

**Comprehensive Emergency Management Plan
Village of North Hills, 11576**

Adopted on May 18th, 2011

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

Executive Summary

- SECTION I: **General Considerations and Planning Guidelines**
- A. Policy Regarding Comprehensive Emergency Management
 - B. Purpose and Objectives of the Plan**
 - C. Legal Authority
 - D. Concept of Operations
 - E. Plan Maintenance
- SECTION II: **Risk Reduction**
- A. Designation of Village Hazard Mitigation Coordinator
 - B. Identification and Analysis of Potential Hazards
- SECTION III: **Response**
- A. Response Organization and Assignment of Responsibilities
 - 1. Mayor’s Responsibilities, Powers and Succession
 - 2. Role of Emergency Manager
 - 3. Village Emergency Response Organization
 - B. Managing Emergency Response
 - 1. Incident Command Post and Emergency Operations Center

SECTION IV: **Village Introduction and Duties**

A. Introduction/Purpose

B. Mobilization Responsibilities & Guidelines

SECTION V: **Mobilization Points**

A. Mobilization Points

APPE

Emergency Services Phone Directory

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

Introduction

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

The development of this plan included an analysis of potential hazards that could affect the Village and assessment of the capabilities existing in this Village and neighboring Villages, Towns and the County to deal with potential hazards. It was conducted with the efforts of the Office of Emergency Management, Nassau County and New York State in 2009.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of Risk Reduction measures before a disaster or emergency occurs, timely and effective Response during an actual occurrence, and provision of both short and long term Recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions and expertise necessary to deal with emergencies. The plan contains sections to deal with all phases of this process.

Management Responsibilities

Village departments' and agencies' responsibilities are noted in this plan. Assignments are made within the framework of present Village capability and existing organizational responsibilities. The Village of North Hills Emergency Management Consultant is designated to coordinate emergency management activities in the Village.

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

Village responsibilities relate to the responsibility of all levels of government (Town, County, State) to manage all phases of an emergency. The Village has agreed to work in conjunction with the Nassau County Office of Emergency Management via approved agreements in the event of an emergency (at its discretion) for assistance in the event of an emergency. Similarly, the County and State of New York are obligated to provide assistance after local resources have been fully committed and the Village is unable to cope with a disaster.

Specific emergency management guidance for situations requiring special knowledge, technical expertise and resources may be addressed by local first responders. Examples of this type of situation are emergencies resulting from hazardous chemical releases, power outages, etc.

Conclusion

The plan provides general all-hazards guidance using existing organizations to allow the Village to meet its responsibilities before, during and after an emergency.

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in the loss of life, property and income, disrupt the normal functions of government, communities and families and cause human suffering.
2. Village government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Village.
3. Under authority of Section 23 of the New York State Executive Law, a village is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Village of North Hills has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - a) Risk Reduction (Prevention and Mitigation)
 - b) Response
 - c) Recovery
5. Risk Reduction (Prevention and Mitigation):
 - a) Prevention refers to those short or long term activities which eliminate

or reduce the number of occurrences of disasters.

- b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
- c) Section II of this Plan, Risk Reduction, describes activities to identify, prevent or minimize the impact of hazards in the Village of North Hills

6. Response

- a) Response to operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard to ice storm is approaching. This increased readiness response phases may include such pre-impact operations as:
 - Detecting, monitoring, and assessment of the hazard
 - Alerting and warning endangered populations
 - Protective actions for the public
- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- c) Response operations in the affected area are the responsibility of and controlled by the local municipality, supported by county emergency operations as appropriate.
- d) If a municipality is unable to respond, County response operations may be asked to assume a leadership role.

7. Recovery

- a) Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in the Village of North Hills
2. The objectives of the Plan are:
 - a) To identify, assess and prioritize local vulnerabilities to emergencies or disasters and the resources available to prevent, mitigate, respond to and recover from them.
 - b) To outline short, medium and long range measures to improve the Village's capability to manage hazards.
 - c) To provide that the local government will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - d) To provide for the efficient utilization of all available resources during an emergency.
 - e) To provide for the utilization and coordination of local government, county, state and federal programs to assist disaster victims, and to

prioritize the response to the needs of the elderly, disables, low income, and other groups which may be inordinately effected.

- f) Provide for the utilization and coordination of county, state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

C. Legal Authority

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

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with the local government of villages, towns, counties and cities and with their Mayor.
2. Local governments and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, local jurisdictions should utilize their own facilities, equipment, supplies, personnel and resources first.
4. The local chief executive has the authority to direct and coordinate disaster

operations and may delegate this authority to a local coordinator.

5. When local resources are inadequate, the Mayor of a village, town or city may obtain assistance from other political subdivisions and the County government as practical.

6. The Village of North Hills will utilize the National Interagency Incident Emergency Management Systems (NIIMS) to manage emergencies requiring multi-agency response.

E. Plan Maintenance and Updating

1. The Plan should be reviewed and updated annually as necessary.

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

Section II
RISK REDUCTION

A. Designation of Village Hazard Mitigation Coordinator

1. The Village Emergency Management Consultant has been designated by the Village as the Hazard Mitigation Coordinator.
2. The Hazard Mitigation Coordinator is responsible for coordinating Village efforts in reducing hazards in the Village of North Hills
3. The Village of North Hills will participate in risk reduction activities with the Nassau County Hazard Mitigation Coordinator.
4. The Village Hazard Mitigation Coordinator will participate as a member of the Nassau County Hazard Mitigation Planning Committee.

B. Identification and Analysis of Potential Hazards

1. The Village Hazard Mitigation Coordinator will:
 - a) identify potential hazards in the Village in conjunction with Hazard Mitigation efforts conducted by State and/or County and/or local agencies.
 - b) determine the probable impact each of those hazards could have on people and

- c) delineate any geographic areas affected by potential hazards on maps.
3. Significant potential hazards to be identified and analyzed include natural, technological and human-caused hazards.
4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified by the Office of Emergency Management using the program, *HAZNY*, provided by the State Emergency Management Office.
5. This hazard analysis:
 - a) provides a basic method for analyzing and ranking the identifiable hazards, including identification of geographic areas and populations at risk to specific hazards
 - b) establishes priorities for planning for those hazards receiving a high ranking of significance
 - c) was conducted in accordance with guidance from the New York State State Emergency Management Office
 - d) after completion, will be submitted to SEMO
 - e) is to be reviewed and updated every three years
6. The rating and ranking results of the hazard analysis are found in Attachment

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

Section III
RESPONSE

I. Response Organization and Assignment of Responsibilities

A. Village Mayor Responsibilities, Powers and Succession

1. The Village Mayor is ultimately responsible for Village emergency response activities and:
 - a) may assume personal oversight of the Village emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,
 - b) controls the use of all Village owned resources and facilities for disaster response,
 - c) may declare a local state of emergency and may promulgate emergency orders and waive local laws, ordinances, and regulations
 - d) may request assistance from other municipalities and/or the County when it appears that the incident will escalate beyond the capability of village resources,
 - e) may provide assistance to others at the request of other local governments with which the village may have standing agreements.

2. In the event of the unavailability of the Village Mayor, the following line of command and succession has been established to ensure the continuity of government and the direction of emergency operations.
 - a) The Deputy Mayor will assume the responsibility of the Mayor until the Mayor is available.
 - b) The Emergency Manager/Trustee will assume the responsibility of the Mayor until the Deputy Mayor or the Mayor is available,
 - c) A Village Trustee will assume the responsibility of the Mayor until the Emergency Manager/Trustee or the Deputy Mayor of the Mayor is available.

B. The Role of the Emergency Manager

1. The Emergency Manger coordinates Village emergency response activities for the Mayor, and recommends to the Mayor to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.
2. The Emergency Manager:
 - a) activates the Village's response
 - b) notifies and briefs Village departments and other organizations involved in an emergency response

- c) maintains and manages an Emergency Operations Center
- d) facilitates coordination between the Village and:
 - > the Incident Commander
 - > the County
 - > private emergency support organizations
 - > towns and other villages

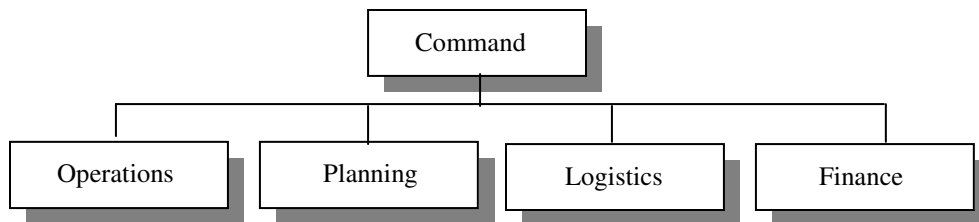
C. The Village Emergency Response Organization

1. The Incident Command System (ICS)

- a) The Village of North Hills endorses the use of the Incident Command System (ICS) as developed by the National Interagency Incident Management System (NIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident.
- b) ICS is organized by functions. There are five:
 - > Command
 - > Operations
 - > Planning
 - > Logistics
 - > Finance
- c) Under ICS, an Incident Commander (IC) has the overall responsibility

for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.

- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety, Public Information and Liaison. These activities can be assigned to staff under the IC.
- f) An on-scene ICS with all five functions organized as sections is depicted as:

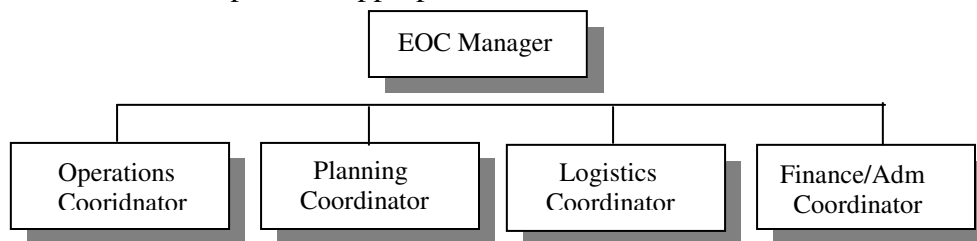


- g) During an emergency, Village response personnel must be cognizant of the Incident Command System in place and their role in it. Some Village personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Village personnel may be assigned the Village Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All Village response personnel not assigned to the on-scene ICS will be coordinated by or through the Village Emergency Manager.

- h) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As a incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a Village official could be designated as the IC.

- î) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command is structured similar to a normal ICS with one exception, the Incident Commander is to call the Incident Manager to whom all Incident Commanders report. A Village official could be designated as an Incident Manager and numerous Village response personnel assigned to the are ICS.

- j) Village response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- k) Whenever the ICS is established, Village response forces should be assigned to the specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command if established.

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

Section IV

A. Introduction/Purpose & Duties

Disaster planning is based on the Federal National Incident Management System (NIMS), use of the Incident Command System (ICS), New York State Defense Emergency Council and the State Civil Defense Commission, the Emergency Plan for Natural Disaster of the State of New York and the Plan for National Disaster Mobilization.

The Village of North Hills recognizes that planning and preparatory actions are required before an emergency. THE EMERGENCY PLAN allows the Village of North Hills to respond to emergency incidents to save life and property in the event that the Village is threatened by a large-scale emergency or disaster.

The Village of North Hills Board of Trustees shall have the primary responsibility to prepare for an unusual disorder and for providing for the safety and security of the community.

B. Mobilization Responsibilities and Guidelines

1. Designated Emergency Operations Center (EOC)

The Emergency Operations Center for the Village of North Hills will be the Village Hall at One Shelter Rock Road. Once the Mayor or Deputy Mayor declares that an emergency condition exists, the EOC will be staffed on a twenty-four (24) hour basis until the emergency condition is controlled. The EOC will forward all information to various local departments, personnel and residents as necessary. The Village's Emergency Telephone Notification System will be utilized as necessary by the Mayor, Deputy Mayor, Incident Commander, Village Board of Trustees, and cooperating agencies as appropriate. Each member

assigned to the EOC will be familiar with this plan, especially with the section that pertains to each member's assigned duties and responsibilities.

2. Responsibilities and Functions

- i. The Mayor of the Village of North Hills shall use any and all facilities, equipment, supplies, personnel and other resources to respond to a disaster. The Mayor shall direct the activities of all agencies within the Village against the effects of the emergency for conformance with approval of plans for the rescue and relief of the residents, and the recovery and relief of the Village of North Hills
- ii. The Village Board of Trustees, consisting of the Mayor, Deputy Mayor and three Trustees, each an elected official, shall take the appropriate steps to prepare for any unusual emergency or disaster and be responsible for the implementation of the Emergency Response Plan.

- iii. The Village Administrator is responsible for the maintenance of essential records, documents and other materials, required during an emergency.
- iv. The designated Incident Commander (IC), under the direction of the Mayor, shall direct the implementation of the Emergency Operations Center. The Incident Commander coordinates the emergency operations of the Emergency Operations Center, also evaluates situations and advises the Mayor of operational priorities, recommends and requests assistance from the Nassau County Office of Emergency Management.

3. Emergency Disaster Kit Items

An emergency disaster kit for the Village should consist of the following items:

- a. Marker Board (4 x 4)
- b. Several black markers and writing pens
- c. Eraser for Marker Board
- d. LOGS – 1 large EOC Log & 6 other logs
- e. Emergency Tape
- f. Traffic Vests
- g. Blank rosters (2 boxes)
- h. Flares
- i. Air Filter Masks
- j. Flash lights & extra batteries
- k. Blankets
- l. Battery operated radio & spare batteries

- m. First Aid Kits
- n. Fluorescent traffic cones
- o. Rolls of reflective yellow tape

4. Mobilization Guidelines

Members of the Village of North Hills Board of Trustees will make all reasonable efforts to make themselves available for assembly at the Emergency Operations Center (EOC) upon notification of the existence of an emergency.

Appropriate steps will be taken at the EOC to fully mobilize all available personnel, resources, facilities, supplies and materials in accordance with the guidelines of this plan.

- a. The Mayor is responsible for the notification and declaration of an emergency or disaster.
- b. Each department head or assigned member of the Board of Trustees in the Village of North Hills is responsible for utilization of all personnel and equipment to accomplish a response. Each department will retain control of assigned departments and implement orders received by the EOC.
- c. If deemed appropriate, the Village of North Hills may seek cooperation and aid of any and all surrounding communities in the event of an emergency or disaster. Assignments for mutual aid should be made prior to any emergency or disaster.
- d. The Village of North Hills should contact the Nassau County Office of Emergency Management (NCOEM) regarding any major emergency or

disaster situation. Assistance should be requested when local or mutual aid resources are insufficient to meet demand. All such requests will be approved by the Mayor, Deputy Mayor or Incident Commander (IC) and made to the NCOEM via phone, radio or any methodology available.

- e. Military assistance requests will be made by the Mayor, Deputy Mayor or Incident Commander (IC) to the NCOEM which shall forward said request to the State agency.
- f. The American Red Cross is recognized as an agency responsible for providing mass care to persons immediately following a disaster. Local Red Cross Chapters can extend natural disaster relief assistance to individuals and families. The Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross Chapter in Nassau County is located at 24 Old Country Road, Mineola, NY 11501, (516) 747-3500.
- g. Police protection is provided by the Nassau County Police Department (NCPD). and directing them to the EOC or any established emergency facility. The Mayor may call the Nassau County Police, the N.Y. State Police and any other law enforcement agencies for advice or assistance.
- h. The North Hill Superintendent of building Department will work in conjunction with the local electric and gas utilities to restore essential services.

Superintendent of Building Department of the Village will be responsible for safety inspection of damaged homes or buildings before evacuees are allowed to reoccupy such buildings.

- i. The Village Administrator, under the supervision of the Mayor or Incident Commander shall disseminate emergency information, the issuance of news reports to the public and notifies the Nassau County Office of Emergency Management (NCOEM – 516-573-0673) on the status of the emergency measures.

VILLAGE OF North Hills COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

Section V
Mobilization Points

A. Mobilization Points

Mobilization points have been designated for a large-scale operation. The primary location for a mobilization effort will be Village Hall One Shelter Rock Rd, North Hills, NY 11576

EMERGENCY SERVICES PHONE NUMBERS

(2/27/07)

Nassau County Office of Emergency Management

100 Carmen Avenue
East Meadow, NY 11554

(516) 573-0636

New York State Emergency Management Office – Region 1

Perry B. Duryea Jr. State Office Building
250 Veterans Memorial Highway
Hauppauge, NY 11788-5506

(631) 952-6322

(631) 952-3364 (fax)

New York State Emergency Management Office

1220 Washington Avenue

Building 22, Suite 101

Albany, NY 12226-2251

(516) 571-2670

Fax (516) 571-2343

Nassau County Department of Health

240 Old Country Road, Room 608 B

Mineola, NY 11501

(518) 292-2400

(518) 322-4990 (fax)

| | |
|--|-----------------------|
| Manhasset Lakeville Fire Dept | (516) 466-4414 |
| Albertson Hook and Ladder | (516) 248-7182 |
| Roslyn Highlands Hook and Ladder | (516) 621-7539 |
| Roslyn Rescue Hook and Ladder | (516) 621-3899 |
| <u>Nassau County Police Department</u> | (516) 573-6600 |
| <u>Nassau County HazMat</u> | (516) 742-3191 |
| <u>Long Island Power Authority*</u> | (516) 222-7700 |
| <u>Keyspan</u> | (516) 545-4272 |
| <u>Town of North Hempstead DPW</u> | (516) 739-6710 |

American Red Cross
195 Willis Avenue
Mineola, NY 11501-2623

(516) 747-3500 x 245

(516) 294-1304 (fax)

HOSPITALS

St. Francis Hospital (516) 562-6000

North Shore University Hospital (516) 562-0100

COMMUNITY ELECTED OFFICIALS

Jon Kaiman, Supervisor TNH (516) 869-7700