Traffic Control.	
	* Crime Prevention & Control.	
	* Request for Regional Law Enforcement Assistance.	NESPAC

*RSA = *New Hampshire Revised Statutes Annotated*

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