

TOWN OF WILTON, NEW HAMPSHIRE

Emergency Operations Plan

2019

Wilton Emergency Management

Wilton Emergency Management coordinates the efforts of the town in preparing for and responding to disasters. At one point this was called Civil Defense because of the emphasis for preparedness for a nuclear attack. Priorities have shifted toward an "All Hazard" approach which emphasizes on preparedness, response, recovery and mitigation regardless of the cause.

The goal for Wilton Emergency Management is to make every effort to protect the lives and property of the citizens of Wilton from all types of major emergencies and disasters both man made or natural. This goal will be accomplished through a comprehensive emergency management program. One tool that is vital is the Emergency Operations Plan. This plan highlights the responsibilities, activities, and actions of all of our town departments to mitigate the effects of such emergencies and disasters.

Goals

1. **Mitigation:** Educate the public to respond to early warning to reduce personal harm, suffering or hardship, property and or economic loss and to reduce the effects of normal community activities and services.
2. **Preparations:** Coordinate and manage necessary resources and personnel to respond when situations and events occur.
3. **Response:** Coordinate an effective response early enough in the disaster to reduce the degree of harm, suffering, hardship and disruption associated with the events which cannot be prevented.
4. **Recovery:** Timely restoration of essential services, support systems and routine operations after a situation or event do occur.

TABLE OF CONTENTS

Table of Contents
Record of Revisions and Changes
Statement of Promulgation
Annual Concurrence
Foreword
Signatories to the Town of Wilton Emergency Operations Plan (EOP)

I. Introduction

A. Purpose
B. Scope
C. Structure
D. ESF Descriptions.....

II. Situation and Planning Assumptions

A. Situation
B. Planning Assumptions
C. Hazard Analysis and Assessment

III. Concept of Operations

A. General
B. Plan Implementation..
C. Phases of Emergency Management...
D. Organization and Assignment of Responsibilities
E. Administration, Finance, and Logistics
F. Notification
G. Activation and Deployment
H. State to Local, State, and Federal Interface
I. Continuity of Operations
J. Continuity of Government.....
K. Recovery and Deactivation

IV. Plan Management

- A. Development.. ..
- B. Maintenance . ..
- C. Document Control
- D. Training and Exercises

V. Authorities and References

- A. Statutes and Regulations
- B. References

EMERGENCY SUPPORT FUNCTIONS (ESF)

- 1. Transportation
- 2. Communications and Alerting.....
- 3. Public Works and Engineering
- 4. Fire Fighting
- 5. Emergency Management
- 6. Mass Care, Housing and Human Services.....
- 7. Resource Support.....
- 8. Health and Medical Services . ..
- 9. Search and Rescue
- 10. Hazardous Materials
- 11. Agriculture, Natural and Cultural Resources
- 12. Energy
- 13. Law Enforcement and Security
- 14. Volunteer and Donations Management
- 15. Public Information.....

HAZARD - SPECIFIC ANNEXES

Terrorism Annex

ADMINISTRATIVE APPENDICES

- A. List of Acronyms/Abbreviations
- B. Terms and Definitions
- C. Authorities of Emergency Response Agencies
- D. Hazard Analysis and Assessment
- E. Resource List

RECORD of REVISIONS and CHANGES

- | | | |
|----|--|------|
| 1. | Emergency Management Plan | 2008 |
| 2. | Emergency Operations Plan (ESF Format) | 2008 |

STATEMENT OF PROMULGATION

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

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

The adoption of this plan nullifies all previously adopted Emergency Operations Plans for the Town of Wilton N.H.

The Town of Wilton, NH Emergency Operations Plan is adopted effective this day, the 3-12 of 2019,
2019



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Emergency Management Director

ANNUAL CONCURRENCE

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

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

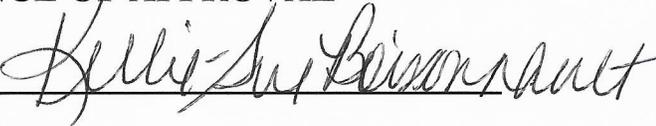
REVIEWED AND APPROVED DATE: 3/12/2019

SIGNATURE: 

TYPED NAME: David Boissonnault

Emergency Management Director

CONCURRENCE OF APPROVAL

SIGNATURE: 

TYPED NAME: Kellie-Sue Boissonnault
Select Board Chair

SIGNATURE: _____

TYPED NAME: Kermit Williams
Selectman

SIGNATURE: 

TYPED NAME : Matthew Fish
Selectman

FOREWORD

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

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

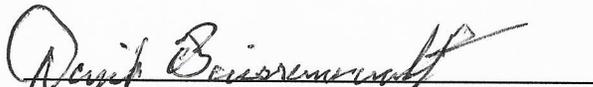

Chairman
Wilton Select Board

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


Select Board


Select Board

Select Board

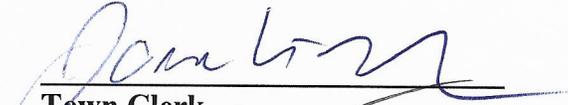

Emergency Management Director

 12 APR 2019
Police Chief

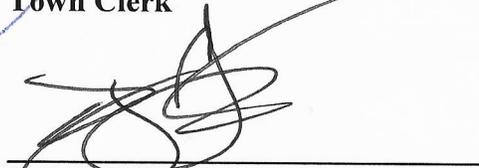

Fire Chief


Health Officer/~~EMS Chief~~


Director Public Works

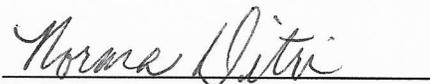

Town Clerk


School Superintendent


Treasurer


Welfare Administrator


Planning Board


Building Inspector

Introduction

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

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

It is the intention of the Town of Wilton to maintain compliance with the National Incident Management System (NIMS) as described in the Memo dated March 1, 2004 from Department of Homeland Security (DHS) Secretary Tom Ridge. Town of Wilton emergency response operations will be organized and managed under the Incident Command System (ICS). The Town of Wilton will continue to develop and refine the Emergency Operations Plan to comply with NIMS requirements as they are developed in the future.

A. Purpose

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

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

B. Scope

1. This **EOP** addresses the emergencies and disasters likely to occur as described in the **Appendix D, Hazard Analysis and Assessment**.
2. Includes those actions that support local and state government efforts to save lives, protect public health and safety, and protect property.
3. Comprises all local departments and agencies assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
 - A. Department and agency assignments are based upon their day-to-day responsibilities, statutory/legislative requirements, and/or Federal regulations.
 - B. Additional assignments may be made through an Executive Order (EO), as the situation warrants.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
5. Describes how State and Federal resources will be coordinated to supplement local resources in response to a disaster.
6. Where possible, this **EOP** corresponds with the National Incident Management System (NIMS) of March 1, 2004. The Town of Wilton EOP establishes the basic elements of the NIMS, including the Incident Command System (ICS).

C. Structure

As shown in *Figure 1, Components of the Town of Wilton EOP* consist of the following:

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

D. ESF Descriptions

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

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

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

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

Emergency Management – Addresses the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the LEOP; the operation of the EOC; incident action planning; situational awareness and information-sharing; and, provides direction and control over the use of local resources.

Mass Care House and Human Services – Addresses, coordinates and reports on the emergency mass care activities of local and partner NGOs responsible for sheltering, feeding, counseling, temporary housing and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

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

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

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

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

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

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

Public Safety and Law Enforcement– Addresses response and recovery activities can include the following: maintaining law and order within legal authority; assisting with the dissemination of alerts,

warnings and notifications; coordinating law enforcement activities from EOCs and command centers as needed to manage resources and personnel; staffing for roadblocks, traffic control points and other sites; conducting law enforcement investigations; providing evacuation/relocation support; providing communications to support agencies; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and, maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

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

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

See Figure 2 on the following page for the Emergency Support Function Assignment Matrix

Figure 2 – Emergency Support Function Assignment Matrix

| Function | CHAIR/Select | Administrator | E.M.D | Police | Fire | E.M.S. | PUBLIC WORKS | Treasurer | PLANNING BOARD | WELFARE | BUILDING INSPECTOR | TOWN CLERK | SCHOOL | Health officer |
|--|--------------|---------------|-------|--------|------|--------|--------------|-----------|----------------|---------|--------------------|------------|--------|----------------|
| Transportation | P | S | S | S | S | S | S | S | S | | | | S | S |
| Communications & Alerting | S | S | S | S | P | S | S | | | | | S | S | |
| Public Works & Engineering | S | S | S | S | S | S | P | | S | | S | | | |
| Fire Fighting | S | | S | S | P | S | S | | | | | | | |
| Emergency Management | S | S | P | S | S | S | S | S | S | S | S | S | S | S |
| Mass Care, Housing, and Human Services | S | S | S | S | S | P | S | | S | S | | | S | S |
| Resource Support | P | S | S | S | S | S | S | S | S | S | S | S | S | S |
| Health & Medical Services | S | S | S | S | S | S | | | | | | S | | P |
| Search & Rescue | | | S | S | P | S | | | | | | | | |
| Hazardous Materials | S | | S | S | P | S | S | | | | | | | |
| Agriculture, Cultural, and Natural Resources | S | S | P | S | S | S | S | S | | | | | S | S |
| Energy | P | S | S | S | S | S | S | S | | | S | | S | |
| Public Safety and Law Enforcement | S | S | S | P | S | | | | | | | | | |
| Volunteer and Donation Management | S | S | P | S | S | S | S | S | S | S | S | S | S | S |
| Public Information | S | | P | S | S | S | S | S | | S | S | S | S | S |

Board of Selectmen = Town Administrator referenced in the plan
P = Primary Agency
S = Support Agency

II. Situation and Planning Assumption

A. **Situation**

The town of Wilton New Hampshire is located in Hillsborough County which is in the south central part of the state. Wilton is bordered by the towns of Milford, Lyndeborough, Temple, Greenville, and Mason. Wilton is mainly a rural community with two major highway routes; Route 101 which runs east and west and Route 31 which runs north and south. The village area is heavily populated with numerous commercial sites as well as housing the two public schools. The town also has its own public water system which routes mainly in the village but also on some rural roads allowing for fire hydrants in the heavily populated areas. The size of the town is twenty four square miles. In the limits of the town are two large flood control dams: one on Dale Street, the other on Old County Road. Some of the other water ways are Souhegan River, Stoney Brook, and Blood Brook. Wilton also has a rail line which runs through town which runs freight as well as a small gravel hauling train. Wilton has two private schools with one of them boarding students.

The emergency services to the town are dispatched through Milford Area Communications which is located in the Milford Town Hall. Police and Fire and EMS are operated by the town. The EMS is housed in Wilton on Forest Road. The police station is located on Burns Hill Road and the fire station is on Main Street. The highway department is located on Whiting Hill Road and the town offices are located on Main Street.

The Fire Department is a member of the Souhegan Mutual Fire Aid and also the Souhegan Mutual Aid Response Team (hazmat organization).

The following natural or man-made hazards are the prime considerations of the Emergency Operations Plan:

- Agri-terrorism
- Arson
- Biological Agent
- Chemical Agent
- Civil Disorder
- Conventional Bomb
- Cyber-Terrorism
- Flooding
- Haz Mat (fixed)
- Haz Mat (transport)
- Ice, Snow and Wind Events
- Multiple Vehicle Accident
- Nuclear Accident
- Nuclear Bomb
- Plane Crash
- Radiological Agent
- Wildland/Urban Fire

Accordingly, the situation is as follows:

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

B. Planning Assumptions

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

1. The town, in conjunction with the State, is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the State and Federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the town of Wilton may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to State and State to Federal government).
6. The State will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.

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

C. Hazard Analysis and Assessment

The hazard analysis and assessment study is located as ***Appendix D, Hazard Analysis and Assessment***, in the Administrative Appendices to this ***EOP***. As of right now on file at the town hall

III. Concept of Operations

A. General

1. Local response operations will be organized and managed under the Incident Command System (ICS).
2. Actions/Activities identified under the concept of operations are based upon the premise that an emergency or disaster event has exceeded the capabilities and resources of local government, thereby requiring State assistance. Such assistance, when authorized, will be provided by State agencies operating under their own authority, or as part of an effort coordinated by the Department of Safety – Bureau of Emergency Management (BEM), operating on behalf of the Governor. The Governor may request assistance from the Federal government if the capabilities and resources of both local and State governments are exceeded.
3. Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as primary, co-primary, or support, to facilitate the provisions of the response actions of the State. A listing of the ESFs and their primary areas of responsibilities that have been adopted by the town of Wilton are located on pages 3-6, Basic Plan.
 - A. Each ESF has been assigned a number of functions to support response operations in an emergency situation. The designated primary agency, with the assistance of one or more of the support agencies, is responsible for managing the activities of the ESF and ensuring the missions are carried out, as necessary. The primary and support agency assignments for each of the ESFs are identified by **Figure 2, Emergency Support Function Assignment Matrix** shown earlier in Section I
 - B. Specific functional missions, organizational structures, response actions, primary and/or co-primary, and support agency responsibilities are described in the individual ESF sections to the **EOP**.
4. Based upon the situation, primary, co-primary, and support agencies may be authorized to provide assistance in support of local operations without an executive order or proclamation of a STATE OF EMERGENCY.

B. **Wilton Emergency Operations Plan (EOP) Implementation**

The plan has the force and effect of law as promulgated by RSA 21-P:37. Plan implementation, and the subsequent supporting actions taken by local government are specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from the disaster scene. The plan is in effect for preparedness, response, and initial recovery activities when a major emergency or disaster occurs or is imminent.

C. ***Phases of Emergency Management***

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

1. ***Mitigation***

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

2. ***Preparedness***

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

3. ***Response***

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

4. ***Recovery***

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

D. Organization and Assignment of Responsibilities

1. General

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

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

2. Emergency Operations Center (EOC)

The Primary EOC is the facility that is used to coordinate a local response to any major emergency or disaster situation. It is located at the Wilton fire station. Security and maintenance of the EOC facilities will be carried out in accordance with EOC SOPs to be developed by the EMD. In the event the Primary EOC is threatened, an alternate EOC may be activated at the Wilton police station

3. Organization

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

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

A. Command and Control Section

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

- 1) Coordinate all emergency response functions in the EOC.
- 2) Establish and maintain a facility to be used as the EOC for centralized direction,

- coordination, and control of emergency operation.
- 3) Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements, and functional operating procedures /guide

B. Operations Section

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

C. Information & Planning Section

This element includes information and planning activities to support operations. It also includes functions to collect and process information; develop information into briefings, reports, and other materials; display pertinent information on maps, charts, and status boards; consolidate information for response and recovery actions; provide an action tracking system; and provide technical services in support of operations. During activations of the EOC, the Information and Planning Section will be supported by each of ESFs represented in the EOC.

D. Logistics Section

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

E. Administrative & Finance Section

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

4. Responsibilities

The following describes the general responsibilities and duties of the respective decisions:

The Chairman of the Select Board is responsible for:

- Supporting Emergency Management efforts in establishing, equipping and staffing an Emergency Operations Center (EOC).
- Protecting life and property through executive decisions assisted by all departments and organizations stated herein.
- Requesting and coordinating all military assistance through the Bureau of Emergency Management (BEM).
- Issuing the Declaration of a State of Emergency.
- Coordinating financial support for emergency response and recovery operations.
- Assist in issuing emergency evacuation recommendations.
- Providing emergency public information and instructions.
- Coordinating emergency shelter, feeding and clothing.
- Providing leadership for disaster mitigation program.

The Town Administrator / Select Board is responsible for:

- Supporting emergency management in establishing, equipping and staffing an Emergency Operations Center (EOC).
- Protecting life and property through executive decisions assisted by all departments and organizations stated herein.
- Support dissemination of public information.

The Emergency Management Director (EMD) is responsible for:

- Coordinating emergency operations training for all departments.
- Conducting test exercises of a multi-department nature and assisting departments to conduct their own test exercises.
- Coordinating the emergency operations.
- Assisting in providing for the protection of life and property.
- Maintaining of the Emergency Operation Plan.
- Assisting all departments in maintaining and training auxiliary forces.
- Gathering and analyzing all information and instructions for the general public to be released by the Chairman.
- Providing and maintaining an up-to-date departmental emergency operations plan and assisting other departments in providing and maintaining their own departmental emergency operations plans.
- Providing information on existing and potential resources.
- Providing and coordinating administrative support for the EOC.
- Coordinating emergency functions for community or organizations and industries.
- Coordinating the rationing of essential community resources and supplies, as directed by the Town Administrator.
- Coordinating the training and assignment of public shelter management and staff.
- Establishing a community shelter plan.
- Training and assigning radiological personnel and maintaining radiological equipment.

The Police Department is responsible for:

- Providing emergency operations training for its own personnel, assisted by the Emergency Management Director (EMD).
- Conducting its own test exercises, as coordinated by the EMD.
- Protecting life and property, assisted by all departments.
- Providing crowd control, assisted by the Fire Department.
- Dispersing its own equipment and manpower to strategic locations, as necessary.
- Maintaining and training its own auxiliary forces, assisted by the Emergency Management Director.
- Coordinating regional police mutual aid.
- Assisting the Fire Department in providing radiological monitoring capability.
- Coordinating all emergency traffic control procedures within the community.

The Fire Department is responsible for:

- Emergency operations training for its personnel.
- Conducting test exercises, as coordinated by the Emergency Management Director.

- Assisting the Police Department in providing crowd control.
- Dispersing its own equipment and manpower to strategic locations, as necessary.
- Providing a monitoring capability for radiological accidents or incidents.
- Containing and extinguishing fires.
- Coordinating regional fire mutual aid.
- Providing rescue operations and emergency medical services.
- Receiving warnings from the County Sheriff's Office National Alert and Warning System (NAWAS) point and alerting local officials.
- Developing a public warning plan and system.
- Coordinating the emergency communications system.
- Supervising emergency operations in hazardous materials accidents or incidents.

The Highway Department is responsible for:

- Providing emergency operations training for members of its own staff, assisted by the Emergency Management Director.
- Assisting in the protection of life and property.
- Dispersing its own equipment and manpower to strategic locations, under direction of the EOC/EMD.
- Maintaining and training its own auxiliary forces, assisted by the Emergency Management Director.
- Coordinating regional highway mutual aid.
- Keeping streets clear of debris.
- Providing refuse disposal.
- Coordinating emergency transportation.
- Coordinating restoration of utility services.
- Coordinating damage assessment activities.

The School Superintendent is responsible for:

- Providing emergency operations training for its own personnel, assisted by the Emergency Management Director.
- Conducting test exercises, at the COMMUNITY School, as coordinated by the Fire Chief.
- Coordinating regional mutual aid within the SAU.
- Assisting the Red Cross in the mass feeding and sheltering of evacuees.
- Coordinating emergency operations planning in all public schools and maintaining an up-to-date school department emergency implementation plan.

The Building Inspector is responsible for:

- Coordinating emergency repairs to essential community structures.
- Coordinating damage assessment activities.
- Maintaining an accurate record of all issues which need to be addressed in an effort to maintain or reestablish State code compliance or health and safety issues.
- Monitoring all temporary facilities to maintain health code compliance.

The Town Treasurer is responsible for:

- Maintaining records of emergency expenditures.
- Advising selectmen on the disbursement of town funds.

The Town Clerk is responsible for:

- Providing population data.
- Protecting all town records

The Health Officer/ EMS is responsible for:

- Enforcing public health standards.
- Assisting in coordinating emergency shelter and feeding.
- Directing inoculation or immunization.
- Coordinating emergency health care planning.
- Liaison with Local Hospital

The Welfare Administrator is responsible for:

- Coordinating with American Red Cross.
- Coordinating volunteers and donations.

The Planning Board is responsible for:

- Providing maps for planning and EOC display purposes.
- Collecting and providing ESF status information for inclusion into Situation Reports (SitRep).

E. *Administrative, Finance, and Logistics*

1. ***Administrative***

- A. During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal methods should be stated in the State of Emergency declarations, or as specified in the ***EOP*** and its supporting documents.
- B. Local response elements will include provisions for documenting all disaster related expenditures using accepted accounting procedures. Such accounting documentation will support the Town's request for supplemental assistance.
- C. Upon activation of the ***EOP***, each delegated representative of the emergency response team shall ensure that personnel, property, equipment, supplies and vehicles are accounted for and protected. In addition, assurances for rapid deployment should be maintained.
- D. All elements of town departments and offices shall implement established resource controls and determine the availability and accessibility of such resources. Additional required resources needed to support the emergency operation should be identified.
- E. When local resources have been exhausted, requests for assistance will be submitted to the State EOC.
- F. Training of emergency operations staff will be conducted annually through in-house training sessions, exercises, actual response, and Bureau of Emergency Management (BEM)/Federal Emergency Management Agency (FEMA) courses. If warranted, the EMD training staff will conduct accelerated/refresher training on an appropriate subject matter during periods of increased readiness status.

2. ***Finance***

- A. Funding allocations to meet the needs of an emergency situation is met by:
If a disaster declaration is requested by the Governor, through FEMA Region I, to the President of the United States, and if such is declared, then reimbursement of associated disaster activity expenses may be available through FEMA. Procedures for

applying for Federal disaster assistance funds will be in accordance with prescribed State and Federal disaster assistance protocols and procedures.

- B. A major disaster or emergency may require the expenditure of large sums of State and local funds. Financial operations may be carried out under compressed schedules and intense political pressures requiring expeditious actions that meet sound financial management and accountability requirements.
- C. Town departments designated as primary and/or co-primary agencies for the ESFs, conducting emergency support activities, will be responsible for establishing and maintaining financial support and accountability during emergency operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments.
- D. The town of Wilton is responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

3. *Logistics*

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

4. *Mutual Aid Agreements*

No single local jurisdiction will have all the personnel, equipment, and materials required to cope with a major emergency or disaster. Additional assistance may be rendered through a system of mutual aid agreements, which provide for obtaining additional resources from non-impacted inter/intra-jurisdictional governmental agencies and other organizations. Mutual aid agreements are an essential component of emergency management planning, response, and recovery activities. These agreements can significantly increase the availability of critical resources and improve response and recovery efforts. According to *Title I, The State and Its Government, Chapter 21-P, Section 21-P:40 Mutual Aid Arrangements* of the Revised Statutes Annotated (RSAs), it is the responsibility of local government to ensure that local emergency operations plans

contain adequate provisions for the rendering and the receipt of mutual aid.

F. Notification

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

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

G. Activation and Deployment

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

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

H. State to Local, State, and Federal Interface

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

1. Once the **EOP** and the EOC has been activated, the linkage within the local EOC and the State

EOC will be established and maintained. The following highlights the issues regarding this linkage with specifics found in the individual ESFs:

- A. **Points of Contact:** A list correlating the local and state functional counterparts and primary contacts, will be provided during the initial notification phase and thereafter upon changes in status. In addition, a current copy of *Figure 2, Emergency Support Function Assignment Matrix*, of the *EOP*, will be attached to the initial notification to the State EOC. This figure lists the functional ESFs and assigns primary, co-primary, and support State agencies to each function.
 - B. Status reports, compiled by EOC Staff will be forwarded to the Emergency Management Director at the State EOC.
 - C. **Software Compatibility:** The town of Wilton has standardized software with Microsoft 2000 and Microsoft XP. The Department of Safety – Bureau of Emergency Management and the State EOC has standardized software with Microsoft Office 2000 and Microsoft XP. FEMA has standardized using Microsoft Office 2000. No conflicts are apparent.
2. The state to local interface will be specified with each *Local EOP* and will be guided by emergency management and *Communications and Alerting*. Unless otherwise noted, the chief elected official (CEO) of the jurisdiction is responsible for direction and control within the jurisdiction and an emergency management director is appointed and shall have direct responsibility for the organization, administration, and operation for emergency management within said jurisdiction.

I. Continuity of Operations (COOP)

1. The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of State and local governments to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the town of Wilton establishes and maintains the capability to provide mitigation, preparedness, response, and recovery functions during emergencies or disasters.
2. The Emergency Management Director is responsible for developing, maintaining, and exercising a COOP Plan for the Town. The EMD is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.
3. In order to ensure effective emergency operations, the following should be considered:
 - A. That State and local governments provide a capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - B. That local emergency response departments provide for the following during emergency operations:
 - 1) Each element have designated and trained personnel available for EOC

- deployment; and
- 2) Each element maintains and updates notification lists, twenty-four hour staffing capabilities, and standard operating procedures/guides (SOPs/SOGs).
- C. Each of the emergency response departments will also develop and maintain policies, plans and SOPs/SOGs to ensure the capability to provide essential services/functions sustainable during emergencies and/or disasters.
- 4. In the event the primary EOC is inaccessible, is damaged to the point it is rendered inhabitable or is destroyed, the EMD will take action to relocate local emergency operations to the alternate EOC site.
 - A. The alternate EOC is located at the Police Station.
 - B. The EMD is responsible for developing and maintaining an EOC Relocation Procedures/Guides and/or Checklists, as appropriate.

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

- 1. In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.
- 2. The following is the Line of Succession that has been established for the town of Wilton of those whom report to the Board of Selectmen. The Emergency Management Director (EMD) will exercise Direction and Control. In the event the EMD is not available, the position of Chief Executive is filled in succession as listed below.
 - A. **Fire Chief-Deputy EMD**
 - B. **Police Chief**
 - C. **Assistant Fire Chief**
 - D. **Deputy Fire Chief**
 - E. **Highest Ranking Fire Officer**
- 3. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for the Town.

K. Recovery and Deactivation

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

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

and in coordination with appropriate local, State, and Federal governments.

IV. Plan Management

A. Development

1. The EMD will coordinate the development of this *EOP*. The development of the ESF components, SOPs/SOGs, alerting and notification lists, and resource inventories, shall be developed by the primary, co-primary, and/or support agencies within the functional ESFs, as assigned.
2. In addition, the development will include the coordination between local, State, and Federal governments to ensure the necessary link with all jurisdictions having emergency response capabilities met.

B. Maintenance

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

1. EMD will conduct the overall plan review and report to the board of Selectmen with recommended revisions on an annual basis. EMD will request from the primary, co-primary, and support agencies the necessary updates as noted below.
2. Review of the functional ESFs by the respective primary, co-primary, and support agencies will be conducted every two years; SOPs/SOGs yearly; resource inventories and notification and recall lists on a six (6) month basis.
3. Review procedures following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within forty-five (45) days.
4. Major changes that affect the Situation and Assumptions and Concept of Operations sections of the *EOP* will be made, as required. The department head shall approve major changes. Authority to revise and/or update routine documents such as SOPs/SOGs, notification and recall lists, and resource inventories, shall be made by the primary, co-primary, and support agencies.
5. All changes, revisions, and/or updates shall be forwarded to the EMD for review, editing, publication, and distribution to all holders of the *EOP*. If no changes are required, EM is to be notified in writing, by the respective department, agency or office that the plan and associated ESF, and all supporting documents, have been reviewed and are considered valid and current

C. Document Control

1. The EMD is responsible for establishing and maintaining a document control system for all emergency management planning documents, as appropriate.

The document control system will include the following:

- 1) Inventory Control Numbering System for plans.

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

D. Training and Exercises

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

V. Authorities and References

A. Statutes and Regulations

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

B. References

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

1. FEMA, State and Local Guide (SLG) - 101, Guide For All-Hazard Emergency Operations Planning, September 1996.
2. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
3. Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State

- and Local Emergency Operations Plans, October 1992.
4. Federal Response Plan, April 1999.
 5. Wilton Emergency Management Plan,
 6. Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
 7. Federal Emergency Management Agency, CPG 1-20, Guide for EOC Operations.

TRANSPORTATION

Co-Primary Agencies:

Police Department
Fire Department

Support Agencies:

Emergency Management Director
Public Works Department
School Superintendent
EMS

I. Introduction

A. Purpose

To provide a coordinated response in the management of transportation needs.

B. Scope

This ESF provides for local transportation support including:

1. Management and coordination of transportation activities to support the effort of local agencies.
2. Establishing priorities and/or allocating transportation resources, processing of all transportation requests, managing air and marine traffic, determining the priority of highway repair, conducting damage assessment, and coordinating emergency management activities with neighboring jurisdictions and state agencies.
3. Processing overall coordination of request for local transportation support.
4. Obtaining transportation services and providing visibility of transportation assets into and out of impacted areas.
5. Assessing the damage to transportation infrastructure, analyzing the effects of the disaster on the local and regional transportation system, monitoring the accessibility of transportation capacity and congestion in the transportation system, and implementing management controls, as required.
6. Assisting in the design and implementation of alternate transportation services, such as mass transit systems, to temporarily replace system capacity lost to disaster damage.
7. Coordinating the clearing and restoration of the transportation resources.
8. Documenting of transportation needs and reporting to the local EOC, if applicable.

II. Situation and Planning Assumptions

A. Situation

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

Areas in Wilton that might require an evacuation to be recommended would include:

- Designated floodplains and areas subjected to river flooding due to ice/debris jams.
- Areas around a potentially dangerous hazardous materials accident.
- Areas downwind of a hazardous chemical materials accident.
- Areas subjected to outages of power, water or home heating materials.
- Areas affected by sabotage, terrorist activities or civil disturbance.
- Structures, which are or could, become unsound due to fires, earthquakes, hurricanes, tornadoes and other major natural or technological phenomena.
- Areas threatened by advancing forest fires.
- Areas around or near crashed aircraft.

By state law, RSA 21, the Governor of New Hampshire may only recommend evacuation as being in the best interests of the safety and welfare of the citizens. On-scene commanders and local officials may recommend evacuation in local emergency situations.

Although most adults in the Town of Wilton own or have use of a private vehicle and would evacuate using that vehicle, the Town, assisted by state government, will provide school buses and available commercial vehicles to transport those who do not own or have use of a vehicle or who cannot ride with friends, relatives or neighbors.

The major evacuation routes for the Town of Wilton will be:

Route 101 East and West
Route 31 North and South

Some building have established evacuation plans for fire safety which could be use in other types of emergencies.

It is assumed that patients in appointments will be picked up and relocated by relatives/friends/caregivers. Relocation of patients in acute-care status and the transportation of same must, of necessity, be made at the time of emergency and on a case-by-case basis. Prisoners being held by the Police Department who could not be released would be transferred for incarceration.

III. Concept of Operations

A. General

In accordance with the Town of Wilton Emergency Operation Plan and this ESF, the Police and Fire Departments are responsible for coordinating transportation activities. The Standard Operating Procedures to be established by these Departments will provide the framework for carrying out these activities.

Requests for assistance will be forwarded to the Town of Wilton EOC. It is important that the Public Works Director maintain close coordination with the local EOC when it is in full operation, in order to support the Police & Fire Department.

When transportation requests exceed the capability of the Town of Wilton, and with the approval of the Select Board, the EMD will coordinate transportation activities with the local EOC and the lead staff member for ESF Transportation.

B. Notification and Activation

Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF Transportation activities from the EOC.

C. Recovery Actions

Once recovery efforts have been initiated, the ESF will assist, coordinate, and facilitate the transportation needs required to re-enter the affected areas. Those requirements will include personnel and vehicle capabilities.

D. Deactivation

IV. Roles and Responsibilities

The Emergency Management Director will:

- Coordinate overall direction of the evacuation procedures.
- Begin the public warning procedures.
- Determine the approximate number of people involved.
- Notify the Public Works Director, local Greater Nashua Chapter of the Red Cross and the School Superintendent to begin sheltering procedures.
- Notify NH Homeland Security and Emergency Management and request state and/or federal assistance.
- Disseminate information and instructions to the public through the local media via a Public Information Officer.
- Instruct EOC and operation staff to implement their evacuation procedures.
- Perform such other functions as directed by the Select Board Chair.

The Public Works Director will:

- Assist in emergency transportation.
- Provide barricades, cones and/or other devices for traffic control.
- Assist in manning control points designated by the Police Department.
- Provide for and maintain clearance of the evacuation routes.
- Clear parking areas at the shelter, if necessary.
- Request assistance from local contractors for personnel and equipment, if necessary.

The Police Department will:

- Continue ongoing disaster operations.
- Coordinate emergency transportation routes.
- Establish and maintain control points to maximize traffic flow.
- Organize patrols to provide security in the evacuated areas.
- Distribute personnel and vehicle identification to key workers and emergency services personnel.

The Fire Department will:

- Maintain ongoing disaster operations.
- Provide recommendations on areas to be evacuated due to hazardous materials accidents in concert with additional agencies.
- Provide post-evacuation fire surveillance.
- Maintain emergency communications capability.
- Assist those special needs persons needing assistance to relocate.

The EMS and Health Officer will:

- Treat and move injured and provide for their evacuation.

The School Superintendent will:

- Maintain control over schools and advise the schools of planned actions, early closings, sheltering or evacuation in concert with established and maintained plans.
- Coordinate with the Public Works Director and School Bus Service for the planned actions as listed above, and to provide for tracking of people transported.
- If the school is used as a community shelter, assure the schools are closed to students at the time sheltering is planned to start and to provide space and materials as needed.
- Make school properties available as pick up points.
- Provide a representative at the EOC for school issues.

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

All Wilton Operating Procedures (School, Fire, Police, EMS, Highway.)

B. Interagency Agreements/Compacts/Mutual Air Agreements

Fire Department Mutual Aid Agreements

Police Department Mutual Aid Agreements

COMMUNICATIONS AND ALERTING

Co-Primary Agencies:

Police Department
Fire Department

Support Agencies:

Select Board
Emergency Management Director
Public Works Department
School Superintendent
EMS/Health Officer

I. Introduction

A. Purpose

In the event of an emergency or disaster, Emergency Support Function (ESF) Communication & Alerting will assign the responsibilities and establishment of procedures to provide communications and alerting for the Town.

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

The Fire, Police, EMS and Public Works currently maintain radio networks for conducting day to day operations. These departments have base stations and mobile radios for dispatching field forces and interfacing with other systems, both regional mutual aid and state agencies.

These local networks, by necessity, must form the basis of an Emergency Communications System. In addition, telephones will be utilized as long as those systems are in the operation. If needed, and available, cellular phones, amateur radio (HAM), citizens band networks may be used to augment the existing communications capability.

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

III. Concept of Operations

A. General

Communications & Alerting manages and coordinates communications and alerting activities during existing or potential emergency conditions, using established communication organizations, processes, and procedures. Primary responsibility for the assessment and determination of communication requirements will rest with the Police and Fire Departments along with the appropriate support agencies.

B. Notification and Activation

Upon notification of an emergency alert, the Police and Fire Departments will establish communication links with the following:

- Local Emergency Operation Center (EOC)
- Emergency Response Personnel
- Estate EOC (Not sure if you meant State EOC or if this is a name for something)
- Police & Fire Mutual Aid Systems
- Surrounding Town of Wilton EOCs
- Emergency Alert System Local Radio Stations

Immediate notification to the general public of an imminent or actual emergency is an essential function of government and this capability must be maintained. Methods of alerting the public will consist of any of the following:

- Outdoor Warning Devices (sirens, air whistles, etc.)
- Church Bell
- Loudspeaker – Equipped Vehicles
- Door-to-Door Canvassing
- NOAA Weather Radios
- Emergency Alert System
- Cable TV Systems
- Word of Mouth by friends, relatives and/or neighbors

C. Emergency Response Action

Immediately following the notification sequences, the following actions should occur:

- Ranking Police Officer on Duty, upon deciding that EOC activation is warranted, notifies local dispatch to contact EMD or Deputy EMD. Fire Department Dispatch shall contact the EMD who may approve the activation and notification. Upon verbal approval, Police and Fire Chiefs shall make the initial notification using the phones and their paging software.
- Upon activation, the Emergency Management Director or designee will take charge of EOC operations. The executive and operation staff positions shall be filled and shall report their state of readiness and recommendations to executive staff.
- Members of the executive staff will determine which, if any, other officials and staff should be notified/requested.

- The Chair of the Select Board and/or one of the other Select Board members shall be notified of all EOC activations. Those involved shall consider seeking the Chair of the Select Board's authorization to declare a local state of emergency, if necessary.

D. Deactivation

Partial deactivation will be determined by the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operation elements at the local EOC. Some elements of Communications & Alerting may continue to be operations to support the recovery phase of the operations, which may remain active for an extended period of time.

IV. Roles and Responsibilities

All Primary and Support Departments will:

- Maintain and test their own communication equipment.
- Establish written procedures for communications,
- Emergency Management Director shall provide and coordinate emergency communications training as required.
- Develop and maintain the personnel notification procedures lists for their department.

The Police Department will:

- Organize and control emergency communications.
- Receive warnings from the National Weather Service and/or State Emergency Management via the NAWAS.
- Notify immediately the Chairman and EMD of the emergency message received.

The Fire Department will:

- Upon notification of an emergency alert, the Fire Department Dispatch shall make required notification per Fire Department SOPs.
- Coordinate communications between the Police, EMS, and Fire Departments.
- Provide communication equipment for first responders, as needed.
- Provide communication support.

The Emergency Management Director will:

- Coordinate communications between the Police EMS and Fire Departments.
- Authorize activation of the local area EAS and other warning systems.
- Research and obtain additional communication resources.

The Select Board will:

- Support the emergency communications network as appropriate.
- Act as primary contact person to disseminate emergency information and instructions to the public.
- Authorize activation of the local area EAS and other warning systems.

The Public Works Director will:

- Support communications between the Police, Fire, and Public Works Departments.

The School Superintendent will:

- Receive and disseminate emergency information and instructions to all school principals.

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

B. Interagency Agreements/Compacts/Mutual Aid Agreements

PUBLIC WORKS AND ENGINEERING

Primary Agency:

Public Works Department
Fire Department

Support Agencies:

Police Department
Fire Department
Building Inspector

I. Introduction

A. Purpose

To provide for and to implement procedures and policies in coordinating all engineering resources and expertise in surveying and assessing damage and initiating emergency repair of public highways, right of ways, bridges, public building, and critical facilities; emergency ice, snow and debris removal, and emergency demolition of unsafe structures.

II. Situation and Planning Assumptions

A significant disaster may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety.

Debris may make streets and highways impassible. Public utilities may be damaged and/or partially or totally inoperable.

Sufficient resources may not be available to state and local jurisdiction to meet emergency requirements. Federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient and effective response and recovery from the event.

III. Concept of Operations

A. General

This ESF will provide support to the local emergency response efforts following a disaster. Coordination will be maintained between local, state and federal officials as appropriate, in order to maximize efforts. This ESF will work closely with Information & Planning, in order to provide damage assessment information.

B. Notification and Activation

Upon determination of an impending or actual incident requiring Public Works & Engineering capabilities, the EMD will request agency representatives to implement these ESF activities from the EOC.

C. Emergency Response Actions

Immediately following the notification and staffing of this ESF, attention should be directed towards, but not be limited to, the following:

Compiling and evaluating damage assessments from town departments and staff.
Establishing communications with field units/facilities and public works director.
Coordinating additional engineering and construction resources as needed.

D. Recovery Actions

Upon determination that emergency conditions have stabilized or are improving, the EMD shall direct recovery actions to commence.

E. Deactivation

Partial deactivation would occur based upon the current level of response and recovery operations and at the discretion of the EMD. Full deactivation would occur following termination of response and recovery field operations.

IV. Roles and Responsibilities

The Public Works Director will:

- Coordinate resources and provide support and personnel in response to disasters, including terrorist incidents/attacks.
- Assist in mobilization needs for resources, manpower and equipment.
- Coordinate transportation activities.
- Provide emergency debris clearance to allow emergency personnel and equipment the ability to perform lifesaving and life protection activities.
- Provide temporary construction of emergency access routes necessary for passage of emergency response personnel.
- Assist in the restoration of critical utility services, including electric, telephone, and propane.
- Maintain a list of qualified private contractors to assist in the restoration of critical facilities.
- Collect and provide the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - a. Status of debris removal activities
 - b. Status of Critical Facilities

- c. Emergency Access Routes
- d. Unmet Needs
- e. Status of public utility services restoration

The Police Department will:

- Provide personnel and equipment to manage and operate staging areas, as needed.
- Coordinate traffic control activities.

The Fire Department will:

- Stabilize or demolish damaged structures or facilities determined to be an immediate threat or hazard to public safety.
- Provide resources in response to terrorist incidents/attacks. Assist in damage assessment with federal, state and local officials.
- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.

The Building Inspector will:

- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.

V. References

A. Interagency Agreements/Compacts/Mutual Aid Agreements

New Hampshire Public Works Mutual Aid
Police Mutual Aid Agreements
Fire Mutual Aid Agreements

FIRE FIGHTING

Primary Agency:

Fire Department

Support Agencies:

EMS/Health Officer
Emergency Management Director
Police Department
Public Works Department

I. Introduction

A. Purpose

To provide a coordinated response of local resources for the mitigation of wildland fires, urban/rural fires, structural fires, and incidents of a magnitude that require the expertise of the firefighting community resulting from a natural, man-made or technological disaster

B. Scope

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

II. Situation

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

The Fire Department is a volunteer organization of 33 members headed by a Fire Chief and is as well-equipped to perform its assigned functions as any community of a comparable size. It is a member of the Souhegan Fire Mutual Aid System. The Fire Station has emergency back-up power.

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

The Fire Department maintains Standard Operating Guidelines (SOGs) for fire suppression and regularly trains its personnel in those procedures, and coordination with other emergency services is standard procedure.

III. Concept of Operations

A. General

The Community Fire Department is the primary agency responsible for local operations to mitigate the effects of urban and wildland incidents in the Town.

B. Notification and Activation

Upon notification of the Fire Department of an emergency requiring implementation of this EOP, the EMD will be requested to activate and coordinate Fire Fighting activities from the EOC.

C. Emergency Response Actions

Upon notification of an impending emergency the ranking officer in charge will perform the following functions:

- Begin warning procedures per guidelines, upon approval of the Town Select Board
- Begin call-up of additional department personnel
- Recruit additional personnel if needed
- Begin emergency communications procedures
- Notify the Chair of the Select Board and the Emergency Management Director of the state of readiness of the department, and request outside assistance if necessary
- Report to the EOC when directed by the Chair of the Select Board, and delegate the on-scene command of the department to the Assistant Chief
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires
- Report any power outages to PSNH
- Provide personnel to other emergency services to augment their capabilities, if available
- The Fire Department will implement existing operating procedures, mutual aid agreements, and notification as outlined within existing protocols

D. Recovery Actions

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

- Coordinate decontamination functions, if necessary
- Assist in providing security for disaster-affected areas, if requested
- Coordinate in clean-up operation
- Coordinate outside fire-suppression assistance
- Perform such other functions as requested by the Town Administrator to alleviate suffering and return the citizens of the Town of Wilton to as near normal conditions as possible

E. Deactivation

Partial deactivation would occur based upon the current level of response and recovery operations and at the discretion of the EMD. Full deactivation would occur following termination of response and recovery field operations.

IV. Roles and Responsibilities

The Fire Department will:

- Extinguish and contain all fires.
- Receive the notification of an actual or impending emergency and forward it to the Select Board and the Emergency Management Director per discretion of the Fire Chief.
- Disseminate emergency warnings to the general public.
- Perform such other functions for the protection of life and property as deemed necessary by the Fire Chief in accordance with NHRSA's.
- Train fire personnel for multi-hazard response and discipline.
- Establish procedures to provide fire protection in evacuated areas and to provide roving fire watch patrols.
- Maintain an up-to-date inventory of personnel and equipment.
- Provide personnel and equipment in the implementation of Resource support.

The Public Works Department will:

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

The Police Department will:

- Coordinate traffic control.
- Coordinate emergency transportation routes.

The Emergency Management Director will:

- Establish the Emergency Operations Center, as needed.

The EMS Department will:

- Support the Fire Department with needed life saving measures.

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

Fire Department Standard Operating Procedures (SOPs) for fire suppression.
Police SOPs for Response to Hazardous Materials

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Department Mutual Aid Agreements

Police Department Mutual Aid Agreement

VI. Attachments

EMERGENCY MANAGEMENT

Primary Agency:

Emergency Management Director

Support Agencies:

All Departments involved in
Response Operations

I. Introduction

A. Purpose

The purpose of this ESF is to address the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the EOP; the operation of the EOC; incident action planning; situational awareness and information-sharing.

B. Scope

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

1. **Information Processing** in order to process essential elements of information from local, state, federal, and other resources and to disseminate in order to provide for adequate response activities.
2. **Reports** to consolidate information, document response activities and to provide essential information to local state, federal and other sources.
3. **Displays** to maintain information and status in order to facilitate briefings and current activities.
4. **Planning and Support** for consolidating data to support the preparation of the Incident Action Plan.
5. **Technical Services** to coordinate remote sensing and reconnaissance requirements; provide hazard-specific technical advice to support operation planning, and use additional subject matter experts or technical specialists, as needed.

II. Concept of Operations

A. General

Typically, the activities of EMERGENCY MANAGEMENT will commence once the Local EOC is activated due to an emergency situation. The following provides an overall description of the concept of operations.

In response to an incident, the following may occur:

1. Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - a. Gross assessment of disaster impacts including the identification of the boundaries of the damage areas, type and severity of the damages, including status of vital facilities.
 - b. Provide general assessment of the status of government operations.
 - c. Select or validate, as necessary, the operational status of critical facilities such as staging areas, mobilization centers, etc.
2. The assessment of the incident, if warranted, will be communicated to EMERGENCY MANAGEMENT where it will be directed to the appropriate operational element needing the information.
3. The various support agencies to EMERGENCY MANAGEMENT will gather, disseminate, and transmit data to the primary agency. INFORMATION & PLANNING will collect, summarize, analyze, display, and disseminate critical elements to the operational support of the local EOC. Such elements include but are not limited to:
 - a. Boundaries of the disaster area
 - b. Social/economic/political impacts
 - c. Jurisdictional boundaries
 - d. Status of transportation system
 - e. Status of communications system
4. EMERGENCY MANAGEMENT will develop situation reports using statistical, narrative, and graphic information from response and recovery operations, which provide an overall description of the situation.

B. Notification and Activation

In response to an event that would cause the activation of the local EOC, the EMD would initiate notification. During off-duty hours, the Wilton Police Department would normally initiate notification procedures.

C. Emergency Response Actions

The Emergency Response Actions for EMERGENCY MANAGEMENT are as follows:

- The initial actions are the activation of the ESF with the determination of staff requirements at the local EOC in order to collect, process and disseminate informing information.
- Collect, process and disseminate information on the disaster or emergency situation for use by the local EOC.
- Prepare briefings and reports based on input from other ESF operational elements.

- Maintain status boards, maps, and charts critical to the operation of the local EOC.
- Provide for secure technical advice, as needed.
- Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements as requested.
- Log and track local state and federal response actions and request to support operational elements.

D. Recovery Actions

Recovery actions will begin at the discretion of the EMD. Though two separate sequence frames, it is not expected that the recovery action for EMERGENCY MANAGEMENT will differ from the Emergency Response Actions.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

MASS CARE, HOUSING & HUMAN SERVICES

Primary Agency:

Emergency Management Director

Support Agencies:

Fire Department
Police Department
Public Works Department
School Superintendent
Welfare Administrator

I. Introduction

A. Purpose

To coordinate the provision of mass care, shelter, feeding and emergency first aid following a disaster or other event requiring activation of this plan.

B. Scope

In the event of a prolonged disaster exceeding 24-48 hours, the Town of Wilton would require the assistance of the Greater Nashua Chapter of the American Red Cross (ARC). The ARC independently provides mass care to all disaster victims as part of a broad program of disaster relief as outlined in charter provisions enacted by the United States Congress Act of January 5, 1905, and the Disaster Relief Act of 1974. ARC also assumes primary agency responsibility under the Federal Response plan to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies including ARC relief operations.

II. Situation and Planning Assumptions

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

There are schools and churches, which if unaffected by the emergency situation, could provide shelter space for its evacuees or a like number from an affected community nearby. If these buildings were affected, evacuees must be sheltered in another community.

There are other buildings that could be expediently upgraded to provide shelter. In the case of an emergency, the population would be advised to seek shelter in the best available facility. Most private homes have basements in which residents could seek shelter from radioactive fallout.

III. Concept of Operations

A. Policies

General

- The ARC has been designated the primary agency responsible for mass care. State agencies have been designated to support the mass care foundation. Resources from the private sector will also be evaluated and applied to the response effort as appropriate.
- The Select Board Chairperson will advise the public through the Emergency Alert System on the shelter locations(s), the procedures to follow when evacuating, and recommendations that evacuees bring as much non-perishable food with them as possible.
- The EMD and/or Health Officer will monitor conditions in the shelters and make recommendations to assure the health and safety of shelterees.

Mass Care

- Sheltering, feeding and emergency first aid activities will begin as soon as possible after the disaster occurrence (or before, if there is advance warning.)
- Mass Care services may not be available to relief workers for the first 72 hours.

B. Notification and Activation

The EMD is responsible for notifying local and state agencies and the ARC that a major disaster has occurred or is imminent and may result in activation of the response procedure as described in the plan.

Upon notification of full activation of the plan, the EMS will inform Mass Care and Shelter support agencies (ESF-6) and the Greater Nashua Chapter of the ARC of plan implementation and share information about what has occurred and initial response actions.

C. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

IV. Roles and Responsibilities

The Emergency Management Director will:

- Develop and maintain a shelter plan
- Identify and secure permission of those buildings to be designated as shelters.

- Advise the Health Officer on the occupying of and emerging from shelters based on monitored radioactivity data from local, state and federal sources.
- Advise the Health Officer of the facilities providing the best protection.

The Welfare Administrator will:

- Assist with shelter operations.
- Assist in developing and maintaining shelter plan.
- Coordinate feeding operations with the American Red Cross.
- Obtain cots and blankets from American Red Cross and any other sources.

The Fire Department will:

- Advise on those facilities which provide the best fire protection.

The EMS Department will:

- Assist with all sheltering needs.
- Provide Emergency medical treatment on case by case basis
- Provide transportation to other medical facilities as needed for injured.

The Police Department will:

- Provide security at the shelters.

The School Superintendent will:

- Prepare the schools for sheltering.
- Make available on-hand food supplies.
- Provide available personnel, as available, for registering evacuees.

The Public Works Director will:

- Provide signage as needed.
- Keep parking areas and roadways open to the shelters as needed.

The Town Treasurer will:

- Advise Town Select Board on the disbursement of town funds.

The Town Select Board will:

- Coordinate press releases and public information.
- Assist in the implementation of Mass Care & Shelter.

The American Red Cross may provide the following services:

- Provide listings of ARC approved shelters in the area.
- Assist with long-term sheltering of residents as necessary.

RESOURCE SUPPORT

Primary Agency:

Emergency Management Director

Support Agencies:

Select Board

Police Department

Fire Department

Public Works Department

Building Inspector

School Principal

Town Clerk

Town Treasurer

Health Officer/EMS Department

Welfare Administrator

I. Introduction

A. Purpose

The objective of this ESF is to provide logistical support preceding or following a disaster.

II. Situation and Planning Assumptions

The Town of Wilton will require such resources as are necessary to maintain essential industries and services to support key personnel working within these facilities and to provide the citizens, both affected and unaffected by the emergency, with at least austere levels of essential survival resources such as food, water, housing, medical care, fire and police protection, etc. If possible, the stockpiling of as much essential materials as possible will begin during pre-crisis periods on instructions of NH Homeland Security and Emergency Management. The nature of the emergency might be such that the community would have to survive for an extended period of time on those resources available until outside assistance can be obtained. Therefore, rationing may become necessary. Eventually, outside assistance will become available from federal, state or regional sources.

Generally, people will cooperate with official regulations restricting the use of essential resources during an emergency. State Law, RSA 21, provides that private property may be commandeered or appropriated for the common good. Owners will be reimbursed as soon as practical following the end of the emergency situation.

Control of both inter- and intrastate transport of resources may be placed with Federal and State government agencies.

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

III. Concept of Operations

A. General

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

Resources that are in-transit in interstate or intrastate commerce will come under the control of State and/or Federal agencies. These resources may be deferred to the community on orders of the respective agencies. In order that an effective response by State or Federal resources be obtained, prompt notification to the NH Homeland Security and Emergency Management of the situation and the potential need for assistance is essential.

B. Notification and Activation

In response to an event that would cause for the activation of the local EOC, the EMD would initiate notification. The Town of Wilton Police Department would normally initiate notification during off-duty hours.

C. Emergency Response Actions

1. Preparedness

- a. State resources near the expected impact/emergency areas when possible.
- b. The available resources and facilities that are necessary to respond to an emergency should be identified and assessed for possible deployment.

2. Response

a. Initial Actions

- 1) Place emergency service personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- 2) EMD will request the support agencies to activate and staff the EOC, and will notify NH Homeland Security and Emergency Management of the situation.
- 3) Support agencies will provide logistical support as required.
- 4) Primary and support agencies for ESF – Resource Support will be prepared to provide initial reports based on resources that have been requested.
- 5) Communication resources will be provided in coordination with Communications and Alerting.
- 6) Transportation needs will be provided in coordination with Transportation.
- 7) Food and fuel will be provided with cooperation with Food & Water and Energy respectively.
- 8) Security for staging areas and facilities will be provided through Law Enforcement and Security.

b. Continuing Actions

- 1) The ESF will continually provide for the control and accountability of equipment, personnel, goods and services in support of the disaster.
- 2) Track the status/disposition of all resources requests.

3. Recovery

- a. Resource Support will support the emergency organization by providing logistical support for:
 - 1) Staff movement.
 - 2) Procuring equipment after disaster events.

- 3) Deploying staff in the event an alternate EOC is established.
- 4) Providing logistical support to the Federal Disaster Field Office (DFO).

4. Mitigation

- a. Refer to the Community Hazard Mitigation Plan

D. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

IV. Roles and Responsibilities

The Emergency Management Director will:

- Coordinate requests for additional personnel and equipment
- Advise the Town Board of Selection of the location of additional resources
- Coordinate the use of essential utility services
- Maintain the Resource Inventory Listing in an up-to-date condition
- Assume overall control of resource allocation

The Select Board will:

- Assist in the implementation of Resource Support as necessary
- Issue such orders and/or proclamations necessary to conserve essential on-hand resources
- Acquire such private resources as are needed and authorize the expenditure of funds necessary for acquisition
- Request assistance from neighboring communities and/or the State
- Authorize the release of excess resources to neighboring communities and/or the State

The Fire Department will:

- Provide personnel and equipment in the implementation of Resource support

The Police Department will:

- Provide personnel and equipment in the implementation of Resource Support.

The Public Works Department will:

- Maintain liaison with local contractors and equipment dealers
- Assist Emergency Management Director in maintaining a listing of construction equipment and personnel available locally

The Building Inspector will:

- Provide information on status of building safety.
- Maintain liaison with local contractors and equipment dealers
- Assist Emergency Management Director in maintaining a listing of construction equipment and personnel available locally

The School Superintendent will:

- Provide, in coordination with the Road Agent and the school bus contractors, for evacuation of the school(s).
- Provide at each school personnel who will prepare and maintain lists of people in each school bus

- Provide, maintain and oversee space in school buildings for use as shelters, and provide and maintain lists of people in same

The Town Treasurer will:

- Disburse funds on orders of the Select Board
- Maintain records of funds expended for possible post-disaster reimbursement

The Town Clerk will:

- Maintain records of funds expended for possible post-disaster reimbursement

The Health Officer will:

- Provide assistance to the EMD on the resources available for the incident

The Welfare Administrator will:

- Provide assistance to the EMD on the resources available for the incident

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

Local Emergency Operations Plan
Hazard Mitigation Plan

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Mutual Aid Agreements
Police Mutual Aid Agreement

VI. Attachments

HEALTH AND MEDICAL SERVICES

Co-Primary Agency:

EMD/EMS Chief Health Officer

Support Agencies:

Fire Department
Police Department
Public Works Department
School Superintendent
Welfare Officer

I. Introduction

Purpose

The purpose of this ESF is to coordinate the delivery of both primary and supplemental health, medical and basic human services to individuals, families, communities, emergency services personnel, and to disrupted or overwhelmed local health and medical personnel and facilities.

II. Situation and Planning Assumptions

The medical capabilities within the Town of Wilton closely align to the medical capabilities of other surrounding New Hampshire and Massachusetts communities.

III. Concept of Operations

A. General

The Town of Wilton has a responsibility to provide medical treatment for casualties caused by a disaster situation and to provide procedures for the handling of fatalities. Hospitals which had a mass casualty plan will invoke it in concert with this plan.

In the post-disaster period, potential threats to human health such as contaminated water could be possible. Therefore, the public must be alerted to them and the procedures necessary for safeguarding health.

Because of the vagaries of natural and man-made disasters, many decisions will have to be made at the time of the incident based on an expedient capability assessment and the availability of medical resources. These decisions must be made on the best advice and recommendations available to the Health Officer and Federal and state officials will assist in the decision making process.

B. Emergency Response Actions

Upon activation of Health & Medical, the Fire Department will establish liaison with local health departments, health officer and community-based organizations, and state and federal agencies as are appropriate to the situation.

IV. Roles and Responsibilities

The EMS will:

- Provide all emergency medical treatment functions

- Coordinate emergency health and medical functions with the Health Officer
- Assess the medical capabilities on hand and report these to the EMD
- Establish medical procedures for evacuees at the shelter(s)
- Perform such other emergency functions to the best of its ability as requested by the Select Board and EOC
- Provide situational reports containing the number, type and severity of casualties to the EMD
- Perform all administrative and operational functions of the EMS Service
- Provide direction and control of the EMS Division during a disaster situation operating from the Emergency Operations Center (EOC)
- Coordinate medical assistance with area Hospitals, if necessary

The Emergency Management Director will:

- Assist the Health Officer in coordinating health functions
- Provide situation reports containing the number, type and severity of casualties to the State EOC
- Report any excess medical capacity which may be available to EOC
- Coordinate with health care facilities on the release of names of casualties and proper notification to kin
- Make requests for medical assistance, equipment, supplies and health manpower, as appropriate through local EOC
- Report any excess medical capacity which may be available.

The Health Officer will:

- Coordinate all health functions
- Establish procedures for evacuating medically ill patients
- Maintain direct contact with EMS
- Act as liaison with the state Health & Human Services department
- Coordinate implementation of public immunization

The Police Department will:

- Provide security and escorts, as required (e.g., Strategic National Stockpile (SNS), mass medication centers)
- Identify and ensure access routes are available
- Coordinate with the law enforcement agencies from non-impacted areas in the State for the provision of security and restricting access at health and medical facilities within the affected area
- Provide emergency transportation of blood, health and medical personnel, and medications if needed

The Fire Department will:

- Establish communications with State EOC
- Assist with personnel and equipment as needed

The Public Works Department will:

- Assist with Staging Facility for triage
- Assist Police Department with traffic control

The School Superintendent will:

- Assist in the coordination of bus transportation and school facilities

The Welfare Officer will:

- Support in the implementation of Health & Medical

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

Wilton Fire Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Department Mutual Aid Agreements

Police Department Mutual Aid Agreements

VI. Attachments

SEARCH AND RESCUE

Co-Primary Agency:

Police Department
Fire Department

Support Agencies:

EMD
Public Works
EMS Department

I. Introduction

A. Purpose

To provide assistance in all activities associated with Search and Rescue operations and coordinate the integration of personnel and equipment resources.

II. Concept of Operations

A. General

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

B. Organization

The organization structure of this ESF is show in Figure 9-1

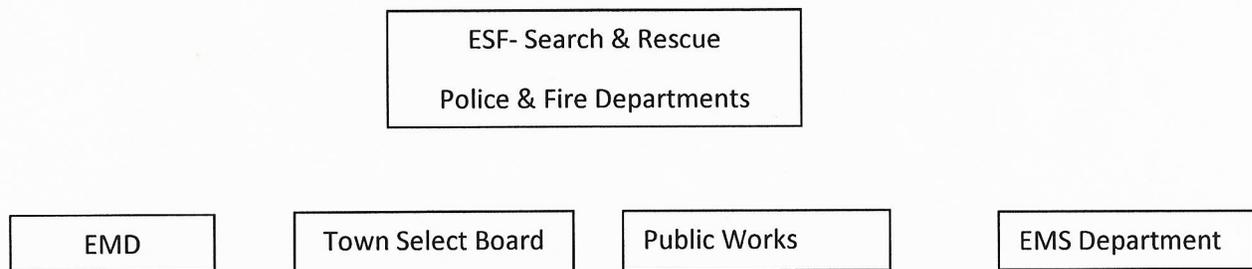


Figure 9-1

C. Notification and Activation

During normal office hours, the EMD will initiate activation of this ESF.

During non-office hours, initial notification will normally be made by the local dispatch center.

Notification and activation of designated personnel and resources will be the responsibility of the responding agencies.

D. Emergency Response Actions

The Police and/or Fire Department will be responsible for the following:

- Assign a Search & Rescue representative to report the local EOC as soon as possible after notification and Search & Rescue activation.
- The Search & Rescue representative will ensure that communication links are established with local or field command and control elements, and other primary and support agencies.
- Determine initial and ongoing activities and damage assessment through established intelligence gathering procedures. Provide this information to Information and Planning personnel for dissemination.
- Maintain complete logs of actions taken, resource requirements, and other activities.

E. Recovery Actions

When it is determined that the emergency conditions have stabilized or are improving, the EMD shall determine the requirements to sustain the recovery efforts. Factors to be considered, but not limited to, are:

- Identify specific areas that would sustain recovery efforts.
- Mobilization needs for resources, personnel and equipment.
- Determine transportation and traffic control requirements.
- Determine the coordination capabilities between local, state and federal officials to initiate recovery efforts.

F. Deactivation

Upon declaration at the local EOC that the activities and services of Search & Rescue are no longer needed, the EMD will have all active Search & rescue entities terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies.

III. Roles and Responsibilities

The Police Department will:

- Coordinate with Fire Department to conduct search and rescue operations

- Collect and maintain the following ESF status information and coordinate with Information and Planning, to ensure inclusion into the situation report.
 1. Number of victim rescues attempted and completed
 2. Status of rescue operations
 3. Unmet needs
 4. Allocated and requested Search and Rescue Resources
 5. Staffing and resource shortfalls
- Provide for after-hours dispatching, issue warnings information to other primary agencies, and provide aerial search and rescue support as need
- Coordinate with Fire Fighting to provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting
- Coordinate with Health and Medical, to ensure the proper health and safety of local officials. Provide dissemination of protective actions in regards to public health, and provide proper guidance for sanitation measures involving food & water
- Advise NH Fish & Game of any Search & Rescue event
- Provide investigative services in missing persons cases

The Fire Department will:

- Coordinate with the Police Department to conduct search & rescue operations
- Provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting
- Coordinate the provision of resources to local and state search and rescue operations
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the situation report
 1. Number of victim rescues attempted and completed
 2. Status of rescue operations
 3. Unmet needs
 4. Allocated and requested Search & Rescue Resources
 5. Staffing and resource shortfalls
- Advise NH Fish & Game of any Search & Rescue event
- Maintain efficient equipment for the type of rescue
- Coordinate with mutual aid companies (swift water rescue team, dive team, confined space rescue team, below grade and high angle rescue teams)

The EMD will:

- Provide assistance in search missions
- Provide direction and control at the Emergency Operations Center

The Town Select Board will:

- Coordinate public notification and announcements

The Public Works Department will:

- Provide search and rescue support through equipment and personnel
- Support in the implementation of Health & Medical

IV. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Department Mutual Aid Agreements

Police Department Mutual Aid Agreements

V. Attachments

HAZARDOUS MATERIALS

Co-Primary Agency:

Fire Department
EMD

Support Agencies:

Police Department
Public Works Department
School Principal
Building Inspector
Health Officer
Welfare Administrator
Select Board
EMS

I. Introduction

A. Purpose

Provide a coordinated local response and mitigate potential effects of a hazardous materials incident resulting from a natural man-made, technological disaster or a terrorist incident.

B. Scope

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

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

II. Concept of Operations

A. Organization

The functional organization structure of this ESF is shown in Figure 10-1

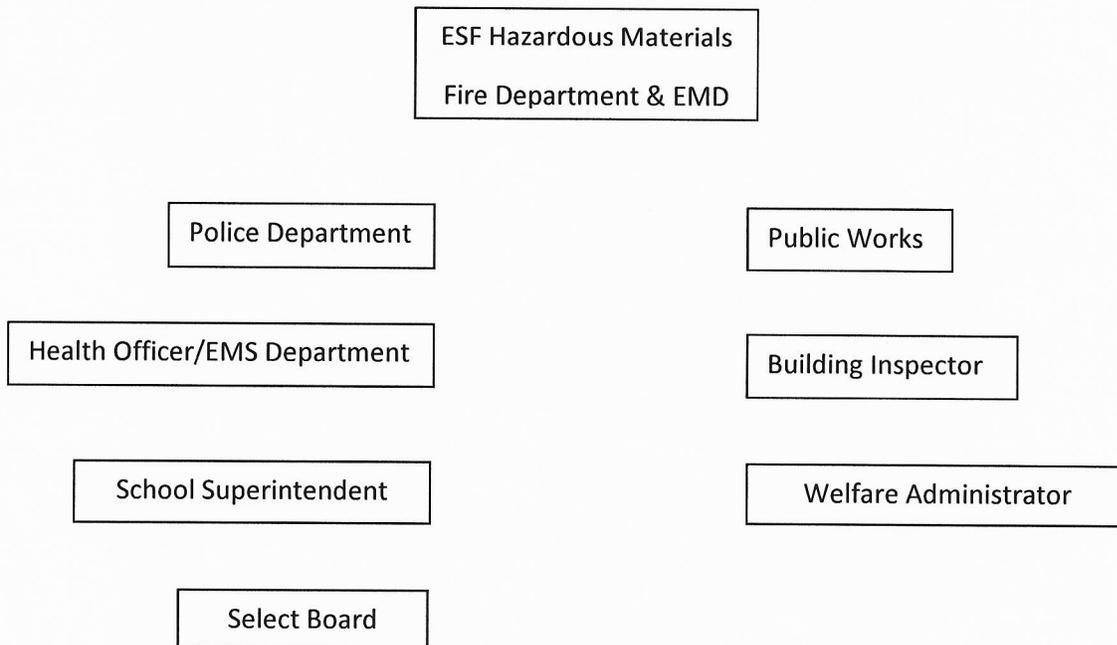


Figure 10-1

B. Notification and Activation

- Upon notification of an incident, the Wilton Fire Department will be requested to activate and coordinate Hazardous Materials activities from the EOC.
- The Fire Department will implement existing operating procedures, mutual aid agreements, vendor contracts, and notifications as outlined within existing protocols.
- Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

C. Emergency Response Actions

The following activities will commence upon report of a hazardous material incident:

- A Fire Department designee will locate at the local EOC as soon as possible after notification.
- The designee will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies,

regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.

- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

D. Recovery Actions

Initiation of recovery operations will occur when feasibly possible and will follow prescribed HazMat response operation protocols.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operations requirements.

III. Roles and Responsibilities

The Fire Department will:

- Establish and maintain a database of entities that sell, manufacture, store and/or transport extremely hazardous substances in town.
- Coordinate with Transportation and Public Works and Engineering during HazMat scenarios involving transportation incidents.
- Ensure the use of Incident command System (ICS) during all HazMat incidents in town.
- Coordinate local activities during HazMat incidents.
- Ensure appropriate communication links are established with local or field elements, regional HazMat teams and other agencies, as required.
- Coordinate with Resource Support in the identification and acquisition of additional HazMat equipment and supplies to support local, regional and state response operations.
- Collect and maintain the following ESF status information and coordinate with Emergency Management to ensure inclusion into the Situation Report (SITREP).
 1. Status of local and regional HazMat response activities (i.e., containment, cleanup and disposal).
 2. Status of evacuation or Shelter-in-Place orders and personal protective actions.
 3. Staffing resource capabilities and shortfalls.
 4. Unmet needs (staff, equipment, etc.)
 5. Allocation of HazMat resources.

6. Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
 7. Plume modeling information
 8. Coordinate with Health & Medical for health and safety of response personnel.
- Coordinate with Transportation, for resources involving transportation, highway conditions, and weather conditions involving highways.

The EMD will:

- Provide direction and control at the Emergency Operations Center.

The Police Department will:

- Coordinate the provision of site security and access control during hazardous.

The Public Works Department will:

- Assist in the identification of critical facilities.
- Assist in the provision of containment resources as needed.
- Provide and assist in the evacuation of areas impacted or potentially impacted by a hazardous spill, leak or release, as necessary.

The Health Officer will:

- Ensure the health and safety of volunteers, including health risk assessment, injury prevention, and mental health services.
- Provide and assist in the dissemination of public health personal protective actions as needed.
- Ensure sanitation measures, and the safety of the public's food and water.
- Assist with assessment, sampling and monitoring teams, as needed.

The Building Inspector will:

- Assist the Fire Department in the implementation of Hazardous Materials.

The School Superintendent will:

- Assist the lock-down or evacuation of students, as necessary.

The Town Select Board will:

- Assist the Fire Department as necessary.

IV. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

Wilton Fire Department Standard Operating Procedures
Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Regional Hazardous Materials Response Team

C. Plans

Local Emergency Operations plan

V. Attachments

AGRICULTURE, NATURAL, AND CULTURAL RESOURCES

Co-Primary Agency:

Emergency Management Director

Support Agencies:

Select Board
Police Department
Fire Department
EMS Department
Public Works Department
School Principal
Town Treasurer
Health Officer

I. Introduction

A. Purpose

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

B. Scope

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

II. Concept of Operations

A. General

The ESF will coordinate with ESF 6 and 8 to ensure the safety of commercial food supply, protection of natural and cultural resources, and providing for the safety of livestock during an emergency.

B. Organization

The functional organization structure of this ESF is shown in Figure 11-1

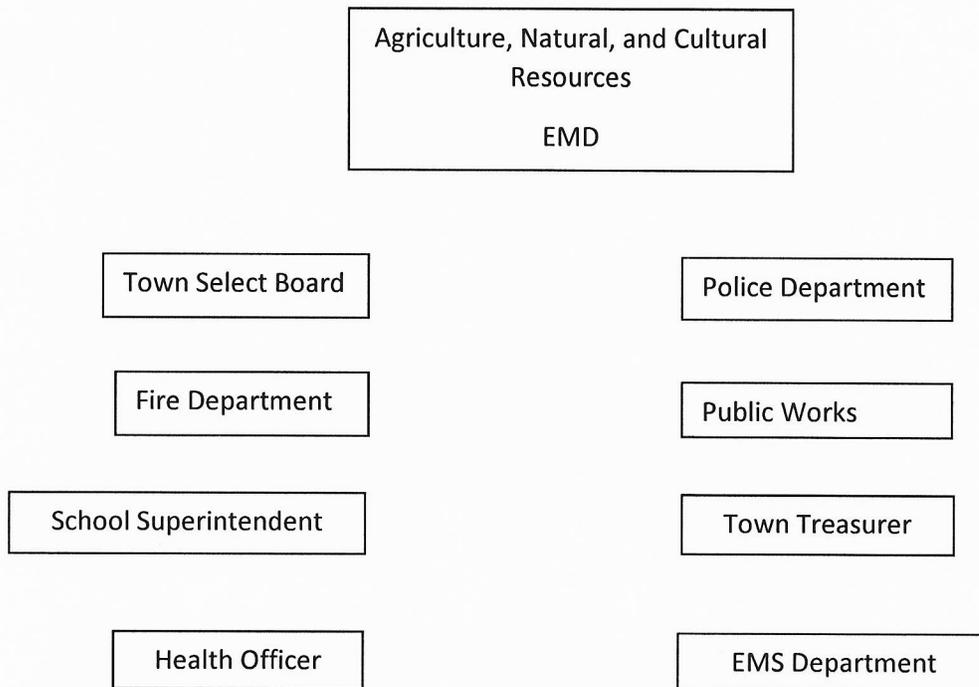


Figure 11-1

C. Notification and Activation

Upon notification of an emergency or impending incident, the EMD would request activation of AGRICULTURE, NATURAL, & CULTURAL RESOURCES.

The EMD will implement existing operating procedures, mutual aid agreements, and notifications as outlined within existing protocols.

Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

D. Emergency Response Actions

Activities of this ESF will commence once impacted areas exceed feeding capabilities and have requested assistance.

- The EMD will locate at the local EOC as soon as possible after notifications.
- The EMD will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies,

regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.

- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

E. Recovery Actions

Initiation of recovery operations will occur when feasibly possible and will follow normal field operation protocols.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operations requirements.

III. Roles and Responsibilities

The EMD will:

- Maintain records of the cost of supplies, resources, and employee hours needed to respond to the disaster.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report
 1. Number of people and meals served
 2. Number of food stamps distributed to disaster victims
 3. Status of feeding operations
 4. Unmet needs (staff, equipment, etc.)
 5. Staffing and resource capabilities and shortfalls
 6. Dietary needs
 7. Source of food
 8. Coordinate with Health and Medical for the health and safety of response personnel.

The EMS Chief will:

- Coordinate provision and distribution of food and potable water and the provision of transportation to distribute food stocks.
- Coordinate feeding operations with the American Red Cross.
- Make available on-hand food supplies

- ❑ Coordinate with Health & Medical to assess damage to food and potable water supplies, as necessary.
- ❑ Coordinate with Mass Care and Shelter and Volunteers and Donations to determine the food need of the affected population(s).
- ❑ Develop a course of action that will ensure timely distribution of food.
- ❑ Coordinate food and potable water supplied to designated sites and coordinate such activities through Mass Care and Shelter with the ARC or other facility managers regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.

The Police Department will:

- ❑ Assist the EMD and EMS Officer on measures of security if needed.

The Fire Department will:

- ❑ Assist the EMD and EMS Officer in the implementation of AGRICULTURE, NATURAL, & CULTURAL RESOURCES

The Health Officer will:

- ❑ In coordination with the State, inspect food for safety to include preparation, transportation and storage.
- ❑ Assure all personnel involved in the preparation and distribution of food adhere to appropriate food safety regulations.
- ❑ Provide disease surveillance, as needed.
- ❑ Provide public notification of food recall and tampering.
- ❑ Witness the destruction of contaminated and embargoed foods.
- ❑ Assist with the food requirements of special needs populations.

The Public Works Department will:

- ❑ Assist in the transportation of food and water to designated shelters.

The School Principal will:

- ❑ Assist the Health Officer on the occupying of and emerging from shelters based on monitored data from local, state and federal sources.
- ❑ Assist the identification of shelter managers and monitors and distribute shelter management and monitoring guidance material as needed.
- ❑ Assist the Health Officer of the facilities providing the best protections.

The Town Select Board will:

- ❑ Coordinate with the Town Treasurer on disbursement of funds in the implementation of AGRICULTURE, NATURAL, & CULTURAL RESOURCES

The Town Treasurer will:

- Coordinate with the Select Board on disbursement of funds in the implementation of AGRICULTURE, NATURAL, & CULTURAL RESOURCES

V. References

- A. Standard Operating Procedures/Guides (SOPs/SOGs)**
- B. Interagency Agreements/Compacts/Mutual Aid Agreements**

ENERGY

Primary Agency:

Emergency Management Director

Support Agencies:

Fire Department
EMS
Police Department
Public Works Department
Select Board

I. Introduction

A. Purpose

To provide a coordinated response in the restoration of energy services in a disaster area in order to save lives and protect health, safety, and property, and to carry out other emergency response functions.

B. Scope

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

II. Concept of Operations

A. General

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

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

B. Notification and Activation

Upon determination by the EMD of an impending or actual incident requiring evacuating capabilities or posing a significant threat to the Town of Wilton, the EMD will request agency representatives to activate Energy from the EOC.

Upon activation, the EMD will implement existing operating procedures and support agency notification as outlines in existing protocols.

C. Emergency Response actions.

The following should be considered for emergency response:

- Determine from the local Information and Planning the energy status of affected areas.
- Use information available to determine the possible energy needs for response.
- Receive and assess request for energy assistance from affected areas.

- Provide accurate assessment of energy supplies, demands, and requirements for repair and restorations of energy systems to local EOC staff.

D. Recovery Actions

Recovery actions will begin at the discretion of the EMD. Though two separate sequence frames, it is not expected that the recovery actions for this ESF will differ from the emergency response actions.

E. Deactivation

Deactivation of the ESF will occur when all major energy related issues are resolved. Minor energy related issues may be relinquished to other operational ESFs to complete deactivation.

III. Roles and Responsibilities

The Emergency Management Director will:

- Provide direction and control of the EOC in the implementation of Energy.
- Determine the possible energy needs for emergency responders.
- Prioritize resource request and allocations, as needed.
- Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.

The Fire Department will:

- Provide a coordinated response in the restoration of energy services in an emergency/disaster area in order to save lives and protect health, safety and property, and to carry out other emergency response functions.
- Assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration.
- Provide assistance to energy suppliers in obtaining equipment, specialized personnel and transportation to repair or restore energy systems.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report (SITREP):
 1. Status of energy systems
 2. Status of critical Facilities
 3. Areas without energy
 4. Unmet needs (staff, equipment, etc.)
 5. Staffing and resource capabilities and shortfalls.
 6. Coordinate with ESF-8 the health and safety of response personnel
- Provide for the safety of energy personnel, equipment and critical facilities as necessary.
- Provide assistance in mitigating and preventing fire and life safety hazards associated with energy fuel restorations.

The Police Department Will:

- Provide traffic control at utility restoration locations.
- Provide security for areas without power, as staff availability allows.
- Provide back-up communications

The Select Board will:

- Provide public information announcements.

The Public Works Department will:

- Assist with traffic control
- Assist with a list of road closures and reason why
- Supply barricades and signage as needed

References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

B. Interagency Agreements/Compacts/Mutual Aid Agreements

PUBLIC SAFETY AND LAW ENFORCEMENT

Primary Agency:

Police Department

Support Agencies:

EMD
Road Agent
Fire Department

I. Introduction

A. Purpose

To provide for a coordinated emergency response for law enforcement and security.

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

The Police Department has 6 full-time members and 5 part-time members. The Police Chief serves full time and is the operational and administrative head of the department. It is as well-equipped as any community of comparable size.

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

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

III. Concept of Operations

A. General

Law enforcement and security will be initiated at the lowest operational level by the Community Police Department.

B. Notification and Activation

Under normal conditions, the Police Department will function under regular department standard operating procedures/guidelines.

Upon notification of an impending emergency, the Police Chief or his designee may authorize the following functions:

- Begin call-up of off-duty police personnel
- Recruit additional personnel if needed
- Notify the Select Board and the Emergency Management Director of the state of readiness and request outside assistance, if necessary
- Report to the EOC when directed by the Emergency Management Director
- Disburse personnel and equipment to strategic locations or in concert with EOC decisions.
- Assist the Fire Department in emergency public warning procedures as outlined in Communications & Alerting.
- Coordinate the establishing and manning of traffic control points with the Hillsborough County Sheriff's Department, State Police and Special Operations Unit, and Mutual Aid Departments.
- Provide 24-hour protection for all evacuated properties as determined by safety standards as personnel are available.
- Maintain this ESF in an up-to-date condition.

C. Emergency Response Actions

Immediate actions upon activation include but are not limited to:

- Establishing necessary communications with field operations.
- Assessing of overall law enforcement needs and response capabilities.
- Managing and coordinating the Town of Wilton law enforcement requirements in support of the incident/emergency.
- Providing additional support capabilities as required.

D. Recovery Actions

Recovery efforts will require the coordination of security in the affected area(s), traffic and control point(s) implementation, aircraft transportation, and mobilization and demobilization of resources, manpower, and equipment.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD and as recommended by Law Enforcement & Security.

Deactivation of this ESF would occur when the following conditions are met:

1. Law enforcement and security needs return to being fully met by the affected primary jurisdictions.
2. Activated resources (i.e., compacts, National Guard personnel, etc.) have been released to normal duty by the primary jurisdiction with concurrence of Law Enforcement & Security.

IV. Roles and Responsibilities

The Police Department will:

- Provide necessary law enforcement services
- Provide emergency crowd and traffic control

- Provide security in damaged and/or evacuated areas
- Assist in public warning and alerting procedures
- Assign personnel and equipment to the appropriate host area to augment law enforcement capabilities
- Provide and issue appropriate identification for emergency services personnel, essential workers and vehicles
- Perform such other emergency functions for the safety of people and the protection of property as deemed necessary by the Select Board and ED, through the Police Chief

The Emergency Management Director will:

- Provide operational support and resources, where appropriate, in support of the management of EMERGENCY MANAGEMENT, to Law Enforcement.

The Public Works Director will:

- Assist in the provision of transportation resources to support area evacuations, as needed.

The Fire Department will:

- Support in the implementation of Law Enforcement & Security.

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

The Police Department has Standard Operating Procedures located at the Police Department

B. Interagency Agreements/Compacts/Mutual Aid Agreements

The Community Police Department maintains Mutual Aid Agreements with contiguous communities

VOLUNTEER AND DONATIONS MANAGEMENT

Primary Agency: Emergency Management Director

Support Agencies: Select Board
Police Department
Fire Department
School Superintendent
Welfare Administrator
EMS/Health Officer

I. Introduction

A. Purpose

To provide facilitated delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

B. Scope

This Emergency Support Function (ESF) provides for the coordination of volunteer efforts and assures expeditious delivery of donated goods. This ESF is composed of agencies with major roles in the coordination of volunteer and donation efforts.

II. Concept of Operations

A. General

VOLUNTEER AND DONATIONS MANAGEMENT will manage and coordinate the provision of donated resources to meet the disaster needs. A coordinating group comprised of voluntary organizations and State agencies will be activated to facilitate the provision of volunteers and donations based on assessed needs.

B. Notification and Activation

- Upon determination by the EMD of an impending or actual incident requiring the use of volunteers or donations, the EMD will request agency representatives to implement Volunteers & Donations from the EOC.

- VOLUNTEER AND DONATIONS MANAGEMENT may be activated at the request of an appropriate representative when an emergency condition exists and requires the support of Volunteers & Donations.
- Upon activation the VOLUNTEER AND DONATIONS MANAGEMENT representative will implement existing operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

C. Emergency Response Actions

- The primary agency representative will establish operations at the EOC as soon as possible after the notification and activation of Volunteers & Donations.
- The EOC briefs the Volunteers & Donations representative upon arrival, updates support agency staff, and monitors activities.
- Determine volunteers and donation needs and available resources.
- Maintain complete logs of actions taken, reports, and volunteer and donation resource needs and capabilities.

D. Recovery Actions

- Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate volunteer and donations needs. Those requirements would include but are not limited to personnel and donated items.
- Coordination with Resource Support may also be necessary to establish warehousing and other requirements.
- Coordination with Law Enforcement and Security may also be needed to provide for security and safety requirements.

- In coordination with other ESFs to help meet unmet needs resulting from the disaster.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions. Full deactivation of VOLUNTEER AND DONATIONS MANAGEMENT would occur at the termination of its operations.

III. Roles and Responsibilities

The EMD will:

- Notify all VOLUNTEER AND DONATIONS MANAGEMENT supporting agencies upon activation.
- Coordinate with Public Information for the dissemination of information regarding disaster needs to the public.
- Coordinate with Transportation for the following:
 1. Provision of additional transportation resources in support of Volunteers & Donations operations.
 2. Identification or creation of alternate access routes to affected areas, as needed.
- Ensure that an Incident Action Plan is developed for each operational period and that it is coordinated with the EOC Operations Officer and Information and Planning.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion in to the Situation Report (SITREP):
 1. Number of Volunteers, Registered, Referred, and/or Deployed.
 2. Type, Value, and Amount of Goods and Services Donated.
 3. Staffing and resource shortfalls.
 4. Major ESF-15 issues/activities.
 5. Unmet needs of disaster victims.

The Welfare Administrator will:

- Coordinate with the ARC on the provision and operation of a Donated Goods and Volunteer Services Call Center.
- Identify prospective staging areas and warehouses available for lease before an event occurs.
- Establish and maintain a system for credentialing of volunteers.
- Verify the credentials of medical, public health, and mental health professionals who have volunteered.
- Coordinate with Food and Water, to ensure the safety and sanitation of donated food items. This involves, if necessary, the recall and embargo of tainted or unsanitary food items.

The Select Board will:

- Coordinate with the Town Attorney on matters of legality and fraud in acceptance of donated goods and services.
- Provide liaison between local, state and federal government.
- Assist in the implementation of Volunteers & Donations as needed.

The Police Department will:

- Provide security as required.
- Assist in the collection of volunteers and donations.

The Fire Department will:

- Assist in the collection of volunteers and donations.

The School Superintendent will:

- Assist in the collection of volunteers and donations.

The EMS/Health Officer will:

- Assist in the collection of volunteers and donations.
- Provide Emergency Medical care for Volunteers

IV. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

The Police Department has Standard Operating Procedures located at the Police Department

B. Interagency Agreements/Compacts/Mutual Aid Agreements

The Community Police Department maintains Mutual Aid Agreements with contiguous communities

PUBLIC INFORMATION

Primary Agency:

Emergency Management Director

Support Agencies:

Select Board
EMS
Police Department
Fire Department
Public Works Department
School Superintendent

I. Introduction

A. Purpose

The purpose of the Emergency Support Function (ESF) is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster. The ESF also describes the means, organization, and process by which a jurisdiction provides timely, accurate, and useful information and instructions to area resident throughout an emergency.

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

Emergency/Disaster Conditions and Hazards:

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

Accurate and expedited dissemination of information in critical, particularly when a terrorist incident has occurred. In the event of a terrorist attack, the public and media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the

media is likely to be implemented by an information officer, as directed by the Incident Commander (IC) in the field.

A terrorist attack would quickly result in Federal agencies, particularly the Federal Bureau of Investigation (FBI), assuming command of the incident. To facilitate the release of information, the FBI may elect to establish a Joint Information Center (JIC) composed of representatives from Federal, State, and local authorities for the purpose of managing the dissemination of information to the public, media, and business potentially affected by the incident. An act of terrorism may cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

Means of Dissemination:

The following is a list of the means available to the Town for transmitting/dissemination emergency public information messages:

- Emergency Alert System (EAS)
- Television
- Radio
- Cable TV not participating in EAS
- Newspaper
- Specially printed materials
- TDD/TTY
- Rumor Control/Citizen Information Center
- Hot Lines
- In addition to these resources, back-up means can also be utilized including a vehicle-mounted public address system, and door-to-door notifications.
- Internet-Town Website

Audience

The target audience for emergency public information messages consists of people directly affected by the emergency. First priority should be given to providing information needed immediately for the protection of life and property, such as evacuation routes and sources of emergency assistance. But more general information regarding what is going on and what is being done to remedy the situation also needs to be provided to the public via the news media. Major disasters and terrorist events are automatically major news stories and arrangements must be made to accommodate extensive media coverage.

B. Planning Assumptions

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

Because of the complexities in the different types of disaster, most emergency information and instructions to the public must be prepared and released at the time of occurrence. To avoid confusing and misleading statements, there should be a single media contact person. Also a method of handling rumors should be established to avoid misinformation being spread.

III. Concept of Operations

A. General

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

B. Information and Support Structure

Local Information Support Structure:

Authorized local officials can activate the local EAS for those emergencies that are local in scope. However, the Governor and the NH Homeland Security and Emergency Management will provide the lead in issuing emergency information and instructions through the Emergency Alert System (EAS).

State Information Support Structure:

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

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

State agencies with specific ESFs or other response roles, for example, in a chemical or radiological emergency, will provide staff support for the State's emergency public information efforts.

Federal Information Support Structure:

The State will coordinate with Federal agencies to provide federal-level information to the public following a natural or technological emergency or disaster, as deemed necessary.

The Federal government will assist with locating and managing the operations of a JIC if requested.

C. Notification and Activation

In response to an event that would require the activation of the local EOC, the EMD would initiate notification. During off-duty hours, to include weekends and holidays, the notification would normally be initiated by the Wilton Police Department.

ESF-14 may be activated at the request of an appropriate agency when an emergency condition exists and requires the support of Public Information.

Upon activation, the Public Information representative will implement existing operating procedures and support agency notifications as outlined in existing protocols.

Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

IV. Roles and Responsibilities

The EMD will:

- Gather and analyze all public information and instructions and provide to the Town Administrator
- Provide information to the Town Administrator for news releases
- Arrange regular media briefings
- Establish an emergency media center, if necessary
- Establish a rumor control system

The Select Board will:

- Act as the primary contact person for the media unless he/she designates someone else to disseminate emergency information and instructions to the public
- Authorize the activation of the local area EAS and other warning systems.
- Prepare news releases

The Fire Department will:

- Provide information for media interviews and press conferences, as requested and appropriate, in coordination with the Select Board
- Provide departmental public information and public education support, as requested, to the State EOC Public Information Officer during an emergency or disaster

The Police Department will:

- Provide information for media interviews and press conferences, as requested and appropriate, in coordination with the Select Board
- Provide departmental public information and public education support, as requested, to the State EOC Public Information Officer during an emergency or disaster

The Public Works Department will:

- Provide information to the EMD on status of emergency
- Assist in setting up the press staging area, if personnel are available.

The School Superintendent will:

- Provide departmental public information and public education support, as requested, to the EMD during an emergency or disaster

The EMS Department will:

- Provide information on the status of the event to the EMD
- Provide departmental public information and public education support, as requested, to the State EOC Public Information Officer during an emergency or disaster
- Provide information for media interviews and press conferences, as requested and appropriate, in coordination with the Select Board

V. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

The Police Department has Standard Operating Procedures located at the Police Department

B. Interagency Agreements/Compacts/Mutual Aid Agreements

The Community Police Department maintains Mutual Aid Agreements with contiguous communities

ANIMAL HEALTH

Primary Agency:

Police Department

Support Agencies:

Select Board
Public Works Department
EMD
Health Officer

I. Introduction

A. Purpose

To provide a coordinated response in the management and containment of any communicable disease resulting in an animal health emergency affecting the health, welfare, and safety of New Hampshire's wildlife, livestock, residents, and visitors, as well as responding to pet, farm, and wild animal care needs before, during, and after a significant natural disaster or man-made event.

B. Scope

Emergency Support Function Animal Health provides the framework for managing and coordinating the activities and resources required to affect the rapid containment of any reportable and/or communicable disease that poses a significant threat to the health and welfare of animals and people. This will include pets (domestic and exotics), wildlife, and livestock. This ESF will also provide for the overall management, coordination, and prioritization of statewide resources that support pet, farm, and wild animal needs in the event of an emergency or disaster.

II. Concept of Operations

A. General

ESF-16 will manage and coordinate all activities/operations involved in animal health emergencies in the State as requested, and that are beyond the capabilities of the local jurisdictions. This ESF will also provide operational guidelines for the care and support of animals in the event of a disaster.

B. Notification and Activation

- Upon notification the Police Department will notify the EMD of an impending or actual animal/human health emergency posing a significant threat to agricultural

health and safety. The EMD will request agency representatives to activate Animal Health operations.

- Animal Health may be activated at the request of an appropriate agency through EMD when an emergency condition exists and requires the support of Animal Health.
- Upon activation, the Animal Health representative will implement operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

C. Emergency Response Actions

- The Police Department will establish operations at the EOC as soon as possible after the notification and activation of Animal Health.
- The EOC will brief the Animal Health representative upon arrival, update support agency staff, and monitor activities.
- Determine response needs and available resources.
- If the emergency involves a foreign animal disease outbreak, the ESF representative will coordinate with the Commissioner of Agriculture and HSEM to request a Secretary's Emergency or Extraordinary Emergency Declaration, as appropriate.
- Maintain complete logs of actions taken, reports, and resource capabilities and shortfalls.

D. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the operational needs required for site remediation and restoration, as needed. Those requirements will include personnel and resources necessary for sentinel surveillance and monitoring for an extended period of time when necessary.

E. Deactivation

Partial deactivation of ESF-16 would occur based upon the extent of the current response and recovery actions and at the discretion of the EM Coordinator. Full

deactivation would occur at the termination of the operational elements of Animal Health.

III. Roles and Responsibilities

The Police Department will:

- Coordinate with Communications and Alerting to establish and maintain communications with field operations as necessary.
- Provide traffic control operations and enforce quarantine areas, as requested and available.
- Coordinate with Health and Medical Services regarding issues such as public health and safety issues that may arise from a zoonotic disease, obtaining additional medical supplies, critical incident stress management, etc., as needed.
- Coordinate with Health and Medical Services and Public Information for the release of public information regarding animal health issues.
- Coordinate with Public Works and Engineering to assist in the disposal of animal carcasses and site remediation.

The Health Officer will:

- Coordinate agriculture and animal health resources, as needed, to support local emergency operations.
- Assist the State Veterinarian with Quarantine or restrict animal movement when necessary for disease control and observation.
- Assist with the disposal of pet animal carcasses.

The EMD will:

- Establish operations at the EOC as necessary to assist in the implementation of Animal Health
- Coordinate resources and provide support and agency representatives to State and Federal agencies, as required, in response to incidents/attacks involving agroterrorism.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - a. Status of Containment and Disposal efforts
 - b. Road Closures and Traffic Control Points
 - c. Statistical Information such as:
 1. Number of Animals Culled/Destroyed (domestic and wild)
 2. Number of Infected Farms/Operations
 3. Collateral Impacts (e.g., crops)

- d. Status of Quarantine Areas
- e. Status of Commissioner's Declaration
- f. Unmet Needs
- g. Allocated Resources
- h. Status of Critical Facilities (i.e., communications center, equipment storage sites, operational sites. Etc.)
- i. Staffing and Resource Shortfalls
- j. Number of Animals Sheltered
- k. Number of Animals Treated
- l. Number of Animals Rescued and Identified

The Public Works Department will:

- Assist with the disposal of large animal carcasses to disposal sites and/or assist in actual disposal operations.
- Provide equipment and personnel for the implementation of Animal Health.

The Select Board will:

- Coordinate press releases and public information
- Coordinate finances required to implement Animal Health

IV. References

A. Standard Operating Procedures/Guides (SOPs/SOGs)

None

Appendix A
Acronyms and Abbreviations

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

| | |
|----------------|--|
| IMS | Incident Management System |
| JIC | Joint Information Center |
| MA | Mutual Aid |
| MHz | Megahertz |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| NAWAS | National Warning System |
| NFA | National Fire Academy |
| NFIP | National Flood Insurance Program |
| NWS | National Weather Service |
| ODP | Office for Domestic Preparedness (DHS) |
| PA | Public Assistance |
| PDA | Preliminary Damage Assessment |
| PDD | Presidential Decision Directive |
| PHS | Public Health Service |
| PIO | Public Information Officer |
| PSA | Public Service Announcement |
| RERP | Radiological Emergency Response Plan |
| RNAT | Rapid Needs Assessment Team |
| SARA | Superfund Amendments and Reauthorization Act of 1986 (a.k.a.EPCRA) |
| SERC | State Emergency Response Commission |
| SERT | State Emergency Response Team |
| SITREP | Situation Report (Also SitRep) |
| SLG | State and Local Guide |
| SOG | Standard Operating Guide |
| SOP | Standard Operating Procedure |
| WMD | Weapon(s) of Mass Destruction |
| WMD-CST | WMD Civil Support Team |

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Appendix B *Terms and Definitions*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

National Contingency Plan (NCP) – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental

Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Title III (of SARA) – The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986) Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

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

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

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

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

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

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

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

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

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

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

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Appendix C
Authority of Emergency Response Agencies

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

*RSA = New Hampshire Revised Statutes Annotated

Page

Appendix D
Hazard Analysis & Assessment

I. Introduction

- A. Purpose 1
- B. Scope 1
- C. Summary 1

II. Hazard Identification

- A. Hazard Identification 2

III. Hazard Vulnerability

- A. Vulnerability Matrix 4
- B. Risk Rating Matrix 5

IV. Authorities and References

- A. Plans 5

Appendix D
Hazard Analysis & Assessment

TABLE OF CONTENTS

Table of Contents

I. Introduction

- A. Purpose
- B. Scope
- C. Situation

II. Hazard Identification

- A. Hazard Identification

III. Hazard Vulnerability

- A. Vulnerability Matrix
- B. Risk Rating Matrix

IV. Authorities and References

- A. Plans...

I. Introduction

a. Purpose

This Hazard Analysis and Assessment is the basis for both mitigation efforts and EOPs. Comprehensive hazard analysis merits its own document-length discussion. Consequently, the Town of Wilton has a Hazard Mitigation Plan (2003) for a detailed discussion on this topic.

From an emergency operations planning perspective, hazard analysis helps a planning team decide what hazards merit special attention, what actions must be planned for, and what resources are likely to be needed. For the purpose of emergency operations planning, basic considerations of this Appendix include the following:

1. Identify Hazards
2. Profile Hazard Vulnerability
3. Critical Facility Vulnerability

b. Scope

This document applies to all natural and manmade hazards in Wilton NH that require response and recovery actions under the *EOP*.

c. Situation

1. **Government:** The town of Wilton is governed by a 3 member Board of Selectmen. The town maintains a Volunteer Fire and Rescue Department, Police Department, and Road Agent.
2. **Population:** The community has a stable population of approximately 4200
3. **Transportation:** major routes Rte 101, Rte 31
4. **Water & Sewer System:** Water supply is provided by Wilton Water Works. Sewer treatment is provided by Milford Waste Water.
5. **Employment*:**

| Largest Employers* | Product/Service | Employees |
|---------------------------|---------------------------|------------------|
| Label Art | Label/ printer | 300 |
| Atlantic Pre Fab | Commercial Prefabrication | 30 |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| | | |

6. Educational Facilities*:

| Primary & Secondary | Elementary | Middle/Junior High | High School | Private/Parochial |
|--|--|---------------------------|--------------------|--------------------------|
| Number of Schools | 1 | | 1 | 2 |
| Grade Levels | k-6 | | 7-12 | k-12 |
| Total Enrollment | 350 | | 300 | 550 |
| Regional Career Technology Center(s): | Nashua | | | |
| NH Licensed Child Care Facilities, 2003: | Total Facilities: 5 Total Capacity: 100 | | | |
| Nearest Community/Technical College: | Nashua | | | |
| Nearest Colleges or Universities: | Nashua | | | |

*2003 Economic & Labor Market Information Bureau, NH Employment Security

II. Hazard Identification

Eighteen Hazards were identified for the development of this Emergency Operation Plan.

Civil Disorder

Hazardous Materials (Fixed)

Hazardous Materials (Transport)

Nuclear Accident

Multiple Vehicle Accident

Wildland/Urban Fire

Plane Crash

Conventional Bomb

Chemical Agent

Arson

Cyber-Terrorism

Agri-Terrorism

Radiological

Nuclear Bomb

Flooding

Wind

Ice & Snow Event

III. Hazard Vulnerability

Wilton's Emergency Officials identified the following Vulnerability and Risk Rating Matrix identified in Table D.1 and D.2.

Table D.2
Risk Rating Matrix

| Hazard | Probability of Occurrence | | | Vulnerability <i>(From Table 1)</i> | | | Risk Rating (probability x Vulnerability) |
|---------------------------|---------------------------|-----------------|-----------------|--|-----------------|------------|--|
| | Likely (3) | Possible (2) | Unlikely (1) | High (3) | Moderate (2) | Low (1) | |
| Haz Mat (transport) | 3 | | 3 | | | 9 | |
| Ice & Snow Events | 3 | | 3 | | | 9 | |
| Flooding | 3 | | 3 | | | 9 | |
| Wind | 3 | | 3 | | | 9 | |
| Haz Mat (fixed) | 2 | | | 2 | | 4 | |
| Wildland/Urban Fire | 2 | | | 2 | | 4 | |
| Arson | 2 | | | | 1 | 2 | |
| Plane Crash | 2 | | 3 | | | 6 | |
| Nuclear Accident | | 1 | | | 1 | 1 | |
| Multiple Vehicle Accident | 3 | | 3 | | | 9 | |
| Biological Agent | 1 | | | | 1 | 1 | |
| Nuclear Bomb | 1 | | | | 1 | 1 | |
| Civil Disorder | 1 | | | 2 | | 2 | |
| Chemical Agent | 2 | | | 2 | | 4 | |
| Radiological Agent | 2 | | | 2 | | 4 | |
| Conventional Bomb | 1 | | 3 | | | 3 | |
| Cyber-Terrorism | 1 | | | | 1 | 1 | |
| Agri-terrorism | 1 | | | | 1 | 1 | |

Hazards Ranked 1-9

1 having the lowest probability and vulnerability

9 having the highest probability and vulnerability to the Name of Community.

V. Authorities & References

A. Plans

Wilton's Hazard Mitigation Plan (2003) on file with the Town Office.

Appendix E
Resource Inventory

Appendix E
Resource Inventory

Resource Inventory Listing

Animals and Agricultural

| Animal Feed Care & Equipment | Names | Phone Numbers |
|------------------------------|------------------------|---------------|
| Veterinarians | Wilton Animal Hospital | 654-2227 |
| | | |
| Canine Unit | Wilton Animal Hospital | 654-2227 |
| | | |
| Kennels | Same as above | |

Communications

| | | |
|-----------------------|--------|----------|
| Mobile Command Center | NH BEM | 223-3630 |
|-----------------------|--------|----------|

Energy

| | | |
|----------------------------|------------------------|--------------|
| Generators | Balcom Rental | 672-9400 |
| Diesel Fuel / Home Heating | Ciardelli Fuel | 673-1336 |
| | Irving Oil | 800-296-6251 |
| Propane | Suburban Propane | 673-2903 |
| | Irving oil / propane | 800-296-6251 |
| | Ciardelli Fuel | 673-1336 |
| Utilities | Public Service of NH | 800-662-7764 |
| | TDS (Wilton telephone) | 654-9911 |
| | | |

Fire Fighting

| | | |
|------------------------|-----------------------------|----------|
| Divers | Nashua Fire | 594-3651 |
| USAR & National Guard | | |
| Mutual Aid Communities | Milford Area Communications | 673-1415 |

Food and Water

| | | |
|------------------------|-------------------------|----------|
| Food – Portable Drinks | Wilton House of Pizza | 654-2020 |
| | Gary's Harvest | 654-9969 |
| | Market Basket (Milford) | 672-4558 |
| | Shaw's Market | 672-3336 |
| | Circle K | 673-3102 |
| | Brookside Mini Mart | 654-6733 |
| | Monadnock Water | 654-5308 |
| | | |

Hazardous Materials

| | | |
|-----------------|----------|----------|
| Haz Mat Cleanup | NH D.E.S | 271-2231 |
| | | |

Health and Medical

| | | |
|------------------|------------------------|----------|
| Medical Supplies | Rite Aid Pharmacy | 673-0224 |
| Hospitals | Monadnock | 924-7191 |
| | Southern NH Med Center | 577-2000 |
| | St Joseph's Hospital | 882-3000 |
| | | |

| | | |
|---------------------------------------|-------------------------------------|--|
| | | |
| Helicopter Transport | National Guard/ OEM | 271-2231 |
| | | |
| Mass Care | | |
| Shelters | | |
| | | |
| | | |
| | | |
| Public Information | | |
| Media | Print | Milford Cabinet 673-3100 |
| | | |
| | Radio | NH Public Radio 228-8910 WHOB Frank, Nashua 889-1063 WZID Manchester 669-5777 |
| | Television | Channel 9 669-9999 |
| | | |
| Public Works & Engineering | | |
| Building Equipment | Balcom Rental | 672-9400 |
| | Milford Lumber | 673-3331 |
| Contractors (site work) | Bruce Heck | |
| | Steve Trombly | 672-0215 |
| Contractor (Demolition) | | |
| Rubbish haulers | D C Slocomb | 654-9628 |
| Fencing | | |
| | | |
| Gravel/Sand/Etc. | Granite State Pitcherville Sand | 673-3327 878-0035 |
| Cranes & Rigging | Balcom Brothers | 672-9400 |
| | | |
| Tree Service | Asplundh Tree Keene Tree Service | 800-248-8733 924-4424 |
| | | |
| Welding | | |
| | | |
| Rental Services | Balcom Brothers | 672-9400 |
| Portable Toilets | Dave's Septic | 800-672-3402 |
| | | |

| | | |
|---------------------------------|--------------------|----------------|
| Mass Transportation | Steve Brown | 654-3914 |
| | Johnson Controls | 706-0534 |
| | First Student | 672-3355 |
| Towing | J&D Towing | 654-5290 |
| | Kents | 673-4848 |
| | Kinney | 886-3688 |
| Volunteers and Donations | | |
| Private Organizations | American Red Cross | 1-800-733-2767 |

ADDITIONAL RESOURCE LIST

| | |
|--|----------------|
| Bryan Lane, Superintendent of Schools | (603) 548-3670 |
| Buddy Erb, Facilities Coordinator | (603) 235-6655 |
| Mark Critz, ARC Regional Facility Lead | (603) 236-2630 |
| ARC Charles Hall | (603) 513-9895 |
| SERVPRO | (603) 669-7733 |
| | |
| Wilton Police Department | (603) 654-6911 |
| Wilton Ambulance & EMS | (603) 654-2222 |
| Wilton Fire Department | (603) 654-6759 |
| Wilton Highway Department | (603) 654-6602 |