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ESF 1 - TRANSPORTATION

Co-Lead Agency: Police Department
Fire Department

Support Agencies: EMS
Emergency Management Director
Road Agent
School Superintendent
Town Treasurer

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 requests 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 Alstead is affected and may involve all or any portion of the population. 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 Alstead that might require an evacuation to be recommended would include:

- Designated floodplains and additional 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 interest 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 Alstead 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 Alstead will be:

- State highways
- Town highways
- Overland

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

There are senior housing apartments (Papermill Housing, 49 Pleasant Street) within the town, whose residents have varying levels of mobility. Those residents may need assistance during evacuation.

III. Concept of Operations

A. *General*

In accordance with the Emergency Operations 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 EOC. It is important that the Road Agent maintain close coordination with the EOC when it is in full operation, in order to support the Police & Fire Department.

When transportation requests exceed the capability of the town, and with the approval of the Chair of the Select Board, the EMD will coordinate transportation activities with the local EOC and the lead staff member for ESF #1- Transportation.

B. *Organization*

The functional organization structure of this ESF is shown in Figure 1-1, **Functional Organization of Transportation**.

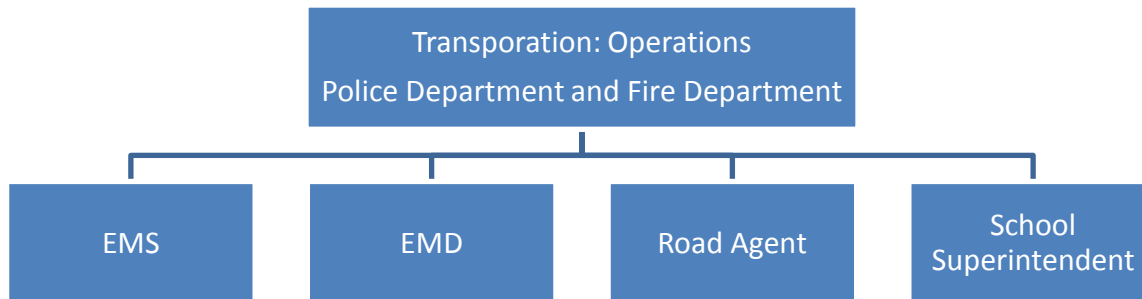


Figure 1-1

C. *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.

D. 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.

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 operation elements at the EOC. The EMD should schedule an after action meeting.

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 Road Agent, local Chapter of the Red Cross and School Superintendent to begin sheltering procedures
- Notify NH HSEM 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 operational staff to implement their evacuation procedures
- Perform such other functions as directed by the Select Board

The Road Agent will:

- Assist in emergency transportation
- Provide barricades, cones and/or other devices for traffic control
- Assist with control points designated by the Police Department

- Provide for and maintain clearance of the evacuation routes
- Clear parking areas at the shelters, 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 area
- Distribute personnel and vehicle identification to key worker 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

The EMS will:

- Assist those special needs persons needing assistance to relocate
- Provide emergency medical treatment and evacuation of the injured

The School Superintendent will:

- Maintain control over school (principals) and advise the schools of planned actions-early closings, sheltering or evacuation in concert with established and maintained plans
- Coordinate with the Road Agent and 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 for evacuees
- Provide a representative at the EOC for school issues

The Town Treasurer will:

- Disburse funds, at the direction of the Select Board, to implement ESF #1 Transportation

V. References

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

Police Department SOGs and SOPs
EMS SOGs
Fire Department SOGs

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Department Mutual Aid Agreements
Police Department Mutual Aid Agreement with Cheshire County

VI. Attachments

A. Forms

See Appendix D at the end of this EOP.

ESF 2 - COMMUNICATIONS AND ALERTING

Co-Lead Agency: Police Department
Fire Department

Support Agencies: Select Board
Emergency Management Director
Road Agent
School Superintendent

I. Introduction

A. Purpose

In the event of an emergency or disaster, Emergency Support Function (ESF) Communications & 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 and Road Agent 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. Organization

The Incident Command System (ICS) structure is how the town is to operate. Upon full activation, the communications team, as illustrated in **Figure 2-1**, will be alerted and assume responsibility for implementation of this ESF.

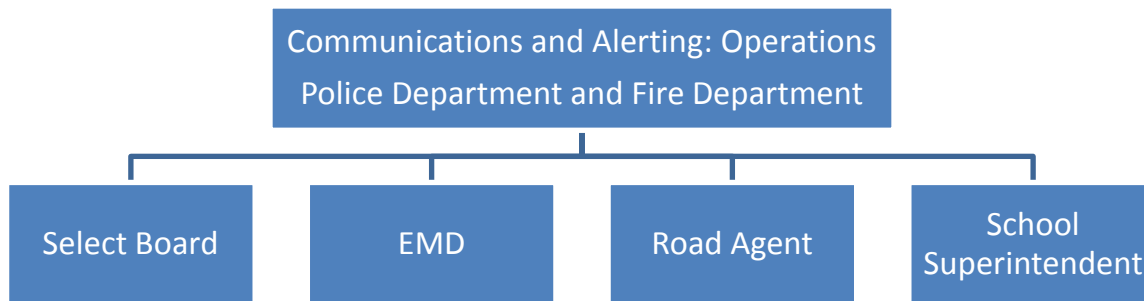


Figure 2-1

C. Notification and Activation

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

- Emergency Operations Center (EOC)
- Emergency Response Personnel
- State EOC
- Police & Fire Mutual Aid Systems
- Surrounding town 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:

1. Church Bells
2. Loudspeaker - Equipped Vehicles
3. Door-to-Door Canvassing
4. NOAA Weather Radios
5. Emergency Alert System

- 6. Cable TV Systems
- 7. Word-of-Mouth by friends, relatives and/or neighbors
- 8. Local radio stations
- 9. Reverse 911 calls
- 10. Website and social media

D. Emergency Response Actions

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 designee.
- 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 notifications using the phones and their paging software.
- Upon activation, the EMD or designee will take charge of EOC operations. The executive and operational 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 is to be notified of all EOC activations. Those involved shall consider seeking the Chair of the Select Board’s authorization to declare a state of emergency, if necessary.

E. 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 operations elements at the local EOC. Some elements of Communications & Alerting may continue to be operational to support the recovery phase of the operations, which may remain active for an extended period of time. The EMD should schedule an after action meeting.

IV. Roles and Responsibilities

All Lead 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 Chair of the Select Board 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 and Fire departments
- Provide communication equipment for first responders, as available
- Provide communication support

The Emergency Management Director will:

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

The Chair of 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 Emergency Alert System and other warning systems

The Road Agent will:

- Support communications between the Police, Fire and Highway 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)*

None

B. *Interagency Agreements/Compacts/Mutual Aid Agreements*

None

VI. Attachments

A. *Forms*

See Appendix D at the end of this EOP

ESF 3 - PUBLIC WORKS AND ENGINEERING

Lead Agency: Road Agent

Support Agencies: Police Department
Fire Department

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 buildings, 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 ESF #5 Emergency Management, in order to provide damage assessment information.

B. Organization

The functional organization structure of this ESF is shown in Figure 3-1.

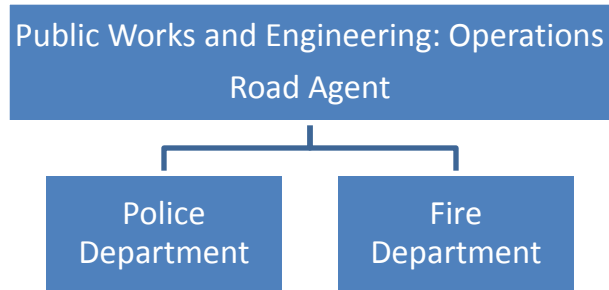


Figure 3-1

C. Notification and Activation

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

D. 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.

E. Recovery Actions

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

F. 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. The EMD should schedule an after action meeting.

IV. Roles and Responsibilities

The Road Agent 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 gas
- 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 ESF #5 Emergency Management 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:

- Coordinate traffic control activities

The Fire Department will:

- Identify 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.
- Provide personnel and equipment to manage and operate staging areas, as needed

V. References

A. Interagency Agreements/Compacts/Mutual Aid Agreements

Police Mutual Aid Agreements

Fire Mutual Aid Agreements

VI. Attachments

A. Forms

See Appendix D at the end of this EOP

B. Resource List

See confidential Resource Inventory maintained by the Town of Alstead.

ESF 4 - FIRE FIGHTING

- Lead Agency:** Fire Department
- Support Agencies:** Road Agent
Emergency Management Director
Police Department
EMS

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 “Call” organization of volunteer members headed by a part-time 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 Southwestern New Hampshire Fire Mutual Aid System. The Fire Station has emergency back-up power.

The Fire Department is the largest single source of manpower in the Town of Alstead, 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 Fire Department is the lead agency responsible for local operations to mitigate the effects of urban and wildland incidents in the Town.

B. Organization

The functional organization structure of this ESF is shown in Figure 4-1.

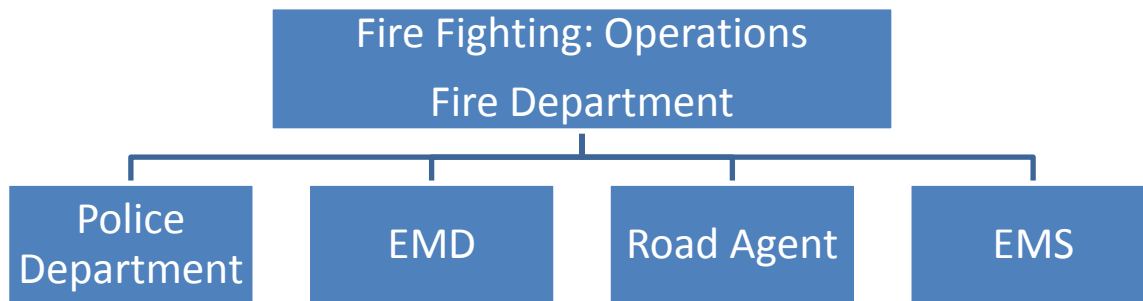


Figure 4-1

C. Notification and Activation

Upon notification to 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.

D. 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 Chair, Select Board
- Begin call-up of additional department personnel
- Recruit additional personnel if needed
- Begin emergency communications procedures
- Notify the EMD of the state of readiness of the department and request outside assistance if necessary
- Report to the EOC when directed by the Chair, Select Board and delegate the on-scene command of the department to the 1st Assistant Chief
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires
- Report any power outages to Southwestern New Hampshire Fire Mutual Aid, who

- will contact the appropriate utility company.
- 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

E. 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 Chair, Select Board to alleviate suffering and return the citizens of Alstead to as near normal conditions as possible

F. 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. The EMD should schedule an after action meeting.

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 Chair, 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 NH RSAs
- 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

The Road Agent will:

- Provide highway equipment and personnel support during large scale firefighting operation
- Maintaining 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 will:

- Stand by at event scene to address potential injuries
- Run rehab; i.e. monitoring vitals of Fire Department members

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

Southwestern New Hampshire Fire Mutual Aid

VI. Attachments

A. Forms

See Appendix D at the end of this EOP

ESF 5 - EMERGENCY MANAGEMENT

Lead Agency: Emergency Management Director

Support Agencies: All departments involved in response operations.

I. Introduction

A. Purpose

The purpose of this ESF is to coordinate and support the overall activities of the town as related to emergency management. ESF #5 provides the core management and administrative functions in support of the local EOC, field operations (when established) and the overall implementation of the EOP. Although the EOP is always in effect, ESF #5 is not always operational in the same context. The Lead Agency for ESF #5, the EMD, has additional responsibilities and related duties during times when the EOC is not activated. ESF #5 includes support of community prevention, preparedness, mitigation, recovery, and restoration efforts by providing the framework for, and establishment of, uniform policies and practices for the State to address those needs of local governments, nongovernmental organizations (NGOs) and the private sector.

B. Scope

The scope of ESF #5 is to support all town departments activated during the full emergency management life cycle, in alignment with the EOP. This includes, but is not limited to: coordination of multi-department information, planning and analysis; situational awareness, operational readiness and activities; supporting EOC management, logistic and resource support; mission tasking; as well as access to and coordination with, Federal and State assets, programs and activities. Emergencies or disasters involving radiological materials, terrorism, hazardous materials, and/or public health components may require specialized activities which may broaden the scope of ESF #5.

II. Situation and Planning Assumptions

A. Situation

The Town of Alstead is responsible for developing, coordinating, and implementing emergency response plans within its respective jurisdiction, including the activation of local mutual aid compacts. The town is also responsible for the management of resource needs within its jurisdiction, excluding the instances when the State and/or Federal governments may exercise their respective authorities over issues related to State and/or Federal assets/systems. The impact of an emergency may exceed the capabilities of the town and the State, thus requiring assistance from the Emergency Management Assistance

Compact (EMAC), International Emergency Assistance Compact (IEMAC) and the federal government to supplement efforts.

B. Planning Assumptions

1. A significant disaster or emergency will severely damage the town's infrastructure. Most local assets, systems and activities will be hampered by the damaged infrastructure and disrupted communications.
2. A significant disaster or emergency will quickly overwhelm the ability and capabilities of the town to respond effectively, requiring state or federal support.
3. The Chair, Select Board, as the town's Chief Executive, is responsible for the public safety and welfare of the people of Alstead.
4. ESF #5 is responsible for coordinating emergency response plans and activities at the local level and in support of plans and activities at the state level.
5. ESF #5 facilitates information flow in the pre-incident phase and coordinates inter/intra-governmental planning, training and exercising to assure readiness.
6. A significant incident or planned event may require the activation of the EOC.
7. The EOC is organized in accordance with the National Incident Management System (NIMS).
8. The EOP is the guiding document for a town response and is reviewed and updated annually with input from all town departments and partners.
9. A significant disaster or emergency will require increased activation and implementation of parts or all of the EOP.
10. There may be a need to move large numbers of assets and personnel into the impacted area.
11. ESF #5 maintains a workforce of trained and skilled employees and individuals that maintain the capability to perform essential emergency management functions on short notice and for varied durations.
12. Some incidents will require unique and specialized preparedness, recovery and mitigation actions and activities. In those instances, Incident-Specific Annexes have been developed to guide activities and are used as accompaniments to the EOP.

III. Concept of Operations

A. General

1. Equipment requests and inventories should be made using the National Incident Management System (NIMS) Resource Typing, to the fullest extent possible.
2. The EMD, as lead for ESF #5, generally supports the Command and General Staff positions in the EOC.
3. ESF #5 will coordinate with all supporting and other appropriate departments, agencies and organizations to ensure continual operational readiness.
4. ESF #5 will ensure that there is trained and experienced staff to fill appropriate ESF #5 positions in the EOC.
5. ESF #5 functions are under the authority of the Town of Alstead.
6. Unified Command will generally be used to manage communication assets in the field because of the number and variety of government agencies, private sector organizations and NGOs that may be involved.

B. Organization

1. **Organizational Chart (Command & Control):** Command and Control of all phases of emergency management will be under the leadership of the Emergency Management Director of the Town of Alstead. (See Organizational Chart in EOP Base Plan).
2. **Operational Facilities/Sites/Activities:** ESF #5 may have to establish, direct and/or participate in several emergency teams and/or co-locate at several emergency facilities simultaneously (within the town or in another municipality through mutual aid). Sites include, but are not limited to, the EOC and those facilities designated for evacuation, staging, reception, and sheltering.
 - a. **EOC Mission Tasking** – The ESF #5 representative will assist in the assignment of “requests for assistance” to the agency or agencies that have the most appropriate resources and expertise to fulfill the request. Mission Tasks will be posted to WebEOC.
 - b. **Field Operations** – ESF #5 may serve in Field Operations. Since activation of these activities usually occurs early in an event, preparation for it should be in the first hours of an event.

- c. **Specialized and Mutual Aid Teams** – Specialized local, federal and/or mutual aid teams can be brought in as resources. Local, State and or Federal declarations of emergency may be required and requests should be made on an executive level to mobilize. It will be up to the Local IC, in consultation with the ESF #5 in the EOC, to make the determination when and to what extent to utilize volunteer organizations outside of the local jurisdiction in activities.
- d. **State and Federal Resources** – When ESF #5 foresees or has a need for resources not otherwise available, action may be taken to secure such resources through the New Hampshire Division of Homeland Security and Emergency Management (NH HSEM), the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA). Normally, resources from a federal source would be coordinated with/through ESF #5, the State Coordinating Officer (SCO) and/or the Federal Coordinating Officer (FCO). To facilitate this coordination, there is normally a FEMA representative in the SEOC during an activation of that facility.
- e. **Contracts and Contractors** – Some requested resources may need to be obtained through a contractor. Agency, State or private sector contracts may be utilized and should be coordinated with ESF #7- Resource Support.
- f. **Mitigation and/or Redevelopment** – ESF #5 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster, other than through Federal resources or special budgetary allocations. Therefore, ESF #5 can usually only provide in-kind or matching resources, including professional, technical and administrative personnel and their use of related equipment for mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical and administrative tasks generally required for mitigation and/or redevelopment activities.

3. Policies

- a. **General:** Actions initiated under ESF #5 are coordinated and conducted cooperatively with State and local incident management officials, Support Agencies and/or with private entities, in coordination with the local EOC and State EOC. Each Supporting Agency is responsible for managing its respective assets and resources after receiving direction from ESF #5.

C. Notification and Activation

1. Notification

- a. The EMD will be notified that an incident has occurred, or has the potential to occur, that threatens or impacts an area of town. During off-duty hours, the Police Department would normally initiate notification procedures. The EMD will gather information for on-going situational awareness and notify ESFs and Support agencies, as appropriate.
- b. The EMD will make the decision to activate the EOC and determine the level of activation. Appropriate personnel will report for duty to the EOC, staff Command and General Staff positions and ensure WebEOC is utilized.
- c. If EOC activation is determined to be necessary, the EMD will notify the ESF Lead and Support Agencies of the activation and request designated personnel or their designees to report to the EOC or to remain on stand-by.
- d. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF/Support desk in the EOC and will start to utilize WebEOC to provide continuous situational awareness.
- e. All ESF/Support agencies will make appropriate notifications to their appropriate regions, districts or local offices.
- f. The above notification process will be utilized for all phases of activation and activities in which the ESF/Support Agencies will be involved.

2. Event Reporting

- a. Event and position logs should be maintained by each ESF/Support Agency in sufficient detail to provide historical data on actions taken during the event.
- b. Departments are also expected to keep their department heads updated on all activities and actions.
- c. The Lead Agency will be responsible for making periodic reports to their Sections on actions taken during the event and ensuring they are properly documented and communicated to the Planning Section.
- d. All financial reporting will be done through the Lead Agency on behalf of their Support agencies. All financial management documents must comply with standard accounting procedures and applicable agency, State and Federal guidelines, rules, standards, and laws.

D. Response Activities

- 1. Activating the appropriate ESFs and Support Agencies that may be required for incident response.
- 2. Assigning and scheduling sufficient personnel to cover an activation of the EOC for an extended period of time. Providing updates and briefings for any new personnel. Maintaining and updating WebEOC as appropriate for all agencies/users.
- 3. Maintaining operational status of the EOC.

4. In conjunction with the Planning Section, assessing the situation, types, availability, and location of response resources, technical support and required services. Determining priorities for protecting human safety and public welfare (impacted populations and response personnel).
5. Preparing the deployment of response personnel, Preliminary Damage Assessment Team and/or Damage Assessment Teams.
6. In conjunction with ESF #2 – Communications and Alerting, maintaining communications with local and other State Emergency Management organizations, and FEMA, Region I.
7. Coordinating and documenting initial damage assessment including key resources and critical infrastructure, businesses and individual homes.
8. Working with ESF #2 for public notification activities including activation of the Emergency Alert System (EAS), as appropriate.
9. Planning and preparing documentation and situational awareness needed to support the requests for and directives resulting from a Governor declared State of Emergency and/or requests for a Federal emergency/disaster declaration.
10. Gathering and generating information that will be needed for periodic briefings, situation reports or the development of incident action plans and operational goals.
11. Continuing to consult with other ESFs, Support Agencies and impacted local municipalities to determine response activities and needs. Carrying out activities needed from ESF #5 during response phase.
12. Continuing to gather, develop and disseminate information for situational awareness.
13. Planning and establishing relief resources to replace or rotate with committed resources for extended operations.
14. Continuing to monitor and respond to requests from mission-tasking.
15. Beginning evaluation probability and time period of the recovery phase for the event. If recovery phase is probable, start planning for recovery actions.
16. Maintaining appropriate records and continuing development of an “After-Action Report” for the response phase of the incident.

E. Recovery Actions

1. Assigning and scheduling sufficient personnel to cover an activation of the EOC for an extended period of time. Provide updates and briefings for any new personnel reporting for ESF #5 duty.
2. Assisting impacted area, local municipalities with recovery strategies and activities.
3. Maintaining and updating WebEOC as appropriate for all ESF #5 activities. Beginning activities around projected date the EOC will deactivate.
4. Continuing to keep partners, appropriate governmental officials (state, local, regional, and federal) updated on activities. Posting information on WebEOC.
5. Continuing operational activities of the EOC and determining activation level. Beginning de-activation, as appropriate, in conjunction with the State EOC Director.
6. Continuing to evaluate and task state support requests for impacted areas. Continuing to coordinate activities and requests with partner ESFs.
7. Coordinating appropriate records of work schedules and costs incurred by ESF #5 agencies during the event.
8. Continuing to monitor mission-tasking.
9. Preparing for the arrival of, and coordinating with, FEMA personnel.
10. Beginning assessment of damage and capabilities of key resources and infrastructure caused by the incident and reporting to appropriate bureau/agency, as well as including in the after-action report.
11. Identifying and tracking any lost or damaged equipment and record any personnel injuries or equipment accidents.
12. If mitigation and/or redevelopment phase is probable, start planning actions with involved jurisdiction, agency, state, and/or federal officials. Implementing and monitoring "After-Action Report" for ESF #5 and the incident.

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 operational elements at the EOC. The EMD should schedule an after action meeting.

IV. Roles and Responsibilities

Refer to the Responsibilities section in the Basic Plan starting on Page 28

V. References

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

Not Applicable

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Not Applicable

VI. Attachments

C. Forms

See Appendix D at the end of this EOP.

ESF 6 - MASS CARE, HOUSING, AND HUMAN SERVICES

Lead Agency: Emergency Management Director

Support Agencies: Deputy Emergency Management Director
Fire Department
Police Department
Road Agent
School Principal
Town Treasurer
Select Board
Health Officer
EMS

Outside Support: Salvation Army
American Red Cross

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.

The purpose of Emergency Support Function #6 – Mass Care, Housing, and Human Services (ESF #6) is to provide information concerning Mass Care (human and household pet sheltering, feeding and essential personal needs) during disasters or emergencies. ESF #6 is also concerned with the coordination of town resources to meet the basic human needs of mass care, emergency assistance and human services to populations impacted before, during and after an emergency situation when the needs may exceed those of local capabilities. ESF #6 includes the provision of sheltering household pets. Mass Care services are provided on a short-term basis and when a more long-term approach is required, activities will move into a long term recovery plan.

B. Scope

When ESF #6 is activated, resources will be provided through requests directly to the EOC when activated. The American Red Cross (ARC) is a Support Agency for ESF #6, as it is recognized that in incidents that require state-provided sheltering and mass care activities, the ARC will play a significant role. The EMD coordinates and leads town resources to support the local government.

In the event of a prolonged disaster, exceeding 24-48 hours, the town would require the

assistance 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 State Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974. ARC also assumes lead 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 the combined shelter spaces include the capability for mass feeding. Other potential shelters would include community centers, armories, town halls, and service clubs.

There are 4 schools, 3 churches and the Vilas Pool Recreation Area building (seasonally open) in town which, if unaffected by the emergency situation, could provide shelter space for its evacuees or a like number from an affected community nearby (see Appendix C – Resource List). Fall Mountain Regional High School in Langdon could also be a resource, and could hold up to 1,000 people. 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. Situation

1. Disasters or emergencies requiring activation of ESF #6 are affected by a number of factors to include evacuation displacing large numbers of individuals, families and household pets, as well as functional needs population groups (e.g. disabled, elderly and children) who have lost their immediate support. This can include tourists, students and foreign visitors separated from loved ones by a sudden-impact disaster or emergency necessitating the need to be evacuated from affected areas. The loss of real and essential personal property or economic hardships caused by a disaster or emergency may also trigger the need to activate programs identified in this Appendix.

2. In most emergency or disaster situations, there may be a sudden and prolonged need of the public for protection from the effects of the emergency. Sheltering, emergency assistance, short-term housing, mass care and feeding, basic human services, and household pet sheltering may be required. Dependent upon the resources immediately

available and/or the proactive stance of local communities, careful coordination is needed to ensure needs are met for the total population affected.

IV. Planning Assumptions

1. It is increasingly probable that an incident will occur which will require activation (partial or complete) of ESF #6.
2. The number in need of shelter and mass care services is scalable depending upon the emergency.
3. Approximately 70% of all NH households own a pet; this percentage is likely to hold true for the residents of Alstead. This implies that during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. Strong attachments also exist between farmers and their livestock.
4. During an emergency, Volunteer NH Disaster Animal Response Team (NH DART) will work with the town and/or the American Red Cross of NH to coordinate the activation and deactivation of household pet shelters.
5. Facilities used as evacuation centers, respite centers, mass-feeding sites, and human/household pet shelters have been pre-identified by municipal, borough, or local jurisdictions, and may be supported by the American Red Cross of NH.
6. Careful planning and outreach to support agencies must be made in advance to meet any specialized requirements that are required when providing services to the general public. These may range from those who are language-challenged or require special diets to those who require personal assistance for daily activities.
7. Through public education, animal owners will know how to prepare themselves and their household pets for an emergency/disaster situation.
8. When area veterinary and animal care resources have been exhausted, assistance will be requested from the state.
9. Service animals will stay with their handlers/owners in the local municipality or American Red Cross shelter.
10. The American Red Cross will coordinate with Volunteer NH to access support of other NGOs.
11. The American Red Cross of NH, in support of ESF #6, will directly coordinate mass care efforts with local government.

12. The American Red Cross Safe and Well System will be utilized as the means for family/household pet reunifications and welfare information during a disaster or incident requiring evacuations and large mass care sheltering.
13. The ESF #6 representative at the EOC will be responsible for the coordination of services, collection, reporting, and dissemination of all ESF #6 activities.
14. There may be instances when an affected area is/will be uninhabitable for short- or long-term periods.
15. Emergency situations may require the provision of short-term warming shelters, mobile feeding, etc.
16. Public on-hand food inventories separately will be inadequate and unsafe to meet the needs of the impacted populations.
17. The needs of the response community in the field will also need to be met in order to ensure response capabilities are maintained.
18. All sheltering activity, whether by the American Red Cross or independently, will be recorded and tracked (to the best of their ability) by the ESF #6 representative in the EOC in WebEOC.

V. Concept of Operations

A. Policies

The Town of Alstead will carry out emergency mass care of disaster victims. This may be accomplished through the fire and police departments, health department, social services department, and voluntary organizations such as churches or the local American Red Cross. A vital element of any disaster relief effort is the assistance provided to local government(s) by voluntary organizations in the distribution of food, medicine and supplies, the provision of emergency shelter, and the restoration of community services.

General

- The ARC has been designated the lead 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 Chair, Select Board 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 foods with them as possible.
- The 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.

AMERICAN RED CROSS OF NH

The response by the American Red Cross of NH will be coordinated with the Town of Alstead and the State of New Hampshire. The local American Red Cross district within the affected area will initiate mass care activities. Outside the district areas, the response will come from the ARC of NH Granite Chapter headquarters, located in Manchester, NH. To avoid duplication of services, response efforts will be coordinated through ESF #6 and the ARC liaison located at the State EOC.

- a. **Sheltering:** Providing emergency shelter for disaster victims and their household pets, including the use of pre-identified shelter sites or local shelter operations.
- b. **Emergency feeding:** Feeding will be provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.
- c. **Safe and Well:** The American Red Cross will continue to concentrate its Welfare Information efforts on publicly promoting communication from inside the disaster-affected area to outside the affected area. Helping disaster victims initiate contact with family members and loved ones enables the American Red Cross to provide welfare information to many more people outside the affected area.
- d. **Joint Information Center:** The American Red Cross will support the local government, State, or federal Joint Information Center (JIC) to provide disaster-affected clients with information to assist in their recovery.

Additional Policies

- a. Actions initiated under ESF #6 are coordinated and conducted cooperatively with State and local incident management officials and with private entities, through the Local EOC and State EOC, if activated. Each Supporting Agency is responsible for managing its respective assets and resources after receiving direction from the ESF #6 Lead Agency.
- b. Actions taken during an emergency are guided by and coordinated with State and local emergency preparedness and response officials, U.S. Department of Homeland Security (DHS) officials, appropriate federal agencies, and existing agency internal policies and procedures.

- c. The organizations providing support for each incident coordinate with appropriate ESFs and other agencies, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.
- d. Each Support Agency is responsible for managing its respective assets and resources after receiving direction from the Lead Agency.

B. Organization

The functional organization structure of this ESF is shown in Figure 6-1.



Figure 6-1

C. 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 EMD will inform Mass Care, Housing, and Human Services support agencies and the ARC of plan implementation and share information about what has occurred and initial response actions.

1. Notification

- a. The EMD will be notified that an incident has occurred, or has the potential to occur, that threatens or impacts an area of the Town of Alstead. The EMD will gather information for on-going situational awareness and notify ESFs, as appropriate.
- b. The EMD will make the decision to activate the EOC and determine level of activation.
- c. If EOC activation is determined to be necessary, the EMD will notify the ESF

Lead Agency of the activation and request designated personnel to report to the EOC or to remain on stand-by.

- d. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the EOC. WebEOC will be utilized to provide continuous situational awareness.
- e. All ESF agencies will make appropriate notifications to their appropriate regions, districts or local offices.
- f. The above notification process will be utilized for all phases of activation and activities in which the ESF will be involved.

2. *Event Reporting*

- a. Event and position logs should be maintained by each ESF agency in sufficient detail to provide historical data on activities taken during the event.
- b. Agencies are also expected to keep their Lead Agency updated on all activities and actions.
- c. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by the ESF, in total, during the event and ensure they are properly documented.
- d. All financial reporting will be done through the ESF Lead Agency on behalf of their Support Agencies. All financial management documents must comply with standard accounting procedures and applicable agency, state and federal guidelines, rules, standards, and laws.

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. The EMD should schedule an after action meeting.

VI. *Roles and Responsibilities*

The Emergency Management Director 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 ESF #5 Emergency Management 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.

- 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 Deputy EMD or designee will:

- Assist with the shelter operations
- Coordinate feeding operations with the American Red Cross
- Obtain cots and blankets from American Red Cross and any other sources
- 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 ESF #8 Health & Medical, to assess damage to food and potable water supplies, as necessary
- Coordinate with ESF #6 Mass Care, Housing, and Human Services and ESF #14 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 Fire Department will:

- Advise on those facilities which provide the best fire protection
- Assist the EMD and Deputy EMD in the implementation of this ESF

The EMS will:

- Assist the EMD and Deputy EMD in the implementation of this ESF

The Police Department will:

- Provide security at the shelters
- Assist the EMD and Deputy EMD on measures of security needed

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 School Principal will:

- Prepare the schools for sheltering
- Make available on-hand food supplies
- Provide available personnel, for registering evacuees
- Assist the Health Officer on the occupying of and emerging from shelters based on monitored data from local, state and federal sources
- Assist in the identification of shelter managers and monitors and distribute shelter management and monitoring guidance material as needed

- Assist the Health Officer in determining the facilities providing the best protection

The Road Agent will:

- Create a list of private animal shelters to distribute to evacuees
- Assist in transportation of food & water to designated shelters

The Town Treasurer will:

- Advise the Select Board on the disbursement of town funds

The Select Board will:

- Coordinate press releases and public information
- Assist in the implementation of ESF #6 Mass Care & Shelter
- Coordinate with the Town Treasurer on disbursement of funds

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

The Salvation Army may provide the following services:

- Assist with long-term sheltering of residents as necessary

VII. References

A. Plans

ARC NH State Disaster Plan

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

None

VIII. Attachments

A. Forms

See Appendix D at the end of this EOP

ESF 7 - RESOURCE SUPPORT

Lead Agency: Emergency Management Director (EMD)

Support Agencies: Select Board
Police Department
Fire Department
EMS
Road Agent
School Principal
Office Administrator
Town Treasurer
Health Officer
Welfare Administrator
Planning Board

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 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 the NH HSEM. 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 intra-state 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 the town 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 the NH HSEM and Select Board, and request assistance, if the necessary resources are exhausted or not available locally. In order that State and/or Federal resources be requested, the community must show that its capability to continue response is inadequate.

Resources that are in-transit in inter-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 HSEM of the situation and the potential need for assistance is essential.

B. *Organization*

The functional organization structure of this ESF is shown in Figure 7-1.

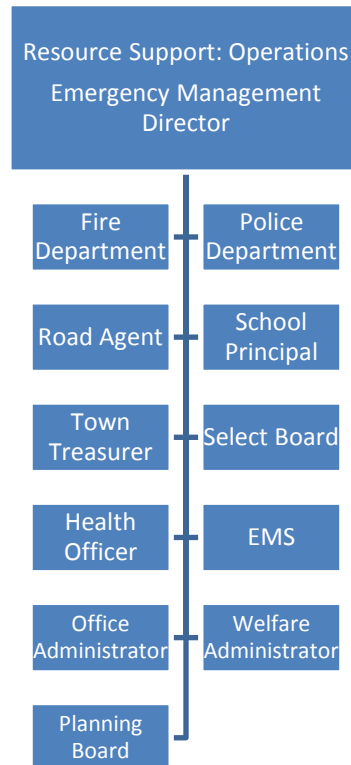


Figure 7-1

C. Notification and Activation

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

D. Emergency Response Actions

1. Preparedness

- a. Stage 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 other State agencies and FEMA Region I of the situation.
- 3) Support agencies will provide logistical support as required.
- 4) Lead 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 in cooperation with Food & Water and Energy, respectively.
- 8) Security for staging areas and facilities will be provided through Public Safety and Law Enforcement.

b. Continuing Actions

- 1) This 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***

Refer to the Town of Alstead Hazard Mitigation Plan

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. The EMD should schedule an after action meeting.

IV. Roles and Responsibilities

The Emergency Management Director will:

- Coordinate requests for additional personnel and equipment
- Advise the Select Board on the location of additional resources
- Coordinate the use of essential utility services
- Maintain the Resource Inventory in an up-to-date condition

- Assume overall control of resource allocation
- Request assistance from neighboring communities and/or the State

The Select Board will:

- Assist in the implementation of ESF #7 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
- 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 ESF #7 Resource Support

The Police Department will:

- Provide personnel and equipment in the implementation of ESF #7 Resource Support

The Road Agent 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 EMS will:

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

The School Superintendent will:

- Provide, in coordination with 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 to 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 Office Administrator 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
- Provide information on status of building safety

The Welfare Administrator will:

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

The Planning Board will:

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

V. References

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

None

B. *Interagency Agreements/Compacts/Mutual Aid Agreements*

Southwestern New Hampshire Fire Mutual Aid

VI. Attachments

A. *Forms*

See Appendix D at the end of this EOP

ESF 8 - HEALTH AND MEDICAL SERVICES

- Co-Lead Agencies:*** EMD
EMS
- Support Agencies:*** Fire Department
Police Department
Road Agent
School Superintendent
Deputy EMD

I. Introduction

A. Purpose

The purpose of ESF-Health and Medical Services, 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 Alstead EMS is a volunteer organization led by a Chief. Availability of volunteers varies. The town has one ambulance. The Alstead EMS relies on Southwestern New Hampshire Fire Mutual Aid for additional support as needed. Hospitals in the area include Cheshire Medical Center in Keene, NH; Monadnock Community Hospital in Peterborough, NH; Dartmouth-Hitchcock Medical Center in Lebanon, NH; Valley Regional Hospital in Claremont, NH; New London Hospital in New London, NH; the V.A. Medical Center in White River Junction, VT; and the Springfield Hospital in Springfield, VT.

III. Concept of Operations

A. General

The town 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 have 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 EMS Chief and EMD. Federal and state officials will assist in the decision-making process.

B. Organization

The functional organization structure of this ESF is shown in Figure 8-1.

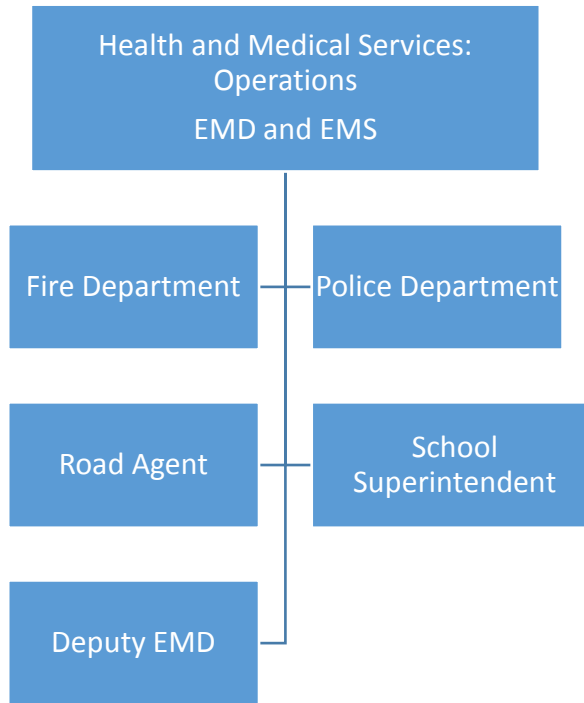


Figure 8-1

C. Emergency Response Actions

Upon activation of ESF #8 Health & Medical, the Alstead EMS will:

- Establish liaison with local health departments, health officer and community-based organizations, and state and federal agencies as are appropriate to the situation.

D. Deactivation

Upon declaration at the local EOC that the activities and services of ESF #8 Health & Medical are no longer needed, the EMD will have all active ESF #8 Health & Medical entities terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies. The EMD should schedule an after action meeting.

IV. Roles and Responsibilities

The EMS will:

- Provide all emergency medical treatment functions
- Coordinate emergency health and medical functions with the Deputy EMD
- 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 EMD/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
- Establish procedures for evacuating medically ill patients
- Coordinate implementation of public immunization

The Emergency Management Director will:

- Assist the EMS Chief 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
- 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 Deputy EMD or designee will:

- Coordinate all health functions

- Maintain direct contact with EMS
- Act as liaison with the state Health & Human Services department

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/medical personnel and medications, if needed
- Coordinate with health care facilities on the release of names of casualties and proper notification to kin

The Road Agent 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

V. References

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

NH EMS Best Practices
NH Patient Care Protocols
Fire Department Standard Operating Procedures

B. *Interagency Agreements/Compacts/Mutual Aid Agreements*

Southwestern New Hampshire Fire Mutual Aid

VI. Attachments

A. *Forms*

See Appendix D at the end of this EOP

ESF 9 - SEARCH AND RESCUE

Co-Lead Agency: Police Department
Fire Department

Support Agencies: EMD
Select Board
Road Agent
EMS

Outside Support: NH Fish and Game
Civil Air Patrol
Southwestern New Hampshire Fire Mutual Aid

I. Introduction

A. Purpose

To provide assistance in all activities associated with Search and Rescue operations. To 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 woodlands incidents.

B. Organization

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

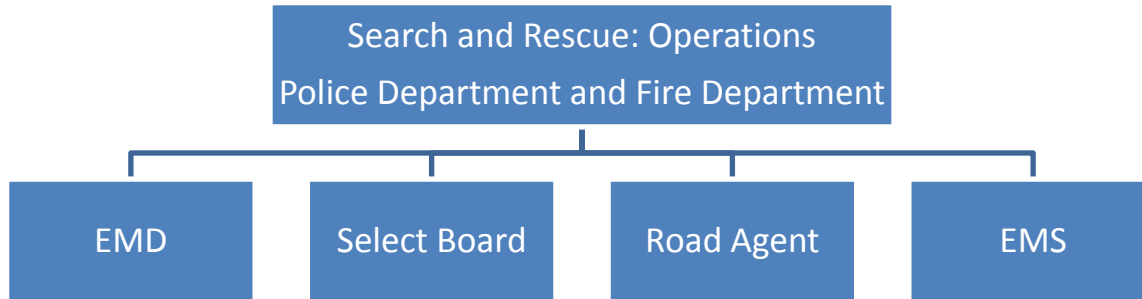


Figure 9-1

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 an ESF #9 Search & Rescue representative to report to the EOC as soon as possible after notification of Search & Rescue activation.
- The ESF #9 Search & Rescue representative will ensure that communication links are established with local or field command and control elements, and other lead and support agencies.
- Determine initial and ongoing activities and damage assessment through established intelligence gathering procedures. Provide this information to Emergency Management 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 EOC that the activities and services of ESF #9 Search & Rescue are no longer needed, the EMD will have all active ESF #9 Search & Rescue entities terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies. The EMD should schedule an after action meeting.

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 ESF #5 Emergency Management, 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
- Coordinate with ESF #4 Fire Fighting, to provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting
- Coordinate with ESF #8 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
- Coordinate with the Fire Department to advise NH Fish & Game of any Search & Rescue event.
- Provide investigative services in missing persons cases

The EMS will:

- Provide medical assistance in search missions

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 Emergency Management, 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
- Coordinate with the Police Department to advise NH Fish & Game of any Search & Rescue event.

The EMD will:

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

The Select Board will:

- Coordinate public notification and announcements

The Road Agent will:

- Provide search and rescue support through equipment and personnel

IV. References

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

Fire Department Standard Operating Procedures
Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Police Mutual Aid Agreements with surrounding communities

V. Attachments

A. Forms

See Appendix D at the end of this EOP

ESF 10 - HAZARDOUS MATERIALS

Co-Lead Agencies: Fire Department
EMD

Support Agencies: Police Department
Road Agent
School Principals/Administrators
Health Officer
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.

ESF #10 Hazardous Materials 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. Hazardous Materials 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

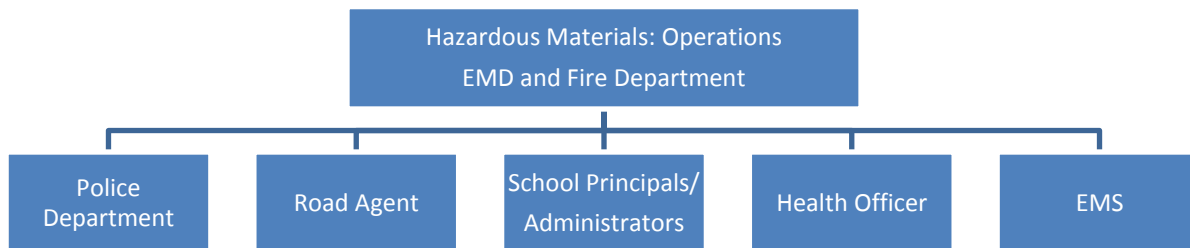


Figure 10-1

B. Notification and Activation

- Upon notification of an incident, the 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, lead 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. The EMD should schedule an after action meeting.

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 ESF #1 Transportation and ESF #3 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 ESF #7 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 ESF #5 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 and 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. Dispersment 24 hour number: 1-800-482-0913 from the National Weather Service
 8. Coordinate with ESF #8 Health & Medical for health and safety of response personnel
- Coordinate with ESF #1 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 material operations

The Road Agent 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
- Assist the Fire Department in the implementation of ESF #10 Hazardous Materials

The School Principals/Administrators will:

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

The EMS will:

- Provide medical assistance for Hazardous Materials incidents.

IV. References

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

Fire Department Standard Operating Procedures
Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Hazardous Materials Response Team sent by Southwestern New Hampshire Fire Mutual Aid

C. Plans

None.

V. Attachments

A. Forms

See Appendix D at the end of this EOP

ESF 11 - AGRICULTURE, NATURAL, AND CULTURAL RESOURCES

Co-Lead Agencies: EMD
Police Department

Support Agencies: Select Board
Road Agent
Health Officer

I. Introduction

A. Purpose

The purpose of Emergency Support Function #11 – Agriculture, Natural and Cultural Resources (ESF #11) is to support the Town of Alstead’s 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 and Human Services and ESF #8 – Health and 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

ESF #11 - Agriculture, Cultural, and Natural Resources provides the mechanism for coordination of state, 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 in New Hampshire. 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. ESF #11 also provides for protection of natural and cultural resources prior to, during, and/or after an incident in New Hampshire.

II. Concept of Operations

A. General

ESF #11 has four (4) primary functions:

Responding to animal and plant diseases and pests: Includes implementing an integrated State and local response to an outbreak of a highly contagious or economically

devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 ensures that animal/veterinary issues in natural disasters are supported.

Ensuring the safety and security of the commercial food supply: Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce.

Protecting natural and cultural resources: Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore New Hampshire’s cultural and natural resources. This includes providing post-event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities.

Providing for the safety and well-being of livestock: Supports the Town together with ESF #6; ESF #8; and ESF #9.

B. Organization

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

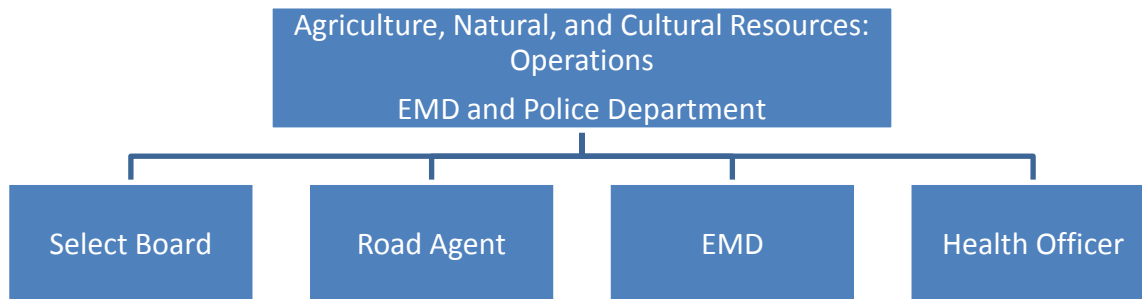


Figure 11-1

C. Notification and Activation

The Emergency Management Director will be notified as soon as possible upon receipt of information on any emergency situation that might affect the community. The EMD will then decide on whether to alert the other emergency response organizations or not, based on the information received.

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 ESF operations.

Upon notification of an emergency or impending incident, the EMD would request activation of this ESF.

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 Health Officer will establish operations at the EOC as soon as possible after the notification and activation of the ESF.
- The EMD will ensure that communications interoperability is established and maintained with local command and control, lead 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.
- If the emergency involves a foreign animal disease outbreak, the EMD will coordinate with the Commissioner of Agriculture and HSEM to request a Secretary's Emergency or Extraordinary Emergency Declaration, as appropriate.
- 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.

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 time, when necessary.

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. The EMD should schedule an after action meeting.

II. Roles and Responsibilities

The Police Department will:

- Coordinate with ESF #2 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 ESF #8 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 ESF #8 Health and Medical Services and Public Information for the release of public information regarding animal health issues
- Coordinate with ESF #3 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:

- Provide for protection of natural and cultural resources prior to, during and/or after an incident in New Hampshire
- Establish operations at the EOC as necessary, to assist in the implementation of this ESF
- 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 ESF #5 Emergency Management 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 Road Agent 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 this ESF

The Select Board will:

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

IV. Attachments

a. Forms

See Appendix D at the end of this EOP

ESF 12 - ENERGY

Lead Agency: Emergency Management Director

Support Agencies: Fire Department
Police Department
Road Agent
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. Situation and Planning Assumptions

A. Situation

The Town of Alstead has stationary generators at the Town Hall, Village Fire Station, Highway Department building, and East Alstead Fire Station. Diesel and gasoline fuel is stored at the Highway Department building, and gasoline is also available at a private gas station in town. The town is served by two energy suppliers.

III. 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. Organization

The functional organization structure of this ESF is shown in Figure 12-1

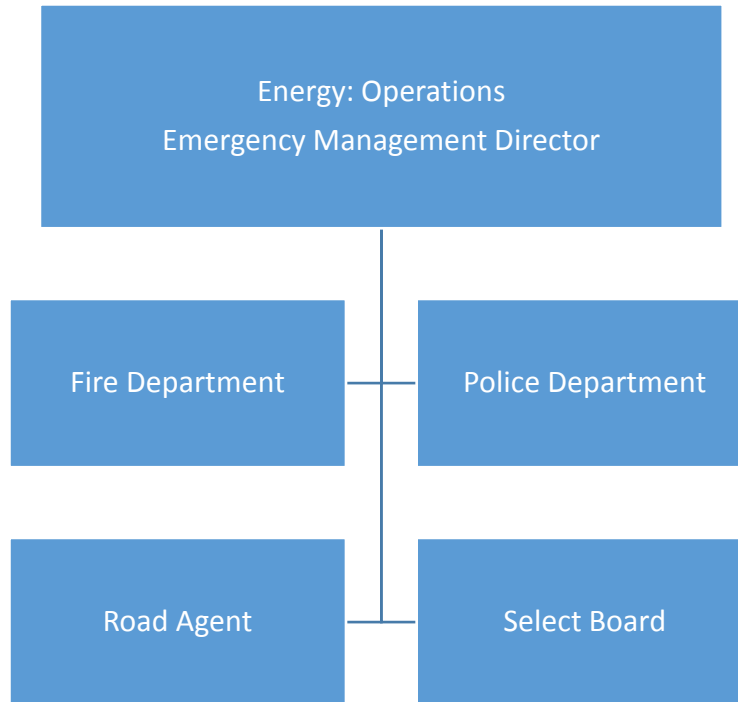


Figure 12-1

C. Notification and Activation

Upon determination by the EMD of an impending or actual incident requiring evacuation capabilities or posing a significant threat to the town, 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 outlined in existing protocols.

D. Emergency Response Actions

The following should be considered for emergency response:

- Determine from ESF #5 Emergency Management, the energy status of affected areas.
- Use information available to determine the possible energy needs for response.
- Receive and assess requests 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.

E. 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.

F. Deactivation

Deactivation of this 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. The EMD should schedule an after action meeting.

IV. 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 Road Agent will:

- Provide a coordinated response to facilitate 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
- Collect and maintain the following ESF status information and coordinate with Emergency Management 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

The Fire Department will:

- 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 communication

The Select Board will:

- Provide public information announcements

V. References

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

None

B. *Interagency Agreements/Compacts/Mutual Aid Agreements*

None

VI. Attachments

A. *Forms*

See Appendix D at the end of this EOP

ESF 13 - PUBLIC SAFETY AND LAW ENFORCEMENT

Lead Agency: Police Department

Support Agencies: EMD
Road Agent
Fire Department
EMS

I. Introduction

A. Purpose

To provide for a coordinated emergency response for public safety and law enforcement.

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 2 full-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

Public Safety and Law enforcement will be initiated at the lowest operational level by the

Police Department.

B. Organization

The functional organization structure of this ESF is shown in Figure 13-1

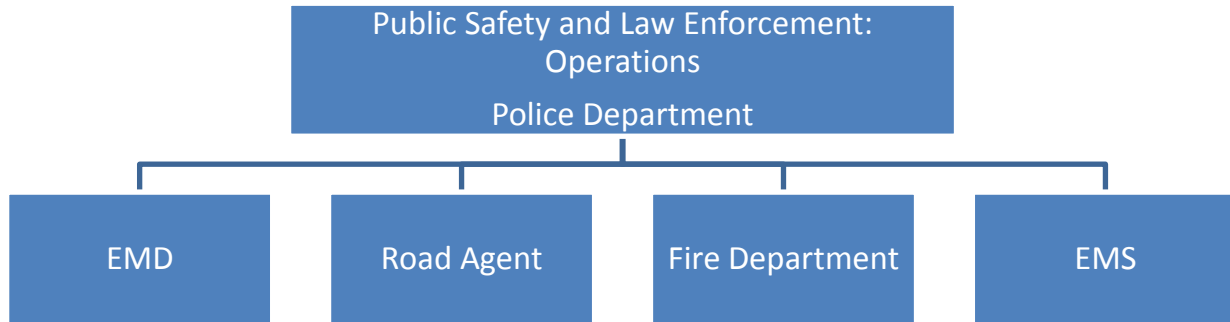


Figure 13-1

C. 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 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 Cheshire 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.

D. 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’s law enforcement requirements in support of the incident/emergency.
- Providing additional support capabilities, as required.

E. 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.

F. 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 Public Safety and Law Enforcement. The EMD should schedule an after action meeting.

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

- a. Public Safety and Law Enforcement needs return to being fully met by the affected primary jurisdictions.
- b. Activated resources (i.e., compacts, National Guard personnel, etc.) have been released to normal duty by the primary jurisdiction with concurrence of Public Safety and Law Enforcement.

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 EMD, through the Police Chief

The Emergency Management Director will:

- Provide operational support and resources, where appropriate, in support of the management of ESF #5 Emergency Management, and ESF #13 Public Safety and Law Enforcement

The Road Agent will:

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

The Fire Department will:

- Provide support in the implementation of ESF #13 Public Safety and Law Enforcement

The EMS will:

- Provide medical services in support of the implementation of ESF #13 Public Safety and Law Enforcement

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 Police Department maintains Mutual Aid Agreements with contiguous communities

VI. Attachments

A. *Forms*

See Appendix D at the end of this EOP

ESF 14 - VOLUNTEERS AND DONATIONS

Lead Agency: Emergency Management Director

Support Agencies: Select Board
Police Department
Fire Department
School Superintendent
Welfare Administrator
Health Office

Outside Agencies: Fall Mountain Food Shelf
Salvation Army

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

ESF #14 Volunteers & Donations 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. Organization

The functional organization structure of this ESF is shown in Figure 14-1

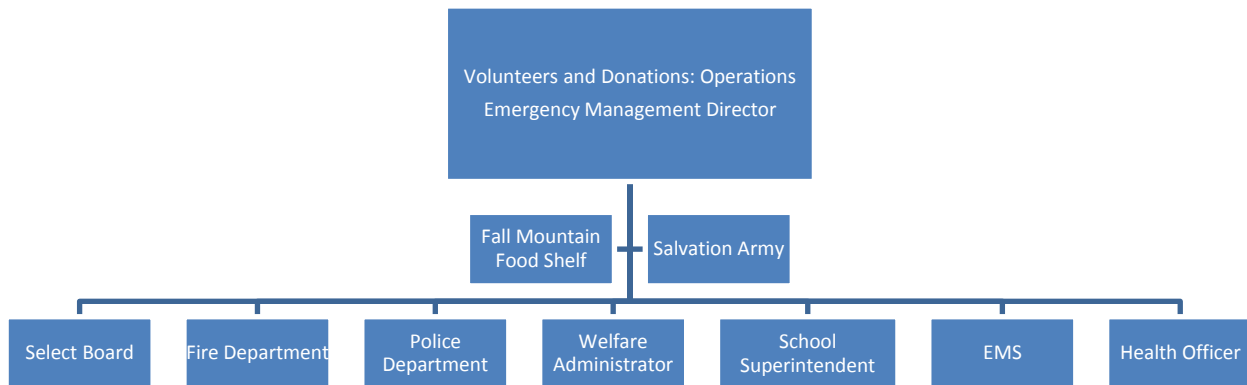


Figure 14-1

C. *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.
- ESF #14 Volunteers & Donations may be activated at the request of an appropriate representative when an emergency condition exists and requires the support of ESF #14 Volunteers & Donations
- Upon activation the ESF #14 Volunteers & Donations 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.

D. *Emergency Response Actions*

- The lead agency representative will establish operations at the EOC as soon as possible after the notification and activation of ESF #14 Volunteers & Donations.
- The EOC briefs the ESF #14 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, volunteer and donation resource needs, and capabilities.

E. *Recovery Actions*

- Once recovery efforts have been initiated, this ESF will assist, coordinate and

facilitate volunteer and donation needs. Those requirements would include but are not limited to personnel and donated items.

- Coordination with ESF #7 Resource Support may also be necessary to establish warehousing and other requirements.
- Coordination with ESF #13 Public Safety and Law Enforcement 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.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions. Full deactivation of Volunteers & Donations would occur at the termination of its operations. The EMD should schedule an after action meeting.

III. Roles and Responsibilities

The EMD will:

- Notify all ESF #14 Volunteers & Donations supporting agencies upon activation
- Coordinate with ESF #15 Public Information for the dissemination of information regarding disaster needs to the public
- Coordinate with ESF #1 Transportation for the following:
 1. Provision of additional transportation resources in support of ESF #14 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 Emergency ESF #5 Management
- Provide liaison between local, state and federal government
- Assist Fire and Police in coordination of donations
- Organize recruitment of volunteers
- Collect and maintain the following ESF status information and coordinate with ESF

#5 Emergency Management to ensure inclusion into 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-14 issues/activities
5. Unmet needs of disaster victims

The Welfare Administrator will:

- Coordinate with the ARC, Fall Mountain Food Shelf, and the Salvation Army on the provision and operation of a Donated Goods and Volunteer Services Call Center

The Select Board will:

- Coordinate with Town Attorney on matters of legality and fraud in acceptance of donated goods and services
- Assist in the implementation of ESF #14 Volunteers & Donations as needed

The Police Department will:

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

The Fire Department will:

- Assist in the recruitment of volunteers and collection of donations

The EMS will:

- Assist 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 ESF #6 Mass Care, Housing, and Human Services and the Health Officer 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 School Superintendent will:

- Assist in the recruitment of volunteers and collection of donations

The Health Officer will:

- Coordinate with ESF #6 Mass Care, Housing, and Human Services and EMS to ensure the safety and sanitation of donated food items. This involves, if necessary, the recall and embargo of tainted or unsanitary food items

IV. References

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

None

b. Interagency Agreements/Compacts/Mutual Aid Agreements

None

V. Attachments

a. Forms

See Appendix D at the end of this EOP

ESF 15 - PUBLIC INFORMATION

<i>Lead Agency:</i>	Select Board
<i>Support Agencies:</i>	Emergency Management Director Police Department Fire Department Road Agent School Superintendent/Principal

I. Introduction

A. Purpose

The purpose of this 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 residents 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 identifies 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 is critical, particularly when a terrorist incident has occurred. In the event of a terrorist attack, the public and the 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 businesses 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/disseminating emergency public information messages:

- Emergency Alert System (EAS)
- NH Reverse 911 System
- 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
- Social Media

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 Alstead 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 Division of 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 – Division of Homeland Security and Emergency Management (NH 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. Organization

The functional organization structure of this ESF is shown in Figure 15-1

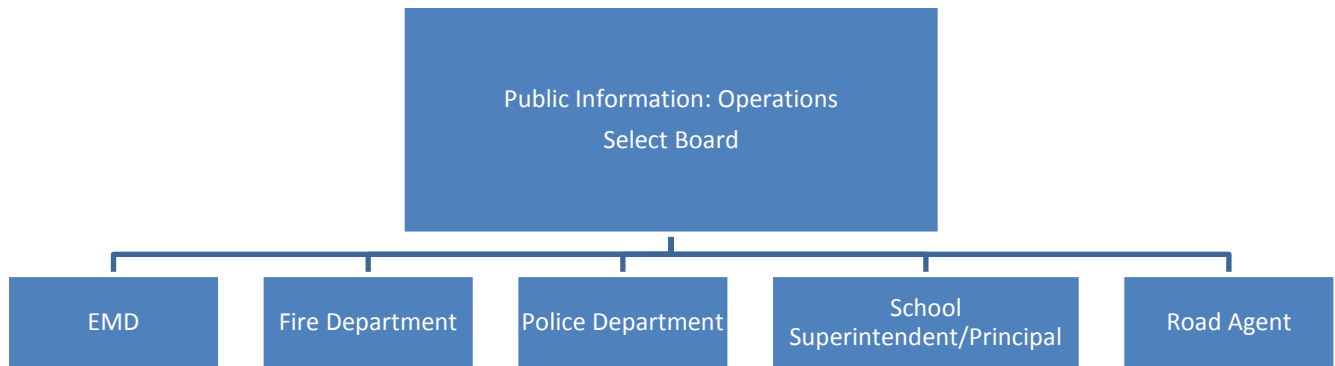


Figure 15-1

D. 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 Alstead Police Department.
- ESF-15 may be activated at the request of an appropriate agency when an emergency condition exists and requires the support of ESF #15 Public Information.
- Upon activation the ESF #15 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 Select Board will:

- Act as the primary contact person for the media unless they designate 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 EMD will:

- Gather and analyze all public information and instructions and provide to the Select Board
- Provide information to the Select Board for news releases
- Arrange regular media briefings
- Establish an emergency media center, if necessary
- Establish a rumor control system to collect and respond to erroneous information
- Be available to assist the Select Board with the dissemination of information to the public as a PIO

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 Road Agent 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/Principal will:

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

V. References

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

None

B. *Interagency Agreements/Compacts/Mutual Aid Agreements*

None

VI. Attachments

A. Forms

See Appendix D at the end of this EOP