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Comprehensive Emergency Management Plan

2020

Town of Shelter Island
New York

*Prepared by
The Town of Shelter Island*

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I. INTRODUCTION

A. Executive Summary

Town government provides many services to the residents of the community. These services include beaches, parks and recreation, senior and youth services, public works, courts and law enforcement. In addition to these general categories of services, the Town is also responsible for coordinating and providing emergency management functions to protect the lives and properties of its citizens.

The foundation of all emergency planning is personal preparedness. Where it is important for the general public to be ready for a minimum of three days without public services, it is even more important for key and essential Town employees with emergency assignments to maintain their personal preparedness. These personnel must be ready to help others. The Shelter Island Town Supervisor may declare a state of emergency and issue emergency orders in the event of a public emergency or reasonable expectation of immediate danger thereof. The Supervisor's decision to declare a disaster will be based largely on information and advice provided to him by the Town's Emergency Management Coordinator (Chief of Police), the potential impact of the emergency event on town agency operations, as well as town response capabilities shall be considered when determining the need for an emergency declaration.

The All-Hazard Comprehensive Emergency Management Plan (CEMP) describes the emergency obligations of County and Town government and its capability and capacity to undertake emergency assignments or acquire those resources necessary to support its emergency mission. The Concept of Operations of the CEMP describes the management of emergencies within the National Incident Management System (NIMS) and details emergency management programmatic efforts to accommodate present standards.

This plan is organized into a basic plan, emergency support functions, response and specialized annexes in accordance with federal guidance provided in Comprehensive Preparedness Guide (CPG) 101 (version 2.0 November 2010) and refers to other FEMA approved emergency plans such as the 2014 Suffolk County/Shelter Island Town Multi-Jurisdictional Multi-Hazard Mitigation Plan (HMP) and the 2016 Suffolk County/Shelter Island Town Multi-Jurisdictional Disaster Debris Management Plan (DMP).

1. Town Profile

a. General Information

The Town of Shelter Island was first settled in 1652 by sugar merchant, Nathaniel Sylvester, and the Township was established in 1730. Shelter Island inherited its name from the original Manhansett Indian name of *Manhansick Ahaquatuwamock*, meaning "an Island sheltered by islands." The island covers an area of 12 square miles, with over 25 miles of coastline. It is surrounded by saline bodies of water including Shelter Island Sound and Gardiners Bay. In addition, several inland water bodies occur in the form of inlets, bays and tidal creeks, creating

peninsulas around the Island. According to the U.S. Census data, the Shelter Island estimated population in 2010 was 2,392. In addition, the Town's population swells significantly during the summer season, to over 10,000. The Village of Dering Harbor is the Town's only incorporated village, and The Nature Conservancy's Mashomack Preserve encompasses approximately one third of the Island's land mass.

Town government is comprised of a Town Supervisor and four councilpersons. The Town has its own police department, highway department and emergency medical services. Two ferry companies, North Ferry Company, Inc. and South Ferry, Inc. provide transit to the mainland at Greenport and North Haven respectively.

b. Location

The Town of Shelter Island is located in eastern Suffolk County, between the North and South Forks of Long Island. It is approximately 100 miles east of New York City, and is accessible only by boat or plane. There is no bridge access to Shelter Island.

c. Topography and Geology

The Town has several unique qualities that enhance its sensitivity to natural hazards, including its small aquifer, large amount of coastline, and isolation from mainland resources. During severe storms, the island may become isolated from the mainland, and additional emergency resources could become unavailable. The topography of most of the Island is characterized by elevations of less than 80 feet above sea level. The peak elevation is approximately 180 feet in the northwest part of the Island near Shelter Island Heights. Elevations of 10 feet and less occur along the coastlines and peninsula areas.

Shelter Island Town is particularly vulnerable to coastal flooding and erosion. Past hurricanes/coastal storms (Sandy & Irene) brought flooding to the Town's coastal communities. The small business district in the Heights on Bridge Street has had repetitive flooding and many roads and causeways experience wash-over and erosion making them impassable for emergency access. The Town's main natural vulnerabilities include hurricanes, coastal storms, Nor'easters, and severe winter storms.

d. Hydrography and Hydrology

Precipitation is the source of all naturally occurring fresh groundwater and surface water on Shelter Island. All drinking water on Shelter Island comes from underground sources. The thickness of fresh water within the aquifer naturally decreases in the near shore areas where the land surface meets the surrounding saline water bodies. This results in fresh water within the aquifer occurring as a lens beneath the Island with the thickest part at the center of the Island.

e. Climate

The climate of Shelter Island is very similar to most of the Northeast United States and is classified as Humid Continental.

Summers are typically warm, with an occasional thunderstorm. Sea breezes off the Atlantic Ocean temper the heat and limit the frequency and severity of thunderstorms. During the winter, temperatures are usually warmer than inland areas, sometimes bringing rain instead of snow. Measurable snow falls every winter, including Nor'easters which produce blizzard conditions. These Nor'easters can bring one to two feet of snow with near-hurricane force winds.

Scientific findings indicate, New York State could see a 2- to 10-inch sea level rise by the 2020s, 8 to 30 inches by the 2050s, 13 to 58 inches by the 2080s, and 15 to 72 inches by 2100 compared with a 2000-2004 base period, depending on how much greenhouse gas emissions are limited in the meantime.

Rising tides will mean more coastal erosion and further endanger our wetlands, which help buffer the region from severe storms and filter out certain pollutants as water moves from the land to the sea. More saltwater intrusion would bring a higher threat of flooding and contamination. Average annual precipitation is projected to increase up to 5 percent by the 2020s, up to 10 percent by the 2050s and up to 15 percent by the 2080s.

Temperatures across the state are expected to rise 1.5 to 3 degrees Fahrenheit by the 2020s, 3 to 5.5 degrees by the 2050s and 4 to 9 degrees by the 2080s compared with a 1970-1999 base period. Those increases will be tempered for New York City and the Island, but not by much. A 3- to 5-degree rise is predicted by the 2050s and 4 to 7.5 degrees by the 2080s.

f. Land Use and Cover

Land uses on Shelter Island include: low density residential, medium density residential, high density residential, commercial, recreation and open space, agriculture, utilities, and waste handling. There are wide differences in land use across the Town, in general.

B. PURPOSE

The purpose of the Shelter Island Comprehensive Emergency Management Plan (CEMP) is to provide the framework under which Shelter Island Town government will address the consequences of emergencies where the people, animals, economy, or environment of the Town may have been adversely impacted by a natural or manmade disaster. This plan considers the time phased evolution of emergency efforts including preparedness, prevention, mitigation, response, and recovery efforts. It identifies the primary programmatic obligations of Town government before, during, and after emergencies and considers the complimentary roles of the county, state, and federal government agencies and the private sector.

C. SCOPE

Towns within New York State are considered municipal corporations with geographical jurisdictions, home rule powers and fiscal capacities to provide a wide range of services to their residents.

Shelter Island government provides many services including park and recreation centers, public works, courts, and law enforcement. Emergency actions described in this plan are restricted to those authorities provided to the Town Supervisor under state or Town code.

D. SITUATION OVERVIEW

Shelter Island is vulnerable to impacts from natural, man-made and technological hazards common to Long Island. These hazards include at a minimum: flooding, hazardous materials releases, improvised nuclear devices, wildfires, ice storms, hurricanes, nor'easters, tornadoes, coastal erosion, civil disorder, radiological dispersal device, shallow groundwater and cyber-attack. Impacts from these may be felt through their subsequent effect on transportation, power, communications, and habitability of the community, economic impacts, and delivery of essential community services.

Shelter Island emergency service delivery is a combination of private and public service providers. There are no hospitals on Shelter Island, but there is a medical center. Emergency dispatch, law enforcement, fire services, and EMS are Town-provided services.

1. Hazard Analysis Summary

The natural hazards to which Shelter Island is vulnerable are covered in detail in the Suffolk County/SI Hazard Mitigation Plan. The hazard analysis for this CEMP is an All-Hazards Analysis based upon a Hazards New York (HAZNY) Analysis that was conducted in conjunction with all Planning Partners. It includes natural, man-made / intentional, and accidental / technological hazards.

The following is the HAZNY ranked listing, from high to low, of the hazards to which Shelter Island may be exposed.

Hazard	Rating
WINTER STORM (SEVERE)	226
IMPROVISED NUCLEAR DEVICE	224
RADIOLOGICAL DISPERSAL DEVICE	224
HURRICANE/TROPICAL STORM	223
ICE STORM	222
NOR'EASTER	217
GROUNDWATER CONTAMINATION	206
FLOOD	204
CHEMICAL RELEASE	195
COASTAL EROSION	192

HAZMAT RELEASE	188
SUSTAINED POWER OUTAGE (> 3 DAYS)	185
EARTHQUAKE	182
EXTREME TEMPS	182
INFESTATION	182
CYBER ATTACK	176
SEVERE WIND / TORNADO	168
MAJOR TRANS ACCIDENT	162
SHALLOW GROUNDWATER	160
BIOLOGICAL AGENT RELEASE	159
ACTIVE SHOOTER	158
WILDFIRE	155
PANDEMIC	153
DROUGHT	144
CIVIL DISORDER	130
CRITICAL INFRASTRUCTURE FAILURE	128
IMPROVISED EXPLOSIVE DEVICE/VEHICLE BORN	128
LANDSLIDE	128
MAJOR FIRES (NON-WILDFIRE)	126

2. Capability Assessment

a. 9-1-1 Dispatch

The Southold Town Police Dispatch Center is situated in the Southold Police Department at 41405 State Route 25, Peconic, New York, and is the Public Safety Answering Point (PSAP) for the Town of Southold and the Town of Shelter Island. Besides answering all 911 calls for these Towns, they dispatch for nine local volunteer fire departments, the Shelter Island EMS, and the Fishers Island Constables and State Troopers at Fishers Island. The dispatch center is staffed by twelve (12) Public Safety Dispatchers with a minimum staffing of two dispatchers on duty at

all times and with availability of three dispatch stations in the room. Dispatchers assigned to this room are also responsible for monitoring five to six surrounding police departments' radios, the marine radio (including the US Coast Guard) and Millstone Nuclear Power Plant notifications and answering the general phones for all personnel assigned to Headquarters. Southold Town last updated the current Dispatch Center approximately 15 years ago, and the components of this system are no longer supported by the manufacturer and repairs are more and more difficult to perform. As such, a proposed upgrade to the system is in the works.

b. Law Enforcement

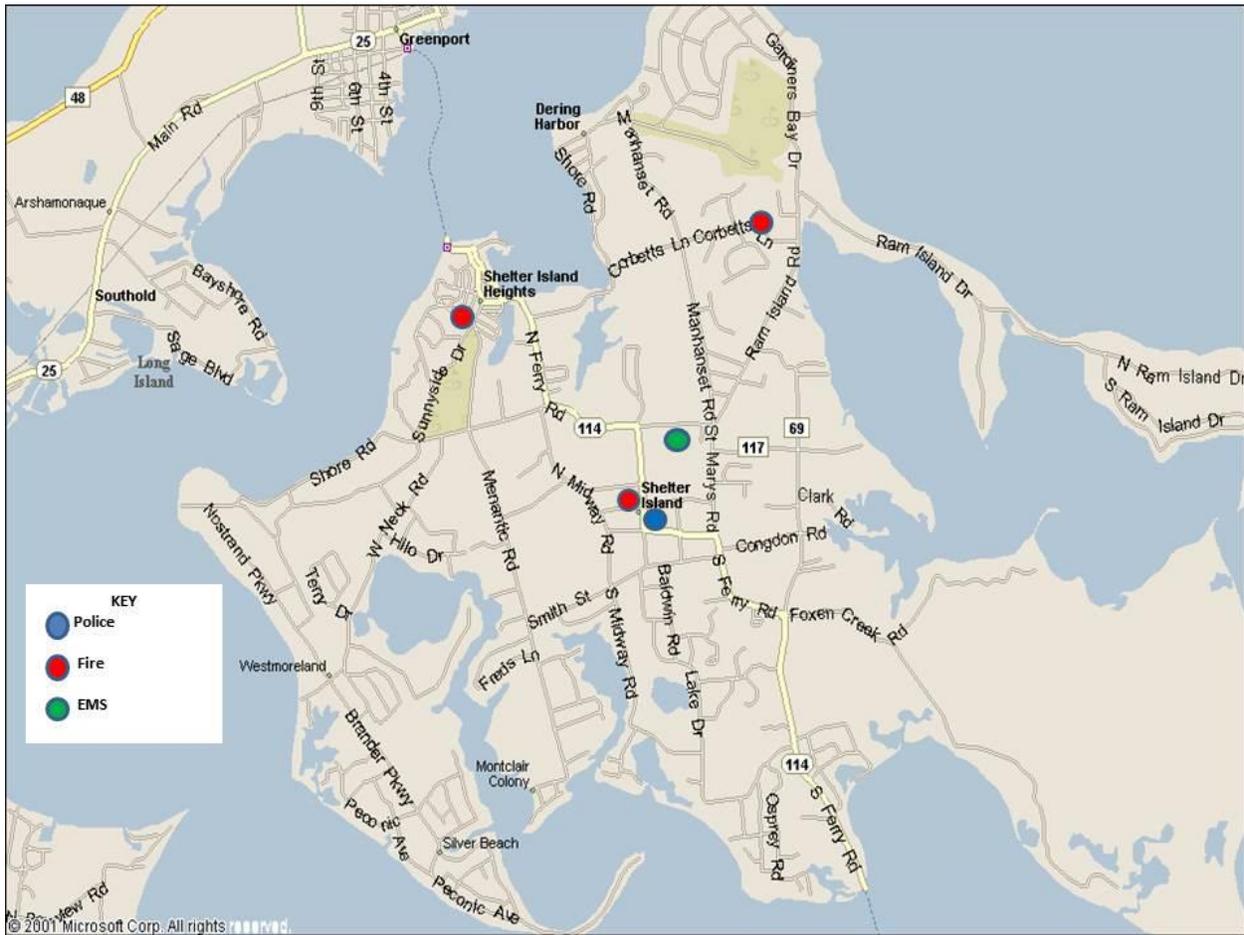
Law Enforcement and police functions on Shelter Island are primarily provided by the Shelter Island Police Department. Upon request, law enforcement assistance services are augmented by County and State agencies.

The Shelter Island Town Police Department (SIPD) is made up of the 10 sworn officers, four Bay Constables, and four civilian employees. It serves as the primary police agency within the Town. A central police headquarters provides administrative and support services. The training of all police and law enforcement personnel in the town is provided and coordinated in part by the Suffolk County Police Department (SCPD) in county facilities in Brentwood. Training is also provided by the NYS Department of Criminal Justice Services (DCJS), SIPD personnel and other county and town police agencies. The Shelter Island Police Department is a NYS accredited agency that undergoes a policy and procedure annual review and site inspection every five years.

The SIPD relies on the assistance of the SCPD in a variety of areas, including aviation, terrorism response and criminal intelligence investigations.

Figure 1.00 illustrates the location of the Emergency Services (Police, Fire, EMS) on Shelter Island.

Figure 1.00 Location of Emergency Services on Shelter Island



c. Fire Departments

Fire protection on Shelter Island is entirely provided by volunteers in one fire department that operates under and is governed by an area fire district. The fire district is run by five (5) publicly elected unpaid officials. The district is a local form of government created pursuant to state statutes. They have the power and authority to provide fire protection services within their boundaries and to levy taxes and incur debt to accomplish that responsibility. The fire district cannot be superseded in authority by a village, town, county or the state government.

The latest estimates indicate that there are approximately 77 volunteer firefighters on Shelter Island that operate a combined 14 pieces of firefighting equipment. This equipment ranges from the typical engine, ladder truck and rescue vehicle to the more specialized vehicles used for off-road fighting of brush fires, performing technical rescue services, marine search and rescue and shoreline travel on beaches.

The Shelter Island Fire Department (SIFD) maintains three department locations in the Town to house equipment and enhance fire protection and response. Figure 1.00 is a map of these locations.

Basic and advanced firefighting training is offered through the Suffolk County Fire Academy operated by the Vocational Education and Extension Board under contract with the Suffolk County Department of Fire, Rescue and Emergency Services. The training takes the form of year-round classroom instruction at fire stations and the Fire Academy in Yaphank. Live fire training is also conducted at the academy operated training center, also in Yaphank, which operates nearly every weekday evening and on weekends from April 1 through November 30.

Fire protection also includes a Fire Inspector from Shelter Island Town and Fire Marshals from the County, who have broad responsibilities across their jurisdictions. The Shelter Island Building Department provides: inspections and enforcement activities for building codes. The SIFD relies upon the SCPD Arson Squad for suspicious fire and arson investigations.

Alarm receipt and dispatch is handled by a call to Public Safety Answering Points (PSAPs) at Southold PD and self-dispatch capabilities. The SIFD utilizes tone alert pagers and radios in the low and high band radio spectrums. Neighboring fire departments share each other's operating frequencies for interoperability purposes. Additionally, the SIFD has at least one portable radio that can operate on Suffolk County's 800 MHz trunked radio system for use during local and regional events, emergencies and disasters.

Fire alarm calls are handled by SIFD. These initial responses to alarms also include incidents involving hazardous materials. Mutual aid agreements exist on the state, county and local levels to provide for additional resources should SIFD need assistance. In some instances, mutual aid is automatically provided by prior agreements for structure fires during certain time frames or for high risk facilities.

d. Emergency Medical Services

Emergency Medical Service (EMS) on Shelter Island is provided through a volunteer ambulance company that is governed and managed by the Shelter Island Town Board.

The Shelter Island Town EMS is a department within the Town of Shelter Island, and as such, the Town has the ability to levy taxes and incur debt to provide for the EMS service. The Shelter Island Town Emergency Medical Service Ambulance Company has responsibility for emergency medical services within the Town and work in conjunction with other ambulance companies, fire departments and police as necessary to ensure that the appropriate resources are directed where and when they are needed.

The emergency medical service functions on Shelter Island include both Basic Life Support (BLS) and Advanced Life Support (ALS) capabilities. The advanced life support capability entails specialized training in the administration of medications and the performance of life saving measures in the field. In total, there are currently 28 volunteers and three (3) ambulance vehicles available within the Town to respond to emergency situations as needed.

The Suffolk County Division of Emergency Medical Services within the Department of Health Services has the responsibility for the administration and oversight of Suffolk's emergency medical services system and the training and certification of EMS personnel. The Division also has the responsibility for the overall coordination of the emergency system and the development of support services to aid in improving all phases of emergency medical care.

Figure 1.00 illustrates the location of the Shelter Island Town EMS.

e. Hazardous Material

Hazardous materials (hazmat) and response to hazardous material incidents are areas of emergency management that require strict adherence to procedures, and the use of specialized equipment and protective gear to ensure the safety of all involved.

The response to hazardous material incidents may involve personnel from the fire protection community, law enforcement, or EMS agencies. The initial responders to emergency situations, from any or all of these agencies, have an awareness of hazardous materials through job training, and the knowledge to request further qualified assistance as needed.

Shelter Island Town relies on mutual aid from the Town of East Hampton's Hazardous Material Team in the handling of hazardous materials. The job of the first responder in a hazardous materials incident is to protect life and property and contain the incident to the best of their ability based on the level of training, equipment and experience, requesting mutual aid as needed.

f. Medical Centers

While there are no hospitals on Shelter Island, there is a medical center on Route 114 (South Ferry Road), where two medical practices see their patients. Patients are transported by ambulance to local hospitals on the East End of Long Island (Eastern Long Island Hospital and Southampton Hospital) by the Shelter Island Emergency Medical Service. Medivac transport is provided by Suffolk County Police Department to the Level One Trauma Center at Stony Brook University Hospital.

g. Public Works / Highway Department

The Shelter Island Department of Public Works (DPW) is organized into separate functional areas to deal with different segments of the Town's infrastructure, including: Building Operations, Grounds Maintenance Building Maintenance and Security; Sanitation management including Municipal Solid Waste for both, Vegetative Waste recycling, Household Hazardous Waste (HHW) management, Maintenance and Engineering; The responsibility for Town-owned parks, beaches, docks and other recreational-type assets within the Town.

The Shelter Island Highway Department is in charge of fleet services; road and right-of-way maintenance such as repairs, repaving, snow removal and mowing.

There are two separate districts with the Town that are each responsible for their own areas. The Village of Dering Harbor and the Shelter Island Heights Property Owners Corporation (SIHPOC) have their own organizations responsible for their highway assets. Included within these organizations are the operations, maintenance and other related functions for jurisdictional properties, in a manner similar to the Town but on a lesser scale.

In times of emergencies, or in response to hazard situations, personnel from organizations involved with public works-type functions are often on the front lines of overall disaster response activities. This is evident in things such as debris clearing operations, facility and roadway repairs, snow removal and other labor intensive efforts as needed. In addition, jurisdictional construction, maintenance and engineering personnel are subject matter experts in the local infrastructure for needed emergency response, repair, and maintenance activities.

The Town, SIHPOC and Village of Dering Harbor all have fleets of vehicles for the performance of normal jurisdictional activities. The fleets can range from passenger automobiles to trucks and construction vehicles, in addition to specialized equipment such as backhoes and loaders. All of these pieces of equipment can be utilized in emergency situations with jurisdictionally trained and qualified operators.

The ability for all of the districts within the Town to work together in emergency situations to address public needs, public property and public works, in general, has been evidenced in our collective responses to recent disaster declarations. The sharing of assets and resources across jurisdictional boundaries to address emergency issues, through general cooperation and formal Mutual Aid Agreements has been widely accepted as the norm within the Town. Personnel from the various public works organizations have been at the forefront in these response/recovery efforts.

h. Roads and Ferries

Roads and Ferries encompass a diverse grouping of assets and capabilities throughout the Town which range from local streets to highways, from personal vehicles to two privately owned ferry systems.

Roads can be privately owned and controlled, or under the jurisdiction of local governments (Town, County, or State.) Municipally controlled roads are maintained by the appropriate

Highway Department, Public Works, General Services, or other jurisdictional department or organization having responsibility. The Town of Shelter Island has elected officials responsible for roadways within the Town's jurisdiction. State roads and highways are the responsibility of the NYS Department of Transportation. County Roads are the responsibility of Suffolk County DPW. In emergency situations, the clearing of roads and highways, and their availability, are key aspects in response and recovery efforts for debris removal, emergency services, evacuations, and supplies. The Town responds to all emergency situations on State and County roads. Planning efforts at the local levels have identified priority roads and critical routes for use in emergency situations.

Transportation services across bodies of water are provided by private ferry companies. These water-based transportation services are provided: to Greenport on the north side of the island and North Haven on the south shore; as the sole access to and egress from Shelter Island between the North and South Forks. Mutual agreements exist with the ferry companies regarding emergency situations and levels of service.

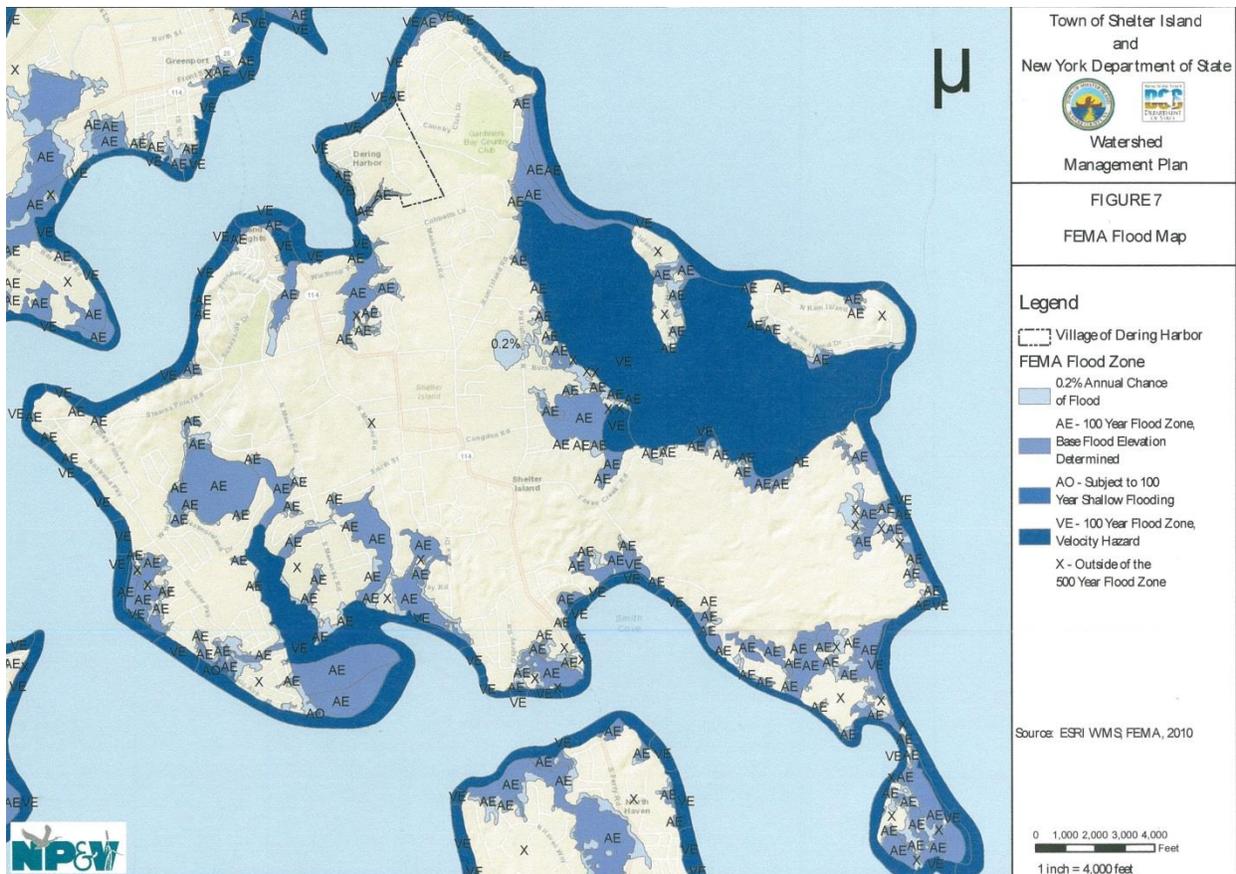
i. Flood Control

Floods are one of the most frequent and costly natural hazards in New York State in terms of human hardship and economic loss, particularly to communities that lie within flood prone areas.

Areas most at risk for coastal flooding and storm surge on Shelter Island are low-lying areas on the south shore of the Island, such as the neighborhoods of Silver beach, Montclair Colony and Ram Island, as well as the Bridge Street business district in the Heights.

Certain communities may become isolated when coastal inundation destroys the causeways which connect them to the mainland.

The severity of flooding is modeled in Sea, Lake and Overland Surges from Hurricanes (SLOSH) maps which have been used to identify the inundation areas for different strength storms. The worst forecasted storm model projects an inundation to the majority of coastal communities along the south shore of Shelter Island and low lying areas of the North Shore.



j. Emergency Sheltering, Feeding & Mass Care

The American Red Cross works with Shelter Island EOC for the sheltering, feeding, and general mass care of the population during a disaster situation. There are multiple buildings allocated for use as shelters located throughout the Town. The primary shelter is the Shelter Island School. The Shelter Island Senior Center and Youth Center are used as secondary shelters, and the Senior Center also functions as a special needs shelter. Agreements and survey of the properties with these locations are maintained by ARC.

Sheltering supplies, including cots and blankets, are prepositioned at the Shelter Island Emergency Medical Services building. There is one single axle trailer with sheltering supplies.

Feeding in the shelters can be managed by American Red Cross with assistance from the Shelter Island School, Shelter Island Senior Services and the Fire Department, with assistance as needed from the County in the event Meals Ready to Eat (MREs) or other shelf stable foods are required.

During an incident, the American Red Cross may also supply mass care items such as flood kits, comfort kits, clean up kits, blankets, or other needed clean up items to the affected population. This is done through partnership, with the Town determining Points of Distribution sites.

k. Pet and Animal Management

A pet shelter may be set up in the Shelter Island School garage, if needed, under the direction of RedRover, a non-profit pet sheltering organization.

l. Warning, Notification and Communications

Warnings and timely notifications are an important component of emergency communications. Shelter Island maintains a robust community mass alerting system. We advocate residents subscribe to our local Code Red system which allows us to email, text, and telephone them information of import. Additionally, through the use of the 911 database, Code Red is capable of doing a reverse “all call” and deliver messages related to an imminent threat to life or property.

The primary public safety radio communications for Shelter Island are provided through the Southold Police Department and the SC FRES Communications Bureau.

Shelter Island Emergency Management is also assisted by amateur radio operators when called upon for events and incidents throughout the Town. They maintain a communications center at the Town’s EOC.

m. Emergency Operations Center

The Shelter Island Town Emergency Operations Center (SI EOC) is maintained by the Town’s Police Department and staffed by Town personnel and the Town’s pre-identified partners during emergencies. Activity at the SI EOC includes resource and information coordination. The EOC is located in the main level of the Police Department, and may be used as a center for policy makers to meet during an emergency. Direction and Control is managed by the Town Supervisor and Emergency Management Coordinator (Chief of Police) for emergency activity. The Town Supervisor or his/her designee may interact with the village, county, state or federal officials when they are part of the emergency response or recovery efforts.

Based on the advice of the Emergency Management Coordinator, the Town Supervisor or his/her designee will initiate the Town’s formal response to an actual or potential event. Key personnel from selected Town agencies, utilities, and emergency services organizations will respond to the EOC to coordinate response efforts and will vary, according to the threat to the Town. The Town will activate for potential or actual events as needed

Part of the function of the EOC is documentation. Various incident management tools are one of the ways used to report and track resources used. The EOC actively collects information concerning the situation throughout the Town from citizen calls, reports from independent agencies and the media. All of these help in the initial response, delegation of resources, support to citizens and in positioning the damage assessment teams. Historical records need to be maintained due to the potential for reimbursement.

In the event the primary EOC is compromised, an alternate EOC location may be set up in the basement of the Shelter Island Town Justice Court, which is adjacent to the Police Department, and has been equipped to serve as the alternate EOC location.

n. Public Information

The Town Supervisor is the Public Information Officer (PIO) for the Town. The Supervisor's office is where official information and instructions to the people of Shelter Island through all available communications media before, during, and after an emergency or disaster in any location of the Town in support of Town response/recovery operations. Timely, accurate and helpful information reduces public uncertainty, calms fears and enhances emergency response and recovery measures.

The Town's system of information sharing may include effective use of classic media outlets such as television (local channel 22) and radio. It may also use the www.shelterislandtown.us website as well as social media. Any information relative to the response to a disaster and short-term recovery will be released principally through the Town Supervisor's Office, the Public Information Officer (PIO.)

o. Public Education

Shelter Island educates its residents in a variety of emergency management topics through different venues, in particular by speaking engagements and community outreach efforts done by the Emergency Management Coordinator (EMC), EMS, fire department staff, and the police department. The EMC accommodates requests for presentations to community groups offering free publications at various Town locations. Upon request, the Town will attend other jurisdictions' and non-profit organizations' presentations to offer attendees insights into Town policy. Efforts to educate the residents or businesses of their obligations to prepare themselves, their families and property have been a central component of the Town policy for many years.

The Town website has helpful information on how residents can prepare. In addition, the Town has utilized social media to educate Town residents on the need to prepare. Residents are urged to prepare by gathering emergency supplies and knowing what to do in the event of a disaster. Timely advice helps keep preparedness in the forefront of people's minds.

3. Mitigation Overview

Hazard Mitigation is any sustained action taken to reduce or eliminate the long-term risk and effects that can result from specific hazards. See the Shelter Island annex of the Suffolk County Multi-Jurisdictional All Hazards Mitigation Plan.

Concept of Operations

Introduction and Policies

Shelter Island Town government is directly responsible for coordination of emergency response and recovery under the authority of Section 23 of Article 2-B of the New York State Executive Law. Shelter Island Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town has entered into a cooperative effort to protect life, health and safety, public property, the economy and the environment.

Emergency management obligations are restricted to consequence management. Consequence management includes issues like any necessary evacuations, sheltering, mass care and feeding of impacted populations, impacts to essential government services or similar issues. The Town's emergency management activities seek to accommodate people with disabilities as listed under the Americans with Disabilities Act (1990, revised 2008) for warning of imminent danger, sheltering, evacuation, and to accommodate service animals where resources allow.

The focal point of emergency response for Shelter Island Town is the Emergency Operations Center (EOC). The EOC is organized to conform to the National Incident Management System (NIMS) standards. Planning documents are organized in line with the National Response Framework (NRF) using a basic plan and Emergency Support Functions (ESFs) and annexes.

Emergency management programs traditionally deliver service in the following five-part, sequenced fashion:

1. Prevention – Actions taken that reduce risk from human-caused incidents, primarily terrorism. Prevention planning can also help mitigate secondary or opportunistic incidents that may occur after the primary incident.
2. Mitigation – Those steps taken to reduce the impact of a potential threat. Mitigation is covered as a summary earlier in this document and in more detail in the 2014 Suffolk County/Shelter Island Town Multi-Jurisdictional Multi-Hazard Mitigation Plan (HMP). (www.shelterislandtown.us)
3. Preparedness – Including planning for events that cannot be mitigated, training on plans and procedures, and exercises for the evaluation and practice of plan and procedures directives.
4. Response – Actual activity to real emergency incidents in support of first responders or impacts from emergencies to the public and private sectors.
5. Recovery – Returning operations or services to former capability and capacity or defining a new normal level of operations.

Emergency Support Functions (ESFs)

The National Response Framework has defined Emergency Support Functions (ESFs) for the coordination of resources in response to emergencies. Shelter Island will be using the ESF structure and categories as the basis for dealing with actual or potential incidents when a coordinated response is required.

The ESFs are organized by groups of government and private-sector entities that provide personnel, supplies, facilities, and equipment. Each ESF is composed of: Primary Agencies, which are identified on the basis of authorities, resources and capabilities; and Support Agencies which are identified and assigned based on resources and capabilities in a given functional area.

ESFs may be selectively activated based on the threat, event, or incident. ESF resources may be assigned to serve within any of the response organizations.

Per the National Response Framework, the ESF structure is as follows:

ESF #1 - Transportation		Key Response Core Capability: Critical Transportation	
		Coordinates the support of management of transportation systems and infrastructure, the regulation of transportation. Functions include but are not limited to:	
		- Transportation modes management and control	
		- Transportation safety	
		- Stabilization and reestablishment of transportation infrastructure	
		- Movement restrictions	
		- Damage and impact assessment	
ESF #2 - Communications		Key Response Core Capability: Operational Communications	
		Coordinates the establishment of the critical communications infrastructure, facilitates the stabilization of systems and applications from cyber-attacks, and coordinates communications support to response efforts. Functions include but are not limited to:	
		- Coordination with telecommunications and information technology industries	

		- Reestablishment and repair of telecommunications infrastructure	
		- Oversight of communications within the Federal response structures	
ESF #3 - Public Works and Engineering		Key Response Core Capabilities: Infrastructure Systems, Critical Transportation, Public and Private Services and Resources, Environmental Response/Health and Safety, Fatality Management, Mass Care Services, Mass Search and Rescue Operations	
		Coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering activities, construction management, and other support to prepare for, respond to and/or recover from a disaster or incident. Functions include but are not limited to:	
		- Infrastructure protection and emergency repair	
		- Crucial infrastructure reestablishment	
		- Engineering services and construction management	
		- Emergency contracting support for life-saving and life-sustaining services	
ESF #4 - Firefighting		Key Response Core Capabilities: Critical Transportation, Operational Communications, Public and Private Services and Resources, Infrastructure Systems, Mass Care Services, Mass Search and Rescue Operations, On-scene Security and Protection, Public Health and Medical Services	
		Coordinates the support for the detection and suppression of fires. Functions include but are not limited to :	
		- Support to wildland, rural, and urban firefighting operations	
ESF #5 – Emergency Management		Key Response Core Capabilities: Situational Assessment, Planning, Public Information and Warning	

		Supports and facilitates multiagency planning and coordination for operations involving incidents requiring Federal coordination. Functions include but are not limited to:	
		- Incident action planning	
		- Information collection, analysis, and dissemination	
ESF #6 – Reception & Mass Care Sheltering		Key Response Core Capabilities: Mass Care Services, Public and Private Services and Resources, Public Health and Medical Services, Critical Transportation, Fatality Management Services	
		Coordinates the delivery of mass care and emergency assistance, including:	
		- Mass care	
		- Emergency assistance	
		- Disaster housing	
		- Human services	
ESF #7 – Logistics/Resource Support		Key Response Core Capabilities: Public and Private Services and Resources, Mass Care Services, Critical Transportation, Infrastructure Systems, Operational Communications	
		Coordinates comprehensive incident resource planning, management, and sustainment capability to meet the needs of disaster survivors and responders. Functions include but are not limited to:	
		- Comprehensive, national incident logistics planning, management, and sustainment capability	
		- Resource support (e.g., facility space, office equipment and supplies, contracting services)	
ESF #8 - Health and Medical		Key Response Core Capabilities: Public Health and Medical Services, Fatality Management Services, Mass Care Services, Critical Transportation, Public Information and Warning, Environmental Response/Health and Safety, Public and Private Services and Responses	

		Coordinates the mechanisms for assistance in response to an actual or potential public health and medical disaster or incident. Functions include but are not limited to:	
		- Public health	
		- Medical surge support including patient movement	
		- Behavioral health services	
		- Mass fatality management	
ESF #9 - Search and Rescue		Key Response and Core Capability: Mass Search and Rescue Operations	
		Coordinates the rapid deployment of search and rescue resources to provide specialized lifesaving assistance. Functions include but are not limited to:	
		- Structural Collapse (Urban) Search and Rescue	
		- Maritime/Coastal/Waterborne Search and Rescue	
		- Land Search and Rescue	
ESF #10 - Hazardous Materials		Key Response and Core Capabilities: Environmental Response/Health and Safety, Critical Transportation, Infrastructure Systems, Public Information and Warning	
		Coordinates support in response to an actual or potential discharge and/or release of oil or hazardous materials. Functions include but are not limited to:	
		- Environmental assessment of the nature and extent of oil and hazardous materials containment	
		- Environmental decontamination and cleanup	
ESF #11 – Animal Protection		Key Response Core Capabilities: Environmental Response/Health and Safety, Mass Care Services, Public Health and Medical Services, Critical Transportation, Public and Private Services and Resources, Infrastructure Systems	

		Coordinates a variety of functions designed to protect the Town's food supply, respond to plant and animal pest and disease outbreaks, and protect natural and cultural resources. Functions include but are not limited to:	
		- Nutrition Assistance	
		- Animal and agricultural health issue responses	
		- Technical expertise, coordination, and support of animal and agricultural emergency management	
		- Meat, poultry, and processed egg products safety and defense	
		- Natural and cultural resources and historic properties protection	
ESF #12 - Utilities		Key Response Core Capabilities: Infrastructure Systems, Public and Private Services and Resources, Situational Assessment	
		Facilitates the reestablishment of damaged energy systems and components and provides technical expertise during an incident involving radiological/nuclear materials. Functions include but are not limited to:	
		- Energy infrastructure assessment, repair, and reestablishment	
		- Energy industry utilities coordination	
		- Energy forecast	
ESF #13 – Law Enforcement		Key Response Core Capability: On-scene Security and Protection	
		Coordinates the integration of public safety and security capabilities and resources to support the full range of incident management activities. Functions include but are not limited to:	
		- Facility and resource security	
		- Security planning and technical resource assistance	
		- Public safety and security support	
		- Support to access, traffic, and crowd control	

ESF #14 - Recovery		- Superseded by National Disaster Recovery Framework	
ESF #15 – Public Information		Key Response Core Capability: Public Information and Warning	
		Coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including the government, media, NGOs, and the private sector. Works closely with state and local officials to ensure outreach to the whole community. Functions include but are not limited to:	
		- Public affairs and the Joint Information Center	
		- Intergovernmental (local, state, tribal, and territorial) affairs	
		- Congressional affairs	
		- Private sector outreach	
		- Community relations	

Preparedness

Plans and Procedures

Plans and procedures for mitigation, response and recovery from emergencies are based on legal obligations, risks to the region and past history of incidents. Plans address who is responsible and what actions will be performed during an emergency. Plans may also include policies governing response during or recovery after an emergency. Items like priorities are policies documented in the plans. Procedures are similarly based on legal standards plus the content of plans.

The Town Supervisor and Emergency Operations Coordinator are involved in the development or maintenance of these plans with a regular review cycle that has either been established by code or by agreement of the planning partners.

Training and Exercises

Plans by themselves do not ensure the protection of people, property, the environment or economy of the region. Part of the regular emergency management program includes extensive training of staff or partners with roles and responsibilities defined or outlined in established

emergency plans and procedures. Opportunities for training within the Town have been made possible by collaboration with FEMA, NYS DHSES and others with subject matter expertise.

Testing is necessary to determine whether or not plans work. Exercises are focused practice activity that reinforces training received and assist a jurisdiction to identify gaps in policy and training. Exercises support the readiness of the duty officers and other staff for EOC coordination activity.

Equipment and Supplies

The Town maintains limited supplies and equipment for response to emergencies. Equipment under the responsibility of the Town has been inventoried by kind and type as prescribed by the National Incident Management System.

In addition, the Department of Public Works (DPW) has contracted with private entities that are capable of providing service and equipment necessary to recovery from a disaster.

Public Education

In order to reach and be understood by as many as possible, efforts are made to use multiple media types. In particular the use of electronic alerts is encouraged.

Mutual Aid Agreements

The Town of Shelter Island has Mutual Aid Agreements in place with suppliers, agencies and other jurisdictions and entities for use in emergency situations as needed. An example of one such agreement is the “Debris Management Mutual Aid Agreement” between the County and its ten towns, including Shelter Island

Schools

There is one school district on Shelter Island. The school may be represented during an activation of the EOC during emergencies.

Utilities and Infrastructure Interests

Utilities like electric power, phone, and cable-internet providers are a complex network of public utility districts and private companies. Utilities may choose to work with or from the EOC of the governments/companies they serve. Utility right of ways are generally shared by several users. The subject of utilities will be covered in greater detail under Communications (ESF 2), Public Works and Engineering (ESF 3) and Energy (ESF 12).

Electric power is often disrupted from severe weather conditions when high winds, frozen precipitation and vegetative debris impact above ground equipment for extended time periods. Flooding impacts structures and roadways, and may also damage underground electric, gas, water and sewer transmission lines, vaults or lift stations. Power is provided by Public Service Enterprise Group (PSEG-LI), an electric utility.

While a majority of water in the Town is provided by private wells, certain localized areas are serviced by other Water Districts. At times, the potable water supply may be interrupted by infrastructure failure of distribution line, contamination or drought conditions.

Most homes on Shelter Island have their own cesspools, but the district of Shelter Island Heights has its own sewage treatment services.

A variety of natural disasters may impact landline or cell phone communications. Telephone and cellular phone services are provided by a few companies in the private sector. Many of these share the same communications tower for cell phone service delivery.

There are cable television service providers in the Town including Optimum and satellite-based antenna systems. During an emergency, these companies provide the public with critical information. The infrastructure of cable transmission is similar to that for landline telephone and power transmission with mostly above ground wiring which is vulnerable to severe weather conditions.

Transportation infrastructure includes small airstrips, ferries and public highways. All of these have direct effects on the local economy through daily commuting and movement of freight. In emergency events, coordination through public, private and agency organizations may be required as is identified in Transportation (ESF 1).

Business Sector Interests

Private sector business interests such as the Chamber of Commerce are actively involved in regional commerce. Most of the local economy is dependent on small businesses. Builders and other trades, the hospitality industry, as well as retail establishments contribute to the economic wellbeing of Shelter Island and can be impacted by severe weather or manmade emergencies.

Domestic Pets and Animal Management

Care and considerations for domestic pets and service animals are important during disasters. An effort to accommodate pets and service animals for those making use of public emergency shelters is important. It is essential to note that the public may view their pet as a family member. Domestic animals may escape their homes when disoriented or frightened by severe weather or other emergency conditions. Care of pets in emergencies is governed by federal Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308. This subject is covered in detail by Mass Care, Emergency Assistance, Temporary Housing and Human Services (ESF 6) and the Mass Care Annex.

Response

Response Priorities

Emergency response efforts are critical endeavors that require prioritization of resources. The most important of these are efforts that provide a level of protection of the public's health and welfare through warning and notifications, support of first responders and appropriate

resources. These efforts may include delivery of services such as evacuation of populations to safe locations where necessary, mass care, sheltering and feeding.

Police Officer(s)

The Shelter Island Town Police have dedicated staff on call 24 hours a day to evaluate evolving emergency situations. From the evaluation of early available information obtained on these incidents, decision makers can choose emergency steps needed to protect public safety, property, the economy, the environment, or the continued delivery of essential services.

Emergency Steps might include: Activation of the Emergency Operations Center (EOC), declaration of a State of Emergency and implementation of emergency powers, warning the public, use of volunteers, evacuation of a population, search and rescue, security measures, keeping the public informed on developments and government efforts, formal damage assessment, sheltering and mass care, management of donated goods, or continuity of essential services.

The Emergency Operations Center (EOC) Activation Levels

Where an emergency requires more staff and resource management, a decision to activate the EOC may occur. The operation of the EOC will likely happen in graduated steps consistent with the staffing requirements to maintain proactive management. The activated EOC is organized as a hybrid of the Incident Command System (ICS) with Emergency Support Functions (ESFs) within the established Operations Section. Where necessary, agencies that lead or support one or more ESFs may assign a representative to the EOC.

The EOC may be activated under the authority of the Emergency Management Coordinator or the Shelter Island Town Supervisor. In the absence of these people, the designated alternative personnel for either may activate the EOC.

There are three defined levels of EOC activation.

Level 3 is the lowest level of EOC activation. At this level, staffing may be one person or a small number of Shelter Island Town personnel. Often this level is for a single operational period but may occasionally include additional shifts. At this level of staffing, there is a focus on information gathering and impact assessment, reporting to decision makers, and management of resource requests. At this activation level, Town government is at or close to normal operations.

Level 2 may include staffing of all or most ICS sections calling for expansion of the Operations and Planning Sections. Specific ESFs leads may be assigned and the Planning Section may require additional staff to accommodate the larger volume of information requiring management and documentation. Overnight operation of the EOC is often necessary with staff assigned to 12 hour rotating shifts for the duration of the incident. Many government services may be impacted and/or disrupted by the incident. Under such conditions, disruption of the private sector is likely.

Level 1 includes full staffing of all positions and ESFs in the EOC for continuous operations until the EOC activation level can be reduced and/or the EOC ceases operation. Many or all

government services are likely to be impacted. A State of Emergency Declaration usually accompanies EOC activation at Level 1. See Emergency Declaration below. During this period, resources may be insufficient to continue effective response to the consequences of the emergency. Mutual aid requests to our neighbors and partners may be necessary.

Declaration of Emergency

The Shelter Island Town Supervisor, or in his/her absence the Deputy Town Supervisor, may declare a State of Emergency. New York State Executive Law Article 2B § 24 provides for the chief executive of a county, town or village to declare a State of Emergency and issue emergency instructions in the event of a public emergency or reasonable apprehension of immediate danger thereof.

An Emergency Declaration authorizes the use of as many emergency powers as are necessary to respond to the emergency and are contained within. The declaration may include:

- Such other orders as are imminently necessary for the protection of life and property
- A direct evacuation
- Debris cleanup instructions
- A curfew order
- Businesses closure
- Recall of Shelter Island Town employees
- Discontinuation of sale of alcohol
- An order prohibiting carrying firearms, or other implements capable of harm
- Discontinue sale of gasoline or other flammables
- Closure of public places
- Specific Purchasing, contracting and bid processes waivers

Use of Volunteers

Volunteers are often needed during an emergency as a force multiplier to existing Town employees and first responders. Volunteers must be documented by the Town or the jurisdiction under whose direction they will operate.

Documentation of volunteer hours and their assignment can be a big part of the emergency. A value can be attributed to the documented emergency worker assignment that may be used as required local match of available federal assistance.

Warning and Notifications

Warning the public may be necessary through a number of commercial or specialized communications. Use of web-based platforms such as the Town and Police Department websites, Facebook pages and Code RED to inform the public may be needed.

See Communications (ESF 2) and External Affairs (ESF 15) for details on these subjects.

Damage, Impact Assessment, Common Operating Picture

One of the first steps in an organized response to the consequences of an emergency is to identify what damages to the community have historically occurred or can be expected to result from the incident. Damage assessment often takes days to establish a good picture of the impacted area or population. Efforts to assess impacts may be compromised by restrictions to available staff, inaccessible roadways, damaged systems, or continuing exposure to hazardous conditions.

Assessments are a process that continues throughout the duration of the emergency. Elements of assessment can be found under almost every ESF and Annex to this plan.

Sheltering and Mass Care

Where conditions may endanger the population of impacted areas, there may be a need to open pre-identified emergency sheltering and feeding locations. While most people will find temporary accommodations with friends, family or hotels, some may require public shelter locations.

For details on Sheltering and Mass care, see Communications (ESF 2), Mass Care, Emergency Assistance, Temporary Housing and Human Services (ESF 6), and the Mass Care and Feeding Annex to this plan.

Evacuations

While small scale evacuations from the impacts of structure fire are fairly common, larger scale evacuations from flooding, hazardous materials releases or other hazards are a possibility. Transportation (ESF 1), Communications (ESF 2), Mass Care, Emergency Assistance, Mass Care, Emergency Assistance, Temporary Housing (ESF 6), and Medical Services (ESF 8), Public Information (ESF 15), the Evacuation Annex, and other elements of the CEMP will contain more details about evacuation operations.

Search and Rescue (SAR)

Most Search and Rescue is the obligation of the Shelter Island Police Department. Several volunteer organizations support SAR, including the fire and ambulance services. SAR operates to manage resources and to cover liability that might be incurred by injuries or damages to volunteers, their animals or equipment. Some aspects of search and rescue are fire service based.

Search and Rescue is a function that may be a part of emergency condition. Where day to day Search and Rescue (SAR) is conducted by the local police, fire services and qualified civilian personnel, emergencies may present conditions where specialized staff is needed.

Urban Search and Rescue (USAR) is a specialized part of SAR which may require specialized skills and equipment to conduct searches in collapsed structures, confined spaces, or other hazardous conditions. Shelter Island will request assistance from the Suffolk County Police Department and other USAR teams from outside the area.

The Lead for SAR in this plan is the Shelter Island Police Department. For more details on SAR, see Search and Rescue (ESF 9).

Security

Historically security usually was the protection of public and private property. The effort now also includes cyber security and other forms of fraud. Traditionally, this area of responsibility belonged to local law enforcement alone. Now security also includes subject matter experts in multiple areas of technology.

See Communications (ESF 2), Mass Care, Emergency Assistance, Temporary Housing (ESF 6), and Public Safety and Security (ESF 13) for more details.

Donated Goods

In the aftermath of an emergency, the public may be moved to assist those impacted by an incident. Support from the public may take the form of donated money, food, clothing, toys and household goods. Where money is a universal resource that can obtain needed goods, donation of food and other materials presents safety and wellbeing issues for the emergency management community. Health and safety concerns forbid the redistribution of food, clothing, and household goods that are not in their original retail packaging. Further, food may require special handling or refrigeration. Often, the materials collected from well-meaning members of the public become unusable because the integrity of the materials cannot be assured.

For more details on Donated Goods, see Mass Care, Emergency Assistance, Temporary Housing and Human Services (ESF 6) and the Mass Care and Feeding Annex to this plan.

Public Information

The assessment process discussed earlier provides the information necessary to inform the public about the hazards and impacts from an emergency as well as efforts by first responders and local government to ensure public safety and delivery of essential services.

Public Information efforts can be compromised by damages to infrastructure needed to deliver emergency messaging. These and other challenges and potential solutions are detailed under Communications (ESF 2) and External Affairs (ESF 15).

Continuity of Government

Shelter Island must strive to provide continuity of government following a priority pattern that ensures essential services that protect life, health, and public safety and other similar services. It also provides for the continuation of services required by law such as the court system.

The continuity of government (services) is covered broadly in this document. See Information and Planning (ESF 5) for additional details.

Should the primary person in a leadership position be unavailable to conduct Town business, the next available person identified by law or policy to serve in that role until such time as a permanent replacement (if needed) is placed.

Transition to Recovery

While recovery is one of the time-phased elements of emergency management, it does not occur as a clean, distinct operational effort. Response efforts toward life-safety missions and property protection efforts may still be under way when emergency repairs are being made. Over multiple operational periods response may continue side by side with initial emergency repairs until the objectives for the community become only those associated with permanent repairs and replacement of damaged infrastructure.

Short Term and Long Term Recovery

Short term recovery includes those temporary or emergency repairs needed to ensure life, health and safety or protection of property.

Long term recovery includes efforts to effect permanent repair, replacement or improvement of damaged or worn equipment or infrastructure to pre-event condition or better.

A Town-wide recovery plan is for strategic decision making and prioritization of recovery efforts following a disaster with severe regional impacts. Where formerly recovery was covered under ESF 14 of the CEMP, this phase of the emergency management program is now a stand-alone effort, consistent with the 2013 National Response Framework, Comprehensive Planning Guide (CPG) 101, and the National Disaster Recovery Framework with references to the Recovery Support Functions (RSFs).

4. Organization and Assignment of Responsibilities

NIMS/ICS and ESFs

The Town of Shelter Island endorses the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. The Incident Command System (ICS) is a fundamental element of the National Incident Management System (NIMS), designed as an organizational model to enable effective and efficient domestic incident management before, during and after an emergency.

In accordance with the National Response Framework, Shelter Island has adopted the concept of organizing their response resources and capabilities under the Emergency Support Functions (ESFs) construct. ESFs have proven to be an effective way to bundle and manage resources to deliver core capabilities responding to emergency incidents. ESFs are not based on the capabilities of a single town department or agency, and the functions for which they are responsible cannot be accomplished by any single department. Instead, ESFs are groups of organizations that work together to deliver core capabilities and support an effective and cohesive response.

Town-wide direction and control activities will be coordinated through the Emergency Operations Center (EOC). The Shelter Island EOC organizational structure is designed under the Incident Command System and the imbedded ESF concept under which this plan is constructed.

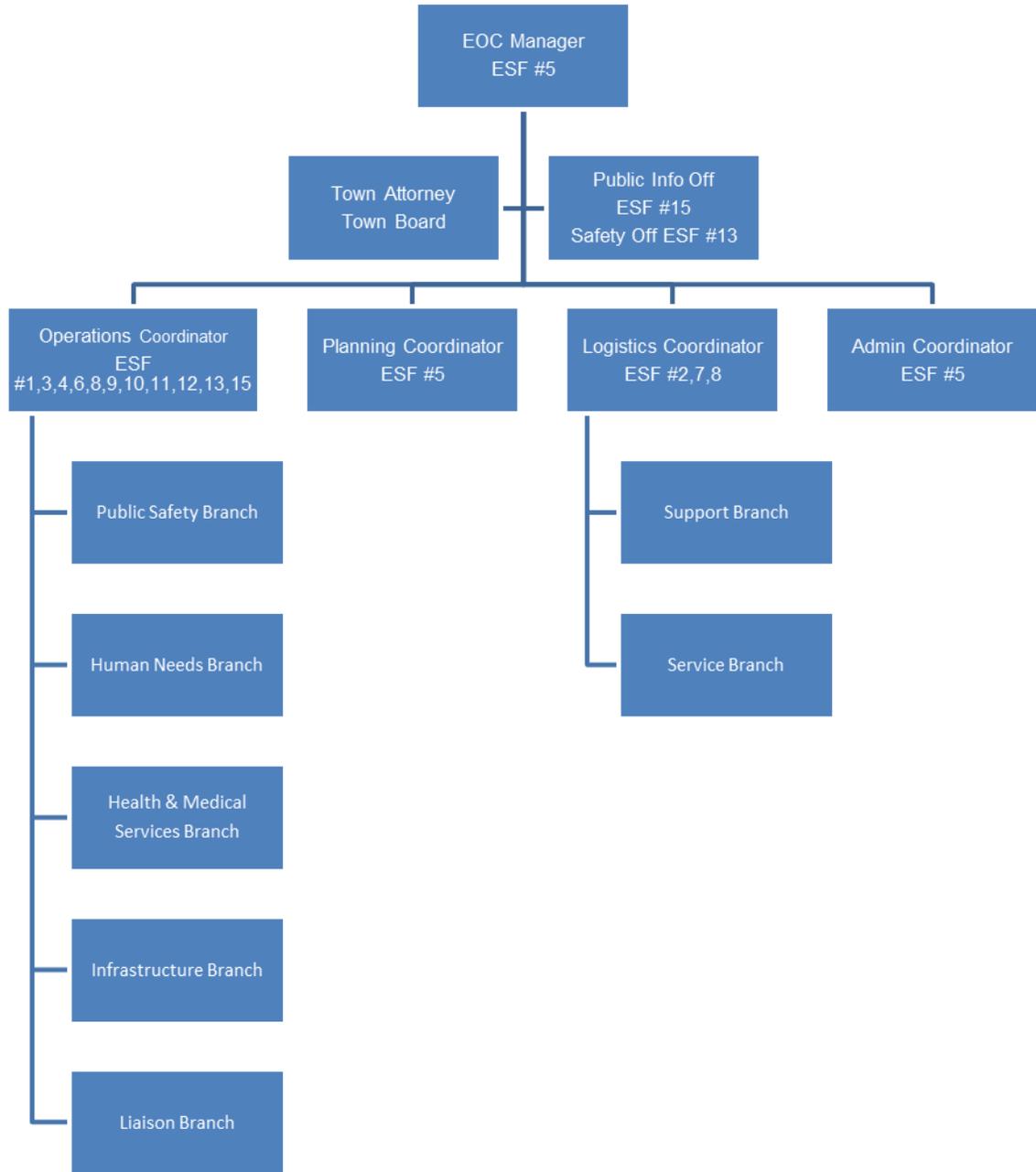


Figure: SI EOC Organizational model

Town EOC representatives, emergency management and response staff have taken the appropriate and required National Incident Management System (NIMS) training for NIMS compliance, and retain certification documents at the department level for audit purposes.

Role of Town Government

The following are basic responsibilities for emergency management operations provided by and through Shelter Island Town Government. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESFs), and appendices to this document. Department level operating procedures detail how individual departments shall perform their responsibilities as delineated in this plan, the ESFs, and appendices.

The Town Supervisor is in charge and can declare a state of emergency as necessary. The Emergency Management Coordinator will be responsible to the Town Supervisor for activating, establishing, and directing; readiness, response and short-term recovery activities in the SI EOC and for coordinating emergency management programs for Shelter Island Town.

Each department and agency within Town government may be called up to appoint a liaison and alternates to work with Emergency Management on response, recovery, mitigation, and preparedness issues.

In the wake of a disaster, there are a number of government assistance programs available to provide emergency response/recovery cost reimbursement, including but not limited to Public Assistance (PA), Individual Assistance (IA), and Small Business Administration low interest loans. Additionally, there are incident specific mitigation grants and public infrastructure recovery funding streams that develop. Shelter Island Town Government along with their partners from County, State and Federal government agencies facilitate processing various post-incident programs. These programs provide assistance to public/private entities for eligible costs for repair, restoration, or rebuilding of the public/private infrastructure that has been damaged or destroyed.

Many response, recovery, mitigation, preparedness, and prevention issues are identified in this plan. Each Town department is required to establish internal plans and procedures discussing how they will carry out assigned tasks as identified in this Plan. In addition to participating in training and exercise programs initiated by the Emergency Management Coordinator, departments will conduct training and exercises on their own internal plans and procedures as they deem necessary.

The Shelter Island Town Supervisor shall:

- Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law
- Provide leadership and play a key role in communicating to the public disaster event information and directions.
- Direct the implementation of emergency response and recovery plans.
- Formulate major policy decisions.
- Coordinate with the Town Board.
- Preserve the continuity of the Town government.
- Inform the public through the use of the media.
- Direct the use of the Shelter Island Emergency Operations Center.
- Interface with the County Executive, other Town Supervisors, and other regional chief executives.
- Make emergency proclamations when needed.
- Request Mutual Aid and assistance from area towns, Suffolk County, NYS DHSES and or NYS Counties through the NYSEOC.

- If necessary, request direct Federal assistance through the Governor of the State and federal officials when other capabilities have been exceeded or exhausted.

The Emergency Management Coordinator shall:

- Ensure that EOC representatives and emergency management and response staff have taken the appropriate and required National Incident Management System (NIMS) training for NIMS compliance, and retain certification documents at the Department level for audit purposes.
- Develop Department procedures that increase capabilities to respond to and recover from emergencies and disasters. These procedures may include the identification and notification of critical/essential staff, planning for and allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
- Develop a Continuity of Operations Plan (COOP) plan that addresses the continuity of services and facilities following an emergency or disaster.
- Ensure that training is provided to employees for personal preparedness and readiness to respond to emergencies and disasters.
- Train department employees on continuity of operations plans and procedures to ensure operational capabilities and facilitate an effective response.
- Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
- Develop procedures to document and track all disaster response and recovery (short and long-term) in accordance with FEMA guidelines.
- Ensure the effective coordination of emergency response and recovery operations for each department using the National Incident Management System (NIMS), and the Incident Command System (ICS).
- Ensure the establishment of department operational procedures and Operation Centers if needed.
- Provide support to other ESFs as outlined in the SI CEMP, when required.

All Shelter Island Town Departments shall:

Mitigation/Preparedness:

- Assign Department representatives, to adequately staff 24- hour EOC activation for training and during disaster events, and provide this information to the Emergency Management Coordinator when requested.
- Inventory resources (equipment and teams) using the National Incident Management System (NIMS) Resource Typing categories and provide Suffolk County OEM with an inventory of these resources annually.
- Establish a disaster mitigation program to protect employees, facilities, equipment, and programs.
- Ensure that all employee work areas are safe, clear of equipment or supplies that may compromise access/egress routes, and/or injure employees.
- Participate in emergency management training, drills, and exercises to test Town plans and procedures.

Response & Recovery:

- Provide Preliminary Damage Assessment (PDA) information to the EOC and incorporate information back into their Department/Division.

- Assign and set department priorities for the response and recovery phases of disasters impacting Shelter Island government.
- Provide resources and representatives to the Shelter Island EOC as requested.
- Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- Assess operational/damage status and availability of department facilities (occupied and vacant), equipment, impact on personnel, and resources and report to the EOC.
- Provide available department resources (supplies, equipment, services, personnel), as coordinated through the EOC.
- Provide staff and resources to other Town departments and jurisdictions, if available.
- Support response and recovery activities throughout Shelter Island as directed.
- Track, summarize and report emergency purchases utilizing guidance from the Shelter Island Town Purchasing Policy and FEMA.
- Return Department and Division activities to normal levels as soon as possible.

Shelter Island Town Departments

Shelter Island Town Supervisor's Office

The Town Supervisor's Office will have Primary Responsibility for all hazards and emergencies involving ESF #7, #14, and #15.

They will have Support Responsibilities for all hazards and emergencies involving ESF #2, #5, #8, #10, #11, and #13.

Specific responsibilities include:

- Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law
- Provide leadership and play a key role in communicating to the public disaster event information and directions.
- Direct the implementation of emergency response and recovery plans.
- Formulate major policy decisions.
- Coordinate with the Town Board.
- Preserve the continuity of Town government.
- Inform the public through the use of the media.
- Direct the use of the Shelter Island Emergency Operations Center.
- Interface with the County Executive, other Town Supervisors, and regional chief executives.
- Assist in public information and the dissemination of emergency information through County Legislative offices, coordinated with Suffolk County EOC, Joint Information Center (JIC), and Public Information Officers (PIOs) of affected jurisdictions
- Make emergency proclamations as needed.
- Develop a disaster recovery plan that addresses the long-term restoration and continuity of services and facilities following an emergency or disaster.

Emergency Management Coordinator

The Emergency Management Coordinator will have Primary Responsibilities for all hazards and emergencies involving ESF #5.

They will have Support Responsibilities for all hazards and emergencies involving ESF # 1, #2, #7, #8, #10, #11, #12, #13, #14 and #15.

Specific responsibilities include:

- Lead continuity and regional coordination conference calls or meetings.

- Request Mutual Aid and assistance from Suffolk County, NYS DHSES and or NYS Counties.
- Coordinate with National Weather Service and Suffolk County FRES concerning weather forecasts and conditions
- Conduct briefing for Town Supervisor, Deputy Town Supervisor, Town Attorney, Highway Superintendent, and other key officials on the developing situation, response plans and emergency declaration options
- Advise highest-ranking officials available from within Town/County agencies of EOC activation statuses
- Establish and maintain log of EOC activities and decisions
- Deputy Emergency Management Coordinator will prepare the EOC for occupancy by additional agencies, contact the Long Island Red Cross to advise of the potential request to open emergency shelters within Town, and test EOC equipment
- Have EOC emergency generator fuel tank filled
- Notify constituents regarded as especially vulnerable of upcoming conditions which may affect region, and instruct them on preparations/evacuations and how they will be assisted
- Arrange for EOC parking, food and sleeping needs
- Conduct status/response briefings to heads of Town departments/organizations
- Arrange for continuous staffing of EOC
- Disseminate Town Supervisor's emergency orders, emergency shelter information and preparation information through various media outlets
- Contact telephone company to ensure that phone needs at Town EOC and Town Hall will be sufficiently addressed
- Monitor shelters and address needs
- Oversee establishment of post-incident recovery, redevelopment and hazard mitigation planning; provide input to Town Supervisor within seven days of State declaration of disaster emergency
- Coordinate post-storm assessment of the effectiveness of the Town's emergency response and the Town emergency plan within 30 days of the initial EOC activation; make recommendations for improvement
- Announce changes in EOC activation levels or deactivation to all agencies involved in response.

Shelter Island Highway Department/Department of Public Works

Public Works will have Primary Responsibility for all hazards and emergencies involving ESF #1 and #3.

They will have Support Responsibilities for all hazards and emergencies involving ESF #7, #10 and #14.

The Department of Public Works shall:

- Provide trained and designated facilities management personnel to the Town EOC to provide status reports on structural damage and habitability of Town infrastructure including Town-owned buildings (occupied/un-occupied) and other type structures.
- Provide emergency contracting assistance and reporting.
- Provide assistance in emergency financial management and in the preparation of Town government emergency financial reports.
- Provide emergency procedures for purchasing and tracking of equipment and supplies needed by the Town and other outside governmental agencies required to provide emergency services.
- Report impact of incident on Town transportation infrastructure including roadways, bridges, bulkheads and all waterways.

- Assess damage to walks, docks, marinas, and event-caused beach erosion for locations that are normally under its purview.
- Report availability of Town vehicles, waterways equipment, boats and all materials and equipment.
- Coordinate necessary emergency and permanent facility repairs/renovations/rehabilitation to damaged or destroyed Town-operated facilities (or alternate facilities if needed) or tenants of Town-operated buildings if funding is available.
- Provide staff resources on request to assist departments for necessary facility repairs/renovations or to locate alternate facilities.
- Ensure to the maximum extent possible and as applicable, that Town facilities are not established in dangerous locations (floodplains).
- Establish and maintain sanitation services as needed at Town shelters and EOC
- Prepare for the utilization of key evacuation routes; make temporary repairs to existing road construction projects
- Monitor traffic conditions
- Identify preferred sites for temporary storage of storm-related debris; seek State approval through County EOC
- Monitor conditions of roadways, parking areas and walkways leading to EOC and Town Hall to ensure continued accessibility
- Advise Town Supervisor on safety of Town properties and roads prior to allowing their use post-incident
- Top off Town's fuel depot to ensure emergency availability

Shelter Island Police Department (SIPD)

The Police Department will have Primary Responsibility for all hazards and emergencies involving ESF #2, #9 and #13.

They will have Support Responsibilities for all hazards and emergencies involving ESF #4, #5 and #10.

Specific responsibilities include:

- Maintain law and order
- Arrest offenders
- Conduct follow up criminal investigations
- Provide traffic control and enforce traffic regulations
- Provide crowd control
- Provide security services at required locations including the EOC
- Provide search and rescue
- Control restricted areas
- Protect vital resources
- Provide evacuation of persons and domestic animals from hazardous areas
- Provide warning support
- Monitor traffic conditions
- Provide security at EOC and shelters

Shelter Island Town Attorney's Office

The Town Attorney's Office will have Support Responsibilities for all hazards and emergencies involving ESF #5 and #7.

Specific responsibilities include:

- Assist Town Supervisor with declaration of state of emergency within Town, if warranted, as well as any revisions required

- Ensure that Town emergency purchasing arrangements are sufficient for present and anticipated needs
- Work with Town Supervisor in consultation with key agencies in determination of permitting repopulation of areas previously evacuated

Shelter Island Town Clerk's Office

The Town Clerk's Office will have Support Responsibilities for all hazards and emergencies involving ESF #5 and #7.

Shelter Island Building Department/Town Engineer

The Building Department/Town Engineer will have Support Responsibilities for all hazards and emergencies involving ESF #1, #3, and #14.

Specific responsibilities include:

- Initiate damage assessment process for possible Federal, State disaster relief funding, consistent with guidance provided by Suffolk County FRES
- Oversee establishment of post-storm recovery, redevelopment and hazard mitigation planning; provide initial input to Town Supervisor and Emergency Management Coordinator within seven days of State declaration of disaster emergency
- Building inspector will investigate business and residential structures, on a town-wide basis, determining if said buildings are inhabitable
- Administration of the Town's Flood Damage Prevention Law
- Check operability of key equipment

Shelter Island Town Board

The Shelter Island Town Board may:

- Provide for continuity of the County Legislature in order to continue legislative duties.
- Pass ordinances and motions pursuant to emergency proclamations; and appropriate funds as needed for disaster mitigation, preparedness, response, and recovery.
- Conduct public meetings and actions to assist in reassuring and informing the public, and identify public needs.
- Provide for auditing of the emergency financial operations of Town government and for emergency performance audits.
- Direct citizen requests for assistance to appropriate governmental agencies.

Shelter Island Media Department

The Shelter Island Media Department will have Support Responsibilities for all hazards and emergencies involving ESF #2, #5 & #14.

Specific responsibilities include:

- Coordinate all emergency-related information and disseminate to the public and news media through the Town's dedicated phone lines, web site and news media.
- In coordination with Police and Highway Departments, ensure the availability of pre-storm videotape footage and still photographs of areas, for possible use later in determining storm-related damage.
- Initiate damage assessment process for possible Federal and State disaster relief funding, consistent with guidance provided by Suffolk County FRES.
- Oversee establishment of post-incident videotape footage and still photographs of areas, for possible use later in determining incident-related damages.

Shelter Island Senior Services

Senior Services will have Support Responsibilities for all hazards and emergencies involving ESF #6 and #11.

Specific responsibilities include:

- Prepare Senior Services Center for use as a Special Needs Shelter
- Notify local and County Health Services personnel who will staff the shelter
- Procure necessary supplies and equipment for shelter operation
- If warranted, call elderly and handicapped residents and recommend that they may evacuate to the appropriate shelter, provide guidance on what to bring, and discuss/arrange transportation
- Advise fire department of those needing assistance in evacuating
- Provide information to the EOC at least three times daily, in coordination with Emergency Management Coordinator, regarding number of people being cared for at Special Needs Shelter, and any problems in operating the shelter which require assistance
- Check operability of key equipment
- Use Senior Emergency Contact List to commence a door to door welfare check of all frail/elderly or special needs persons listed.

Shelter Island Town Recreation Department

Shelter Island Recreation Department will have Support Responsibilities for all hazards and emergencies involving ESF #1.

Specific responsibilities include:

- Close and patrol all beaches
- Suspend all Town recreation activities
- Ensure operability of key equipment

West Neck /Heights Water

West Neck/Heights Water will have Support Responsibilities for all hazards and emergencies involving ESF #3.

Villages and Special Purpose Districts

Village of Dering Harbor

New York is a home rule state and as such Villages are to work sequentially upward through their Town and Suffolk County to request state assistance from the governor. The Village of Dering Harbor has chosen to defer to and follow this Shelter Island Town annex for emergency response purposes.

Special Purpose Districts

Special purpose districts on Shelter Island include water and sewer districts, Fire and EMS districts, school districts, and other unique public entities. These special purpose districts do not have a legal obligation to have a CEMP but rather are encouraged to work with the Town government. The Town encourages the districts to have emergency operations plans for their area of authority and to ensure their vertical integration in the overall regional emergency response community. The fire district of Shelter Island represents a locally well-known entity to residents that may include points for gathering, information, emergency medical treatment, or other operations.

Shelter Island Emergency Operations Center

The role of the Shelter Island EOC is to coordinate information and resources in support of first responders and regional consequence management where there have been impacts to the safety and health of the population of the Town, to the private or public property in the Town, to the economy and / or to the environment of the Town. The EOC seeks to develop a common operating picture from information gathered, seek and distribute resources to their highest need, manage public information, provide warning and notification of hazards in the community.

Responsibility Matrix for Shelter Island

ESF PRIMARY / SUPPORT MATRIX (per National Response Framework structure)															
Town of Shelter Island	EMERGENCY SUPPORT FUNCTIONS (per National Response Framework structure)														
Jurisdiction, Department, Agency, Organization, etc.	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management Reception & Mass Care Sheltering	Logistics/Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Animal Protection	Utilities	Law Enforcement	Recovery	Public Information	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Town Supervisor		S			S		P	S		S	S		S	P	P
Animal Control										S					
Assessors														S	
Building Department/Town Engineer	S		S											S	
Engineering			P								S				
Fire Marshal				S						S					
Highway Department	P		P				S			S				S	
Information Technology		S	S												S
Police Department		P		S	S				P	S			P		
Recreation Department	S														
Recycling Center			S												
Senior Center/Services						S				S					
Town Attorney					S		S								
Code Enforcement			S										S		
Town Clerk					S		S								
Fire Department	S	S		P	S		S		S	P			S		
EMS		S			S	S	S	P	S						
Medical Center		S				S	S	S							
School District	S	S				P									
Red Cross						P									
Emergency Management Coordinator	S	S			P		S	S		S	S	S	S	S	S
PSEG												P			
Media Department		S			S										S
North & South Ferry	S														
Amateur Radio		S													

ESF / HAZARD MATRIX

Town of Shelter Island	EMERGENCY SUPPORT FUNCTION														
Hazard	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management Reception & Mass Care Sheltering	Logistics/Resource Support	Health & Medical	Search & Rescue	Hazardous Materials	Animal Protection	Utilities	Law Enforcement	Recovery	Public Information	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Winter Storm (Severe)					P										
Improvised Nuclear Device													P		
Radiological Dispersal Device													P		
Hurricane/Tropical Storm					P										
Ice Storm					P										
Nor'Easter					P										
Groundwater Contamination								P							
Flood			P												
Chemical Release				P											
Coastal Erosion			P												
Hazmat Release				P											
Sustained Power Outage (>3 Days)					P							P			
Earthquake					P										
Extreme Temperatures					P										
Infestation											P				
Cyber Attack													P		
Severe Wind/Tornado					P										
Major Transportation Accident	P														
Shallow Groundwater			P												
Biological Agent Release								P							
Active Shooter													P		
Wildfire				P											
Pandemic								P							
Drought					P										
Civil Disorder													P		
Critical Infrastructure Failure			P												
Improvised Explosive Device/Vehicle													P		
Landslide															
Major Fires (Non-Wildfire)				P											

Direction, Control and Coordination

Statutory authorities and policies provide the basis for direction of emergency actions and activities in the context of incident management. This CEMP uses the foundation provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), the Homeland Security Act of 2002, Homeland Security Presidential Directive (HSPD) 5- Management of Domestic Incidents, and 2013 National Response Framework, as well as NYS

Executive Law and local laws to provide a comprehensive, all-hazards approach to incident management.

This CEMP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various Town departments and agencies in a collective framework for action to include response, recovery, mitigation and preparedness activities. The Shelter Island Town Supervisor may choose to invoke the emergency powers and rendering of mutual aid granted to him/her under New York State Article 2-B § 24, or by other mutual aid agreements established with the other East End Towns and Villages.

General

Normal governmental organizational structures and chains of command will be maintained insofar as possible for continuity of governmental services. Direction and coordination of emergency services identified in this plan will occur from SI Emergency Operations Center (SI EOC) or if necessary, from an alternate location. The SI EOC is located at 44 North Ferry Road, Shelter Island, New York 11964-1056.

The organizational structure of the SI EOC is a hybrid of the Incident Command System and an Emergency Support Function (ESF) model (see Organization and Assignment of Responsibilities). Shelter Island Town employees and volunteers trained to operational procedures will manage the incident in support of first responders and in support of the incident consequences or impacts.

The Shelter Island Town Supervisor or his/her designee for the continuity of essential government services will provide strategy direction to the activity of the SI EOC under established emergency powers. The Supervisor will coordinate with the Dering Harbor Village Mayor and the Heights Property Owners Corporation to assist decision making for prioritization of missions and strategic resource allocation.

Coordination vs Control

State policy directs Towns and other local jurisdictions to work through their County emergency management office to make requests to New York State which is documented in the NY Responds software. Neither a Town nor the County can make a direct request for federal assistance. Federal assistance must be made by New York State on behalf of an impacted County, Town or Village. State coordination of federal assistance requests are conducted from their emergency operations center.

The Shelter Island Town EOC staff will prioritize resource acquisition in order to provide and achieve the following services:

- Provide warning and support evacuations
- Support dissemination of emergency public information
- Support Mass Care operations including food, water and shelters
- Protection of public property and the environment
- Support search & rescue operations, transport of victims, and medical care

- Reestablish communications to assist response actions
- Reestablish access to impacted areas & facilities
- Assist with the restoration of critical infrastructure
- Initiation of short and long-term recovery programs

Continuity of Authority

If the Town Supervisor is unavailable to fulfill his/her duties during an emergency, the Deputy Town Supervisor is next in the line of succession.

All Town Department Heads have designated replacements to ensure continuity of leadership and operations. Their assistants are able to assume the roles and responsibilities for their Department.

Other elected officials of Shelter Island Town government shall designate temporary replacements to their position should there be a vacancy during an emergency.

Information Collection, Analysis and Dissemination

This section describes the critical or essential information common to all operations identified before, during and after an emergency has occurred. It identifies the type of information needed, the source of the information, and any specific times the information is needed. This section describes information sharing between public and private sector organizations and the mechanism for information sharing between levels of government.

Communication

Regional Planning

Regional public and private sector partners have long recognized the importance of communications during an emergency. Where internal communications plans and procedures are needed, there is also a need for a common understanding of passive information distribution through media such as the internet, television, and AM/FM radio. There is also a need for active communications between partners with life safety missions or roles in restoring services. There are two important plans that address regional communications: The UASI "Tactical Interoperable Communications Plan" (TICP) and the Regional Coordination Framework. These are expanded upon by a host of procedures maintained by the many regional partners.

Consideration was given to shared radio channels, establishment of radio caches, and support of an incident command structure, assignment of talking paths between functional groups operating in the field and dispatch agencies.

The Shelter Island Police Department county wide radio system utilizes a VHF radio frequency system with 800 MHz capability.

During an emergency there may be heavy usage of phone and the radio systems. To facilitate effective communication traffic flow, pre-established priorities are assigned to users and talk groups during these periods, (local first responders, radio technical support staff, 9-1-1 dispatch, and police/fire/EMS operations). In addition to these priorities groups, some command staff radios are encrypted to minimize intrusion.

The Shelter Island EOC maintains a "hotline" for direct communications with the SC FRES Communications Supervisors staffed 24/7 during non-operational periods. A satellite phone is also available as a back-up to other systems should they fail.

Where the role of the 9-1-1 center is the tactical dispatch of first responders, the EOC may be involved in providing resources to responders at the scene of an incident and coordinating multi-discipline responses such as evacuations.

Message/Mission/Use

The communications mission or purpose is an important consideration for establishing the best communications system to use. Different systems might be used for warning, situation awareness, response command and coordination and logistical support. Other systems might be used for public information, continuity of governmental services, private sector, and damage assessment. Assignment of a specific communications system to a specific use avoids overuse of any one system.

Time sensitivity is an important factor in the choice of which communications systems to use. Typically, voice or audible communications are used for time sensitive communications such as warnings or where life safety is involved. Where information is less time sensitive such as status report, web postings or emails might be used.

Administration, Finance and Logistics

Administration

Administration and Documentation – General

During an emergency which requires the staffing of the Emergency Operations Center (EOC), the Operations, Planning, and Finance Sections are responsible for collecting relevant information ranging from damage assessment(s) to emergency expense information. This information will be gathered from Town departments, Villages, Special Districts, and the private sector. Other documents used in the EOC such as Incident Action Plans (IAP) personal activity logs, resource requests, various briefings, message forms, conference call notes, contracts, time sheets, resource request forms (ICS 213 RR), resource tracking sheets, situation reports and situation summaries, are collected during each 12-hour operational period.

Documentation is organized and used to track all activities in response to a specific event. If a federal disaster number is assigned, Town documents should use the Federal Disaster Response/Disaster Recovery (DR) number assigned by FEMA on all related documents and

files. Reports or documents that are generated specifically for recovery should also include the DR number. Should there be no DR number, it is good practice to enter the event type (or common reference) and date (i.e. "Blizzard 1/1/17").

Preliminary damage assessment reports from impacted local government and Non-Governmental Organizations (NGO) are generally requested by SI Emergency Management within 72 hours of the demobilization of the EOC. Time accounting is continuously maintained at each Town department where their employees or volunteers may have an emergency assignment. Departmental cost accounting is also used to track items such as equipment, supplies and contractor services.

Reasons for Documentation

When damage impacts historic sites or have environmental impact, specific documentation is needed for restoration and to establish pre- and post-incident conditions.

Documentation supports cost-benefit analysis of response and allows consideration of Federal Public Assistance (PA) Alternate Projects, when in the recovery phase. Alternate Projects may amend the Stafford Act authorizing alternative procedures; and pertains to debris removal (emergency work) and repair, restoration, and replacement of disaster-damaged public and private nonprofit facilities (permanent work).

Documentation helps in the development of mitigation strategies.

Documentation of actions taken is useful for liability protection and may be important when records requests are received under public disclosure laws.

After Action Report Development

A well-established process for the improvement of response and recovery capabilities exists in Shelter Island Town as a result of the CEMP. This consists of: analysis of documentation collected during Response and Recovery, comments and observations informally collected during a "hot wash", formal after action meetings. Comments for an After Action Report (AAR) are collected from agencies that participated in the emergency response and recovery from public sector entities, the private sector and non-governmental organizations (NGO) partners. The AAR includes an Improvement Plan that identifies:

- the root cause(s) of the problem
- gaps in capability or capacity
- the selected corrective action
- the person responsible for making the correction
- and the timeline for completion

The improvement plan may also include recommendations for items such as staffing, processes, procedures, code revision, equipment purchase, or training.

The AAR is the responsibility of Shelter Island Emergency Management and is submitted to the Town Supervisor.

Finance

The Finance Section is one of the five functional areas of the EOC. The Finance Section is responsible for the collection of information and documentation of time accounting, contracting, and reporting of other financial costs during the emergency Response. Following a major incident, they may track expenditures for recovery funding, establish valuation of donated goods and volunteer time, or support other fiscal matters.

Damage estimates for the Individual Assessment (IA) Program incurred by the citizens and businesses on Shelter Island, are initially collected by “windshield” assessments, conducted by teams consisting of Federal, State, County and local government staff. When thresholds required by the Stafford Act are reached, federal assistance may be obtained through FEMA or other federal agencies.

The Finance Section of the EOC tracks donated goods and volunteer assignments and hours if used as some portion of or the entire Town's matching requirement for Public Assistance grants. The Finance Section may also be asked to track recovery project expenditures for incremental payment requests under Large Project Worksheet requirements.

Logistics

Logistics includes the management of inventories of equipment, supplies, personnel, and trained teams of specialists used during an emergency. Some resource inventories of durable equipment held by public entities in the Town have been categorized and catalogued by kind and type. For example the Shelter Island Multi-Jurisdictional Debris Management Plan (2015) contains an inventory of vehicles, equipment and prospective contractors to be used for debris clean-ups.

This “Typing” is usually not feasible for private sector due to their fluid inventories. Where known, the kind and typing of requests are used for location of such equipment. When the kind and type needed is not available or known, SI DPW Purchasing will procure resources, based on information given for the expected assignment/mission including capacity of the equipment.

Logistics requests are processed by Shelter Island Emergency Management staff assigned to the EOC. Resource requests are documented on ICS 213 RR (resource request) forms and tracked by the Resource Unit in the Planning Section. Attempts are made to locate resources within Suffolk County, and local Jurisdictions, before making the request to NYS DHSES. When the state cannot provide the needed resources, they may use the EMAC (Emergency Management Assistance Compact) or contact FEMA for federal assistance.

In this effort, points of distribution (PODs) have been identified. When state or federal assistance is expected, Shelter Island EOC will coordinate with the county and state for the identification of base camps and staging areas where these are needed.

Plan Development and Maintenance

Planning Requirements

New York State Executive Law, Article 2B, authorizes each local government to develop a Comprehensive Emergency Management Plan. In developing each CEMP, each local government must meet or exceed the planning requirements as set forth in Section 23 of NYS Executive Law. Following plan completion, or any revision, each jurisdiction is required to submit their plan to the New York State Office of Emergency Management. As a standard of practice, the Shelter Island CEMP should be reviewed and updated.

The Federal Stafford Act encourages states and localities to develop plans. Under Title 6 of the Stafford Act there are requirements for an emergency preparedness plan to be in effect in all political subdivisions of New York State.

The Planning Team and Assignments

The Shelter Island Emergency Management Coordinator is responsible for the development, regular review and update of the CEMP basic plan; its Emergency Support Function (ESFs) and annexes. A core planning team was assembled from representatives of Shelter Island agencies who provide operational deliverables during emergencies. This includes a representative from Shelter Island Police Department (SIPD), Department of Public Works (DPW), Shelter Island Fire Department, Shelter Island Emergency Medical Services, and Town Hall/Supervisor. All components of the basic plan were circulated to these core planning team members for comment.

Individual ESFs and annexes are usually assigned to a single Shelter Island Town department as the primary owner of the document. The primary ESF or annex owner interacted with representatives from agencies that support the ESF or annex function to develop materials for the document.

ESFs and annexes were circulated within Town government, to planning partners, and to outside agencies with support roles referenced in the document.

The Planning Process and Timeline

The plan review process began with a kick off meeting on February 10th, 2016 with FEMA, NYS and Planning Partners (10 Towns and Tribal Nations).

The CEMP revision schedule occurred in two parts. The Basic Plan was completed by early 2017. The Emergency Support Functions write-ups were completed in mid-2017. All completed CEMP and ESF documents were reviewed by members of the Planning Team, department heads, the Department of Law and the County Executive's office.

At that time, the completed Basic Plan and all ESFs were forwarded to NYS DHSES and FEMA Region II for final review and support prior to local legislative adoption.

Public Engagement in the Process

The public was engaged in the review and comment on the development of this revision to the CEMP. This was accomplished through several public Town Board Work Session meetings.

Plan Distribution and Version Control

All elected officials and Law Enforcement/Fire/EMS Chiefs received copies of the revised document.

Plan Approval

The CEMP Basic Plan, ESFs and Annexes, and implementing documents were submitted to the State and Federal Authorities, after circulation to our internal and external partners (i.e. Villages and private sector support). Individual ESFs were approved by the primary and supporting agency/agencies prior to approval of the Shelter Island Town Board.

Training to the Plan

The training program for orientation to the CEMP Basic Plan and ESFs involves presentations to the Town staff with internal orientation to ESFs provided by the primary and support agencies listed within. Annual refresher training will occur throughout the life-span of the CEMP.

Exercise or Testing of the Plan

In accordance with grant funding approval and best practices, Suffolk County contracted for tabletop discussions regarding direction and control, information management, annexes and ESFs.

Improvement Process and HSEEP

Improvements to the plan will occur as a result of issues identified during actual emergencies, during exercise/testing of the plan, and during administrative reviews. At minimum, the CEMP will be reviewed in accordance with appropriate policy as implemented.

**Town of Shelter Island
Emergency Support Function (ESF) #1
Transportation**

ESF Coordinator:

- Shelter Island Highway Department

Primary Department(s):

- Shelter Island Highway Department

Support Department(s):

- Town Supervisor
- Town Clerk
- Shelter Island Police Department (SIPD)
- Shelter Island Fire Department (SIFD)

Supporting Agency(s):

- North & South Ferry Companies
- United States Coast Guard (USCG)

I. PURPOSE

ESF #1 provides support to the Office of Emergency Management and other Town governmental entities in the management of transportation systems and infrastructure during response to incidents. ESF #1 also participates in prevention, preparedness, response, recovery and mitigation activities.

II. SCOPE

ESF #1 embodies considerable intermodal expertise and public and private sector transportation stakeholder relationships. The Shelter Island Highway Department, with the assistance of ESF #1 support agencies, provides transportation assistance in local incident management, including the following activities:

- Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Perform activities conducted under the direct authority of the EOC.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.

- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders.
- Identifying critical routes for primary response activities.
- Coordinating traffic flow detour patterns and detours and provide that information to the media and first response agencies.

ESF #1 is **not responsible** for the movement of goods, equipment, animals, or people.

In addition to the above initial activities, ESF #1 provides longer-term coordination of the restoration and recovery of the affected transportation systems and infrastructure if required.

III. CONCEPT OF OPERATIONS

General

Transportation related incidents and requirements are handled in accordance with the National Incident Management System (NIMS).

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise

ESF #1 provides Town government with a single point to obtain key transportation-related information, planning, and emergency management, including prevention, preparedness, response, recovery, and mitigation capabilities at the local levels. The ESF #1 structure integrates Highway Department and support agency capabilities and resources into the Shelter Island Comprehensive Emergency Management Plan (SI CEMP).

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #1 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #1 activation. The EOC in turn activates ESF #1 primary staff as required.

V. ORGANIZATION

The Highway Superintendent leads the ESF #1 response. Once activated, ESF #1 functions are coordinated by the Superintendent.

The Superintendent then alerts and requests supporting agencies and organizations to provide a representative to the EOC or other appropriate sites to provide liaison support as may be necessary. Subject-matter experts from ESF #1 organizations and agencies are consulted as needed. ESF #1 field response activities are performed according to internal policies and procedures.

VI. ACTIONS

A. Initial Actions

Immediately upon notification of a threat or an imminent or actual incident, the following actions will be taken, as required:

- Initiate reporting to the Emergency Operations Center.
- Activate the necessary components of the response plan as well as the necessary personnel for the ESF.
- Inform and invite participation by ESF #1 support agencies.

Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident. Information is compiled from a variety of sources, including ESF #1 support agencies, ESF #1 personnel at various locations, and key transportation associations and transportation providers. Reports include specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.

Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed. Primary responsibility for arranging for alternate transportation services lies with the system owner or operator and local government. However, during major incidents, or when Federal coordination or funding support is required, ESF #1 identifies alternate transportation services implemented by others.

Within the limits of the scope of this annex, the EOC coordinates with appropriate State and local entities in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.

In addition to the above activities, during evacuations, ESF #1 provides support to the Fire Department to assist in coordination of evacuations.

Perform activities conducted under the direct authority of the EOC. This includes a variety of statutory activities, including management of the maritime transportation; funding; issuing transportation regulatory waivers and exemptions (e.g., hours of service, hazardous materials regulations, etc.); and other emergency support.

B. Continuing Actions

In addition to sustaining the initial actions, ESF #1 provides long-term coordination of the restoration and recovery of the affected transportation systems and infrastructure.

Coordinate the restoration and recovery of the transportation infrastructure. Primary responsibility for coordinating the restoration and recovery of the local transportation infrastructure rests with the ESF #1 primary and support agencies to facilitate recovery. Prioritization of restoration efforts is based on response needs as identified within the EOC.

Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF #1 agencies. Activities include supporting local planning efforts as they relate to transportation, including evacuation planning, contingency plans, etc. as well as working to address persons with special needs in the planning process.

Identifying critical routes for primary response activities. Keeping in mind the safety and well-being of the community, and with the input of first response personnel, it will be necessary for the Highway Department to facilitate the prioritization of the opening of Town, County and State roadways. In the event there are no looming safety and well-being issues to consider, prior lists of roadways will be used to make those determinations.

Coordinating traffic flow detour patterns and detours and provide that information to the media. In the wake of a disaster or emergency, it may become necessary to establish detours and re-route traffic. When that becomes necessary, it will be incumbent on the Highway Department to insure that the media and interested first response agencies receive that information.

As part of support function responsibilities, the Highway Department will be a source for vehicle fuel. Shelter Island Town Departments will have first priority for any and all fuel stored on the premises or hauled to the premises during an event.

Primary Department	Function (See above for details)
Highway	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident. ➤ Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed. ➤ Perform activities conducted under the direct authority of the EOC. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Coordinate the restoration and recovery of the transportation infrastructure. ➤ Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders. ➤ Identifying critical routes for primary response activities. ➤ Coordinating traffic flow detour patterns and detours and provide that information to the media.

Support Department	Function
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue Disaster Declarations following Article 2B of NYS Executive Law ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions. ➤ Direct the implementation of emergency response and recovery plans ➤ Formulate major policy decisions ➤ Coordinate with Town Board ➤ Preserve the continuity of Town government ➤ Make emergency proclamations when needed ➤ Request mutual aid and assistance from the County and/or State
Town Clerk	<ul style="list-style-type: none"> ➤ Coordinate efforts to ensure that adequate staff is available to support Office of the Town Clerk activities when the Town Supervisor has declared a state of emergency in the Town. ➤ Ensure that all Town departments and programs adequately maintain source documentation such as Town vouchers, contracts, etc.
Police Department	<ul style="list-style-type: none"> ➤ Assist the Highway Department with the restoration of traffic movement and control associated with present road system. ➤ Identify transportation impediments such as road debris, disabled/abandoned vehicles and downed power lines. ➤ Provide general reports on field conditions through patrolled areas. ➤ Provide vehicles with public address capabilities to disseminate critical information to the public when other communication methods are not available. ➤ Coordinate with associated law enforcement agencies (Suffolk County Police, Suffolk Sheriffs, NYS Troopers, etc.) to address needs.
North & South Ferries	<ul style="list-style-type: none"> ➤ Ferry will be the primary means of transportation onto and off of Shelter Island for members of the public. ➤ Provide the ESF 1 Coordinator with timely information to promote situational awareness of damages, response efforts, and resource needs. ➤ Coordinate mass movement of people, equipment and supplies with other agencies through the ESF 1 Coordinator when the Town EOC has been staffed. ➤ Assessments from the Coast Guard may be used to supplement ferry service reports of conditions on open seas and along the shorelines.

<p>United States Coast Guard (USCG)</p>	<ul style="list-style-type: none"> ➤ Coordinate activities with other transportation providers for prevention, preparedness and response and recovery efforts. ➤ Provide the ESF 1 Coordinator with timely information to promote situational awareness of damages, response efforts, and resource needs. ➤ Coordinate mass movement of people, equipment and supplies with other agencies through the ESF 1 Coordinator when the Town EOC has been staffed.
<p>Shelter Island Fire Department (SIFD)</p>	<ul style="list-style-type: none"> ➤ Fighting fires within fire district boundaries ➤ Coordinate with law enforcement ➤ Assist with evacuations and road closures

**Town of Shelter Island
Emergency Support Function (ESF) #2
Communications**

ESF Coordinator:

- Shelter Island Town Police Department (SIPD)/EOC

Primary Departments:

- Shelter Island Town Police Department (SIPD)/EOC

Support Department(s):

- Town Supervisor
- Information Technology (Private Contractor)
- Shelter Island Fire Department (SIFD)
- Media Department

Supporting Agency(s):

- Utility Companies
- Amateur Radio

I. PURPOSE

ESF #2 coordinates:

- Actions to be taken to assure the arrangement of required communications and telecommunications (computers and telephone systems, etc. during a disaster situation.)
- The activation of warning systems and restoration of essential communicating systems.
- Actions to be taken to assure the arrangement of resources to support the amateur radio net.

II. SCOPE

ESF #2 provides communications support to the Emergency Operations Center (EOC) and field units as may be necessary. This will be in the form of developing a plan by which units can communicate. Interoperability will be taken into consideration for each discipline, agency or department.

III. CONCEPT OF OPERATIONS

Communications incidents and requirements are handled in accordance with the National Incident Management System (NIMS).

ESF #2 will be activated to provide support for tactical communications or as requested by the EOC for infrastructure restoration. When activated, ESF #2 provides communications support to the impacted area, as well as internally to the EOC and associated local response teams. ESF #2 support is scalable to meet the specific needs of each incident response, and response resources are drawn from a matrix of personnel and equipment available from the ESF #2 support agencies.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

AMATEUR RADIO

Amateur Radio Communications incidents and requirements are handled in accordance with the National Incident Management System format (NIMS).

Amateur Radio will be activated to provide support for tactical communications or as requested by the EOC for infrastructure restoration. The EOC has amateur equipment installed on site. This will allow support to specific needs of each incident response.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #2 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for an ESF #2 activation. The EOC in turn activates ESF #2 staff and primary and support agencies as required.

V. ACTIONS

a. Initial Actions

The ESF Coordinator:

- Will assign ESF #2 representatives to the EOC, providing for 24-hour coverage if required.
- Requests staff from the ESF #2 primary and support agencies as required.
- Provides communications-related damage and outage information to the EOC ESF #2 representative.
- Requests activation of the Emergency Broadcast System when commercial communications outages are expected.
- Identifies operational communications assets available for use within the

incident area.

- Identifies communications assets that may be employed to support the incident area.
- Obtains information in coordination with ESF #1 – Transportation to provide transportation conditions to determine routes and methods to use to get mobile communications assets into the area.

b. Continuing actions

- Survey the status of the communications infrastructure, determine residual capabilities, and assess the extent of damage within the incident area.
- Coordinate with other ESFs involved with incident recovery, to ascertain their communications assets, capabilities, and requirements.
- Conduct communications status evaluations using damage information obtained from other branches and sections.
- Provide ESF #2 representatives to support damage assessments.
- Maintains a record of all communications support provided.

VI. PRIMARY RESPONSIBILITIES

ESF #2 has the following responsibilities:

- Coordinate efforts with the telecommunications and information technology industries.
- Support response efforts by development of an incident-based interoperable communications plan. (ICS Form 205)
- Coordinate the restoration and repair of the first response and Town government telecommunications infrastructure.
- Oversight of communications within the local incident management and response structures.
- Designate a team lead for a component responsible for tactical communications functions.
- Designates personnel to support tactical communications functions.
- Provides personnel to support overall ESF #2 operations.
- Coordinates with the support agencies to develop appropriate documentation, policies, and procedures pertinent to tactical communications functions.
- Provides communications support to local first responders.
- Coordinates the restoration of public safety communications systems and first responder networks.
- Provides communications and IT support to the EOC.
- Assess anticipated and actual damage in the incident area.
- Alert and notification information will be supported by ESF # 5 – Emergency Management as an addendum to situational awareness.

Primary Department	Function
Shelter Island Police Department (EOC)	<p>Initial actions:</p> <ul style="list-style-type: none"> ➤ Will assign ESF #2 representatives to the EOC, providing for 24-hour coverage if required. ➤ Requests staff from the ESF #2 primary and support agencies as required. ➤ Provides communications-related damage and outage information to the EOC ESF #2 representative. <p>Continuing actions:</p> <ul style="list-style-type: none"> ➤ Provide ESF #2 representatives to support damage assessments. ➤ Maintains a record of all communications support provided. ➤ Provide transportation conditions to determine routes and methods to use to get mobile communications assets into the area. ➤ Survey the status of the communications infrastructure, determine residual capabilities, and assess the extent of damage within the incident area. ➤ Coordinate with other ESFs involved with incident recovery, to ascertain their communications assets, capabilities, and requirements. ➤ Conduct communications status evaluations using damage information obtained from other departments and agencies.

Support Departments /Agencies	Function
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue disaster declaration ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions. ➤ Direct the implementation of emergency response and recovery plans ➤ Formulate major policy decisions ➤ Coordinate with Town Board ➤ Preserve the continuity of Town government ➤ Make emergency proclamations when needed ➤ Request mutual aid and assistance from the County and/or State ➤ If necessary, request direct County/State/Federal assistance through the appropriate officials when the Town’s capabilities have been exceeded or exhausted.

Information Technology	<ul style="list-style-type: none"> ➤ Support communication needs at EOC ➤ During times of cyber threats/attacks, provide continuous monitoring of IT network protection and intrusion detection to systems or its data ➤ Direct communications to Town departments of the appropriate actions to be implemented to limit the extent and degree of damage caused by cyber incident ➤ Obtain appropriate support and resources from hardware and software partners to effectively manage and recover from cyber attack
Shelter Island Fire Department	<ul style="list-style-type: none"> ➤ Provide backup communications as necessary ➤ Notify EOC of emergencies ➤ Assist in efforts to restore communication systems within their department
Media Department	<ul style="list-style-type: none"> ➤ All emergency-related information will be coordinated and disseminated to the public and news media through the Town's dedicated phone lines, web site and news media ➤ Every effort will be made to keep the residents and visitors of the Town fully informed of the emergency situation.
Utility Companies	<ul style="list-style-type: none"> ➤ Notify EOC of communications emergencies ➤ Coordinate efforts to restore communications systems within scope of EOC ➤ Assist in efforts to restore communications systems within their agency
Amateur Radio	<ul style="list-style-type: none"> ➤ Staff EOC ➤ Provide communications support at EOC ➤ Provide communications support in field as necessary

**Town of Shelter Island
Emergency Support Function (ESF) #3
Public Works and Engineering**

Primary Department(s):

- Shelter Island Department of Public Works (SI DPW)
- Engineering

Support Department(s):

- Town Supervisor
- Town Attorney
- Highway Department
- Building Department
- Media Department

Supporting Agency(s):

- NYS Department of Transportation (NYS DOT)
- Federal Emergency Management Agency (FEMA)
- NYS Department of Environmental Conservation (NYS DEC)
- US Army Corps of Engineers (USACE)

I. PURPOSE

ESF #3 coordinates and organizes the capabilities and resources of Shelter Island Town Government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and/or recover from a disaster or an incident requiring a coordinated town response.

II. SCOPE

ESF #3 is structured to provide public works and engineering-related support for response and recovery actions. Activities within the scope of this function include conducting pre-incident and post-incident assessments of public works and infrastructure; providing technical assistance to include engineering expertise, construction management, contracting and real estate services; providing emergency repair of damaged public infrastructure and critical facilities.

III. CONCEPT OF OPERATIONS**General**

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

- The Department of Public Works (DPW) is the primary agency for providing ESF #3 technical assistance, and construction management resources and support during response activities.
- The Public Assistance Program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations.
- Close coordination is maintained with Federal, State, County and local officials to determine potential needs for support and to track the status of response and recovery activities.
- Priorities are determined jointly among County, State and/or local officials. Federal ESF #3 support is integrated into the overall Federal, State, County, local, non-governmental organization (NGO), and private-sector efforts.

IV. ACTIVATION

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #3 activation. The EOC in turn activates ESF #3 staff and primary and support agencies as required.

When activated, ESF #3 personnel deploy to the EOC or to duty locations as determined by the EOC Department of Public Works representatives. The EOC issues operation orders and mission assignments to activate ESF #3 based on the scope and magnitude of the threat or incident.

V. ACTIONS

Upon activation of ESF #3, the Emergency Operations Center notifies the Commissioner of the Department of Public Works for the appropriate ESF #3 personnel support.

Activities within the ESF #3 functions include but are not limited to the following:

1. **Coordinate and provide damage assessment personnel:** This includes participating in pre-incident activities, such as the positioning of assessment teams and contractors, and deploying advance support elements. In addition, in the aftermath of an emergency, ESF #3 will serve as the Town's Damage Assessment Coordinator.
2. **Provide technical information on structural safety concerns before and during debris removal** to other Town Departments needing to remove debris in the wake of a disaster.
3. **Assess asbestos contamination in Town facilities following disaster related**

structural damage. Determine priorities given the need for abatement procedures.

4. **Coordinate State Certified Volunteer Structural Inspectors:** Coordinate the activities of volunteers, certified and registered by SEMA, educated in structural engineering and architectural disciplines that could rapidly assess the safety of damaged structures.
5. **Maintain and update a building inspection procedure to include the most current standards for structural integrity of damaged buildings.**
6. **Identify and prioritize structures requiring immediate post-disaster inspections.** (Ex. critical communications towers, levees, hazardous material storage sites, Town-owned facilities, etc., located in areas identified as high-risk.)
7. **Coordinate the damage assessment “Appeals Process” for damaged structures:** Maintain and update an "appeals" process for residents whose property, during inspection proceedings, have been condemned or deemed uninhabitable.
8. **Maintain and update systems to expedite the review of building/repair permit applications.**
9. **Maintain and update a marking system that indicates life safety designations for damaged structures.** The system must include audit capabilities, registration procedures, etc.
10. **The Department of Public Works will coordinate the abatement of dangerous buildings and structures.** PW will provide assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety. (For chemical incidents, demolition is coordinated with ESF #10 - Oil and Hazardous Materials Response).
11. **Provide structural specialist expertise to support urban search and rescue operations.**
12. **Coordinate emergency repairs to all Town-owned facilities:** This includes damaged infrastructure and critical public facilities (temporary power,

emergency water, sanitation systems, etc.). Support the restoration of critical navigation, flood control, and other water infrastructure systems, including drinking water distribution and wastewater collection systems. ESF #3 will seek technical assistance to ensure that accessibility standards are addressed during infrastructure restoration activities.

13. **Activate and oversee the Debris Management Contract in accordance with contract specifications:** The management of contaminated debris (e.g., chemical, biological, radiological, or nuclear contamination) will be a joint effort with ESF #10. The Department of Public Works will execute the contract and it will be managed by the Highway Department. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. For purposes of ESF #3, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives of ESF #3, such as clearing roads and public property.

ESF #3 may also be responsible for managing, monitoring, and/or providing technical advice in the demolition and subsequent removal and disposal of buildings and structures contaminated with chemical, biological, and radiological elements. ESF #3 will work in consultation with ESF # 10

– Oil and Hazardous Materials Response and ESF #14 – Long-Term Community Recovery to identify long-term environmental restoration issues. The scope of actions may include air monitoring and sampling, waste sampling, classification, packaging, transportation, treatment (onsite and offsite), demolition, and disposal (onsite and offsite). Except where necessary to address structural stability or other imminent threats, such demolition actions are taken after incident decision-makers have had an opportunity to evaluate options for site cleanup and have selected demolition as the desired cleanup approach. (ESF #10 leads the identification, analysis, selection, and implementation of cleanup actions for incidents where assistance is requested for hazardous materials environmental cleanup [except for certain facilities and materials owned, operated, or regulated by other Federal departments and agencies.] Decontamination of buildings or infrastructure would be led by ESF #10.)

14. **Provide technical assistance to include engineering expertise, construction management, contracting and inspection of private/commercial structures.**
15. **Implementation and management of the DHS/FEMA Public Assistance Program and other recovery programs between and among Federal, State, and local officials, to include efforts to permanently repair, replace, or relocate damaged or destroyed public facilities and infrastructure.** Recovery activities are coordinated with ESF #14 – Long-Term Community Recovery.

VI. PRIMARY RESPONSIBILITIES

Major tasks of the Public Works/Engineering ESF within Shelter Island Town include rapid damage assessment, eventual detailed damage assessment, and code enforcement of Town-owned facilities as well as commercial and residential properties impacted by the incident.

The Department of Public Works is responsible for managing, monitoring, and/or providing technical advice in the clearance, removal, and disposal of debris from public property and the re-establishment of ground and water routes into impacted areas. The scope of actions related to debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal. For purposes of ESF #3, the term “debris” includes general construction debris that may contain inherent building material contaminants, such as asbestos and paint. Debris may include animal carcasses and/or plant materials. When ESF #3 is activated for a debris mission, ESF #3 may also: collect, segregate, and transport to an appropriate staging or disposal site hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; remove and dispose of Freon from appliances; and remove, recycle, and dispose of electronic goods. (The removal of hazardous material containers that may have become intermingled with construction debris, such as drums, tanks, and cylinders containing oil and hazardous materials, is managed under ESF #10.)

ESF #3 is responsible for preparing statements of work, providing estimates of cost and completion dates for mission assignments, tracking mission execution, determining resource requirements, setting priorities, disseminating information, and providing public information and external communications support.

Primary Departments	Function (See above for details)
Public Works/Engineering	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Coordinate and provide damage assessment personnel. ➤ Assess asbestos contamination in Town facilities following disaster related structural damage. ➤ Coordinate State Certified Volunteer Structural Inspectors. ➤ Identify and prioritize structures requiring immediate post-disaster inspections. ➤ Provide structural specialist expertise to support urban search and rescue operations. ➤ Coordinate the activities of the public utilities and provide the utility companies with any special guidance from Shelter Island Town pertaining to priorities of restoration of essential and secondary services. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Maintain and update a building inspection procedure to

	<p>the most current standards for structural integrity of damaged buildings.</p> <ul style="list-style-type: none"> ➤ Coordinate the damage assessment “Appeals Process” for damaged structures. ➤ Coordinate emergency repairs to all Town-owned facilities. ➤ Implementation and Management of the DHS / FEMA Public Assistance Program and other recovery programs between and among Federal, State, County and local officials, to include efforts to permanently repair, replace, or relocate damaged or destroyed public facilities and infrastructure. ➤ Coordinate the abatement of dangerous buildings and structures. ➤ Maintain and update systems to expedite the review of building/repair permit applications. ➤ Maintain and update a marking system that indicates life safety designations for damaged structures. ➤ Provide technical assistance to include engineering expertise, construction management, contracting and inspection of private/commercial structures.
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Support Departments /Agencies	Function
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue disaster declarations following Article 2B of NYS Executive Law ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions. ➤ Coordinate with Town Board ➤ Preserve the continuity of the Town government ➤ Make emergency proclamations when needed ➤ Request mutual aid and assistance from the county, state, etc. ➤ If necessary, request direct Federal assistance through the Governor and federal officials when the Town’s capabilities have been exceeded or exhausted.
Town Attorney	<ul style="list-style-type: none"> ➤ Provide trained personnel to staff the EOC as needed ➤ Ensure review and oversight of emergency purchasing protocols for equipment, supplies, and contracts, as required by Town departments, necessary for emergency response and recovery.

Highway Department	<ul style="list-style-type: none"> ➤ Provide specialized emergency equipment and response teams. ➤ Determine methods or locations for safely disposing of debris; roadway and structural. ➤ Provide technical information on structural and environmental safety concerns before and during debris removal. ➤ Activate and oversee the Debris Management Contract in accordance with contract specifications.
Building Department	<ul style="list-style-type: none"> ➤ Inspect Town buildings for structural and safety concerns, with input from Town Engineer.
Media Department	<ul style="list-style-type: none"> ➤ Pre/Post-event photo/video documentation
NYS Department of Transportation (NYS DOT)	<ul style="list-style-type: none"> ➤ Assist in conducting damage assessment ➤ Obtain and report on the status of local infrastructure ➤ Maintain availability to assist in temporary repairs if needed
NYS Department of Environmental Conservation (NYS DEC)	<ul style="list-style-type: none"> ➤ Provide civil, marine, hydrological, electrical and geological engineering expertise as needed for damage assessment ➤ Assist in debris management and clearing as indicated in Shelter Island annex to Suffolk County Debris Management Plan
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> ➤ When a disaster receives a federal declaration, FEMA sets up a Disaster Field Office (DFO) in or near the affected area to coordinate federal recovery efforts with state and local governments. ➤ Once the Town is declared by the President to be a major disaster area, teams of federal and state inspectors will, with a Town representative, inspect damaged public facilities and determine what aid, if any, may be due. Other inspectors will verify damages suffered by individuals and businesses who have registered with FEMA.
US Army Corps of Engineers (USACE)	<ul style="list-style-type: none"> ➤ Provides technical assistance, project management, engineering expertise and construction management resources and support during response activities. ➤ Maintains the teams, tools and other resources to deliver ESF #3 core capabilities. ➤ Delivers personnel to support operational, organizational and contracted field operations. Additionally, access to the national stockpile of emergency equipment such as dredging equipment. ➤ Provides support for incidents requiring extensive debris management assistance.

**Town of Shelter Island
Emergency Support Function (ESF) #4
Firefighting**

ESF Coordinator:

- Shelter Island Fire Department (SIFD)

Primary Departments:

- Shelter Island Fire Department (SIFD)

Supporting Departments:

- Department of Public Works
- Shelter Island Police Department

Supporting Agency(s):

- NYS Department of Environmental Conservation
- PSEG
- Federal Emergency Management Agency (FEMA)

I. PURPOSE

ESF #4 provides local support for the detection and suppression of fires resulting from, or occurring coincidentally with, an incident requiring a coordinated response for assistance.

II. SCOPE

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires and provides personnel, equipment, and supplies in support of local agencies involved in firefighting operations.

III. CONCEPT OF OPERATIONS**General**

Priority is given to the following areas in the order listed:

- Life safety (firefighters and the public)
- Protecting property and the environment

ESF #4 uses established firefighting and support organizations, processes, and National Incident Management System (NIMS) procedures as outlined in the *National Interagency Mobilization Guide*. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander.

Intrastate resources would be requested under local or statewide mutual aid and assistance agreements. Interstate resources, including National Guard firefighting resources from other States, would be requested through the Emergency Management Assistance Compact (EMAC), other compacts, or State-to-State mutual aid and assistance agreements. Shortages of critical resources are adjudicated at the lowest jurisdictional level.

Actual firefighting operations are managed under the ICS element of the NIMS Command and Management component. Situation and damage assessment information is transmitted through established channels and directly between the response support structures according to NIMS procedures.

The ESF #4 coordinator operates at the behest of the fire representative of the Unified Command.

While operational, ESF #4 provides subject-matter expertise as needed to Incident Command and other relevant ESFs. Supporting agencies have representatives available on a 24-hour basis while ESF #4 is operational.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #4 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for an ESF #4 activation. The Emergency Operations Center (EOC) in turn activates ESF #4 primary staff as required and will, if needed, request a fire agency presence in the EOC.

V. ACTIONS

a. Initial Actions

The ESF #4 coordinator or fire agency representative:

- **Reports to the EOC upon being notified.**
- **Establishes communication links with support agencies and regional ESF #4 coordinators**

- **Obtains an initial fire situation and damage assessment through established intelligence procedures**
- **Determines the appropriate management response to meet the request for assistance**
- **Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.**
- **Analyzes each request before committing people and other resources**
- **Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned**
- **Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team.**
- **Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation.** This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

b. Continuing Actions

The ESF #4 coordinator or fire agency representative:

- **Obtains, maintains, and provides incident situation and damage assessment information through established procedures.**
- **Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.**
- **Maintains a complete log of actions taken, resource orders, records, and reports.**
- **ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.**
- **Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.**

VI. PRIMARY RESPONSIBILITIES

ESF #4 manages and coordinates firefighting activities. This function is accomplished by mobilizing firefighting resources in support of firefighting agencies.

Firefighting support is primarily a response function. Efforts should be made to ensure that firefighting resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments.

Primary Department	Function (See above for details)
Shelter Island Fire Department	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #4 coordinators ➤ Obtains an initial fire situation and damage assessment through established intelligence procedures ➤ Determines the appropriate management response to meet the request for assistance ➤ Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4. ➤ Analyzes each request before committing people and other resources ➤ Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned ➤ Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team. ➤ Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. ➤ Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues. ➤ Maintains a complete log of actions taken, resource orders, records, and reports. ➤ ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.

	<ul style="list-style-type: none"> ➤ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.
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Supporting Departments	Function
Department of Public Works	<ul style="list-style-type: none"> ➤ Provide trained EOC reps to represent agency as required.
Shelter Island Police Department	<ul style="list-style-type: none"> ➤ Provide public safety by conducting enhanced patrols of effected areas, facilitating evacuations and rendering aid as needed. ➤ Prevent criminal acts through patrols. ➤ Enforce state and local laws, assist those sheltering in place. ➤ Implement emergency orders.

Supporting Agency	Function
Red Cross	<ul style="list-style-type: none"> ➤ Provide trained EOC reps to represent agency as required.
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> ➤ Provide trained EOC reps to represent agency as required.
NYS Department of Environmental Conservation (NYS DEC)	<ul style="list-style-type: none"> ➤ Provide trained EOC reps to represent agency as required.
PSEG	<ul style="list-style-type: none"> ➤ Provide trained EOC reps to represent agency as required.

**Town of Shelter Island
Emergency Support Function (ESF) #5
Emergency Management**

ESF Coordinator:

- Emergency Management Coordinator

Primary Department:

- Emergency Management Coordinator

Support Department(s):

- Town Supervisor
- Shelter Island Police Department
- Town Attorney
- Town Clerk
- Shelter Island Fire Department
- Shelter Island EMS
- Media Department

I. PURPOSE

ESF #5 is responsible for supporting overall activities of local government for domestic incident management. ESF #5 provides the core management and administrative functions in support of the emergency operations.

ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the local interest in the local-County-State operational partnership and ensures that local and individual applicants receive timely, equitable, and comprehensive assistance as provided for in Federal statutes and directives.

II. SCOPE

ESF #5 serves as the coordination ESF for all Shelter Island Town government departments across the spectrum of domestic incident management from hazard mitigation and preparedness to response and recovery. ESF #5 will identify resources for alert, activation, and subsequent deployment for quick and effective response.

During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving incidents requiring local coordination. This includes:

- Alert and notification (ESF #2)
- Incident action planning

- Coordination of operations
- Logistics management (ESF #7)
- Direction and control
- Information collection, analysis, and management
- Facilitation of requests for Federal assistance
- Resource acquisition and management (ESF #7)
- Worker safety and health
- Facilities management (ESF #7)
- Financial management
- Other support as required.

III. CONCEPT OF OPERATIONS

General

ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the Emergency Operations Center (EOC) when activated or established.

The EOC, staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of field operations. In the event of a no-notice event, the Emergency Management Coordinator or his or her designee may order an activation of the EOC depending on the size of the incident.

ESF #5 supports the activation and deployment of emergency response teams.

The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

Organizational Structure

ESF #5 is organized in accordance with the National Incident Management System (NIMS) and supports the general staff functions contained therein.

IV. ACTIONS

When ESF #5 is activated, the Shelter Island Police Department and the Shelter Island Fire Department deploy representatives to the EOC as needed.

ESF #5 initiates actions to staff multi-agency coordination centers.

When an incident occurs or has the potential to occur, various Shelter Island Town Departments and their support agencies and organizations, activate and increase the operational tempo of the EOC. This includes alert, notification, and situation reporting to other appropriate partners.

Unified Command staff makes initial contact with the affected populations and identify capabilities and shortfalls as a means of determining initial response requirements for needed support. The OEM coordinates the resourcing and delivery of required resources.

The ICS Planning Section:

- Develops and issues the appropriate operational orders
- Issues initial activation mission assignments or reimbursable agreements
- Establishes reporting and communications protocols with the activated agencies
- Working with other staff sections;
 - Develops the initial Incident Action Plan at the Joint Field Office (JFO) based on objectives established by the Unified Coordination Group
 - Coordinates with other staff sections to implement the plan

V. ACTIVITIES

The EOC is responsible for notifying the departments and agencies, as well as local emergency management organizations, of potential threats to enable the elevation of operational response postures or the pre-positioning of assets.

VI. RESPONSIBILITIES

ESF #5:

- Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
- Coordinates emergency response plans at the local level of Shelter Island Town government
- Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
- Has the responsibility to insure an appropriate local emergency management capability.
- Conducts operational planning, coordinating with other local agencies.
- Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response

- Coordinates Federal preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning
- Coordinates the use of remote sensing and reconnaissance operations, activation and deployment of assessment personnel or teams, and geospatial and geographic information system support needed for incident management.
- ESF #3 – Public Works and Engineering provides personnel, equipment and facilities as required to support Town emergency management operations. Resources provided include facility acquisition for alternate EOCs and equipment, supplies and skilled workers to perform construction and maintenance tasks at Town facilities.
- Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment and stand-down of personnel, equipment and material.
- Provides a central point of contact and liaison for state and federal agencies, volunteer organizations and local resources to obtain processed information for incident management.
- In conjunction with the Shelter Island Town Assessors Office, provide information regarding the value of commercial and residential property.
- Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
- Identify potential sources of relief and recovery materials and supplies available through the private sector.

Support Agencies

Support agencies’ responsibilities and capabilities are outlined in the ESF Annexes.

Support agencies provide expert personnel to the multi-agency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective Planning Section. All agencies, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency. Support capabilities of other organizations may be used as required and available.

All departments and agencies should maintain comprehensive and current plans and procedures identifying how they will execute the support functions for which they are responsible.

All Shelter Island Town components/directorates will maintain emergency support plans and provide support, as required.

Primary Department	Function
Emergency Management Coordinator	Actions: <ul style="list-style-type: none"> ➤ Coordinate overall staffing of emergency management

	<p>activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.</p> <ul style="list-style-type: none"> ➤ Coordinates emergency response plans at the local level of Shelter Island Town government ➤ Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment. ➤ Has the responsibility to insure an appropriate local emergency management capability. ➤ Conducts operational planning, coordinating with other local agencies. ➤ Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response ➤ Coordinates Federal preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning ➤ Coordinates the use of remote sensing and reconnaissance operations, activation and deployment of assessment personnel or teams, and geospatial and geographic information system support needed for incident management. ➤ ESF #3 – Public Works and Engineering provides personnel, equipment and facilities as required to support Town emergency management operations. Resources provided include facility acquisition for alternate EOCs and equipment, supplies and skilled workers to perform construction and maintenance tasks at Town facilities. ➤ Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment and stand-down of personnel, equipment and material. ➤ Provides a central point of contact and liaison for state and federal agencies, volunteer organizations and local resources to obtain processed information for incident management. ➤ Provide for the exchange of information between government emergency management agencies and private corporations and business groups. ➤ Identify potential sources of relief and recovery materials and supplies available through the private sector.
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Support Department	Function
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law. ➤ Provide leadership and play a key role in communicating to the public, disaster event information and directions. ➤ Direct the implementation of emergency response and recovery plans. ➤ Formulate major policy decisions. ➤ Coordinate with Town Board.
Shelter Island Police Department (SIPD)	<ul style="list-style-type: none"> ➤ Provide public safety by conducting enhanced patrols of effected areas, facilitating evacuations and rendering aid as needed. ➤ Prevent criminal acts through omnipresent patrols. ➤ Enforce state and local laws and provide investigative resources. ➤ Assist those sheltering in place or facilitate evacuations if mandated. ➤ Coordinate with other law-enforcement agencies to provide additional department personnel and/or resources to ensure public safety, safeguard community assets, assist with crowd control or quell civil disorder.
Town Attorney	<ul style="list-style-type: none"> ➤ Upon a judgment that public health and safety and Town facilities are exposed to significant hazards, assist the Town Supervisor in executing the declaration of a state of emergency pursuant to section 24 of the State Executive Law or Article 2B of State Executive Law. ➤ Assist in the filing of the emergency declaration within 72 hours (and follow-up filings for declaration continuance as prescribed by law) with the Town Clerk and the New York Secretary of State. ➤ Evaluate and consent major policy decisions (e.g. emergency orders, public advisories, and level of response) and exercise legal judgment on critical response issues not covered in existing county policy and procedures, as requested by the Unified Command. These may include but not limited to: <ol style="list-style-type: none"> 1. Establishment of a curfew. 2. Prohibition and control of the presence of persons on public streets and places. 3. Prohibition and control of pedestrian and vehicular traffic. 4. Regulation and closing of places of amusement and assembly. 5. Suspension or limitation of the sale, use or transportation of alcoholic beverages, firearms, explosives and flammable materials. 6. Quarantine and communicable disease declaration. 7. Suspension of local laws, ordinances or regulations that may prevent, hinder or delay necessary action in emergency operations.

Town Clerk	<ul style="list-style-type: none"> ➤ Coordinate efforts to ensure that adequate staff is available to support Office of the Town Clerk activities when the Town Supervisor has declared a state of emergency in the Town. ➤ Ensure that all Town departments and programs adequately maintain source documentation such as Town vouchers, contracts, etc.
Shelter Island Fire Department (SIFD)	<ul style="list-style-type: none"> ➤ Fighting fires within fire district boundaries. ➤ Maintain assets and personnel for Fire Police to assist with evacuations and or road closures. ➤ Coordinate with Law Enforcement under the authority of a Fire Police Coordinator.
Shelter Island Town EMS (SITEMS)	<ul style="list-style-type: none"> ➤ Coordinate and provide emergency health services including communicable disease control, medical countermeasures, immunizations, and quarantine procedures. ➤ Coordinate and provide assistance for regional mass care shelter operations.
Media Department	<ul style="list-style-type: none"> ➤ Identify means for securing information as it is developed. ➤ Develop an information release program. ➤ Determine from the EMC if there are any limits on information release. ➤ Develop schedule for regular news briefings.

**Town of Shelter Island
Emergency Support Function (ESF) #6
Reception & Mass Care Sheltering**

ESF Coordinator:**Primary Agencies:**

- Shelter Island School District
- Red Cross

Support Department(s):

- Shelter Island Police Department
- Shelter Island Fire Department
- Shelter Island Town EMS
- Shelter Island Senior Services

Supporting Agency(s):

- Red Rover

I. PURPOSE

Emergency Support Function (ESF) #6 coordinates the delivery of mass care; emergency assistance; disaster housing; and human services.

II. SCOPE

When directed by the Town Supervisor through the authority vested in the Chief of Police, ESF #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. ESF #6 is organized into four primary functions:

- Mass Care
- Emergency Assistance
- Disaster Housing
- Human Services

- **Mass Care:** Includes:
 - Sheltering
 - Feeding operations
 - Emergency first aid
 - Bulk distribution of emergency items
 - Collecting and providing information on victims to family members

- **Emergency Assistance:** Includes assistance required by:
 - Individuals
 - Families
 - Communities

This assistance will ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include:

- Support to evacuations and re-locations (including individual/family transportation, registration and tracking of evacuees)
 - Reunification of families
 - Provision of aid and services to special needs populations to include transportation for individual medical needs
 - Evacuation/re-location
 - Sheltering
 - Other emergency services for:
 - Household pets and services animals
 - Support to specialized shelters
 - Support to medical shelters
 - Non-conventional shelter management
 - Coordination of donated goods and services
 - Coordination of voluntary agency assistance (e.g. COAD)
-
- **Housing:** Includes housing options such as:
 - Rental assistance
 - Repair
 - Loan assistance
 - Replacement
 - Factory-built housing
 - Semi-permanent and permanent construction
 - Referrals
 - Identification and provision of accessible housing
 - Access to other sources of housing assistance. This assistance is guided by the *National Disaster Housing Strategy*.
-
- **Human Services:** Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses. These programs include programs to:
 - Replace destroyed personal property

- Help to obtain:
 - Disaster loans
 - Food stamps
 - Crisis counseling
 - Disaster unemployment
 - Disaster legal services
 - Support and services for special needs populations
 - Other Federal and State benefits.

III. CONCEPT OF OPERATIONS

ESF #6 assistance is managed and coordinated at the lowest possible organizational level. Only requests that cannot be filled or issues that cannot be resolved at the local levels are elevated to NYS OEM for resolution. Initial response activities will focus on immediate needs of victims. Recovery efforts are initiated concurrently with response activities.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

When activated, ESF #6:

- Coordinates and resolves local-level ESF #6 issues.
- Contacts and activates local-level ESF #6 support agencies, as required.
- Provides consolidated reports on mass care, emergency assistance, housing, and human services activities to the Planning Section for inclusion in the situation report.
- Distributes ESF #6 information to ESF #6 support agencies, as appropriate.

V. PRIMARY RESPONSIBILITIES

Field-Level Support – ESF #6 Branch

Once established, the ESF #6 Branch:

- Provides consolidated reports on mass care, emergency assistance, housing, and human services activities to the Planning Section for inclusion in field Incident Action Plans and situation reports.
- Distributes ESF #6 information to ESF #6 support agencies, as appropriate.
- Reports on current mass care services and activities using data provided by the American Red Cross.
- Anticipates and identifies future requirements in coordination with ESF #6 agencies.
- Facilitates the process by which COADs providing mass care services in affected

areas request resource support for mass care.

- Develops an initial housing strategy, in coordination with ESF #6 agencies.
- Coordinates with local COADs to de-populate shelters as required and, when possible, plan for the return of evacuees, including evacuees with special needs, to their pre-disaster locations.
- Staff from the ESF #6 primary and support agencies remain activated through the initial phase of recovery activities to ensure all response issues are addressed and to support the transition of related issues and responsibilities from mass care to housing.

VI. FUNCTIONAL AREAS

A. Mass Care

Shelter Island Town government in coordination with voluntary organizations will provide shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information.

Sheltering

Emergency shelter includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by Shelter Island Town government. Shelter sites shall be selected to maximize accessibility for individuals with disabilities.

Feeding

Feeding includes a combination of fixed sites, mobile feeding units, and bulk distribution sites.

Bulk Distribution

Bulk distribution includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). These sites are used to distribute food, water, or other commodities in coordination with County, State, and Federal governmental entities and voluntary agencies and other private-sector organizations.

Emergency First Aid

Emergency first aid includes provision of basic first aid at mass care facilities and designated sites and referral to appropriate medical personnel and facilities.

Disaster Welfare Information

Includes services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area. It may also

include services related to the reunification of family members within the affected area.

B. Emergency Assistance

Emergency assistance includes mass evacuation, facilitated reunification, general specialized medical and non-conventional sheltering, support to unaffiliated volunteers and unsolicited donations, and voluntary agency coordination.

Mass Evacuation

ESF #6 mass evacuation activities and requirements are identified and addressed in the Mass Evacuation Incident Annex to the National Response Framework (NRF).

Facilitated Reunification

When an evacuation process is required, it will be necessary to track information on individuals and families in an effort to assist with the reunification of separated family members. Tracking, locating, registering, and reuniting evacuees and survivors are activities performed at local, State, and Federal levels.

Household Pets and Service Animals

ESF #6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. ESF #8 – Public Health and Medical Services will ensure support to ESF #6 through an integrated response. ESF #8 assists ESF #6 in establishing shelters by identifying and coordinating pet control areas. Shelter Island Town recognizes the varying and special requirements of individuals that require and utilize service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and service animals remain together during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the Americans with Disabilities Act (ADA).

General, Specialized, Medical, and Non-conventional Shelters

ESF #6 will provide resources and technical assistance in support of local governments and COADs when conventional and non-conventional congregate care systems and shelter-in-place activities are in need of additional resources. Congregate care facilities are accessible to individuals with disabilities, whenever possible. Non-conventional sheltering may include:

- Hotels, motels, and other single-room facilities.

- Temporary facilities such as tents, pre-fab module facilities and trains.
- Specialized shelters and medical support shelters.

ESF #3 – Public Works and Engineering supports ESF #6 by maintaining public buildings and expropriated private structures that have been determined necessary to house Town residents in order to alleviate suffering during and after an emergency situation.

Support to Unaffiliated Volunteers and Unsolicited Donations

Support to volunteer and donations management may include the following:

- A database system to manage and record offers of donated goods and services.
- Warehouse support for housing unsolicited donated goods.
- Coordination of unsolicited private and international donations.

Voluntary Agency Coordination

ESF #6 works in concert with local COADs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF #6 works with local officials, private non-profit organizations, the County, State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. ESF #6 may also coordinate with COADs and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

ESF #6 coordinates among non-traditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as COAD and Long-Term Recovery Committees. Non-traditional voluntary agencies include disaster response or recovery service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a particular event.

C. Housing

The National Disaster Housing Strategy defines the full scope of options for disaster housing assistance. Options for disaster housing assistance include:

- **Temporary Roof Repair:** Quick repairs to damaged roofs on private homes. This assistance allows residents to return to and remain in their own homes while performing permanent repairs.
- **Repair Program:** Financial assistance to homeowners for repair of their primary residence, utilities, and residential infrastructure.
- **Replacement Program:** Financial assistance issued to victims to replace their destroyed primary residence.
- **Existing Housing Resources:** A centralized location for identified available housing resources from the private sector and other Federal agencies (i.e., Department of Housing and Urban Development (HUD), Department of Veterans Affairs (VA), and USDA properties).
- **Rental Assistance:** Financial assistance issued to individuals and families for rental of temporary accommodations.
- **Non-congregate Facilities:** Facilities that provide private or semi-private accommodations, but are not considered temporary housing (e.g., tent cities and military installations)
- **Permanent Construction:** Direct assistance to victims and families of permanent or semi-permanent housing construction.
- **Direct Financial Housing:** Payments made directly to landlords on behalf of disaster victims.
- **Hotel/Motel Program:** Temporary accommodations for individuals and families in transition from congregate shelters or other temporary environments, but unable to return to their pre-disaster dwelling.
- **Direct Housing Operations:** Provision of temporary units, usually factory-built. This option is utilized only when other housing resources are not available. Units will be appropriate to the community needs and include accessible units.
- **Housing Resources** are available from the private sector, FEMA, and other Federal agencies (as described below).

The local agency tasked with the responsibility of the National Disaster Housing Strategy has the ability to:

- Provide access to and information on available habitable housing units, including housing units accessible to individuals with disabilities, owned, or in HUD possession, within or adjacent to the incident area for use as temporary housing.
- Ensure that disaster victims who were receiving Section 8 Rental Assistance vouchers prior to the disaster are reintegrated into that

program.

- When requested and funded by FEMA, administer the Disaster Housing Assistance Program for eligible applicants.
- Provide housing resources for individuals certified as eligible for long-term housing.
- Provide access to housing counseling services.
- Provide enforcement of the Fair Housing Act and compliance with other civil rights statutes.
- Provide information (location, type, owners, and/or management service) on USDA-financed, currently available, habitable housing units that are not under lease or under agreement of sale.
- Assists eligible recipients to meet emergency housing assistance needs resulting from Presidentially declared emergencies or major disasters.

ESF #3 supports ESF #6 by maintaining public buildings and expropriated private structures that have been determined necessary to house Town residents in order to alleviate suffering during and after an emergency situation.

D. Human Services

Human Services provides assistance to address the non-housing needs of individuals and families. This assistance falls into the following categories:

- Uninsured or under-insured disaster-related needs of individuals or families who are unable to obtain adequate assistance from other local, C o u n t y , State, and Federal government programs or from voluntary agencies.
- Providing immediate, short-term crisis counseling services. This assistance helps relieve grieving, stress, or mental health problems caused or aggravated by a disaster or its aftermath. Assistance provided is short term.
- Help with medical, dental, funeral, personal property, transportation, moving and storage, and other expenses authorized by law (for uninsured or underinsured eligible applicants).
- In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand. Requests for medical transportation assistance are executed by ESF #8 – Public Health and Medical Services in concert with ESF #6. ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations and coordinates medical support to mass care facilities. Such assistance may include accessible transportation for medical needs populations.
- Assistance to relocate individuals and families outside of the disaster area where short- or long-term housing resources and shelters are available. Transportation services may include return to the pre-disaster location.
- ESF #6 provides case management services, including financial assistance, through government agencies or qualified non-profits to eligible individuals.

- Supports local, State, and Federal assistance to crime victim compensation in incidents resulting from terrorism or acts of criminal violence, as appropriate.

ESF #14 – Long-Term Community Recovery coordinates with ESF #6 and ESF #8 – Public Health and Medical Services, to identify long-term recovery needs of special needs populations and incorporate these into recovery strategies.

Primary Department	Function (See above for details)
Shelter Island School District	<ul style="list-style-type: none"> ➤ Feeding ➤ Mass Sheltering ➤ Sheltering Household Pets and Service Animals
American Red Cross	<ul style="list-style-type: none"> ➤ Disaster Welfare Information ➤ Facilitated reunification ➤ Support unaffiliated volunteers and unsolicited donations ➤ Voluntary Agency Coordination

Support Departments /Agency	Function (See above for details)
Shelter Island Police Department	<ul style="list-style-type: none"> ➤ Implement Emergency Orders as prescribed by the Town Supervisor. ➤ Assist those sheltering in place or facilitate evacuations.
Shelter Island Fire Department	<ul style="list-style-type: none"> ➤ Fight fires with the fire district boundaries. ➤ Assist with evacuations and/or road closures. ➤ Assist with evacuations of those with special needs.
Shelter Island EMS	<ul style="list-style-type: none"> ➤ Emergency First Aid ➤
Shelter Island Senior Services	<ul style="list-style-type: none"> ➤ Special Needs Sheltering
Red Rover	<ul style="list-style-type: none"> ➤ Pet/Animal Sheltering

**Town of Shelter Island
Emergency Support Function (ESF) #7
Logistics and Resource Support**

Primary Department:

- Town Supervisor

Support Department(s):

- Shelter Island Highway Department
- Town Attorney
- Town Clerk
- Shelter Island Fire Department
- Shelter Island Town EMS
- Emergency Management Coordinator

I. PURPOSE

ESF #7 provides a comprehensive disaster logistics planning, management, and sustainment capability that organizes the resources of local logistics partners, key public and private stakeholders, and nongovernmental organizations (NGOs) to meet the needs of disaster victims and responders.

II. SCOPE

ESF #7 provides centralized management for the role of the Logistics Section and management of resource support requirements in support of Shelter Island Town government. ESF #7 scope includes:

- Setting forth the framework to jointly manage a supply chain that provides a collaborative response for incidents requiring an integrated response capability.
- Establishing a link between Logistics Management and Resource Support capabilities.
- Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Accelerating communication among all service support elements in order to minimize recovery efforts in the impacted area and re-establish local self-sufficiency as rapidly as possible.
- Logistics Management and Resource Support consists of:
 - Emergency relief supplies
 - Facility space
 - Office equipment
 - Office supplies
 - Telecommunications
 - Contracting services
 - Transportation services
 - Personnel required to support immediate response activities

- Support for requirements not specifically identified in other ESFs

During response operations, acquisition of resources will be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements, or through the execution of mission assignments.

III. CONCEPT OF OPERATIONS

General

The Shelter Island Emergency Management logistics adaptation of a supply chain management approach to managing the local processes focuses the efforts of all partners and stakeholders of the end-to-end supply chain processes, beginning with planning of customer-driven requirements for materiel and services, delivery to disaster victims as requested by the incident management team and ending with replenishment of agency inventories.

The Emergency Operations Center (EOC) will provide staff to support the ESF #7 mission and the Logistics Section in the necessary functions and Staging Areas for: management and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and management and support of information technology systems services and other administrative services.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #7 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #7 activation. The EOC in turn activates ESF #7 primary staff as required.

V. ORGANIZATION

ESF #7:

- Develops and coordinates local requirements and capabilities with emergency managers/planners.
- Provides safeguards and accountability for Shelter Island Town property and equipment assigned to the area of responsibility.

- Implements a single-point ordering process.
- Participates in the development of after-action reports to correct deficiencies or publicize best practices.
- Support agencies provide representatives at the EOC on a 24-hour basis for the duration of the emergency response period, if required.

For an incident affecting an inter-jurisdictional area, one location may be chosen as a consolidation point for all ESF #7 activities. The location must enhance support to all affected jurisdictions and ensure coordination with other ESFs. The location is determined in concert with the OEM and other ESFs during the planning process.

VI. ACTIONS

a. Initial Actions

Logistics Management

Under the supply chain management process, response actions are divided into three phases that encompass six steps:

- **Preparedness Phase**
 - Identify logistics requirements
 - Identify logistics resources
 - Balance logistics resources with logistics requirements
 - Establish and communicate logistics policies, procedures, and plans
- **Response Phase**
 - Provide logistics response to incident
 - Initial surge
 - Ongoing sustainment
- **Recovery Phase**
 - Provide logistics recovery after incident

Resource Support

Upon notification of a potential or actual incident:

- The OEM provides support to response agencies engaged in the response as resource requirements are identified.

b. Continuing Actions

Using the following procedures, ESF #7 provides, controls, and accounts for goods and services:

- ESF #7 makes available technical advisors (e.g., procurement, storage, transportation, and engineering advisory services specialists) in connection with damage surveys, appraisals, and building demolitions or repairs. These individuals are not to be misconstrued for the persons doing the actual tasks but rather only to provide them with technical information.

VII. PRIMARY RESPONSIBILITIES

Logistics Management

Logistics Management functions include:

- Material management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. This includes network, computer, and communications equipment required to support field operations.
- Transportation management that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response. Transportation management also includes providing services to requests from other ESFs.
- ESF #8 – Public Health and Medical Services works in concert with ESF #7 to coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment supplies.
- Facilities management that includes the location, selection, and acquisition of storage and distribution facilities. Logistics is responsible for establishing and operating facilities as well as managing related services to shelter and support incident responders in and other field-related operations.
- Personal property management and policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a response operation.
- Management of Electronic Data Interchange to provide end-to-end visibility of response resources.
- Planning and coordination with internal and external customers and other supply chain partners in the private sectors.
- Providing for the comprehensive review of best practices and available solutions for improving the delivery of goods and services to the customer.

Resource Support

Logistics Management is responsible for coordinating the following:

- On a case-by-case basis, locating, procuring, and issuing resources for use in emergency operations necessary to support the emergency response or to promote public safety.
- Coordinating with ESF #1 – Transportation the use of fuel, land and limited manpower to other departments in Town-wide emergencies.

- Locating and coordinating the use of available space for incident management activities.
- Coordinating and determining the availability and provision of consumable non-edible supplies.
- Procuring required stocks from vendors or suppliers when items are not available.
- Coordinating the procurement of communications equipment and services.

Primary Department	Function (See above for details)
	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Preparedness Phase ➤ Response Phase ➤ Recovery Phase ➤ The OEM provides support to response agencies engaged in the response as resource requirements are identified. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Makes available technical advisors in connection with damage surveys, appraisals, and building demolitions or repairs.

Support Department	Function
	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Preparedness Phase ➤ Response Phase ➤ Recovery Phase
	<ul style="list-style-type: none"> ➤ Departments of Shelter Island Town Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.
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**Town of Shelter Island
Emergency Support Function (ESF) #8
Health and Medical**

Primary Departments:

- Shelter Island Town EMS

Support Department(s):

- Town Supervisor
- Emergency Management Coordinator
- Town Medical Center

Supporting Agency(s)/Organizations:

- Others as deemed necessary

I. PURPOSE

ESF #8 provides the mechanism for coordinated assistance to assure local resources in response to a public health and medical disaster within Shelter Island Town and leads the local effort to provide that assistance to the affected area. The phrase “medical needs” is used throughout this annex. Health and Medical include responding to medical needs associated with mental health, behavioral health, and substance abuse considerations of incident victims and response workers.

Services also cover the medical needs of members of the “at risk” or “special needs” population described in the Pandemic and All-Hazards Preparedness Act and in the *National Response Framework (NRF)* Glossary, respectively. It includes a population whose members may have medical and other functional needs before, during, and after an incident.

II. SCOPE

ESF #8 provides assistance to local governments in the following core functional areas:

- Assessment of public health.
- Health surveillance
- Health/medical/veterinary equipment and supplies
- Safety and security of drugs, biologics, and medical devices
- Blood and blood products
- Food safety and security
- All-hazard public health and technical assistance, and support.
- Behavioral health care
- Public health and medical information

- Vector control
- Public Health Aspects of Potable Water/Wastewater and solid waste disposal
- Mass fatality management, victim identification, and decontaminating remains
- Veterinary medical support

The SI leads local public health response to public health emergencies and incidents covered by the *NRF*. The response addresses medical needs and other functional needs of those in need of medical care, including assistance or support in maintaining independence, communicating, using transportation, and/or requiring supervision.

The Director of the Shelter Island Town EMS shall assume operational control of local emergency public health assets, as necessary, in the event of a public health emergency. The Director of the Shelter Island Town EMS coordinates ESF #8 preparedness, response, and recovery actions.

ESF #8 support agencies are responsible for maintaining administrative control over their respective response resources after receiving coordinating instructions from the Director of the Shelter Island Town EMS. All Shelter Island Town organizations and agencies (including those involved in other ESFs) participating in response operations report public health and medical requirements to the appropriate ESF #8 representative.

The Joint Information Center (JIC) will be established to coordinate incident-related public information, and is authorized to release general medical and public health response information to the public. When possible, a recognized spokesperson from the public health and medical community delivers relevant community messages. After consultation with the Department of Health, the lead Public Affairs Officer from other JICs may also release general medical and public health response information.

In the event of a zoonotic disease outbreak and in coordination with ESF #11 – Agriculture and Natural Resources, public information may be released after consultation with the Shelter Island Town EMS. In the event of oil, chemical, biological, or radiological environmental contamination incident, ESF #8 coordinates with ESF #10 – Oil and Hazardous Materials Response on the release of public health information.

As the lead agency for ESF #8, the Shelter Island Town EMS determines the appropriateness of all requests for release of public health and medical information and is responsible for consulting with and organizing public health and medical subject-matter experts, as needed.

III. CONCEPT OF OPERATIONS

General

A Federal response will utilize locally available health and medical resources to the

extent possible to meet the needs identified by State and local authorities, implying that ESF #8 is expected from local resources. Coordinating health and medical resources needed to respond to public health needs prior to, during and following a disaster is the overall responsibility of the Shelter Island Town EMS. National assets will be used to meet additional requirements that exceed local and State capacities or require replacement. Health and is generally categorized into 3 major functions of:

- Prevention
- Limited Mental health services
- Environmental health (in conjunction with MO DNR)

Upon realization of the need for an ESF #8 activation, Shelter Island Town EMS personnel needed to represent ESF #8 functions will either respond to the Emergency Operations Center or, if more efficient, effective and feasible, will staff their positions at an appropriate off-site location.

Shelter Island Town EMS notifies and requests all supporting departments and agencies to participate in coordination activities. Shelter Island Town EMS ESF #8 staff provides liaison support to regional and State ESF #8 offices. ESF #8 staff will conduct a risk analysis, evaluate, and determine the capability required to meet the mission objective and provide required public health support to local public health officials.

In the early stages of an incident, it may not be possible to fully assess the situation and verify the level of assistance required. In such circumstances, Shelter Island Town EMS may provide assistance under its own statutory authorities. In these cases, every reasonable attempt is made to verify the need before providing assistance.

During the response period, Shelter Island Town EMS has primary responsibility for the analysis of public health and determining the appropriate level of response capability based on the requirement contained in the action request form as well as developing updates and assessments of public health status.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Emergency Operations Center (EOC) issues operation orders and mission assignments to activate ESF #8 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #8 activation. The EOC in

turn activates ESF #8 primary staff as required.

V. ORGANIZATION

The Shelter Island Town EMS leads the ESF #8 response. Once activated, ESF #8 functions are coordinated by the Shelter Island Town EMS. During the initial activation, coordinates audio and video conference calls with the ESF #8 supporting departments and agencies, and public health and medical representatives from regional, State and local officials, to discuss the situation and determine the appropriate initial response actions.

The Shelter Island Town EMS alerts and requests supporting agencies and organizations to provide a representative to the EOC or other appropriate sites to provide liaison support as may be necessary. Public health and medical subject-matter experts (including partners representing all appropriate populations, such as pediatric populations, populations with disabilities, the aging, and those with temporary or chronic medical conditions) from Shelter Island Town EMS and ESF #8 organizations are consulted as needed.

Shelter Island Town EMS coordinates ESF #8 field response activities according to internal policies and procedures.

VI. ACTIONS

a. Initial Actions

Assessment of Public Health/Medical Needs

The assessment of public health and medical needs, priorities and medical facility infrastructure status are primarily a local function. The Shelter Island Town EMS mobilizes and deploys ESF #8 personnel to support local agencies and organizations to assess public health and medical needs, including the needs of at-risk population groups, such as language assistance services for limited English-proficient individuals.

Health Surveillance

The Shelter Island Town EMS, in coordination with supporting departments and agencies:

- Carries out field studies and investigations.
- Monitors injury and disease patterns and potential disease outbreaks, blood and blood product bio-vigilance
- American Red Cross will monitor blood supply levels.
- Provides technical assistance and consultations on disease and injury prevention and precautions.

Medical Care Personnel

Immediate medical response capabilities are coordinated by the Shelter Island Town EMS and from ESF #8 supporting organizations. ESF #8 may engage

civilian volunteers to assist local public health and medical personnel.

Health/Medical/Veterinary Equipment and Supplies

In addition to deploying assets from the Strategic National Stockpile (SNS), ESF #8 may request medical equipment, durable medical equipment, and supplies, including medical, diagnostic, and radiation-detecting devices, pharmaceuticals, and biologic products in support of immediate medical response operations and for restocking health care facilities in an area affected by a major disaster or emergency. When a veterinary response is required, assets may be requested from the National Veterinary Stockpile, which is managed by USDA Animal and Plant Health Inspection Service (APHIS).

Patient Evacuation

ESF #8 is responsible for the coordination of transporting seriously ill (seriously ill describes persons whose illness or injury is of such severity that there is cause for immediate concern, but there is not imminent danger to life) or injured patients, and medical needs populations from casualty collection points in the impacted area to designated reception facilities. This could include air transportation if deemed appropriate.

ESF #8 may coordinate ambulance support for evacuating seriously ill or injured patients. Support may include coordinating transportation assets and coordinating the tracking of patient movements from collection points to their final destination reception facilities.

The capacity of the National Disaster Medical System (NDMS) to provide initial and definitive care and evacuation of patients is accessed through State and FEMA authority and will supplement the initial response by local resources.

Patient Care

ESF #8 may task the Shelter Island Town EMS to coordinate and support:

- Pre-hospital triage and treatment
- In-patient hospital care
- Out-patient services
- Pharmacy services
- Dental care

to victims who are seriously ill, injured, or suffer from chronic illnesses who need evacuation assistance, regardless of location.

ESF #8 in coordination with ESF #1 – Transportation will provide the use of storage facilities and raw land for mass triage, temporary shelter or morgue use.

ESF #8 may assist with isolation and quarantine measures and with points of dispensing operations (mass prophylaxis and vaccination). Health care providers and support staff will ensure appropriate patient confidentiality is maintained, including Health Insurance Portability and Accountability Act (HIPAA) privacy and security standards, where applicable.

Safety and Security of Drugs, Biologics, and Medical Devices

ESF #8 may task the Shelter Island Town EMS components to coordinate the safety and efficacy of and advise industry on security measures for regulating human and veterinary drugs, biologics (including blood and vaccines), medical devices (including radiation-emitting and screening devices), and other HHS-regulated products.

Blood, Organs, and Blood Tissues

ESF #8 may task the Shelter Island Town EMS components to coordinate and request assistance from other ESF #8 partner organizations (American Red Cross, Midwest Transplant Network and others) to coordinate the safety, availability, and logistical requirements of blood, organs, and tissues. This includes the ability of the existing supply chain resources to meet the manufacturing, testing, storage, and distribution of these products.

Food Safety and Security

ESF #8, in cooperation with ESF #11 – Agriculture and Natural Resources, may task the Shelter Island Town EMS components and request assistance from other ESF #8 partner organizations to ensure the safety and security of foods.

Agriculture Safety and Security

ESF #8, along with ESF #11, may task the Shelter Island Town EMS components to coordinate along with partner agencies, the health and safety issues of food-producing animals, animal feed, and therapeutics.

All-Hazard Public Health and Medical Consultation, Technical Assistance, and Support

ESF #8 may task the Shelter Island Town EMS components in the coordination of assessing public health, medical, and veterinary medical effects resulting from all hazards. ESF #8 may also request assistance from other ESF #8 partner organizations. Such tasks may include:

- Assessing exposures on the general population and on high-risk population groups
- Conducting field investigations, including collection and analysis of relevant samples
- Providing advice on protective actions related to direct human and animal exposures, and on indirect exposure through contaminated food, drugs, water supply, and other media
- Providing technical assistance and consultation on medical treatment, screening, and decontamination of injured or contaminated individuals.

Local officials retain primary responsibility for victim screening and decontamination operations. ESF #8 can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies. Radiological/Chemical/Biological hazard consultation, including decontamination, consequence management, and technical support to recovery efforts, is available through

this medium.

Behavioral Health Care

ESF #8 may task the Shelter Island Town EMS components and request assistance from other ESF #8 partner organizations (i.e. **American Red Cross**) in coordinating the assessment of mental health and substance abuse needs, including emotional, psychological, psychological first aid, behavioral, or cognitive limitations requiring assistance or supervision; providing disaster mental health training materials for victims and workers; providing liaison with assessment, training, and program development activities undertaken by local mental health and substance abuse officials; and providing additional consultation as needed.

Public Health and Medical Information

ESF #8 provides real-time and longer-term needs for public health, disease, and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected in languages and formats that are understandable to individuals with limited English proficiency and individuals with disabilities.

Vector Control

ESF #8 may task the Shelter Island Town EMS components and request assistance from other ESF #8 partner organizations, as appropriate, in assessing the following: the threat of vector-borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; providing vector control equipment and supplies; providing technical assistance and consultation on protective actions regarding vector-borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.

Public Health Aspects of Potable Water/Wastewater and Solid Waste Disposal

ESF #8 may task the Shelter Island Town EMS components to coordinate and request assistance from other ESF #8 organizations to assist in the following: assessing potable water, wastewater, solid waste disposal, and other environmental health issues related to public health in establishments holding, preparing, and/or serving food, drugs, or medical devices at retail and medical facilities, as well as examining and responding to public health effects from contaminated water; conducting field investigations, including collection and laboratory analysis of relevant samples; providing equipment and supplies as needed; and providing technical assistance and consultation.

Mass Fatality Management

ESF #8, when requested by local officials, Shelter Island Town EMS in coordination with its partner organizations, will:

- Assist the jurisdictional medico-legal authority and law enforcement agencies in the tracking and documenting of human remains and associated personal effects.
- Reduce the hazard presented by chemical, biologic, or radiologic contaminated human remains (when indicated and possible).
- Establish temporary morgue facilities.

- Determining the cause and manner of death.
- Collect ante-mortem data in a compassionate and culturally competent fashion from authorized individuals.
- Perform postmortem data collection and documentation
- Identify human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples)
- Prepare, process, and return human remains and personal effects to the authorized person(s) when possible.
- Provide technical assistance and consultation on fatality management and mortuary affairs. In the event that caskets are displaced, ESF #8 assists in identifying the human remains, re-casketing, and reburial in public cemeteries.
- Victim Identification/Mortuary Services focusing on forensic investigation or mass casualty management.
- ESF #8 may task the Shelter Island Town EMS components and request assistance from other ESF #8 partner organizations, as appropriate, to provide support to families of victims during the victim identification mortuary process.
- Coordinate and provide for morgue and appropriate burial requirements with the Funeral Directors Association.
- Provide for the investigation and determination of causes of sudden, unexpected, and/or non-natural deaths.
- Coordinate, carryout, and oversee the recovery, identification, and post-mortem examination of victims of mass fatality incidents.
- Assist in arranging for storage and appropriate disposition of deceased persons.
- Assist, as needed, in the coordination of public information on identification and confirmation of deceased disaster victims.

Veterinary Medical Support

ESF #8 will provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance. ESF #8 will assist ESF #11 as required to protect the health of livestock and companion and service animals by ensuring the safety of the manufacture and distribution of foods and drugs given to animals used for human food production.

ESF #8 supports local government together with ESF #6 – Mass Care, Emergency Assistance, Disaster Housing, and Human Services; ESF #9 – Search and Rescue, and ESF #11 to ensure an integrated response to provide for the safety and well-being of household pets and service and companion animals as well as dealing with at-large animals.

ESF #8 Support to ESF #6

ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations and coordinates medical support to mass care facilities.

b. Continuing Actions

ESF #8 continuously acquires and assesses information on the incident and continues to identify the nature and extent of public health and medical problems and establish appropriate monitoring and public surveillance. Sources of information may include:

- State incident management authorities.
- Officials of the responsible jurisdiction in charge of the disaster scene.
- ESF #8 support agencies and organizations.
- Various Federal officials in the incident area.
- State health, agricultural or animal health officials.
- State emergency medical services authorities.

Because of the potential complexity of the public health and medical response, conditions may require ESF #8 subject-matter experts to review public health and medical information and to advise on specific strategies to manage and respond to a specific situation in the most appropriate manner.

Activation of Public Health/Medical Response Teams

The Shelter Island Town EMS components are deployed directly as part of the ESF #8 response. Public health and medical personnel teams provided by ESF #8 are deployed under an Incident Command mission assignment.

Coordination of Requests for Medical Transportation

In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand. Requests for medical transportation assistance are coordinated by ESF #8 in concert with ESF #6. Such assistance may include accessible transportation for medical needs populations. Arrangements for medical transportation should be made at the lowest levels possible. Normally, local transportation requirements are to be handled by local authorities.

Coordination for Obtaining, Assembling, and Delivering Medical Equipment and Supplies to the Incident Area

ESF #8 in concert with ESF #7 – Logistics Management and Resource Support will coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment and supplies.

Communications

ESF #8 establishes communications necessary to coordinate public health, medical, and veterinary medical assistance effectively.

Public Affairs Information Requests

Requests for information may be received from various sources, such as the media and the general public, and are referred to ESF #15 – External Affairs for action and response. ESF #8 makes available language-assistance services, such as interpreters for different languages, telecommunications devices for the deaf and accessible print media,

to facilitate communication with all members of the public.

In a major public health or medical emergency, special health advisories (boil water orders, carbon monoxide prevention, etc.) may be necessary. These efforts will be coordinated through the JIC.

ESF #8 in concert with ESF #15 provides for media distribution a database of captured animals held in animal shelters.

After-Action Reports/Lessons Learned

ESF #8, on completion of the incident, prepares summary after-action and lessons learned reports. These reports identify key problems, indicate how they were solved, and make recommendations for improving response operations. ESF #8 will request input and coordinate the preparation of the after-action and lessons learned reports with all supported and supporting agencies.

Long Term Monitoring

The Shelter Island Town EMS assists local officials in:

- Establishing a registry of potentially exposed individuals
- Performing dose reconstruction
- Conducting long-term monitoring for potential long-term health effects
- Coordinating all aspects of a communicable disease monitoring and control operations.

ESF # 8 in concert with ESF #14 – Long-Term Recovery and ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services provides support for long-term recovery needs of special populations including, but not limited to:

- Collaboration with local officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery.
- Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs.

Community Outreach

The Shelter Island Town EMS coordinates medical support to Home Care Patients with emphasis on elderly citizens and those with special medical needs.

VII. PRIMARY RESPONSIBILITIES

Because of the varying duties of the Shelter Island Town EMS and the hospitals in the region (individual acute and chronic care), there are two agencies sharing Primary responsibility for ESF #8. Each will manage that portion which deals specifically with their expertise. Each will provide trained personnel to staff ESF #8 positions at the EOC, or any other temporary facility in the impacted region appropriate to the ESF #8 missions. Overall responsibility for the oversight of the completion of the

ESF #8 missions will rest with the Department of Health.

Primary Department	Function (See above for details)
<p>Shelter Island Town EMS</p>	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Assessment of Public Health/Medical Needs ➤ Health Surveillance ➤ Medical Care Personnel ➤ Health/Medical/Veterinary Equipment and Supplies ➤ Patient Evacuation ➤ Patient Care ➤ Safety and Security of Drugs, Biologics, and Medical Devices ➤ Blood, Organs, and Blood Tissues ➤ Food Safety and Security ➤ Agriculture Safety and Security ➤ All-Hazard Public Health and Medical Consultation, Technical Assistance, and Support ➤ Behavioral Health Care ➤ Public Health and Medical Information ➤ Vector Control ➤ Public Health Aspects of Potable Water/Wastewater and Solid Waste ➤ Mass Fatality Management ➤ Veterinary Medical Support ➤ ESF #8 Support to ESF #6 <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Activation of Public Health/Medical Response Teams ➤ Coordination of Requests for Medical Transportation ➤ Coordination for Obtaining, Assembling, and Delivering Medical Equipment and Supplies to the Incident Area ➤ Communications ➤ Public Affairs Information Requests ➤ After-Action Reports/Lessons Learned ➤ Long-Term monitoring ➤ Community Outreach

Support Department	Function
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law. ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions. ➤ Formulate major policy decisions. ➤ Preserve the continuity of Town government. ➤ Interface with County Legislature, Town Supervisors and other Chief Executives.
Shelter Island Medical Center	<ul style="list-style-type: none"> ➤ Coordinate and provide emergency health services including communicable disease control, medical countermeasures, immunizations and quarantine procedures. ➤ Assist EMS with logistic coordination of basic and advanced life support services.
Emergency Management Coordinator	<ul style="list-style-type: none"> ➤ Assist Town Supervisor in preparing the declaration of a State of Emergency for the Town, and if needed, process requests for State and Federal assistance. ➤ As directed by the Town Supervisor, initiate the activation of the EOC.

**Town of Shelter Island
Emergency Support Function (ESF) #9
Search and Rescue (SAR)**

ESF Coordinator:

- Shelter Island Police Department

Primary Agencies:

- Shelter Island Police Department

Support Department(s):

- Shelter Island Fire Department
- Shelter Island Town EMS

Supporting Agency(s):

- Urban Search and Rescue (USAR) Team
- Civil Air Patrol
- United States Coast Guard (USCG)
- National Weather Service

I. PURPOSE

ESF #9 rapidly deploys components of the local emergency services to provide specialized lifesaving assistance to local authorities when activated for incidents or potential incidents requiring a coordinated local response.

The search and rescue functions of **ESF #9 – Search and Rescue** also fall under the auspices of the local fire agencies (**ESF #4 – Firefighting**) and are accomplished with their support. The specific duties of that function can be found in ESF #9.

II. SCOPE

The SAR response system is composed of the primary agencies that provide specialized SAR operations during incidents or potential incidents requiring a coordinated local response. This includes:

- Structural Collapse
- Waterborne Search and Rescue
- Inland/Wilderness Search and Rescue
- Aeronautical Search and Rescue

SAR services include:

- Performance of distress monitoring

- Communications
 - Location of distressed personnel
 - Coordination and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.
 - Animal search and rescue services provided by animal control agencies and humane organizations will be integrated with human search and rescue operations as required.
- **Structural Collapse Urban Search and Rescue (USAR)**
Primary Agency: Local Fire Departments and Fire Protection Districts

Operational Overview: Includes building/structural collapse SAR operations for natural disasters as well as other building collapse operations that primarily require USAR task force operations. The system is built around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9. These task forces are staffed primarily by local fire department and emergency services personnel who are highly trained and experienced in collapsed structure SAR operations and possess specialized expertise and equipment.

- **Waterborne Search and Rescue**
Primary Agency: Local Fire Department

Operational Overview: Includes waterborne SAR operations for river flooding, dam/levee failure, and other disasters that primarily require air and boat force operations. Waterborne SAR response integrates **U.S. Coast Guard (USCG)** assets in support of overall SAR operations conducted in accordance with the National Search and Rescue Plan (NSP).

USCG develops, maintains, and operates rescue facilities for the promotion of safety on, under, and over waters subject to U.S. jurisdiction and has been designated as the lead agency for waterborne (i.e. maritime) SAR under the NSP. USCG personnel are highly trained and experienced in waterborne SAR operations and possess specialized expertise, facilities, and equipment for carrying out responses to maritime distress situations. Additionally, USCG staffing at Area/District/Sector Command Centers promotes effective localized interaction, coordination, and communications with local emergency managers during incidents requiring a coordinated response in which waterborne SAR resource allocation is required.

The **USCG** provides marine firefighting assistance as available, commensurate with each unit's level of training and the adequacy of available equipment.

➤ **Inland/Wilderness Search and Rescue**
Primary Agency: Local fire service agency

Operational Overview: Includes SAR operations conducted in backcountry, remote, undeveloped or rural areas that primarily require operations necessitating the use of specialized equipment to access these areas and may require responders traveling over land by alternate methods or by aircraft. These aircraft would be those of the **local law enforcement** agencies, volunteer agencies such as the **Civil Air Patrol** or an equivalent.

The personnel needed for these operations may be supplemented by local civilian search and rescue volunteer groups and by equine search and rescue organizations.

Mapping imagery and topography can be provided by the Planning Section of the Incident Command System structure.

➤ **Aeronautical Search and Rescue**
Support Agency: Local and State law enforcement agencies with aerial observation capabilities

Operational Overview: Includes SAR operations conducted in aviation-related incidents and aeronautical search and rescue. This may require specialized SAR operations in both open and wilderness areas and in the vicinity of airports requiring the coordinated deployment of personnel and equipment. The United States Air Force (USAF) maintains a Rescue Coordination Center that coordinates a cooperative network to respond to aviation-related incidents. This network is made up of Department of Defense components, facilities, and other resources that are used in civil SAR operations to the fullest extent practicable on a non-interference basis with their primary military duties in accordance with national directives, plans, guidelines, and agreements. The aircraft needed for this purpose would be those of the **local law enforcement** agencies or volunteer agencies such as the **Civil Air Patrol** or an equivalent.

III. CONCEPT OF OPERATIONS

General

ESF #9 activation is dependent upon the nature and magnitude of the event, the suddenness of onset, and the existence of SAR resources in the area. If those resources are or may become overwhelmed and there is a need for a coordinated Federal response, these actions will occur:

- FEMA will initiate the National USAR Response System for incidents likely to result in collapsed structures. Requests of local jurisdictions will first travel through State channels.
- The USCG, once properly requested through proper channels, will initiate Federal

waterborne SAR response activities for incidents likely to result in waterborne or maritime distress.

- Local fire service agencies will initiate SAR response activities for incidents likely to result in a distress situation in inland/wilderness areas.
- Local agencies with aerial response capabilities will initiate response activities for incidents that result in aeronautical distress.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #9 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for an ESF #9 activation. The Emergency Operations Center (EOC) in turn activates ESF #9 primary staff as required and will, if needed, request a fire agency presence in the EOC.

V. ORGANIZATION

ESF #9 will follow the National USAR Response System, which consists of USAR task forces, ISTs, and technical specialists as defined in the Urban Search and Rescue Operations System Description.

VI. ACTIONS

a. Initial Actions

The ESF #9 coordinator or fire agency representative:

- Reports to the EOC upon being notified.
- Establishes communication links with support agencies and regional ESF #9 coordinators
- Will provide the fire service and other stakeholders with Situation Status (SITSTAT) and Resource Status (RESTAT) as required.

b. Continuing Actions

The ESF #9 coordinator or fire agency representative:

- Obtains, maintains, and provides incident situation and damage assessment

- information through established procedures.
- Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
 - Maintains a complete log of actions taken, resource orders, records, and reports.
 - ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.
 - Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.

VII. PRIMARY RESPONSIBILITIES

ESF #9 manages and coordinates search and rescue activities. This function is accomplished by mobilizing resources in support of search and rescue activities. Search and rescue is primarily a response function. Efforts should be made to ensure that resources are managed and utilized appropriately so they can be available for assignment.

The local fire service:

- Serves as the primary response agency for ESF #9 during structural collapse SAR operations in incidents requiring a coordinated local response. They will combine their efforts with regional and State assets which may be called in to provide assistance. ESF #3 – Public Works and Engineering assists ESF #9 in rescue operations by providing technical information regarding structural safety concerns.
- Coordinates logistical support for USAR assets during field operations.
- Provides status reports on USAR operations throughout the affected area.
- Serves as the initial primary agency for ESF #9 during waterborne or maritime SAR operations in incidents. In incidents that are prolonged and/or require additional assets, the local U.S. Coast Guard will be called upon to provide assets.
- Facilitates resolution of any conflicting demands for waterborne or maritime distress response resources and ensures coordination between the USCG and other emergency response activities, as appropriate.
- Coordinates the provisioning of additional support assets if required in response to waterborne or maritime incidents requiring a coordinated Federal response.
- Acquires and disseminates weather data, forecasts, and emergency information.

The **National Weather Service** acquires and disseminates weather data, forecasts, and emergency information and provides weather information essential for efficient SAR.

ESF Coordinator	Function (See above for details)
Shelter Island Police Department	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #9 coordinators ➤ Will provide the fire service and other stakeholders with SITSTAT and RESTAT as required. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. ➤ Maintains a complete log of actions taken, resource orders, records and reports. ➤ ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.

Primary Agency	Function (See above for details)
Shelter Island Police Department	<ul style="list-style-type: none"> ➤ Structural Collapse Urban Search and Rescue (USAR) ➤ Waterborne Search and Rescue ➤ Inland/Wilderness Search and Rescue <p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #9 coordinators. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. ➤ Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues. ➤ Maintains a complete log of actions taken, resource orders, records, and reports. ➤ ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions. ➤ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.

Support Department	Function (See above for details)
Shelter Island Fire Department	<ul style="list-style-type: none"> ➤ Fighting fires within fire district boundaries ➤ Assist with evacuations and road closures ➤ Coordinate with LE under the authority of a Fire Police Coordinator.
Shelter Island Town EMS	<ul style="list-style-type: none"> ➤ Points of distribution of emergency supplies ➤ Assist those sheltering in place or facilitate evacuations if mandated. ➤ Logistic coordination of basic and advanced life support services. ➤ Coordinate and provide public health assistance for shelter operations.

Support Agency	Function (See above for details)
U.S. Coast Guard	<ul style="list-style-type: none"> ➤ The U.S. Coast Guard provides marine firefighting assistance as available, commensurate with each unit’s level of training and the adequacy of available equipment. ➤ Waterborne Search and Rescue
Civil Air Patrol	<ul style="list-style-type: none"> ➤ Inland/Wilderness Search and Rescue ➤ Aeronautical Search and Rescue
National Weather Service	<ul style="list-style-type: none"> ➤ Acquires and disseminates weather data, forecasts, and emergency information. ➤ Provides weather information essential for efficient SAR.
Urban Search and Rescue (USAR)	<ul style="list-style-type: none"> ➤ Structural Collapse Urban Search and Rescue (USAR)

**Town of Shelter Island
Emergency Support Function (ESF) #10
Hazardous Materials**

ESF Coordinator:

- Shelter Island Fire Department

Primary Departments:

- Shelter Island Fire Department

Support Department(s):

- Town Supervisor
- Fire Marshal
- Shelter Island Highway Department
- Shelter Island Police Department
- Emergency Management Coordinator

Supporting Agency(s):

- Environmental Protection Agency (EPA)
- NYS Department of Environmental Conservation

I. PURPOSE

ESF #10 provides support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials when activated.

II. SCOPE

Response to oil and hazardous materials incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, and nuclear/radiological substances, whether accidentally or intentionally released.

The scope of ESF #10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate general actions can include, but are not limited to:

- Actions to prevent, minimize, or mitigate a release
- Efforts to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring)
- Actions to stabilize the release and prevent the spread of contamination

- Analysis of options for environmental cleanup and waste disposition
- Implementation of environmental cleanup
- Storage, treatment, and disposal of oil and hazardous materials.

Examples of specific actions may include:

- Sampling a drinking water supply to determine if there has been intentional contamination
- Stabilizing the release through the use of berms, dikes, or impoundments
- Capping of contaminated soils or sludge
- Use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects
- Decontaminating buildings and structures
- Using drainage controls, fences, warning signs, or other security or site-control precautions
- Removing highly contaminated soils from drainage areas
- Removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials
- Other measures as deemed necessary.

In addition, ESF #10 may be used under appropriate authorities to respond to actual or threatened releases of materials not typically responded to under the NCP but that pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents include, but are not limited to:

- Household hazardous waste collection
- Monitoring of debris disposal
- Water quality monitoring and protection
- Air quality sampling and monitoring
- Protection of natural resources.

ESF #10 is applicable to all departments and agencies with responsibilities and assets to support local response to actual or potential oil or hazardous materials incidents.

Primary Agency Determination: The Shelter Island Fire Department serves as the primary agency for ESF #10 actions.

Relationship to Chemical, Biological and Nuclear/Radiological Incident Annexes:

For chemical, biological and nuclear/radiological weapons of mass destruction incidents, ESF # 10 coordinates with ESF #3 – Public Works and Engineering for monitoring and stabilizing damaged structures and the demolition of structures designated as immediate hazards to public health and safety. Additionally, ESF # 10 coordinates with ESF #3 and ESF #14 – Long-Term Community Recovery to identify long-term environmental restoration issues.

Local officials retain primary responsibility for victim screening and decontamination operations. ESF #8 – Public Health and Medical Services can request the National Medical Response Teams to assist with victim decontamination through the efforts of the

Shelter Island Fire Department. Chemical/Biological/Nuclear/Radiological hazard consultation, including decontamination, consequence management, and technical support to recovery efforts, is available through this medium.

III. CONCEPT OF OPERATIONS

General

ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the incidents. ESF #10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.

ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies. This includes documentation to support financial transfers between primary and support agencies that are necessary to conduct ESF #10 activities.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #10 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department/Office of Emergency Management, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #10 activation. The EOC in turn activates ESF #10 primary staff as required.

V. ORGANIZATION

The Emergency Operations Center serves as the coordinating entity for ESF #10.

The primary agency represents ESF #10 and provides ESF #10 representatives, as needed, to the Emergency Operations Center (EOC).

The primary agency may request support from ESF #10 partner agencies as appropriate..

Following an initial situation assessment, the primary agency determines which support agencies are required to continue to provide representatives to ESF #10 on a 24-hour basis (either by telephone or in person) during the emergency response period. ESF #10 support agencies have representatives available immediately by telephone on a 24-hour basis.

The primary agency may establish management objectives for ESF #10.

The ESF #10 representative provides coordination and liaison among ESFs and provides accurate ESF technical information to the Planning Section and the Incident Management Planning Team. The ESF #10 representative is in direct contact with the ESF #10 EOC staff as appropriate. The primary agency provides guidance and direction to its regional response elements as necessary on issues such as resource use, allocation, and mobilization.

In addition, for a chemical, biological, or nuclear/radiological WMD incident, ESF #10 may also provide, as needed, Technical Specialists to provide scientific and technical expertise and to coordinate scientific and technical issues with other responding agencies and with other ESF #10 headquarters and on-scene response elements.

Public communications generally are coordinated through ESF #15 – External Affairs in consultation with the EOC. It is recognized, however, that in some cases it may be necessary for responding OSCs to communicate with the media/public on tactical operations and matters affecting public health and safety directly from the scene, particularly during the early stages of the emergency response.

VI. ACTIONS

The primary agency convenes appropriate agency representatives as soon as possible to develop a plan for providing the support required. This can be conducted via emergency conference call or by physically locating at the primary agency EOC as appropriate. At the EOC level, ESF #10 focuses initially on the following actions:

- Ensure that the primary agency headquarters EOC is ready to support response activities.
- Establish communications with the affected local ESF #10 elements.
- Coordinate with other ESFs, as appropriate.
- As appropriate, coordinate with ESF #10 elements in non-impacted local jurisdictions to obtain personnel, equipment, and other backup support.

The Local Fire Department:

- Assesses the situation, including:
 - **Prevent, minimize or mitigate a release:** The nature, amount, and locations of actual or potential releases of oil and hazardous materials
 - **Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring):**
 - Pathways to human and environmental exposure
 - Probable direction and time of travel of the materials (e.g., trajectory and analysis)
 - Potential impact on human health, welfare, safety, and the environment.
 - **Stabilize the release and prevent the spread of contamination:**
 - Priorities for protecting human health and welfare and the

- environment through appropriate response actions.
 - Validating priorities and identifying the resources required to meet the needs.
- **Analysis of options for environmental cleanup and waste disposition:** Initiating actions to locate and move resources into the incident area.
- **Storage, treatment and disposal of oil and hazardous materials:** Types, availability, and location of response resources, technical support, decontamination, and cleanup services.

VII. PRIMARY RESPONSIBILITIES

Primary Department	Function (See above for details)
Shelter Island Fire Department	Initial Actions: <ul style="list-style-type: none"> ➤ Prevent, minimize, or mitigate a release ➤ Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring) ➤ Stabilize the release and prevent the spread of contamination ➤ Analysis of options for environmental cleanup and waste disposition ➤ Storage, treatment, and disposal of oil and hazardous materials.

Support Department	Function
Town Supervisor	Initial Actions: <ul style="list-style-type: none"> ➤ Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law. ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions.
Shelter Island Highway Department	<ul style="list-style-type: none"> ➤ The Highway Department will coordinate the abatement of dangerous buildings and structures. PW will provide assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety. (For chemical, biological, radiological and nuclear weapons of mass destruction incidents, demolition is coordinated with ESF #10 - Oil and Hazardous Materials Response).

<p>Shelter Island Police Department</p>	<ul style="list-style-type: none"> ➤ Provide public safety by conducting enhanced patrols of effected areas, facilitating evacuations and rendering aid as needed. ➤ Prevent criminal acts through omnipresent patrols. ➤ Enforce state and local laws and provide investigative resources. ➤ Assist those sheltering in place or facilitate evacuations if mandated. ➤ Coordinate with other law-enforcement agencies to provide additional department personnel and/or resources to ensure public safety, safeguard community assets, assist with crowd control or quell civil disorder.
<p>Emergency Management Coordinator</p>	<ul style="list-style-type: none"> ➤ Assess the impacts of the emergency to the sector. ➤ Identify availability and necessary resources to restore minimum and normal operations. ➤ Identify the need for a taskforce to address solutions. ➤ Identify any needed policy decisions and those organizations with an interest in contributing to the discussion. ➤ Provide recommendations to the policy body for establishing priorities. ➤ Provide regular updates on status of emergency missions to the County EOC. ➤ Support regional recovery efforts. ➤ Coordinating efforts with corresponding private sector, NGO, and State or Federal partners. ➤ Represent the overall interests of the Town for the duration of the emergency.
<p>Supporting Agency(ies)</p>	<p>Function</p>
<p>Environmental Protection Agency (EPA)</p>	<ul style="list-style-type: none"> ➤ Provide trained EOC Reps to represent the Agency as required. ➤ Act as the IC for spills of hazardous materials or petroleum products occurring on inland waterways – when requested or when local agencies cannot manage the incident. ➤ Provide site assessment assistance. ➤ Provides expertise and assistance for waste management; from oil discharges and hazardous materials releases, including: reviewing waste management plans and proposed waste management facilities and temporary storage and staging sites; conducting independent sampling, and analysis of waste streams; monitoring or visiting waste management facilities and temporary storage, and staging sites.

<p>NYS Department of Environmental Conservation (DEC)</p>	<ul style="list-style-type: none"> ➤ Dispatch appropriate responders to scene to provide on-site technical expertise in the investigation of cause, identification of possible source(s) and potential responsible parties. ➤ Assess actual and potential effects of a HazMat or petroleum release, coordinate response and deployment of appropriate countermeasures to mitigate/prevent impacts to the public and environment. ➤ Ensure prompt response, containment and clean-up of releases by either the responsible party or where necessary the appropriate federal, state or local agencies. ➤ Provide a representative to the EOC as requested. ➤ Appropriate planning / response activities. ➤ Assess the impacts of the emergency. ➤ Provide regular updates on status of the emergency to the County EOC.
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<p>Support to other ESFs</p>	<p>Function</p>
<p>#11</p>	<ul style="list-style-type: none"> ➤ Coordinates with ESF #3 and ESF #11 on the removal of debris affecting NCH resources. ➤ Coordinates with ESF #3 - Public Works and Engineering; ESF #10
<p>#14</p>	<ul style="list-style-type: none"> ➤ Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.

<p>Support by other ESFs</p>	<p>Function</p>
<p>#3</p>	<ul style="list-style-type: none"> ➤ For chemical, biological and nuclear/radiological weapons of mass destruction incidents, coordinates with ESF #10 – Oil and Hazardous Materials Response for monitoring and stabilizing damaged structures and the demolition of structures designated as immediate hazards to public health and safety. ➤ Coordinates with ESF #3 – Public Works and Engineering; ESF #14 Long-Term Community Recovery, to identify long-term environmental restoration issues. ➤ Coordinates with ESF #3 and ESF #11 on the removal of debris affecting natural and cultural resources and historic
<p>#4</p>	<ul style="list-style-type: none"> ➤ Provides technical assistance and advice in the event of fires involving hazardous materials.

**Town of Shelter Island
Emergency Support Function (ESF) #11
Animal Protection**

ESF Coordinator:

- Emergency Management Coordinator

Primary Department(s):

- Animal Control

Support Department(s):

- Emergency Management Coordinator
- Town Supervisor

Supporting Agency(s):

- Suffolk County Department of Health
- Humane Society
- American Society for the Prevention of Cruelty to Animals (ASPCA)
- Others as deemed necessary

I. PURPOSE

ESF #11 supports local authorities in efforts to:

- Control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease
- Provide for the safety and well-being of household pets during an emergency response or evacuation situation.

ESF #11 is activated for incidents requiring a coordinated response and the availability of support for one or more of these roles/functions.

Actions initiated under ESF #11 are coordinated and conducted cooperatively with local incident management officials and with private entities, in coordination with the Emergency Operations Center (EOC) as required.

Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary ESF #11 agency for the incident.

II. SCOPE

ESF #11 includes two primary functions:

1. Responding to animal and plant diseases and pests

ESF #8 – Health and Medical will provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance. This includes implementing an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease.

Animal and plant disease and pest responses are conducted in collaboration and cooperation with State authorities and private industries to ensure continued human nutrition and animal, plant, and environmental security.

When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.

Actions taken during an animal or plant emergency are guided by and coordinated with local emergency preparedness and response officials.

2. Providing for the safety and well-being of household pets

ESF #11 supports the EOC together with ESF #6, ESF #8, ESF #9 – Search and Rescue, and ESF #14 – Long-Term Community Recovery to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals. ESF #8 in concert with ESF # 11 work to protect the health of companion and service animals.

Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.

Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

III. CONCEPT OF OPERATIONS

ESF #11:

- Organizes the ESF staff and support agencies based upon the two core functional areas described above. It organizes and coordinates the capabilities and resources to

facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated response.

- Provides for an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease deemed of Federal regulatory significance.
- Supports the EOC together with **ESF #6, ESF #8, ESF #9, and ESF #14** to ensure an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

ESF #11 is activated upon notification of a potential or actual incident that requires a coordinated local response and support to help ensure one or more of the following:

- Appropriate response to an animal or plant disease or pest
- The safety and well-being of household pets.

The EOC issues operation orders and mission assignments to activate ESF #11 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #11 activation. The EOC in turn activates ESF #11 primary staff as required.

V. ORGANIZATION

For animal and plant disease and pest response, the Emergency Management Coordinator assumes primary responsibility.

For incidents involving the well-being of household pets, Animal Control leads ESF #11's efforts.

VI. ACTIONS

When ESF #11 is activated, the response is coordinated by the Emergency Management Coordinator at the EOC if necessary.

Actions to be taken by Animal Control include:

- Coordinates veterinary services in affected areas.
- Coordinates with ESF #8 on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters.
- Coordinates the response to a bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., soil, and growing areas) may be required. Activities are conducted within agency capabilities.
- Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.
- Provides technical support and subject-matter expertise regarding the safety and well-being of household pets.
- Conducts critical needs assessments for household pets.
- Expedites requests for resources to assist in evacuating and sheltering household pets.
- Provides information and recommendations to Unified Command for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce.
- Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.
- Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints.
- Coordinates with ESF #9 on search and rescue operations for household pets.
- Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery.
- Purchases and pre-positions animal, shelter materials in advance of emergency events.
- Provides health education in the areas of food preparation and storage.
- After diagnosis of disease, circulates warning notice to appropriate officials in order to facilitate a timely and efficient response.

VII. PRIMARY RESPONSIBILITIES

Primary Department	Function (See above for details)
Animal Control	<ul style="list-style-type: none"> ➤ Coordinates veterinary services in affected areas. ➤ Coordinates with ESF #8 on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters. ➤ Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations. ➤ Provides technical support and subject-matter expertise regarding the safety and well-being of household pets. ➤ Conducts critical needs assessments for household pets. ➤ Expedites requests for resources to assist in evacuating and sheltering household pets. ➤ Provides information and recommendations to Unified Command for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce. ➤ Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required. ➤ Coordinates with ESF #9 on search and rescue operations for household pets. ➤ Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery. ➤ Purchases and pre-positions animal, shelter materials in advance of emergency events. ➤ After diagnosis of disease, circulates warning notice to appropriate officials in order to facilitate a timely and efficient response.

Support Department	Function
Emergency Management Coordinator	<ul style="list-style-type: none"> ➤ Assist the Town Supervisor in preparing the declaration of a State of Emergency, and if needed, process requests for State and Federal assistance. ➤ As directed by the Town Supervisor, initiate the activation of the EOC.
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue Disaster Declarations or Emergency Advisories following Article 2B of NY State Executive Law. ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions.

Town of Shelter Island
Emergency Support Function (ESF) #12
Utilities

Primary Agency(s):

- PSEG

Support Department(s):

- Engineering
- Emergency Management Coordinator

I. PURPOSE

ESF #12 is intended to facilitate the restoration of damaged energy systems and components when activated for incidents requiring a coordinated response.

II. SCOPE

ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, and geographic information on the restoration. ESF #12 facilitates the restoration of energy systems through legal authorities and waivers. ESF #12 also provides technical expertise to the utilities, conducts field assessments, and assists government and private-sector stakeholders to overcome challenges in restoring the energy system.

The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. All energy systems are considered critical infrastructure.

ESF #12:

- Addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic events.
- Is the primary point of contact with the energy industry for information sharing and requests for assistance from private- and public-sector owners and operators.
- Maintains lists of energy-centric critical assets and infrastructures, and

continuously monitors those resources to identify and mitigate vulnerabilities to energy facilities.

Restoration of normal operations at energy facilities is the responsibility of the facility owners.

III. CONCEPT OF OPERATIONS

General

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.

Collectively, the primary and support agencies that comprise ESF #12:

- Serve as the focal point within the Town for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation.
- Advise local authorities on priorities for energy restoration, assistance, and supply.
- Assist industry and local authorities with requests for emergency response actions as required to meet the Town's energy demands.
- Assist departments and agencies by locating fuel for transportation, communications, and emergency operations.
- Provide guidance on the conservation and efficient use of energy to local governments and to the public.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #12 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #12 activation. The EOC in turn activates ESF #12 primary staff as required.

V. ORGANIZATION

ESF #12 is coordinated through the Emergency Operations Center (EOC). Local governments have primary responsibility for prioritizing the restoration of energy facilities and are fully and consistently integrated into ESF #12 operations.

VI. ACTIONS

Pre-incident

ESF #12 conducts energy emergency exercises with the energy industry, and local governments to prepare for energy and other emergencies.

ESF #12 works with the private sector to develop procedures and products that improve situational awareness to effectively respond to a disruption of the energy sector.

Incident

The private sector normally takes the lead in the rapid restoration of infrastructure-related services after an incident occurs. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes.

In coordination with local governments, Public Utilities prioritize plans and actions for the restoration of energy during response and recovery operations.

ESF #12 coordinates with other ESFs to provide timely and accurate energy information, recommends options to mitigate impacts, and coordinates repair and restoration of energy systems.

ESF #12 coordinates preliminary damage assessments in the energy sector to determine the extent of the damage to the infrastructure and the effects of the damage on the local energy system.

Post-incident

ESF #12 participates in post-incident hazard mitigation studies to reduce the adverse effects of future disasters.

ESF #12 assists in determining the validity of disaster-related expenses for which the energy industry is requesting reimbursement.

VII. PRIMARY RESPONSIBILITIES

Primary Agency: PSEG

- Identifies and assesses energy system damage.
- Collects, assesses, and provides information on energy supply and demand.
- Contributes to situation and after-action reports.
- Identifies supporting resources needed to restore energy systems.

ESF #12 in concert with ESF #3 – Public Works and Engineering coordinates the activities of the public utilities and provides the utility companies with any special guidance from Shelter Island Town pertaining to priorities of restoration of essential and secondary services. The Department of Public Works provides Building Code Safety assistance prior to and during the energy restoration process.

Primary Agency	Function (See above for details)
PSEG	<ul style="list-style-type: none"> ➤ Identifies and assesses energy system damage. ➤ Collects and provides information on energy supply and demand. ➤ Contributes to situation and after-action reports. ➤ Identifies supporting resources needed to restore energy systems.

Support Department	Function
Engineering	<ul style="list-style-type: none"> ➤ Provide Building Code Safety assistance prior to and during the energy restoration process.
Emergency Management Coordinator	<ul style="list-style-type: none"> ➤ Maintain contact with ESF Primary and support agencies ➤ Monitor the ESF’s progress in meeting targets ➤ Coordinate efforts with private sector/Federal partners ➤ Represent the overall interests of the Town ➤ Provide regular updates to the County EOC

**Town of Shelter Island
Emergency Support Function (ESF) #13
Law Enforcement**

Primary Department:

- Shelter Island Police Department

Supporting Department(s):

- Town Supervisor
- Shelter Island Fire Department
- Emergency Management Coordinator

Supporting Agency(s):

- National Guard
- Southold Police Department
- Suffolk County Police Department
- Suffolk County Sheriffs
- NYS Police

I. PURPOSE

ESF #13 coordinates local law enforcement capabilities and resources to support the full range of incident management activities associated with potential or actual incidents requiring a coordinated response. ESF #13 rapidly deploys components of the local police departments to provide assistance to local authorities when activated for incidents or potential incidents requiring a coordinated local response.

This ESF does not usurp or override the policies or mutual aid and assistance agreements of any local jurisdiction, government, or agency.

II. SCOPE

ESF #13 provides a mechanism for coordinating and providing law enforcement as well as support to other ESFs, consisting of law enforcement capabilities and resources during potential or actual incidents requiring a coordinated response.

ESF #13 capabilities support incident management requirements including, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations. ESF #13 is activated in situations requiring public safety and security.

Primary responsibility for law enforcement lies with local authorities. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) on scene. In larger scale incidents, additional resources should first be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or State authorities,

with incident operations managed through a Unified Command structure.

ESF #13 facilitates coordination of law enforcement, as well as among other ESFs, to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.

When activated, ESF #13 coordinates the implementation (to include mission assignments) and resources that are appropriate for the situation and may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with local authorities and resource availability.

In the event that local police forces (including the **National Guard** operating under State control) are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Governor may request, through the Attorney General, Federal military assistance under Title 10 U.S.C. Chapter 15.

Under 10 U.S.C. Chapter 15, the President may federalize and deploy all or part of any **State's National Guard**. The President may also use the military to enforce Federal law or to protect constitutional rights. Pursuant to law, the President will ultimately determine whether to use the Armed Forces to respond to a domestic law enforcement emergency. Procedures for coordinating Department of Defense (DOD) and Department of Justice (DOJ) responses to law enforcement emergencies are set forth in DOD's civil disturbance contingency plans.

III. CONCEPT OF OPERATIONS

General

ESF #13 is activated when local public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

When ESF #13 is activated, the Shelter Island Police Department, with assistance from supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies or other ESFs.

ESF #13 shall provide personnel to staff the Emergency Operations Center (EOC), the Incident Command Post (ICP) and the Joint Information Center (JIC).

ESF #13 manages support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and mobilize local security resources and technologies and other assistance to support response operations.

ESF #13 coordinates with local officials to determine public safety and security support requirements and to jointly determine resource priorities.

ESF #13 maintains communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and funded mission assignments.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #13 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for an ESF #13 activation. The Emergency Operations Center (EOC) in turn activates ESF #13 primary staff as required.

V. ACTIONS

When ESF #13 is activated, the Shelter Island Police Department deploys representatives to the EOC. Depending on the situation, an ESF #13 representative may participate in early assessment efforts.

Resolution of resource and mission conflicts involving public safety and security assets engaged in emergency operations is done in accordance with the mechanisms set forth in the *National Response Framework*.

Incident Management Activities:

- **Pre-incident Coordination:** Supporting incident management planning activities and pre-incident actions required to assist in the mitigation of threats and hazards. This includes developing operational and tactical public safety and security plans, conducting technical security and/or vulnerability assessments, and deploying public safety and security resources in response to specific threats or potential incidents.
- **Technical Assistance:** Providing expertise and coordination for security planning efforts and conducting technical assessments.
- **Specialized Public Safety and Security Assessment:** Identifying the need for ESF #13 support and analyzing potential factors (e.g., mapping, modeling, and forecasting for crowd size, impact of weather, and other conditions) that may affect resource allocations and requisite actions affecting public safety and security.
- **General Law Enforcement Assistance:** Providing basic law enforcement assistance during incidents that require a coordinated response. Such assistance may include conducting routine patrol functions and making arrests as circumstances may require.

- **Badging and Credentialing:** Assisting local authorities in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.
- **Access Control:** Providing security forces to control access to the incident site and critical facilities.
- **Site Security:** Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities.
- **Traffic and Crowd Control:** Providing emergency protective services to address public safety and security requirements.
- **Force Protection:** Providing for the protection of emergency responders and other workers operating in a high-threat environment, and for the operational security of emergency response operations wherever they may occur.
- **Specialized Security Resources:** Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective equipment (PPE); etc.

VI. PRIMARY RESPONSIBILITIES

The Shelter Island Police Department, serving as the ESF #13 primary department, represents the ESF #13 agencies and coordinates preparedness activities with ESF #13 supporting agencies, and:

- Provides expertise on public safety and security issues to the Incident Command, when requested.
- Manages ESF #13 preparedness activities and conducts evaluation of operational readiness, including a roster and description of public safety and security activities.
- Maintains close coordination during operations between the affected office(s), other ESFs, and the local Joint Terrorism Task Force.
- Ensures that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the Shelter Island Police Department's responsibility to resolve these issues prior to accepting the mission assignment.

- Facilitates resolution of any conflicting demands for public safety and security resources, expertise, and other assistance.
- Processes mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.
- Obtains initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance.
- Obtains and distributes incident contact information to supporting agency coordinators for emergency responders.
- Assesses requests before committing resources, and ensures responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned.
- Establishes security controls to inhibit the looting of damaged or evacuated homes or businesses.
- Assists in rapid damage assessment operations by utilizing patrol officers equipped with mobile communications equipment.
- Responsible for area evacuation operations.
- Provides for surveillance and coordination of response efforts at emergency scenes.
- Provides facilities and communications equipment for the operation of Shelter Island Town's primary and alternate EOC's.
- Responsible for calling upon municipal police departments for assistance, when needed.

Support Agencies

Each support agency maintains its authority and is responsible, when appropriate and according to resource availability, for providing personnel, equipment, facilities,

technical assistance, and other support as required. In addition, support agencies may be requested to:

- Provide personnel to staff the EOC, Incident Command Post, JIC, as circumstances may require. Supporting agencies may be required to staff other interagency entities or facilities that may be established in the future.
- Provide periodic reports, as requested, regarding agency assets and response capabilities.
- Provide technical subject-matter expertise, data, and staff support for operations, as may be requested by the primary agency.

Primary Department	Function (See above for details)
<p>Shelter Island Police Department</p>	<p>Incident Management Activities:</p> <ul style="list-style-type: none"> ➤ Pre-incident coordination ➤ Technical Assistance ➤ Specialized Public Safety and Security Assessment ➤ General Law Enforcement Assistance ➤ Badging and Credentialing ➤ Access Control ➤ Site Security ➤ Traffic and Crowd Control ➤ Force Protection ➤ Specialized Security Resources <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> ➤ Provides expertise on public safety and security issues to the Incident Command, when requested. ➤ Manages ESF #13 preparedness activities and conducts evaluation of operational readiness, including a roster and description of public safety and security activities. ➤ Maintains close coordination during operations between the affected office(s), other ESFs, and the local Joint Terrorism Task Force. ➤ Ensures that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the Shelter Island Police Department’s responsibility to resolve these issues prior to accepting the mission assignment. ➤ Facilitates resolution of any conflicting demands for public safety and security resources, expertise, and other assistance. ➤ Processes mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.

	<ul style="list-style-type: none"> ➤ Obtains initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance. ➤ Obtains and distributes incident contact information to supporting agency coordinators for emergency responders. ➤ Assesses requests before committing resources, and ensures responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned. ➤ Establishes security controls to inhibit the looting of damaged or evacuated homes or businesses. ➤ Assists in windshield damage assessment operations by utilizing patrol officers equipped with mobile communications equipment. ➤ Responsible for area evacuation operations. ➤ Provides for surveillance and coordination of response efforts at emergency scenes. ➤ Provides facilities and communications equipment for the operation of the Town’s primary and alternate EOC’s. ➤ Responsible for calling upon other area police departments for assistance, when needed.
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Supporting Departments	Functions
Town Supervisor	<ul style="list-style-type: none"> ➤ Issue Disaster Declarations or Emergency Advisories following Article 2B of NY Executive Law. ➤ Provide leadership and play a key role in communicating to the public disaster event information and directions.
Shelter Island Fire Department	<ul style="list-style-type: none"> ➤ Fight fires within fire district boundaries. ➤ Assist with evacuations and/or road closures. ➤ Coordinate with LE under the authority of a Fire Police Coordinator.
Emergency Management Coordinator	<ul style="list-style-type: none"> ➤ Initiate activation of EOC. ➤ Identify critical infrastructure agencies to establish liaisons to directly support emergency operations. ➤ Be the authority for gathering disaster information, coordinating and providing assistance, equipment and resources.

Support Agencies	Functions
<p>National Guard, Southold Police Department, Suffolk County Police, NYS Police, Suffolk Sheriffs</p>	<ul style="list-style-type: none"> ➤ In the event that local police forces are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Governor may request, through the Attorney General, Federal military assistance under Title 10 U.S.C. Chapter 15. ➤ Under 10 U.S.C. Chapter 15, the President may federalize and deploy all or part of any State’s National Guard. The President may also use the military to enforce Federal law or to protect constitutional rights. Pursuant to law, the President will ultimately determine whether to use the Armed Forces to respond to a domestic law enforcement emergency. Procedures for coordinating Department of Defense (DOD) and Department of Justice (DOJ) responses to law enforcement emergencies are set forth in DOD’s civil disturbance contingency plans. ➤ Provide personnel to staff the EOC, Incident Command Post, JIC, as circumstances may require. Supporting agencies may be required to staff other interagency entities or facilities that may be established in the future. ➤ Provide periodic reports, as requested, regarding agency assets and response capabilities. ➤ Provide technical subject-matter expertise, data, and staff support for operations, as may be requested by the primary agency.

Town of Shelter Island
Emergency Support Function (ESF) #14
Recovery

Primary Department(s):

- Town Supervisor

Support Department(s):

- Building Department/Engineering
- Assessors' Office
- Highway Department
- Emergency Management Coordinator

Supporting Agency(s):

- American Red Cross
- Faith-Based Organizations

I. PURPOSE

Emergency Support Function (ESF) #14 – Recovery provides a mechanism for coordinating support to local governments, non-governmental organizations (NGOs), and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF #14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding, and providing technical assistance (such as impact analyses) for community recovery and recovery planning support.

II. SCOPE

ESF #14 may be activated for incidents that require a response to address significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery.

ESF #14 support will vary depending on the magnitude and type of incident.

III. CONCEPT OF OPERATIONS**Assessment**

ESF #14 provides the coordination mechanisms for Shelter Island Town Government to support the assessment of the long-term recovery needs in the impacted areas and

exchange assessment information among departments and agencies.

Coordination

ESF #14 provides the coordination mechanisms for Shelter Island Town Government to:

- Convene interagency recovery expertise to provide strategic guidance to long-term recovery efforts.
- Identify and address long-term recovery issues.
- Avoid duplication of assistance, coordinate program application processes and planning requirements to streamline assistance processes, and identify and coordinate resolution of policy and program issues.
- Identify programs and activities across the public, private, and nonprofit sectors that similarly support long-term recovery and promote coordination between them.
- Identify appropriate programs and agencies to support implementation of comprehensive long-term community planning and identify gaps in available resources.
- Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities.

Technical Support

ESF #14 provides a coordination mechanism for Shelter Island Town Government to:

- Work with local governments; NGOs; and private-sector organizations to support long-term recovery planning for highly impacted communities.
- Link recovery planning to sound risk reduction practices to encourage a more viable recovery.
- Strategically apply subject-matter expertise to help communities recover from disasters.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #14 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #14 activation. The EOC in turn activates ESF #14 primary staff as required.

V. ORGANIZATION

Headquarters: The Town Supervisor serves as the County's ESF #14 coordinator among primary and support agencies. ESF #14 provides representatives to the EOC as requested. Primary agencies are responsible for coordinating ESF #14 planning and recovery activities and strengthening the capabilities of ESF #14.

Regional and Field Operations: The ESF #14 coordinator and primary agencies meet to determine the need to activate ESF #14 elements when the incident is likely to require significant long-term community recovery assistance. Support agencies also have the right to approach the ESF #14 coordinator to request ESF #14 activation and participation. ESF #14 typically organizes within the Operations Section of the Unified Command but may support other sections as required. Agency representation depends on the nature and severity of the incident.

VI. ACTIONS

a. Initial Actions

Pre-incident Planning and Coordination

Primary and support agencies meet regularly to ensure procedures and program/contact information are up to date, to discuss lessons identified from incidents and exercises, and to explore ways to leverage resources by creative use of special program and grant assistance.

ESF #14:

- Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Conducts impact evaluation of prior ESF #14 efforts and other studies as needed to improve future operations.
- Coordinates development of long-term recovery strategies and plans in coordination with other relevant departments and agencies that have independent authorities and responsibilities for addressing key issues regarding catastrophic incidents. These may include:
 - Accessible housing (incident and permanent)
 - Large displacements of individuals including those with special needs
 - Contaminated debris management
 - Decontamination and environmental restoration
 - Restoration of public facilities and infrastructure
 - Restoration of the agricultural sector.
- Develops plans, procedures, and guidance delineating appropriate agency participation and available resources, taking into account the differing technical

needs and statutory responsibilities.

Immediately Prior to Incident (when notice is available)

ESF #14:

- Provides early identification of projects that can be quickly implemented, especially those relating to critical facilities based on existing local plans.
- Collaborates with the other ESFs regarding managing the response in a way that facilitates long-term recovery.

Post-event Planning and Operations

ESF #14:

- Gathers information from departments and agencies and local governments to assess the impacts and needs.
- Convenes interagency meetings to develop an incident-specific action plan delineating specific agency participation to support specific community recovery and mitigation activities and to avoid duplication of assistance to recipients.
- Facilitates sharing of information among agencies and ESFs and coordinates early resolution of issues and the timely delivery of assistance.
- Coordinates identification of appropriate programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- May provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.
- Coordinates with **ESF #6** – Mass Care, Emergency Assistance, Housing, and Human Services; **ESF #8** – Public Health and Medical Services, to identify long-term recovery needs of special needs populations and incorporate these into recovery strategies.
- Coordinates with **ESF #3** - Public Works and Engineering; **ESF #10** - Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.
- Coordinates with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.
- Coordinates implementation of the recommendations for long-term community recovery with the appropriate departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives.
- Facilitates recovery decision-making across ESFs and increases awareness of communities' existing development and hazard mitigation plans.

VII. PRIMARY RESPONSIBILITIES

ESF Primary Department: Town Supervisor

The ESF #14 coordinator or primary department:

- Convenes meetings pre-incident and post-incident to implement ESF #14.
- Ensures appropriate participation from primary and support agencies during the response and long-term recovery efforts.
- Coordinates drafting and publication of ESF #14 operational plans and procedures.
- Represents ESF #14 at interagency operational planning meetings.
- Identify areas of collaboration with support agencies and coordinate the integrated delivery of interagency assistance, issue resolution, and planning efforts.
- Lead planning efforts for areas of agency expertise and lead post-incident assistance efforts for areas of department/agency expertise.

Primary Department	Function (See above for details)
Town Supervisor	<ul style="list-style-type: none"> ➤ Convenes meetings pre-incident and post-incident to implement ESF #14. ➤ Ensures appropriate participation from primary and support agencies during the response and long-term recovery efforts. ➤ Coordinates drafting and publication of ESF #14 operational plans and procedures. ➤ Represents ESF #14 at interagency operational planning meetings. ➤ Identify areas of collaboration with support agencies and coordinate the integrated delivery of interagency assistance, issue resolution, and planning efforts. ➤ Lead planning efforts for areas of agency expertise and lead post-incident assistance efforts for areas of department/agency expertise.

Support Department	Function
Building Department/Engineering	<ul style="list-style-type: none"> ➤ Provides building technology technical assistance, provides assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.
Town Clerks' Office/Auditors	<ul style="list-style-type: none"> ➤ Provide personnel to examine and monitor the overall expenditures or outlays for the emergency effort and develop reports as necessary. ➤ Examine, audit and verify records and accounts kept by the various departments paid County funds resulting from the emergency incident.
Highway Department	<ul style="list-style-type: none"> ➤ Provide emergency contracting assistance and reporting. ➤ Coordinate necessary emergency and permanent facility repairs/renovations to damaged or destroyed Town-operated facilities.

Emergency Management Coordinator	<ul style="list-style-type: none">➤ Maintain contact with ESF Primary and support agencies.➤ Monitor the ESF's progress in meeting the targets of the core capabilities it supports.
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Town of Shelter Island
Emergency Support Function (ESF) #15
Public Information

Primary Department(s):

- Town Supervisor

Support Department(s):

- Emergency Management Coordinator
- Media Department

Supporting Agency(s):

- Local National Weather Service (NWS)
- Others as deemed necessary

I. PURPOSE

ESF #15 ensures that sufficient assets are deployed to the field during incidents requiring a coordinated response to provide accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.

The procedures outlined in this annex are consistent with the *National Response Framework*, which establishes policy, and the National Incident Management System (NIMS), which addresses standardization.

II. SCOPE

ESF #15 coordinates actions to provide the required external affairs support to local incident management elements. This annex details the establishment of support positions to coordinate communications to various audiences. ESF #15 applies to all departments and agencies that may require incident communications and external affairs support or whose external affairs assets may be employed during incidents requiring a coordinated response.

ESF #15 integrates Public Affairs, Community Relations and the private sector under the coordinating auspices of External Affairs. Another component, the Joint Information Center (JIC), ensures the coordinated release of information under ESF #15.

III. CONCEPT OF OPERATIONS

ESF #15 identifies the procedures to resource the external affairs processes necessary for incidents requiring a coordinated response. External affairs resources are coordinated by the ESF #15 representatives in the JIC as directed by the Incident Command System (ICS) Public Information Officer (PIO). ESF #15 provides the resource and implementation mechanisms to ensure delivery of messages developed in coordination with interagency public affairs officials. The ESF #15 staff coordinates messages with public affairs representatives from all involved departments and agencies.

ESF #1 provides air traffic and emergency aviation information to the flying community.

ESF #8 makes available language-assistance services, such as interpreters for different languages, telecommunications devices for the deaf and accessible print media, to facilitate communication with all members of the public. Requests for information may be received from various sources, such as the media and the general public, and are referred to ESF #15 for action and response.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operations orders and mission assignments to activate ESF #15 based on the scope and magnitude of the threat or incident.

The Office of the Town Supervisor notifies the Shelter Island Police Department, Emergency Operations Center, which serves as the focal point for the Town's emergency response and the formal point of contact for ESF #15 activation. The EOC in turn activates ESF #15 primary staff as required.

V. ORGANIZATION

The Incident Commander activates and directs ESF #15 procedures. The ESF #15 coordinator alerts additional supporting departments and agencies to provide representatives to the appropriate ESF #15 location or to provide representatives who are immediately available via telecommunications (e.g., telephone, fax, conference calls) to provide support.

The JIC is activated during incidents requiring a coordinated response.

VI. ACTIONS

- Gathering and disseminating information on the incident.
- Providing incident-related information through the media and other sources in accessible formats and multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident.
- Monitoring news coverage to ensure that accurate information is disseminated.
- Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries.
- Overseeing the key function of media relations.
- Disseminating emergency condition warnings to the general public through social media, Town/Department websites and CodeRed alerts
- Formulation and approval of all media releases.
- Conducting communications planning through an Incident Action Plan with incident-specific guidance and objectives.

VII. PRIMARY RESPONSIBILITIES

Resources provided in support of ESF #15 missions include:

- **Emergency Alert System (EAS):** The Federal Communications Commission (FCC) designed the EAS as a tool to quickly send important emergency information to the public using radio, television, and cable systems. The EAS is required to deliver all EAS messages visually and aurally to be accessible to persons with hearing and vision disabilities.
- **Local National Weather Service (NWS):** Broadcasts NWS warnings, watches, forecasts, and other hazard information 24 hours a day. In addition, this type of activation also activates EAS network at the local level.

Primary Department	Function (See above for details)
Town Supervisor	<ul style="list-style-type: none"> ➤ Gathering and disseminating information about the event. ➤ Providing incident-related information through the media and other sources in accessible formats and multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident. ➤ Monitoring media outlets to ensure information accuracy. ➤ Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries. ➤ Overseeing key Media Relations functions. ➤ Disseminating emergency condition warnings to the general public through social media, Town/Department websites and CodeRed alerts. ➤ Formulation and approval of all media releases. ➤ Conducting communications planning through and Incident Action Plan with incident specific guidance.

Support Department	Function
Emergency Management Coordinator	<ul style="list-style-type: none"> ➤ Organize and coordinate the disaster public information efforts for the Town. ➤ Maintain the communications and information management systems necessary to ensure situational awareness, decision making and resource management.
Media Department	<ul style="list-style-type: none"> ➤ Identify means for securing information as it is developed. ➤ Develop an information release program. ➤ Determine from the EMC if there are any limits on information release. ➤ Develop schedule for regular news briefings.