

Town of Chesterfield Emergency Operations Plan 2022



Prepared by the:

**Town of Chesterfield Emergency Operations Plan Committee
&
Southwest Region Planning Commission**



FEMA



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NOTICE OF PROMULGATION

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

The stated purpose of this plan and associated supporting documents is to facilitate the delivery of local government, community and mutual aid resources, and to provide needed assistance and relief to disaster victims and the community, at large. This plan represents the town's best intentions to manage emergencies/disasters within the framework of community-wide cooperation and coordination.

The Town of Chesterfield Emergency Operations Plan is adopted effectively this day, the 19th of April, 2023.



Chair, Board of Selectmen, Town of Chesterfield

FOREWORD

The Town of Chesterfield Emergency Operations Plan (EOP) establishes a framework for the local government and its partners to provide assistance in an expeditious manner in event of a perceived, potential or actual disaster or emergency. The Town appreciates the continuing cooperation and support from all departments and agencies and from the volunteer and private organizations which have contributed to the local level of preparedness and to the development of this plan. The Town continually works alongside these entities to address the responsibilities outlined in this EOP, provide a forum for discussion and an opportunity to participate in planning and exercise activities to help ensure the local prevention, preparedness, response, recovery, and mitigation capabilities are effective and efficient.

The purpose of the EOP is to provide strategic and operational guidance aimed at facilitating the delivery of all types of local emergency management assistance to the residents and visitors of the jurisdiction and others with whom there are mutual aid agreements/compacts in place, and to help reduce the consequences of disasters and emergencies. This Plan outlines the planning assumptions, policies, concept of operations, organizational structures, and the roles and responsibilities of all those involved in coordinating federal, regional, state, and local activities.

This Plan was funded by the NH Homeland Security and Emergency Management, with a grant from FEMA's Emergency Management Performance Grant (EMPG) program.

This update was prepared with assistance from professional planners at Southwest Region Planning Commission trained in Emergency Management Planning. Data used to prepare this plan is available at their office and should be used in preparing future updates.

Acknowledgements

The Chesterfield Board of Selectmen extends a special thanks to the Chesterfield EOP Work Group as follows:

Ralph Petti, *Chesterfield Emergency Management Director*
John Keppler, *Chesterfield Emergency Management Deputy Director*
Bruce Adler, *Chesterfield Director of Public Works*
Matt Beauregard, *Chesterfield Building Inspector*
Michael Bomba, *Chesterfield Police Lieutenant*
Mike Chamberlain, *Former Chesterfield Emergency Management Director*
Duane Chickering, *Chesterfield Police Chief*
Rick Cooper, *Chesterfield Fire Chief*
Sharyn D'Eon, *Chesterfield School Principal*
Brendan Kiniry, *Spofford Fire Chief*
Cheryl Maibusch, *Chesterfield Animal Safety Representative*
Kathleen Packard, *Chesterfield Library Director*
Alissa Thompson, *Town Administrator*
Gary Winn, *Chesterfield Board of Selectman*
John Zanotti - *Former Chesterfield Emergency Management Director*

LETTER OF AGREEMENT

The signatories of this Letter of Agreement are committed to supporting EOP concepts, processes and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency coordinating structures.

Signatories to the Town of Chesterfield Emergency Operations Plan

Chesterfield Board of Selectmen Chair



Emergency Management Director

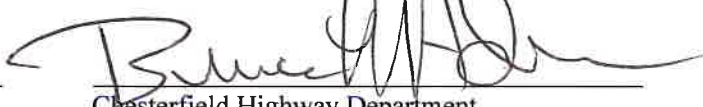
Deputy Emergency Management Director



Chesterfield Town Administrator



Chesterfield Police Chief



Chesterfield Highway Department



Chesterfield School Department



Chesterfield Fire Chief



Spofford Fire Chief



Chesterfield Building Inspector

RECORD OF REVISIONS OR CHANGES

This table is subject to change, general information should be captured in the table.

When any changes are made to the EOP, fill in the table below. This will help each department see who made changes and when the Plan was last reviewed.

CHANGE NUMBER	DATE	SUBJECT AREA	INITIALS

PROPOSAL FOR CHANGES, CORRECTIONS, ADDITIONS & DELETIONS FORM

To: Emergency Management Director
Town of Chesterfield Emergency Management
490 NH Rt. 63
Chesterfield, NH 03443

Re: Emergency Operations Plan

Proposal for Changes, Corrections, Additions & Deletions

Any user of this plan is encouraged to recommend changes that the user feels may enhance or clarify a particular portion of this plan. Suggested changes should be submitted to the Emergency Management Director at the above address for consideration. The Emergency Management Director will respond with a written form, as to whether or not the suggestion will be implemented and, if not, why it will not be implemented. The format of the suggested changes should be:

Identify One:

Base Plan _____

Annex A _____

Annex B (ESF's) _____

Appendix (forms) _____

Section:

Paragraph/Subparagraph:

Page Number:

Currently Reads:

Proposed Change:

Other Comments:

Submitted by (Name):

Agency/Organization:

Contact (Phone or e-mail):

Date:

CHAPTER 1 - INTRODUCTION

The Town of Chesterfield Emergency Operations Plan, hereafter referred to as the EOP, establishes the Town's strategy to prevent, protect, prepare for, respond to, recover from, and mitigate the impacts of a wide variety of disasters and other emergencies that could adversely affect the health, safety and/or general welfare of the residents and guests of the Town. It is designed to address the response to consequences of any disaster or emergency situation that would affect the population and/or property within the Town. The EOP is applicable to natural disasters such as flooding, severe winter weather, infectious disease; human-caused incidents such as civil disturbances; and technological situations such as hazardous materials incidents (including Terrorism), power failures, and national security emergencies.

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

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

The following priorities guide the emergency management practice for the Town of Chesterfield:

- Reduce the loss of life and property of residents, property owners, businesses, and visitors due to natural, technological and/or man-made disasters;
- Incident stabilization;
- Environmental conservation;
- Assist the Town in recovering from emergency situations through an immediate and coordinated restoration and rehabilitation of affected persons, businesses and properties.

Purpose and Scope

Purpose

- a) The primary purpose of the EOP is to initiate, coordinate and sustain an effective local response to disasters and emergency situations. Secondary to this is to make each organization and department aware of its responsibility in all-hazard emergency operations. This Plan, upon being implemented by the Town government, will provide the basis for coordinating protective actions prior to, during and after any type of disaster. The EOP is designed to:
 - Identify planning assumptions, assess hazard potentials and develop policies;
 - Establish a concept of operations built upon an interagency coordination in order to facilitate a timely and effective local response;
 - Assign specific functional responsibilities to appropriate departments and agencies;

- Coordinate actions necessary to respond to an emergency and coordinate the links between local governments, neighboring states and federal response;
 - Unify the efforts of government, volunteers and the private sector for a comprehensive approach to reducing the impacts of emergencies and disasters.
- b) The EOP establishes policies and procedures. It describes strategies, assumptions, objectives, and how this plan supports the five phases of emergency management (Prevention, Mitigation, Preparedness/Protection, Response, and Recovery), and what Federal operations the EOP follows, which include the National Incident Management System (NIMS), Incident Command System (ICS), Emergency Support Function (ESF), and Department of Homeland Security's (DHS) National Response Framework (NRF).
- c) The EOP establishes interagency and multi-jurisdictional mechanisms for Town involvement in coordination with incident support activities. This includes coordination structures and processes for disasters or other emergencies requiring:
- Emergency support to residents and visitors;
 - Support of other local governments;
 - The exercise of direct local authorities and responsibilities, as appropriate under the law;
 - Public and private-sector incident management integration; and
 - Coordination, administration and integration of emergency management plans and programs of Federal and State agencies.

Scope

- a) This is an operations-based plan that follows NIMS, ICS and NRF guidelines, incorporates the ESFs of other functional groups, as well as incident specific actions.
- b) The EOP calls for regularly scheduled exercises and training to identify and enhance the capabilities of local relevant stakeholders when managing emergency situations.
- c) It defines the responsibilities of local agencies, non-governmental organizations (NGOs) and partners from both the public and private sector. In addition, the EOP recognizes and incorporates the various jurisdictional and functional authorities of local departments and agencies, and private-sector organizations during an incident.
- d) This Plan describes how State and Federal resources will be coordinated to supplement local resources in a disaster.
- e) This Plan does not contain resource inventories, specific operating instructions, or personnel directories. Logistics, techniques, methodologies, and implementation strategies are components of organizational procedural manuals. Development of these "Standard Operating Procedures/Standard Operating Guidelines" (SOPs/SOGs) is the responsibility of each individual agency identified within the EOP.

CONSTRUCT OF PLAN

The EOP includes the following:

Base Plan

The Base Plan describes the structure and processes designed to integrate the efforts and resources of the federal, State, regional and local governments, the private sector and non-governmental organizations (NGOs). The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan administration and maintenance instructions.

Annex A: Emergency Support Functions (ESFs)

The Emergency Support Functions describe the responsibilities and general concepts for emergency management activities and obligations maintained by each individual function. These responsibilities include reduction of the immediate hazard, saving lives and property, incident stabilization, environmental and economic conservation, and restoration of pre-incident conditions.

The Emergency Support Functions are comprised of 15 specific functional areas, they are:

- Transportation (ESF #1)
- Communications and Alerting (ESF #2)
- Public Works & Engineering (ESF #3)
- Firefighting (ESF #4)
- Emergency Management (ESF #5)
- Mass Care, Housing, and Human Services (ESF #6)
- Resource Support (ESF #7)
- Health and Medical Services (ESF #8)
- Search and Rescue (SAR) (EF #9)
- Hazardous Materials (HAZMAT) (ESF #10)
- Agriculture, Cultural, and Natural Resources (ESF #11)
- Energy (ESF #12)
- Public Safety and Law Enforcement (ESF #13)
- Volunteers and Donations (ESF #14)
- Public Information (ESF #15)

Annex B: Incident/Hazard Specific

Some disasters or emergencies require unique approaches to prevention, preparedness, response, recovery, and mitigation at some, or all levels. This Annex constitutes a collection of materials intended to address specific incidents/hazards. It includes specialized guidance, processes and administration to meet those needs based upon the individual characteristics of the incident.

Attachments/Appendices

Attachments and Appendices provide additional relevant and/or more detailed supporting information for each section of the EOP. This includes glossaries, acronyms, statutory authorities, and other documents.

PHASES OF EMERGENCY MANAGEMENT

Emergency management operations are carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery.

Prevention

Prevention means identifying, deterring or stopping an incident from occurring to protect property and lives.

Mitigation

Mitigation includes actions that are taken before an emergency to eliminate or reduce the risk to human life and property from natural, technological and/or civil hazards. The goal of mitigation activities is to lessen the impact of a disaster or emergency and to reduce the costs of response and recovery operations.



Figure 1: Phases of Emergency Management

Preparedness / Protection

Preparedness/Protection actions are pre-emergency activities that attempt to prepare organizations to effectively respond to disasters or emergencies. This phase involves training, exercising, planning, and resource identification and acquisition. When these tactics are effectively created and implemented before an event there may be a reduction in the cascading events of a disaster or emergency.

Response

Response actions are taken immediately prior to, during, or directly after a disaster or emergency to save lives, minimize damage to property and enhance the effectiveness of recovery. Response begins when an emergency or disaster is imminent and/or immediately after it occurs.

Recovery

Recovery includes both short-term and long-term activities. Short-term recovery aims at returning infrastructure systems back to operating standards. Long-term recovery works to return the site to “near normal” conditions after a disaster or emergency. Long-term recovery also includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery can take months or years. In some cases, recovery begins during the response to a disaster or emergency concurrently with response efforts.

INCIDENT MANAGEMENT ACTIVITIES

National Incident Management System (NIMS) / Incident Command System (ICS)

NIMS is the national model for Preparedness, Communications and Information Management, Resource Management, and Command and Management. ICS, established by NIMS, is the model for command, control and coordination for an emergency response. This system provides a means to coordinate the efforts of individual agencies as they work toward stabilizing the incident, protecting life, property, and the environment. ICS uses principles known to improve efficiency and effectiveness in an emergency response. Due to the increased complexity of events occurring in New Hampshire and the number of

agencies/departments with a responsibility to act, the Town of Chesterfield utilizes ICS as the operational system to manage disaster and emergency situations.

Local Emergency Operations Center (EOC) Activation for Monitoring

The Primary EOC is the facility that is used to coordinate a local response to any major emergency or disaster situation. It is located at the Chesterfield Town Office Building at 490 NH Rt. 63, Chesterfield. Security and maintenance of the EOC facilities will be carried out in accordance with EOC SOPs to be developed by the Emergency Management Director. In the event the Primary EOC is threatened, an alternate EOC may be activated at Spofford Fire Station at 9 Pontiac Drive, Spofford.

Direction and control of the EOC is the responsibility of the OEM Office. The OEM Office will coordinate the response of the community's departments, advise the Chair of the Board of Selectmen on the necessary protection actions, and coordinate the use of local and outside resources. Department heads, or designees, will direct their operational personnel from the EOC in coordination with the other community departments and the OEM Office and in response to executive decisions.

EMERGENCY SUPPORT FUNCTIONS

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

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

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

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

ESF-5, Emergency Management - Addresses the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the EOP; the operation of the EOC; incident action planning; situational awareness and information-sharing; and, provides direction and control over the use of local resources.

ESF-6, Mass Care, Housing and Human Services - Addresses, coordinates and reports on the emergency mass care activities of local and partner NGOs responsible for sheltering, feeding, counseling, temporary housing, and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

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

ESF-8, Health and Medical Services - Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides

public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

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

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

ESF-11, Agriculture, Cultural and Natural Resources - Addresses concerns regarding agricultural functions during disaster or emergency situations as well as the effect of an incident upon the natural and cultural resources of the community. These concerns include: assessment and surveillance of agriculture needs within affected areas; provision of agriculture-related services and supplies; identification and application of appropriate agriculture assistance programs; and obtaining and delivering emergency food supplies. In addition, this ESF is responsible for the care and well-being of large animals and livestock during an incident.

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

ESF-13, Public Safety and Law Enforcement - Provides for the protection of life and property by enforcing laws, orders and regulations, including the movement of persons from threatened or hazardous areas; provides for area security, traffic and access control.

ESF-14, Volunteers and Donations - Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

ESF-15, Public Information - Provides for effective collection, control and dissemination of public information to inform the general public adequately of emergency conditions and available assistance; coordinates a system to minimize rumors and misinformation during an emergency.

Lead and Support Functions Matrix

The matrix shown in Figure 2 is a quick reference to show the lead agency in each ESF and the departments that are support to the lead.

Figure 2: Agency Lead and Support Responsibilities

ESF	Agency/ Organization	Board of Selectmen	Town Administrator	Office of Emergency	Police Department	Fire Depts./EMS	Highway Department	School Department	Health Officer	Red Cross	Fish & Game/State Police
1	Transportation	S		L	S	S	L	S			
2	Communications and Alerting	S		S	L	L	S	S			
3	Public Works & Engineering	S		S	S	S	L	S			
4	Firefighting	S		S	S	L	S			S	
5	Emergency Management	S	S	L	S	S	S	S	S		
6	Mass Care, Housing, and Human Services	L		S	S			S	S		
7	Resource Support	L		S	S	S	S	S	S		
8	Health & Medical Services	S		S	S	S		S	L		
9	Search & Rescue	S		S	L	L				S	S
10	Hazardous Materials	S		S	S	L	S	S	S		
11	Agriculture, Cultural & Natural Resources	S		L	L	S	S	S	L		
12	Energy	S		L	S	S	S				
13	Public Safety & Law Enforcement	S		S	L	S	S				
14	Volunteers & Donations	L		S	S	S			S		
15	Public Information	L		S	S	S	S	S	S		

Authorities and References

Federal Statutes

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, describes the programs and processes by which the Federal Government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency.
- The Homeland Security Act of 2002, established a Department of Homeland Security (DHS) as an executive department of the United States.
- Post Katrina Emergency Management Reform Act (PKEMRA), clarified and modified the Homeland Security Act with respect to the organizational structure, authorities and responsibilities of FEMA and the FEMA Administrator.
- Sandy Recovery Improvement Act of 2013 (SRIA), authorizes several significant changes to the way FEMA may deliver federal disaster assistance to survivors.
- Pets Evacuation and Transportation Standards Act of 2006 (PETS), amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during and following a major disaster or emergency.

Executive Orders

- Executive Order 12127, President Carter's 1979 executive order that merged many of the separate disaster-related responsibilities into the Federal Emergency Management Agency (FEMA).
- Executive Order 12241, Transferring review and concurrence responsibility for local and State plans from the Nuclear Regulatory Commission (NRC) to FEMA.

State statutes

Authority of Emergency Response State, Regional and Federal Agencies		
Position/Agency	Responsibility	Authority
Governor	<ul style="list-style-type: none">• Delegation of authority to HSEM Director• Declaration of State of Emergency• Ordering evacuation• Ordering other protective action	Title 1 Chapter 4 Section 4:45
Dept. of Agriculture	<ul style="list-style-type: none">• Regulation of food handling, preparation, Storage & distribution• Environmental sampling	RSA 425 RSA 426 RSA 427
Dept. of Education	<ul style="list-style-type: none">• Assist in coordination of emergency response activities of school districts	RSA 189 RSA 194 RSA 200
Dept. of Employment Security	<ul style="list-style-type: none">• Actions & provisions as specified in the Disaster Relief Act of 1974	RSA 108
Dept. of Environmental Services	<ul style="list-style-type: none">• Control of public water supplies• Environmental sampling	RSA 149

Position/Agency	Responsibility	Authority
Dept. of Natural and Cultural Resources	<ul style="list-style-type: none"> Access & traffic control in State Parks and Forests 	RSA 12 RSA 218
Dept. of Health & Human Services	<ul style="list-style-type: none"> Radiological waste disposal Transportation of patients and use of vehicles as ambulances Response expenses Reciprocal agreements Emergency social services Referral services for evacuees Emergency shelter 	RSA 125 RSA 126 RSA 151 RSA 161
Homeland Security & Emergency Management	<ul style="list-style-type: none"> Direction of emergency response organization Control of emergency communications Request Federal and Regional assistance Actions & provisions of the Disaster Relief Act of 1974 NH Radiological Emergency Response Plan 	RSA 21P RSA 107B RSA 108
NH State Police	<ul style="list-style-type: none"> Direct resources of bus services Access control Support to local police Support to traffic control Crime prevention & control Request for regional law enforcement assistance 	RSA 106 NESPAC
Dept. of Transportation	<ul style="list-style-type: none"> Utilize traffic control device Clearing roads of vehicles, debris & snow Installing evacuation route signs 	RSA 228
Fish & Game Department	<ul style="list-style-type: none"> Support Department of Public Health Services (DPHS) special environmental sampling & monitoring of shellfish Access & traffic control in remote areas Notification & evacuation of individuals in outdoor recreational areas 	RSA 206 RSA 208 RSA 211
NH National Guard	<ul style="list-style-type: none"> Mobilization of Reserves for Protracted Emergency period. General support 	RSA 110B
Public Utilities Commission	<ul style="list-style-type: none"> Consider implementation of emergency regulations Provide key stakeholders additional nuclear facility onsite information Monitor performance of utilities emergency response 	RSA 107B
Cheshire County Dispatch Center	<ul style="list-style-type: none"> Operate multi-town emergency communications systems Activate emergency sirens 	RSA 107B LOA
Southwestern NH Fire Mutual Aid	<ul style="list-style-type: none"> Operate multi-town emergency communications systems Activate emergency siren systems 	RSA 154 LOA

Position/Agency	Responsibility	Authority
Civil Air Patrol	<ul style="list-style-type: none"> • Transportation of passengers and equipment • Aerial Reconnaissance of surface traffic • Air & ground Search and Rescue • Airborne Damage Assessment • Aerial Radiological Monitoring • Radio communication support • Courier and message service 	LOA
U.S. Coast Guard	<ul style="list-style-type: none"> • Controlling access to Emergency Planning Zone (EPZ) by sea • Marine emergency notification to commercial and pleasure craft 	Title 33, CFR Parts 72.01 & 165.20
Federal Agencies	<ul style="list-style-type: none"> • Authorities of Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief & Emergency Assistance Act 	PL 23-288, PL 94-163 PL 93-275, RSA 339:39-44 Executive Orders 91-6, 2003-3 RSA 4-C:1

RSA = NEW HAMPSHIRE REVISED STATUTES ANNOTATED OF THE STATE EMERGENCY MANAGEMENT ACT; LOA = LETTER OF AGREEMENT

CHAPTER 2 - SITUATION AND PLANNING ASSUMPTIONS

This Hazard Analysis and Assessment is the basis for both mitigation efforts and EOPs. From an emergency operation planning perspective, hazard analysis helps a planning team decide what hazards merit special attention, what actions must be planned for and what resources are likely to be needed. For purposes of emergency operations planning, basic considerations of this include: identification of hazards, profile hazard vulnerability and critical facility vulnerability.

Scope

This document applies to natural, technological and human-caused hazards in Chesterfield, NH that require response and recovery actions under the EOP.

Population

The population for Chesterfield has grown from 1,817 residents in 1970 to 3,552 in 2020. The table below shows the population trend since 1970 as well as the percentage of increase between decades. There was boom in population between 1970 and 1980. The rate of increase was slower in each of the following decades and a decline in population between 2010 and 2020.

Total Population	1970	1980	1990	2000	2010	2020
Chesterfield	1,817	2,651	3,112	3,542	3,604	3,552
	----	46%	17%	14%	2%	-1%

Source: US Census

Geography and Climate

The Town of Chesterfield consists of 47.5 square miles. There are several small first order streams in the Town of Chesterfield. The vast majority of these streams drain small valleys into the Connecticut River to the west and Spofford Lake (740 acres) to the north. Additionally, Chesterfield contains three town forests, the James O'Neil Forest, Madam Sherrie Forest and Friedsam Town Forest, and Pisgah State Park, Wantastiquet State Park and Chesterfield Gorge are at least partially located in Chesterfield.

Chesterfield's climate is temperate. According to U.S. Climate Data, the average high temperature in 2020 was 31°F in January and 82.4°F in July. The annual precipitation in 2020 was 43.6 inches of rainfall and 55 inches of snowfall.

Government

A three-member Board of Selectmen governs the Town of Chesterfield. The Town maintains a full-time Town Administrator, two volunteer/on-call Fire Chiefs, and on-call fire precincts for Chesterfield and Spofford. There is a full-time Police Chief and a Highway Department. The Cheshire Medical Center and the Dartmouth-Hitchcock Clinic are located in Keene, 12 miles east of Chesterfield; Brattleboro Hospital and Brattleboro Rescue, Inc. are located to the west in Vermont. The City of Keene responds to calls east of NH 63 while Rescue Inc. responds to calls west of NH 63.

Hazard Analysis

The Town of Chesterfield currently has a comprehensive Hazard Mitigation Plan. The Hazard Mitigation Plan includes a detailed identification of natural and human-caused hazards affecting the Town. The Hazard Mitigation Plan can be reviewed for more specific hazard information for the Town of Chesterfield.

Vulnerability and Risk Assessment

The table below is a risk assessment of the types of hazards that could occur in Town. The *Severity* was calculated by determining the average of the human, property and business impacts. *Risk* was calculated by multiplying severity by probability. *Low*, *Medium* and *High* risk was assigned as shown below

Probability of Occurrence

The ***Probability of Occurrence*** is a numeric value that represents the likelihood that the given hazard will occur within the next 10 years. This value was chosen based on historical information. The Working Group determined the probability of occurrence rating for each of the previously identified hazards. The probability of occurrence ratings was broken into the following categories:

Probability Scoring

- 1- 0-33% probability of occurring within 10 years (Low)
- 3- 34-66% probability of occurring within 10 years (Medium)
- 6- 67-100% probability of occurring within 10 years (High)

Overall Risk

The ***Overall Risk*** is a representation of the combined *potential impact* and *probability of occurrence* ratings. This is calculated by multiplying the probability of occurrence rating score by the impact rating score (the average of human, property, and business impacts). The goal of identifying the overall risk of each identified hazard is to assist the town in determining which hazards pose the largest potential threat. This will allow the Working Group to use the overall risk ratings to develop targeted mitigation actions that allocate funding and resources to the highest rated hazards first. The overall risk ratings are broken down and color coded into the following categories:

White: values 1 - 7 **Low Risk**

Yellow: values 8 - 16 **Medium Risk**

Red: values 17+ **High Risk**

Hazard Type Risk Assessment

	Threat/Hazard	Classification	Human Impact	Property Impact	Economic/ Business Impact	Average Impact Score	Probability of Occurrence	Overall Risk
	Inland Flooding	High	3	3	1	2.3	6	14
	Drought	Medium	1	3	3	1.7	6	10
	Earthquakes	Low	1	1	1	1	6	6
	Extreme Temperatures	Medium	3	1	1	1.7	6	10
	High Wind Events	High	3	3	3	3	6	18
	Infectious Disease	High	3	1	3	2.3	6	14
	Landslide	Low	1	1	1	1	3	3
	Lightning	High	3	3	1	2.3	6	14
	Severe Winter Weather	High	3	1	3	2.3	6	14
	Solar Storms & Space Weather	Medium	3	1	5	3	4	12
	Tropical Storm & Hurricane	High	3	3	3	3	6	18
	Wildfire	Medium	3	3	1	2.3	3	7
Technological Hazards	Aging Infrastructure	Low	3	3	3	3	1	3
	Conflagration	Low	3	3	3	3	1	3
	Dam Failure	Medium	6	3	3	4	3	12
	Known & Emerging Contaminants	High	3	3	3	3	6	18
	Hazardous Materials	Medium	3	3	3	3	3	9
	Long-term Utility Outage	High	3	3	1	2.3	6	14
	Radiological	Low	3	1	1	1.7	3	5
Human-caused Hazards	Cyber Event	High	3	1	5	3	6	18
	Mass Casualty Incident	Low	3	3	1	2.3	1	2
	Terrorism/Violence	High	3	1	3	2.3	6	14
	Transport Accident	Medium	3	1	1	1.7	6	10

Emergency Operations Planning Assumptions

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

- The Town, in conjunction with the State, is primarily responsible for natural, human-caused and technological emergency preparedness and has shared responsibilities with the State and Federal government for national security preparedness. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
- A disaster producing a great number of casualties and wide spread damage may occur with little or no warning.
- Depending upon the severity of the situation, the Town may be quickly overwhelmed with the emergency.
- Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to State and State to Federal government).
- The State will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
- Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or State agencies will assist these organizations by providing information, guidance and coordination of relief efforts.
- Local and State emergency operations plans address the ability to direct, control, coordinate, and manage emergency operations during multiple events.
- The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.
- State and Federal government resources and expertise can be mobilized to augment emergency operations and recovery efforts beyond the capabilities of local government.
- Local government will continue to function under all disaster and emergency conditions.
- Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
- If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate Federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of State and local government.

CHAPTER 3 - ROLES AND RESPONSIBILITIES

Local Jurisdictions

The OEM Office has the responsibility for the development and implementation of emergency management programs designed to provide for rapid and effective response to an emergency situation. They should plan for the protection of life and property within the community. Local department heads and NGOs should work with the OEM Office during the development of local emergency plans and should be prepared to provide response resources.

Individuals and Households

Individuals and households have a responsibility to be prepared for disaster situations. Residents should educate themselves on what to do before, during and after different types of disasters. A number of resources are available to residents of Chesterfield. The ReadyNH.gov website contains many emergency preparedness resources for local residents. These include signing up for emergency alerts through NH Alerts, preparing an Emergency Contacts card, compiling an Emergency Kit, and developing a Family Emergency Plan. Other resources include the Division of Fire Safety: Office of the State Fire Marshal's Public Education website and the National Fire Protection Association website. The OEM Office works to educate the public on an annual or biannual basis through existing community institutions.

Federal Government

The Department of Homeland Security and the Federal Emergency Management Agency are responsible for the following areas of planning and operations:

- Supporting local governments in planning, preparedness, mitigation, response, and recovery operations;
- Coordinating Federal aid for a Presidentially Declared Disaster (PDD) and emergencies by implementing the NRF;
- Coordinating emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents and attack; and,
- Ensuring continuity of government and coordinating mobilization of resources during national security emergencies.
- Non-governmental and Volunteer Organizations (NGOs)

NGOs collaborate with other agencies and organizations, first responders and all levels of government to provide relief services to sustain life, reduce physical and emotional distress and promote recovery of disaster victims when assistance is not available from other sources. Private relief organizations have a two-fold responsibility. The first responsibility is to cooperate and coordinate with government agencies to help ensure broad and thorough coverage of relief. The second, and more important responsibility, is to provide relief not provided by the government on a complementary and supplementary basis.

Private Sector

The roles, responsibilities and participation of the private sector vary based on the type and impact of disaster or emergency. Regardless, as a key element of local economies; private sector recovery and restoration is essential to aid the jurisdictions impacted.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to disasters or other emergencies, regardless of cause. In the case of a catastrophic incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available, in

accordance with their plans, to address the consequences of incidents at their own facilities or emergencies for which they are otherwise responsible.

The roles of private sector organizations may include: Impacted Organization or Infrastructure, Response Resource, Regulated and/or Responsible Party, or Local Emergency Management Organization Member.

Primary Responsibilities

The Board of Selectmen is responsible for:

- Supporting emergency management in establishing, equipping, and staffing an Emergency Operations Center (EOC)
- Dissemination of public information through the Public Information Representative
- Issuing the Declaration of a State of Emergency
- Coordinating financial support for the emergency response and recovery operations
- Protecting life and property through executive decisions assisted by all departments and organizations stated herein

The Town Administrator or Designee (as authorized by the BOS) is responsible for:

- Supporting emergency management in establishing, equipping and staffing an Emergency Operations Center (EOC)
- Protecting life and property through executive decisions assisted by all departments and organizations stated herein
- Dissemination of public information
- Coordinating with the American Red Cross and School Department/Contact (through the OEM Office if necessary)
- Issuing emergency evacuation recommendations
- Maintaining records of emergency expenditures
- Providing all Town records
- Coordinating with other outside support services
- Coordinating with disaster victims and ascertain their needs

The Office of Emergency Management (OEM) is responsible for:

- Coordinating emergency operations training for all departments
- Conducting test exercises of a multi-department nature and assisting departments to conduct their own test exercises coordinated with NH HSEM
- Coordinating the emergency operations & managing the Emergency Operations Center
- Notify the State Emergency Operations Center (EOC) of any Chesterfield EOC activation
- Assist in providing for the protection of life and property
- Maintaining the Emergency Operation Plan
- Assisting all departments in maintaining and training auxiliary forces
- Providing and maintaining an up-to-date departmental emergency operation plan and assisting other departments in providing and maintaining their own departmental emergency operations plans
- Providing information on existing and potential resources
- Providing and coordinating administrative support for the EOC
- Coordinating emergency functions for community or organizations and industries
- Coordinating the rationing of essential community resources and supplies, as directed by the Board of Selectmen Chair
- Coordinating the training and assignment of public shelter management and staff

- Establishing a community shelter plan
- Coordinating with the American Red Cross and School Department/Contact

The Police Department is responsible for:

- Providing emergency operations training for its own personnel, assisted by the OEM Office
- Conducting its own test exercises, as coordinated with the OEM Office
- Protecting life and property, assisted by all departments
- Providing crowd control, assisted by the Fire Departments and Highway Department
- Dispersing its own equipment and manpower to strategic locations, as necessary
- Contacting regional/police mutual aid
- Coordinating all emergency traffic control procedures within the community
- Receiving warnings and alerting local officials
- Helping provide security services in Town emergency shelters
- Coordinating restoration of utility services

The Fire Departments/EMS is responsible for:

- Emergency operations training for its personnel
- Conducting test exercises, as coordinated with the OEM Office
- Assisting the Police Department in providing crowd and traffic control
- Dispersing its own equipment and manpower to strategic locations, as necessary
- Containing and extinguishing fires
- Coordinating regional fire mutual aid
- Providing rescue operations and emergency medical services
- Helping provide medical services in Town emergency shelters
- Receiving warnings from the Southwestern NH Fire & Mutual Aid (SWNHFMA) dispatch and alerting local officials
- Developing a public warning plan and system in coordination with the OEM Office
- Coordinating the emergency communications system
- Supervising emergency operations in hazardous materials accidents or incidents Monitoring potable water quantity and quality

The Highway Department is responsible for:

- Providing emergency operations training for members of its own staff, assisted by the Emergency Management Director
- Assisting in the protection of life and property
- Dispersing its own equipment and manpower to strategic locations, under direction of the EOC/ OEM Office and Highway Department
- Coordinating regional highway mutual aid
- Keeping streets clear of debris
- Providing refuse disposal
- Coordinating damage assessment activities
- Assisting the Police Department with traffic control
- Assisting with communication efforts

The School Department is responsible for:

- Providing emergency operations training for their own personnel, assisted by the Emergency Management Director

- Conducting test exercises at the Chesterfield Elementary School coordinated with the Fire Departments, Police Department, & OEM Office
- Coordinating regional mutual aid within the SAU
- Assisting the Red Cross in the mass feeding and sheltering of evacuees
- Coordinating emergency operations planning in all public schools and maintaining an up-to-date school department emergency implementation plan

The Health Officer is responsible for:

- Enforcing public health standards
- Assisting in coordinating emergency shelter and feeding
- Coordinating inoculation or immunization
- Coordinating emergency health care planning
- Liaison with local medical facilities
- Coordinating with local veterinarian for domestic animals

The New Hampshire West Chapter of the American Red Cross should:

- Assist in providing emergency food, clothing, shelter, and First Aid
- Provide individual family assistance
- Manage emergency shelter operations, local or regional, if requested
- Coordinate with local jurisdictions, agencies, and organizations to identify unmet disaster needs

Facilities and Response Resources

Incident Command Post (ICP)

The Incident Command Post is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

The Incident Command Post is established by the senior emergency responder on site. It will range from a vehicle to a structure, depending on the needs of the situation.

Emergency Operations Center (EOC) - Primary

The Primary EOC is the facility that is used to coordinate a local response to any major emergency or disaster situation. It is located at the Chesterfield Town Office. Security and maintenance of the EOC facilities will be carried out in accordance with EOC Standard Operating Procedures to be developed by the OEM Office.

Alternate EOC

In the event the Primary EOC is threatened, an alternate EOC may be activated at the Spofford Fire Station.

CHAPTER 4 - CONCEPT OF OPERATIONS (CONOPS)

The Concept of Operations is a description of how the response organization accomplishes a mission or set of objectives which are determined during the planning process and based on the jurisdiction's threat, hazard analysis and risk assessment (THIRA) and capability analysis.

It is a premise of emergency management that all incidents begin locally and initial response is by local jurisdictions. It is only after local emergency response resources are depleted, or local resources do not exist to address a given disaster or emergency, that State emergency response resources and assistance are to be requested by local authorities. Police, fire, EMS, emergency management, public health, public works, environmental agencies, and other personnel are often the first to arrive and the last to leave an incident site.

Emergency Operations

Operational Policies

1. Local response operations will be organized and managed under the Incident Command System (ICS).
2. Actions/Activities identified under the concept of operations are based upon the premise that an emergency or disaster event has exceeded the capabilities and resources of local government, thereby requiring State assistance. Such assistance, when authorized, will be provided by State agencies operating under their own authority, or as part of an effort coordinated by the Department of Safety - Division of Homeland Security and Emergency Management (HSEM), operating on behalf of the Governor. The Governor may request assistance from the Federal government if the capabilities and resources of both local and State governments are exceeded.
3. Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as lead or support, to facilitate the provisions of the response actions of the State. A listing of the ESFs and their primary areas of responsibilities that have been adopted by the Town are located on pages 9-12, Base Plan.
 - Each ESF has been assigned a number of functions to support response operations in an emergency situation. The designated lead agency, with the assistance of one or more of the support agencies, is responsible for managing the activities of the ESF and ensuring the missions are carried out, as necessary. The lead and support agency assignments for each of the ESFs are identified by **Figure 1, Agency Lead and Support Responsibilities** matrix shown earlier on p. 12.
 -
 - Specific functional missions, organizational structures, response actions, lead and/or co-lead, and support agency responsibilities are described in the individual ESF sections to the EOP.
4. Based upon the situation, lead and support agencies may be authorized to provide assistance in support of local operations without an executive order or proclamation of a STATE OF EMERGENCY.

1. Coordination

Coordination is a broad function involving staff members engaged in both direction and control. Some situations might require an Incident Commander to execute coordinating functions. In times of disasters or other emergencies, there are several levels of coordination involved with the administration of this Plan. They work through three levels from local, to State and finally to federal authorities, when required.

The OEM Office is responsible for maintaining a common operating picture and coordinating local response efforts. Primarily, this role encompasses two areas of coordination. First, the OEM Office works with local responders to ensure internal cooperation and functional teamwork in support of the Incident Commander. Secondly, the OEM Office arranges for outside assistance when the need arises and/or when requested by the Incident Commander, through mutual aid or through the Area Command structure or the EOC.

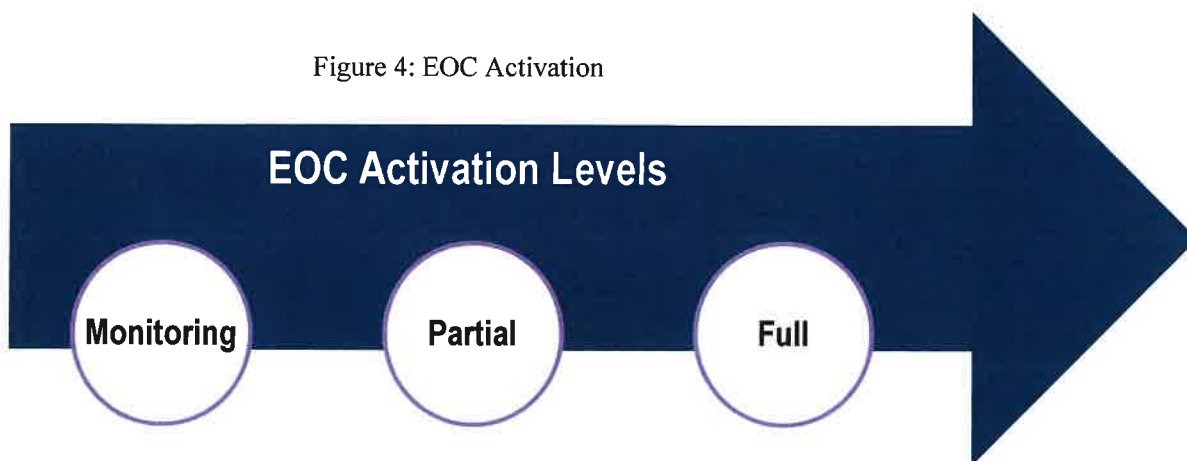
2. Local Emergency Operations Center (EOC)

Monitoring: The Local EOC is not activated. Local Emergency Management Agency is at normal staffing and is monitoring situational awareness on a 24/7 basis.

Partial Activation: The Local EOC is partially activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Partial activation staffing will be determined to meet the needs of the situation.

Full Activation: The Local EOC is fully activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Full activation requires 24-hour staffing in order to meet the needs of the situation.

Figure 4: EOC Activation



3. Organization and Assignment of Responsibilities

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

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

- Requests for State assistance from local governments.
- Pre-disaster response to emergency situations (i.e., hurricanes, winter storms, flooding potential, etc.).
- The OEM Office, after consideration of the event(s), will determine the extent of Communications and Alerting, and Emergency Management, activation level.
- a. **Command and Control** - This section is composed of elements that provide direction and control of the emergency situation; ensures the response follows established SOPs/SOGs; and provides for a centralized EOC facility. The EMD or his/her designee is the primary person assigned to the Command and Control Section and will ensure the following:
 - Coordinate all emergency response functions in the EOC.
 - Establish and maintain a facility to be used as the EOC for centralized direction, coordination and control of emergency operation.
 - Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements and functional operating procedures/guides.
- b. **Operations Section** - This section is composed of elements that, when either partially or fully activated, will provide emergency support functions to support local operations during an emergency/disaster. Each ESF is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions. Staffing patterns will be dependent upon the severity of the emergency.
- c. **Planning Section** - This element includes information and planning activities to support operations. It also includes functions to collect and process information; develop information into briefings, reports and other materials; display pertinent information on maps, charts and status boards; consolidate information for response and recovery actions; provide an action tracking system; and provide technical services in support of operations. During activations of the EOC, the Planning Section will be supported by each of the ESFs represented in the EOC. The lead agency of this section will be situationally driven. Typically, it will be the OEM Office, or the applicable department head or designee.
- d. **Logistics Section** - This element includes activities, which provide facilities and services to support response and recovery efforts.
 1. The OEM Office, in coordination with other Town departments, will facilitate logistical support for emergency operations (i.e., provide supplies and equipment) and, if required, sleeping and feeding facilities for EOC staff.
 2. Appropriate departments shall implement established resource controls and determine resource availability; this would include source and quantity of available resources. Further, they shall keep the EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operations.
 3. Town government should develop and maintain a current database of locally available resources and their locations. The database should include all public and available private equipment, and personnel with special technical skills, pertinent to the anticipated needs of the Town.
- e. **Administration and Finance Section** - This element provides support to the response and recovery efforts, as required.

1. Administrative

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

2. Finance

- a. Funding allocations to meet the needs of an emergency situation is met by:
 - 1) If a disaster declaration is requested by the Governor, through FEMA Region I, to the President of the United States, and if such is declared, then reimbursement of associated disaster activity expenses may be available through FEMA. Procedures for applying for Federal disaster assistance funds will be in accordance with prescribed State and Federal disaster assistance protocols and procedures.
- b. A major disaster or emergency may require the expenditure of large sums of State and local funds. Financial operations may be carried out under compressed schedules and intense political pressures requiring expeditious actions that meet sound financial management and accountability requirements.
- c. Town departments designated as Primary and/or Co-Primary Agencies for the ESFs, conducting emergency support activities, will be responsible for

establishing and maintaining financial support and accountability during emergency operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments.

- d. The Town of Chesterfield is responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

4. Situation Documentation and Management Software

Software Compatibility: Chesterfield has standardized software with Microsoft. The Department of Safety - Division of Homeland Security and Emergency Management and the State EOC has standardized software with Microsoft. FEMA has standardized software using Microsoft. No conflicts are apparent.

The Town utilizes WebEOC to manage large scale events, disasters and support public safety information sharing. WebEOC allows incident commanders, community leaders and command level personnel one common operating picture of public safety operations, sensitive information and infrastructure problems and/or disruptions upon which to make informed, effective decisions in response, recovery and mitigation efforts. WebEOC is also used as a gateway to share information between the State Emergency Operations Center (SEOC) and federal, state, local public safety entities, and critical infrastructure partners. Additionally, WebEOC is one of the primary means of communications and incident management for the SEOC.

CHAPTER 5 - CONTINUITY OF GOVERNMENT (COG)

The occurrence of a disaster or emergency could impede the ability of Town government to function. It is critical that the preservation of government, as it exists, and the continued ability of local governments to provide protection and essential services to the public be maintained.

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

The EMD is responsible for developing, maintaining and exercising a COG Plan for the Town. The EMD is also responsible for ensuring that all departments, agencies and offices develop, maintain and exercise a COG Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.

1. In order to ensure effective emergency operations, the following should be considered:
 - a. That State and local governments provide a capability to preserve, maintain and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - b. That local emergency response departments provide for the following during emergency operations:
 - 1) That each element has designated and trained personnel available for EOC deployment; and
 - 2) That each element maintains and updates notification lists, twenty four hour staffing capabilities and standard operating procedures/guides (SOPs/SOGs).
 - c. Each of the emergency response departments will also develop and maintain policies, plans and SOPs/SOGs to ensure the capability to provide essential services/functions sustainable during emergencies and/or disasters.
2. In the event the primary EOC is inaccessible, is damaged to the point it is rendered uninhabitable or is destroyed, the EMD will take action to relocate local emergency operations to the alternate EOC site.
 - a. The alternate EOC is the Spofford Fire Department located 9 Pontiac Drive, Spofford
 - b. The EMD is responsible for developing and maintaining an EOC Relocation Procedures/Guides and/or Checklists, as appropriate.

LINES OF SUCCESSION

In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.

The following is the Line of Succession that has been established for Chesterfield of those whom report to the Select Board. In the event the Chairman or his/her designee is not available, the position is filled in succession as listed below.

1. Board of Selectmen (#2, #3)
2. Town Administrator
3. Emergency Management Director
4. Police Chief
5. Fire Chief
6. Road Agent
7. Deputy EMD

The elected and appointed officials with the support of the EMD will develop and maintain a Continuity of Government (COG)/Line of Succession Plan for the Town.

PROTECTION OF GOVERNMENT RESOURCES

The Town of Chesterfield will be proactive in identifying key governmental resources and government functions required for continuous operation after a large incident. Essential functions are those that enable governmental agencies to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in disasters or emergencies. Many of Chesterfield's resources and functions are included in the Critical Facilities identified in the Hazard Mitigation Plan. The Chesterfield Hazard Mitigation Plan identified Critical Facilities as follows:

- EOC/Town Offices/Police Station
- Fire Station (3)
- Highway Garage
- Town Hall
- Transfer Station
- Elementary School
- Emergency Power Generators
- Cell and radio towers
- Electrical power distribution infrastructure
- Fuel storage facilities
- Dry hydrants and fire ponds
- Emergency Shelters
- Primary & Secondary Evacuation Routes
- Communications infrastructure (fiber optics, cable)

ALTERNATE OPERATIONS FACILITIES

To ensure continuity of essential emergency functions, under all circumstances local jurisdictions should ensure the establishment of an Alternate Local Emergency Operations Center (EOC). All agencies should prepare for the possibility of unannounced relocation of mission essential functions and/or continuity of government contingency staffs to alternate/continuity facilities capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility, a favorable assessment of the local threat and/or the collective protection characteristics of the facility.

The alternate operations facilities will be at the Spofford Fire Department building at 9 Pontiac Drive in Spofford. OEM has the use of a small meeting/conference space. A larger space with basic cooking

facilities may be made available if needed. Requests for emergency access should be made through the Spofford Fire Chief.

CHAPTER 6 - TRAINING AND EXERCISES

Training is provided to prepare local emergency response personnel. It is designed to develop the knowledge, skills and abilities required in a disaster or emergency. Basic training that is recommended and provided includes Incident Command Systems (ICS) fundamentals and EOP orientation.

Exercises are conducted to evaluate plans and procedures used during actual emergencies and identify the need for Plan modifications and/or additional training. When properly integrated, training and exercising can improve the response and the delivery of emergency/disaster assistance to residents and visitors.

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

TRAINING

Training will occur as options become available from NH HSEM or other state/federal agencies.

Training may be offered to local emergency management personnel in a variety of categories. Each is designed for specific disciplines and/or assignments and is delivered in the most convenient manner possible. Members of the emergency management team are encouraged to take advantage of relevant training opportunities from NH HSEM and the NH Fire Academy, area organizations including the American Red Cross and Greater Monadnock MRC, and FEMA offerings through the Center for Domestic Preparedness and the Emergency Management Institute, many of which are available as online self-study

courses. The Chesterfield EMD will host onsite trainings, as available and budgeted, in areas where need is evident.

EXERCISES

The Exercise Program is based upon the current exercise recommendations of DHS/FEMA and the



Homeland Security Exercise and Evaluation Program (HSEEP). Each exercise varies in activities and resources. Some require simple preparations and execution, while others may be more complex and require greater efforts and resources. These exercises not only focus on the actions of participating personnel, but they also may reveal gaps in the planning or preparedness aspects of emergency management.

After exercises are completed an After-Action Report (AAR) should be developed that captures observations of exercise evaluators, or the findings of involved agencies and personnel. An AAR makes recommendations for improvements and often includes an Improvement Plan (IP). IPs identify specific corrective actions to be taken, assigns these actions to responsible parties and establishes target

dates for action completion.

CHAPTER 7 - ADMINISTRATION

FEDERAL RESPONSE INTERFACE WITH LOCAL AND STATE

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

Once the EOP and the EOC has been activated, the linkage within the local EOC and the State EOC will be established and maintained. The following highlights the issues regarding this linkage with specifics found in the individual ESOs:

- a. Points of Contact: A list correlating the local and state functional counterparts and primary contacts, will be provided during the initial notification phase and thereafter upon changes in status. In addition, a current copy of Table 1.1, Emergency Support Function Assignment Matrix, of the EOP, will be attached to the initial notification to the State EOC. This figure lists the functional ESOs and assigns lead, co-lead and support State agencies to each function.
- b. Status reports: compiled by EOC staff will be forwarded to the Emergency Management Director at the State EOC.
- c. Software Compatibility: Chesterfield has standardized software with Microsoft. The Department of Safety - Homeland Security and Emergency Management and the State EOC has standardized software with Microsoft Office. FEMA has standardized software using Microsoft Office. No conflicts are apparent.

The state to local interface will be specified with each EOP and will be guided by **Emergency Management and Communications and Alerting**. Unless otherwise noted, the chief elected official (CEO) of the jurisdiction is responsible for direction and control within the jurisdiction and an emergency management director is appointed and shall have direct responsibility for the organization, administration and operation for emergency management within said jurisdiction.

AGREEMENTS AND UNDERSTANDINGS

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

The Town of Chesterfield is part of the following mutual aid systems: Southwestern New Hampshire Fire Mutual Aid, Police Mutual Aid, Public Works Mutual Aid, and the Statewide Mutual Aid System.

REPORTS AND RECORDS

In addition to individual intra-agency recording and reporting requirements, all involved organizations will provide emergency management reports in accordance with this EOP, its annexes and procedures.

EXPENDITURES AND RECORD-KEEPING

The Town of Chesterfield is responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, photo documentation of disaster areas, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

CONSUMER PROTECTION

The NH Department of Justice (DOJ), Office of the Attorney General (AG), Consumer Protection and Anti-Trust Bureau will monitor emergency activities to provide protection to consumers. Complaints may be initiated by calling the Bureau at (603) 271-3643 or by filing a complaint electronically.

PROTECTION OF THE ENVIRONMENT

All actions taken pursuant to repair and restoration by a government agency, individual, or private entity will comply with the Town of Chesterfield, State and Federal laws, rules and regulations regarding the environment. Additional requirements may be obtained from the New Hampshire Department of Environmental Services (NHDES).

NON-DISCRIMINATION

Discrimination against persons on the basis of age, color, economic status, nationality, race, religion, sex, sexual orientation or handicap in the administration of emergency services or disaster relief is prohibited. Complaints of discrimination in emergency operations or disaster relief will be made to the local emergency management organization for investigation and further action.

EMERGENCY RESPONDER LIABILITY

The Town of Chesterfield follows the recommendations of the NH Municipal Association and Primex regarding the utilization of volunteers.

Information concerning emergency responder liability within the State of NH is found in RSA Section 508:17-a *Agents Assisting Certain State Departments: Liability Limited:*

508:17-a Agents Assisting Certain State Departments; Liability Limited. –

I. Any person who acts as an agent to the Department of Health and Human Services or the Department of Safety by providing assistance in response to a specific public health or public safety incident shall be protected from claims and civil actions arising from acts committed within the scope of his or her official duty as an agent to such departments to the same extent as state officers, trustees, officials, employees, and members of the general court under RSA 99-D, provided that:

(a) The Commissioner of the Department of Health and Human Services or the Commissioner of the Department of Safety has declared in writing to the Governor that a public health or public safety incident exists;

(b) The Department of Health and Human Services or the Department of Safety has designated the person to act as its agent to assist in responding to the public health or public safety incident;

(c) The agent was acting in good faith and within the scope of his or her official functions and duties as an agent to the Department of Health and Human Services or the Department of Safety; and

(d) The damage or injury was not caused by willful, wanton, or grossly negligent misconduct by the agent.

II. In this section:

(a) "Agent" means any person who acts as an agent to the Department of Health and Human Services or the Department of Safety by providing assistance in response to a specific public health or public safety incident and the person does not receive compensation from either department, other than possible reimbursement for expenses actually incurred for such services, but who may be receiving compensation from his or her employer or from any other source.

(b) "Damage or injury" includes physical, nonphysical, economic and noneconomic damage, and property damage.

(c) "Public health or public safety incident" means a specific incident that the Commissioner of the Department of Health and Human Services or the Commissioner of the Department of Safety has declared in writing poses a threat to the health and safety of the public and demands a response that will require the assistance of agents from outside the state system, but which does not rise to the level that would necessitate the declaration of a state of emergency by the governor under RSA 4:45.

II-a. For purposes of immunity and exemption, any declared public health or public safety incident shall be considered an emergency management function under RSA 21-P:41, I-II.

III. Notwithstanding any other provision of law, no person shall be considered an agent of the Department of Health and Human Services or the Department of Safety for the purposes of this section unless the commissioner of one of those two departments has declared in writing to the Governor that a public health or public safety incident exists and the appropriate department acknowledges in writing the person's status as an agent. Such written acknowledgment shall identify the person, indicate the department of the state for which the person will be acting as an agent, indicate the duration for which the person will be acting as an agent, indicate the functions that the person will be performing for the appropriate department, and specifically indicate that the provisions of this section apply to the person's status as an agent to the appropriate department.

IV. Any licensed health care provider who acts as an agent to the Department of Health and Human Services by providing health care or services in response to a public health incident shall work under the oversight of a department physician.

V. No disciplinary action shall be taken by a licensing board against a licensed health care provider who acted as an agent or a volunteer to the Department of Health and Human Services or the Department of Safety. This paragraph shall apply only to a health care provider who was designated by either the Department of Health and Human Services or the Department of Safety to act as an agent in accordance with paragraph III and who acted in good faith within the scope of his or her official functions and duties as an agent, and who did not engage in willful, wanton, or grossly negligent conduct in the course of carrying out his or her official functions and duties.

Source. 2005, 191:5. 2008, 336:5, eff. July 7, 2008.

CHAPTER 8 - PLAN DEVELOPMENT AND MAINTENANCE

DEVELOPMENT

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

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

MAINTENANCE

This Plan is a living document and is the principal source of documentation concerning the jurisdictions of emergency management activities. Designated departments/agencies of local government have the responsibility for developing and maintaining a portion of this Plan. Overall coordination of this process will be performed by the EMD or designee. All lead and support agencies whether Federal, State, local, or private with emergency responsibilities, shall integrate their planning efforts in the maintenance, implementation and exercising of the EOP. Hence:

- The EMD will conduct the overall plan review and report to the Board of Selectmen with recommended revisions on an annual basis. The EMD will request from the lead and support agencies the necessary updates as noted below.
- The EMD will authorize and issue changes to this Plan, as necessary and until the Plan is superseded. The Plan will be reviewed annually and be subject to revision annually, unless disasters or other emergencies or other events dictate otherwise.
- The EMD will be responsible for maintenance of this Plan, including revisions, as required. Authorized representatives may recommend changes and will provide information concerning capability changes that affect their emergency management responsibilities. Users, reviewers and other appropriate individuals may also recommend changes. AARs and similar feedback will be considered in the maintenance and update of the Plan.
- All changes, revisions and/or updates shall be forwarded to the EMD for review, editing, publication, and distribution to all holders of the EOP. If no changes are required, the EMD is to be notified in writing, by the respective department, agency or office that the Plan and associated ESF, and all supporting documents, have been reviewed and are considered valid and current.
- Lead agencies are responsible for participating in the annual review of the Plan. The EMD will coordinate review and revision efforts, and will ensure that the Plan is updated, as necessary, based on lessons learned during actual events, exercises, as well as changes in organization, technology and/or capabilities.

- Agencies and organizations have the responsibility for maintaining annexes, appendices, SOPs/SOGs, implementing procedures, job aids, notification lists, and resource data to ensure prompt and effective response to emergencies. Agency resource data must be accessible to agency representatives at the EOC. These agencies/organizations are also expected to conduct and/or participate in training activities designed to enhance their ability to accomplish their responsibilities, as assigned by this plan.

Review procedures following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within forty-five (45) days.

CRITIQUES

The EMD will incorporate critiques of the Plan as applicable. Critiques will be provided in AARs and IPs by ESF Lead and Support Agencies after disasters, emergencies or exercises. These agencies may develop a written critique report, which will be provided to the EMD, or their designee. AARs or the critique reports should entail both written and verbal input from all appropriate participants, including field personnel. An evaluation of the IP or critique comments will provide additional opportunity for changes, additions or revisions of the EOP content.

CHAPTER 9 - SUPPORTING DOCUMENTS

SUPPORTING AND RELATED DOCUMENTS

The broader range of EOP-supporting documents includes strategic, operational, tactical and incident-specific or hazard-specific contingency plans and procedures.

Strategic plans are developed based on long-range goals, objectives and priorities.

Operational plans merge the on-scene tactical concerns with overall strategic objectives.

Tactical plans include detailed, specific actions and descriptions of resources required to manage an actual or potential incident.

Contingency plans are based on specific scenarios and planning assumptions related to a geographic area or the projected impacts of an individual hazard.

Other:

- a. The NIMS provides a core set of doctrine, concepts, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels.
- b. Agency-Specific Plans - Created to manage single hazards or contingencies under the purview of the responsible department or agency.
- c. Operational Supplements - Are typically detailed plans relating to specific disasters or other emergencies or events. Operational supplements routinely are developed to support planned significant events.
- d. Regional Plans - Typically are operational supplements to state plans and provide region-specific procedures and guidance.
- e. Local Multi-hazard Mitigation Plans - Developed by communities to provide a framework for understanding vulnerability to and risk from hazards, and identifying the pre-disaster and post-disaster mitigation measures to reduce the risk from those hazards. Multi-hazard mitigation planning requirements were established by Congress through the Stafford Act, as amended by the Disaster Mitigation Act of 2000, i.e., Town of Chesterfield Hazard Mitigation Plan 2021.
- f. Private-Sector Plans - Developed by privately owned companies or organizations. Some planning efforts are mandated by statute (e.g., nuclear power plant operations), while others are developed to ensure business continuity, mission accomplishment, etc.
- g. Volunteer and Non-governmental Organization Plans - Created to support local, State, regional and federal emergency preparedness, response and recovery operations. Planning includes a continuous process of assessment, evaluation and preparation to ensure that the necessary authorities, organization, resources, coordination and operation procedures exist to provide effective delivery of services to disaster clients, as well as to provide integration into planning efforts at all government levels.
- h. Procedures - Provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations. These documents fall into five basic categories:

1. Overviews that provide a brief concept summary of an incident management function, team or capability;
2. SOPs, standard operating guidelines (SOGs), or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP/SOG) or a number of interdependent functions (i.e., operations manual);
3. Field operations guides (FOGs) or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;
4. Point of contact (POC) lists; and
5. Job aids, such as checklists or other tools for job performance or job training.

CHAPTER 10 - ACRONYMS

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
AG	Office of Attorney General
ARES	Amateur Radio Emergency Service
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
CY	Calendar Year
DES	NH Department of Environmental Services
DHS	Department of Homeland Security (Federal)
DOJ	Department of Justice (Federal)
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMD	Emergency Management Director
EMS	Emergency Medical Services
ENS	Emergency Notification System
EOC	Emergency Operations Center
EPZ	Emergency Planning Zone
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FOG	Field Operating Guide

Acronym	Definition
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
HSEM	Homeland Security and Emergency Management (NH)
IA	Individual Assistance
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IEMAC	International Emergency Management Assistance Compact
IAFM	International Association of Emergency Managers
IND	Improvised Nuclear Device
IP	Improvement Plan
IT	Information Technology
JIC	Joint Information Center
LEOP	Local Emergency Operations Plan
LOA	Letter of Agreement
MAC	Mission Assignment Coordinator
MACC	Multi-Agency Coordination Center
MOU	Memorandum of Understanding
NFIP	National Flood Insurance Program
NGO	Non-governmental Organizations
NIMS	National Incident Management System
NOC	National Operations Center
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
OEM	Office of Emergency Management
PA	Public Assistance
PDD	Presidential Disaster Declaration

Acronym	Definition
POC	Point of Contact
RSA	Revised Statutes Annotated
SAR	Search and Rescue
SAU	School Administrative Unit
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

ESF 1 - TRANSPORTATION

Co-Lead Agency: Office of Emergency Management
Highway Department

Support Agencies: Police Department
Fire Departments
Selectboard
School Department

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:

- Management and coordination of transportation activities to support the effort of local agencies.
- 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.
- Processing overall coordination of requests for local transportation support.
- Obtaining transportation services and providing visibility of transportation assets into and out of impacted areas.
- 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.
- Assisting in the design and implementation of alternate transportation services, such as mass transit systems, to temporarily replace system capacity lost to disaster damage.
- Coordinating the clearing and restoration of the transportation resources.
- 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 Chesterfield 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 Chesterfield 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 Chesterfield 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 Chesterfield 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.

III. Concept of Operations

A. General

In accordance with the Emergency Operations Plan and this ESF, the OEM and the Highway Department 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 Selectboard Chair maintains close coordination with the EOC when it is in full operation, in order to support the OEM and the Highway Department.

When transportation requests exceed the capability of the Town, and with the approval of the Selectboard Chair, the OEM 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**.

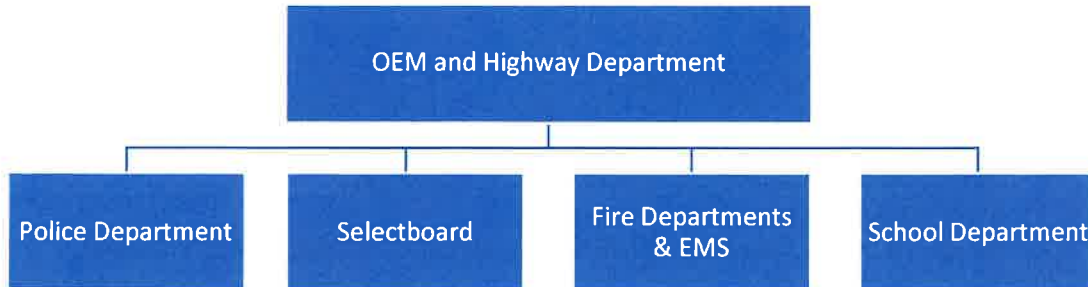


Figure 1-1

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 Office of Emergency Management will:

- Coordinate overall direction of the evacuation procedures
- Begin the public warning procedures
- Determine the approximate number of people involved
- Notify the Highway Department, local Chapter of the Red Cross and School Department 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 Selectboard; and Notify the Highway Department, Northern New England Region of the American Red Cross and School Department/Contact to begin sheltering procedures, if necessary.

The Highway Department 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
- Assist in coordinating emergency evacuation procedures with the EMD
- 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
- Maintain emergency communications capability

The Fire Department & EMS will:

- Maintain ongoing disaster operations
- Provide recommendations on areas to be evacuated due to hazardous materials accidents in concert with additional agencies
- Provide post-evacuation fire surveillance
- Maintain emergency communications capability
- Assist in manning control points designated by the Police Department
- Assist those special needs persons needing assistance to relocate
- Provide emergency medical treatment and evacuation of the injured and provide medical support at the shelter(s).
- Assist those special needs persons needing assistance to relocate
- Provide emergency medical treatment and evacuation of the injured

The School Department will:

- Maintain control over school (principals) and advise the school of planned actions - early closings, sheltering or evacuation in concert with established and maintained plans
- Coordinate with the Highway Department 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 school is closed to students at the time sheltering is planned to start, and to provide space and materials as needed
- Make school property available as a pick-up point for evacuees

- Provide a representative at the EOC for school issues

The Selectboard will:

- Assist with the over-all direction and control of the evacuation procedures
- Authorize the expenditure of town resources

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

Lead Agency:	Fire Departments Police Department
Support Agencies:	Selectboard Office of Emergency Management Highway Department School Department

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 highway departments 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) and 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 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:

- Outdoor warning devices (sirens, air whistles, etc.)
- Reverse 911 calls/Code Red
- Website and social media
- Local radio stations
- Church bells
- Loudspeaker - equipped vehicles
- Door-to-door canvassing
- NOAA weather radios
- Emergency Alert System (EAS)
- Cable TV systems
- Word-of-mouth by friends, relatives and/or neighbors
- Emergency response actions

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 Chief 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 Selectboard is to be notified of all EOC activations. Those involved shall consider seeking the Chair of the Selectboard'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 Fire Departments 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
- Lead in mobile alerting activities

The Police Department will:

- Receive warnings from the National Weather Service and/or State Emergency Management
- Notify immediately the Chair of the Selectboard and EMD of the emergency message received
- Cooperate in mobile alerting activities as needed
- Act as a liaison with the police mutual aid, Sheriff's Department and State Police

The Office of Emergency Management will:

- Activate and staff the EOC; assign a Communications Officer and a Public Information Officer as needed
- Initiate/facilitate requests for communications assistance
- Coordinate communications between the police and fire departments and State agencies
- Authorize activation of the local area Emergency Alert System and other warning systems
- Research and obtain additional communication resources
- Maintain written records of emergency communications activities

The Selectboard 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
- Direct and authorize the acquisition and assignment of Town resources, including any necessary funding for alert/communications equipment purchase, maintenance and repair.
- Direct and authorize requests for State and/or Federal assistance.
- Recommend and authorize other actions to be taken in respect to this ESF.

The Highway Department will:

- Support communications between the police, fire and highway departments
- Provide up-to-date snowplow route maps for mobile alerting purposed
- Act as a liaison with highway mutual aid personnel/resources in neighboring communities

The School Department will:

- Establish plans and procedures for alerting and communicating with students and staff in emergency situations
- Coordinate such communications during any emergency event

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: Highway Department

Support Agencies: Police Department
Fire Departments
Selectboard
Emergency Management
School 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 Information & Planning, in order to provide damage assessment information.

B. Organization

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

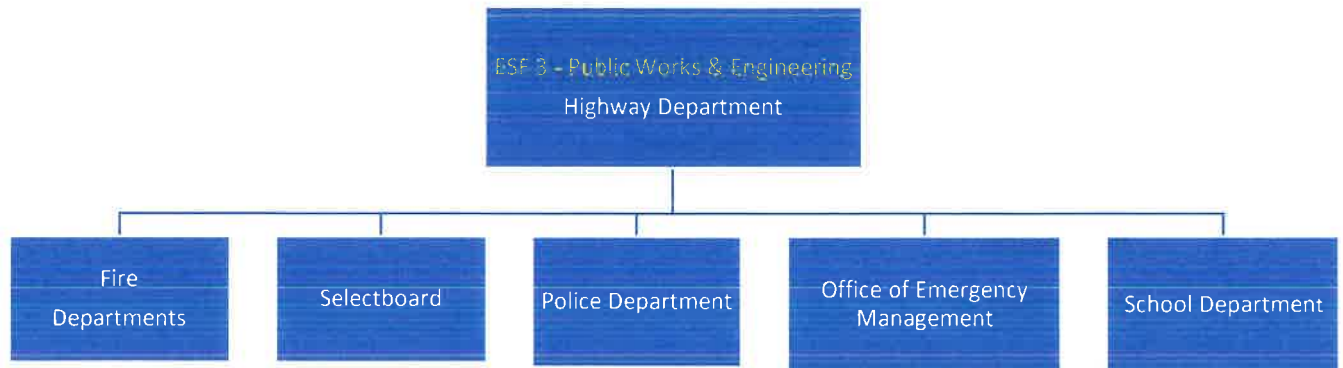


Figure 3-1

C. Notification and Activation

Upon determination of an impending or actual incident requiring Public Works & Engineering capabilities, the OEM will request agency representatives to implement this ESF activity 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 the Highway Department
- Coordinating additional engineering and construction resources as needed

E. Recovery Actions

Upon determination that emergency conditions have stabilized or are improving, the OEM 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 OEM. Full deactivation would occur following termination of response and recovery field operations.

IV. Roles and Responsibilities

The Highway Department 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 resource material transportation activities
- Provide emergency debris clearance/removal 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
- Maintain a list of qualified private contractors to assist in the restoration of critical facilities
- Provide information to the Selectmen and Town Administrator for release to the public and news media
- Coordinate emergency watercourse containment to protect residents and property
- Cooperate in firebreak or other emergency construction
- Collect and provide the following ESF status information and coordinate with ESF-7 Resource Support 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

The Police Department will:

- Provide personnel and equipment to manage and operate staging areas, as needed
- Coordinate crowd and traffic control activities
- Cooperate in situation monitoring and damage assessment
- Implement security and public safety measures in regard to buildings and structures identified and unsafe

The Fire Departments will:

- Stabilize damaged structures or facilities determined to be an immediate threat or hazard to public safety
- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.
- Assist Police Department with crowd and traffic control
- Coordinate construction of firebreaks

The Office of Emergency Management will:

- Coordinate activities in the EOC as necessary
- Act as liaison between the Town and NH HSEM.
- Facilitate requests for additional resources and assistance, as needed.

Selectboard will:

- Direct and authorize the acquisition and assignment of Town resources, including any necessary funding in support of this ESF.
- Recommend and authorize actions to be taken in respect to this ESF.
- Provide direction in resource allocation
- Maintain records of town building plans, infrastructure and contractors.

The School Department will:

- Maintain records of school building plans, infrastructure and contractors.
- Cooperate in damage assessment and management of emergency repairs to school buildings.

V. References

A. Interagency Agreements/Compacts/Mutual Aid Agreements

Police Mutual Aid Agreements
Fire Mutual Aid Agreements

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-4, FIRE FIGHTING

Lead Agency:

Fire Departments/EMS

Support Agencies:

Highway Department
Office of Emergency Management
Police Department
Selectboard
American Red Cross
SWNH District Fire Mutual Aid

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

Firefighting needs in the Town of Chesterfield are met by voluntary, on-call forces assigned to the Chesterfield Fire & Rescue Precinct and the Spofford Fire District. Each has its own fire department, chief, officers, personnel and equipment. The Chesterfield Fire Department maintains two fire stations, in Chesterfield and West Chesterfield, while the Spofford Fire Department has a station in Spofford.

Reinforcement and backup coverage is provided through participation in Southwestern New Hampshire District Fire Mutual Aid, which coordinates the procurement of additional personnel, material and equipment resources from surrounding communities. Town Fire Departments maintain Standard Operating Guidelines (SOGs) for fire suppression and provide regular training for personnel in these and other emergency response procedures.

The relatively large area, varied terrain and decentralized population within the Town create a variety of challenges for firefighting. Winter weather also can complicate or preclude personnel and/or equipment access, even in populated areas where roads are well established and maintained, as can flood or deep-mud conditions resulting from the spring thaw or heavy precipitation.

Town firefighters are responsible for responding to a variety of threats, including search and rescue and hazardous materials incidents. The all-volunteer nature of the Town's firefighting forces, and the fact that many members may be employed outside of the Town, may also limit the ready availability of a full roster of personnel at any given time. Ongoing changes in community makeup, attitudes and employment patterns may also challenge the Town's ability to achieve and maintain optimal Fire Department staffing at all times.

III. Concept of Operations

A. General

The Town of Chesterfield Fire Departments/EMS is the primary agency responsible for local operations to mitigate the effects of urban and wildland fire 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 of the Fire Departments/EMS of an emergency requiring implementation of this EOP, the OEM 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 Fire Officer in charge will perform the following functions:

- Begin warning procedures per guidelines, upon approval of the Selectboard
- Begin call-up of additional department personnel
- Recruit additional personnel if needed
- Begin emergency communications procedures
- Notify the Selectboard and the Emergency Management Director of the state of readiness of the department and request outside assistance if necessary
- The Ranking Fire Officer will designate a member to report to the EOC when directed by the Selectboard or OEM.
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires
- Report any power outages to Eversource
- Provide personnel to other emergency services to augment their capabilities, if available
- The Fire Departments/EMS 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 Departments/EMS will perform the following functions:

- Coordinate decontamination functions, if necessary
- Assist in providing security for disaster-affected areas, if requested
- Coordinate clean-up operations
- Coordinate outside fire-suppression assistance
- Perform such other functions as requested by the Selectboard to alleviate suffering and return the citizens of the Town of Chesterfield 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 OEM. Full deactivation would occur following termination of response and recovery field operations.

IV. Roles and Responsibilities**The Fire Departments/EMS will:**

- Extinguish and contain all fires
- Receive the notification of an actual or impending emergency and forward it to the Selectboard and the Office of Emergency Management per discretion of the Fire Chief/Ranking Fire Officer on scene
- Coordinate with the Town Administrator to disseminate emergency warnings to the general public
- Perform such other functions for the protection of life and property as deemed necessary by the Fire Chiefs 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 Highway Department will:

- Provide highway equipment and personnel support during large scale firefighting operation.
- Maintaining transportation routes to provide access to emergency response vehicles
- Assist Police Department with crowd and traffic control

The Police Department will:

- Coordinate crowd and traffic control
- Coordinate emergency transportation routes
- Respond to incidents or requests to assistance
- Assess and coordinate such security measures as may be required

The Office of Emergency Management will:

- Activate the Emergency Operations Center, as needed
- Serve as liaison with the NH HSEM
- Cooperate in the coordination of public alerting and advisory communications

The Selectboard will:

- Direct and authorize the acquisition and assignment of Town resources, including any necessary funding in support of this ESF.
- Direct and authorize requests for assistance from State or Federal authorities.

Southwestern NH District Mutual Aid will:

- Receive and disseminate emergency responder alert notifications.
- Activate public alert sirens and telephone notification if so directed.
- Alert responders in neighboring communities of Town needs for additional resources and assistance.
- Handle fire/rescue dispatch and other communications.
- Assist in the coordination of regional fire/rescue/hazmat operations.

Other agencies or individuals who may be able to provide support include:

American Red Cross, for:

- Provide mass care (feeding and hydration) support for responders, if needed.

Forest Fire Warden, for:

- Monitoring and reporting of woodland area fire conditions.
- Initiating and responding to forest fire alert notifications.
- Alerting Fire Departments and other Town/State officials as appropriate.
- Consulting and cooperating in wildfire response operations.

Highway Department, for:

- Cooperation in maintenance, restoration and construction of access routes.
- Cooperation in the construction of firebreaks.
- Cooperation in barricading and access control.

School Department, for:

- Establishment and testing of school fire response procedures.
- School area monitoring and fire reporting.
- Coordination of school evacuation operations.
- Potential use of school facilities for housing and feeding of personnel.

NH HSEM, for:

- Access to State, Federal and other emergency resources.
- Assistance with resource procurement, transport and distribution.
- Liaison with other State, Federal and private agencies.

V. References

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

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

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Chesterfield is a member of Mutual Aid.

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF 5 - EMERGENCY MANAGEMENT

Lead Agency: Office of Emergency Management

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 OEM, 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 Chesterfield 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 of Select Board, as the Town's Chief Executive, is responsible for the public safety and welfare of the people of Chesterfield.
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 OEM, 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 Chesterfield.

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 Office of Emergency Management of the Town of Chesterfield. (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 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 typically 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 OEM 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 OEM will gather information for on-going situational awareness and notify ESFs and Support agencies, as appropriate.
- b. The OEM 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 OEM 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

Response activities to this ESF include:

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 Emergency Management 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 OEM. Full deactivation would occur at the termination of the operational elements at the EOC. The OEM should schedule an after-action meeting.

IV. Roles and Responsibilities

Refer to the Responsibilities section in the Basic Plan starting on page 22.

V. References

Standard Operating Procedures/Guides (SOPs/SOGs)

Not Applicable

Interagency Agreements/Compacts/Mutual Aid Agreements

Not Applicable

VI. Attachments

Forms

See Appendix D at the end of this EOP.

ESF-6, MASS CARE, HOUSING, AND HUMAN SERVICES

Lead Agency:	Selectboard
Support Agencies:	Office of Emergency Management Police Department School Department Health Officer
Outside Support Agency:	American Red Cross Current Bus Company

I. Introduction

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.

Scope

In the event of a prolonged disaster exceeds 24 - 48 hours, the Town of Chesterfield may 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 primary agency responsibility under the Federal Response plan, to coordinate Federal response assistance to the Mass Care response of State and local governments, and the efforts of other voluntary agencies, including ARC relief operations.

II. Situation and Planning Assumptions

Situation

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. Certain emergency situations may require residents to shelter in place.

In the event of a prolonged disaster, the Town of Chesterfield would likely require the assistance of the American Red Cross (ARC) and/or other agencies. The ARC independently provides mass care to 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 primary agency responsibility under the Federal Response plan, to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations.

The NH Department of Health and Human Services (DHHS) may also take a lead role in handling a major mass care event, and can provide a variety of resources and expertise, including medical dispensing, evacuation tracking and reunification systems.

The Chesterfield School is the primary mass care and shelter site designated within the Town. It is rated by the ARC for an evacuation capacity of 143 persons and a post-impact capacity of 71, offers substantial floor space, and cooking/feeding and bathroom facilities. A propane-fueled generator installed at the site can provide emergency power for basic functions, excluding cooking facilities.

NOTE: as of this writing, the most recent shelter agreement for this facility is listed as September of 2001, and the last information update was in August of 2017. It would be advisable to have both documents re-executed and brought up to date.

Other potential shelter and cooling/warming center sites include the Chesterfield and Spofford Fire Departments; the Town Hall, Town Office building and other Town facilities; area churches and camps such as Camp Spofford and Road's End Farm Horsemanship Camp. However, none of these facilities has been fully evaluated nor officially designated as care/shelter sites, and there are, as yet, no agreements with owners or managers for their use in this regard.

If there is a mass evacuation of townspeople from the Town, Keene High School on Arch Street in the city of Keene is the designated evacuee logistics site. Shelter and care will be provided at this site as needed until other accommodations can be found, or unless and until further dispersal/relocation of evacuees is deemed necessary.

Planning Assumptions

The decision to shelter in place, provide local mass shelter or evacuate those at risk will be made by the Chairman or designated representative of the Selectboard, based on the perceived nature of the disaster or threat and the best available information, and in consultation with emergency management personnel.

The severity of the situation will determine which shelter option is most advisable and in the best interest of the population. The order of response to such situations, from least to most severe, will be to 1) shelter in place, 2) provide mass shelter within the Town, and 3) evacuate townspeople to another location.

The Emergency Alert System (EAS) will be the primary means of advising people to seek shelter, with secondary systems to be utilized as necessary (see ESF-2, Communications).

The American Red Cross (ARC) may assume command of mass care and shelter in a major emergency situation. However, in a time of widespread need for such services, ARC resources may be strained or overwhelmed, and there may be a substantial interval before ARC can take full operational control.

The ARC has shelter trailers located across the state, including one stationed in Keene. Each of these contains sufficient supplies of cots, blankets and other necessities to open a shelter for 50 individuals. If the situation allows, ARC can deploy one or more of these trailers, along with the personnel and expertise to operate and manage a shelter.

The Greater Monadnock Public Health Network has two trailers, stationed in Keene, with deployable health-related supplies, including medical/special needs cots, personal protective gear and other items.

The majority of Town residents can be expected to provide for themselves, and to assist in the provision of care/shelter for their families, neighbors and friends, at their own chosen locations either within or outside of the Town.

Any provision of mass care and housing will require the sheltering of household pets and service animals and provisions will need to be made for their care.

Transportation of residents and visitors to mass care/shelter facilities will typically be the responsibility of the individuals themselves. ESF-1, Transportation provides guidelines for transporting those individuals who require such assistance.

III. Concept of Operations

Policies

General

- The ARC has been designated the primary outside support 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 Town Administrator 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 and bedding materials with them as possible.
- The Health Officer will monitor conditions in the shelters and make recommendations to assure the health and safety of shelters.

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 first 72 hours.

A. **Organization**

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

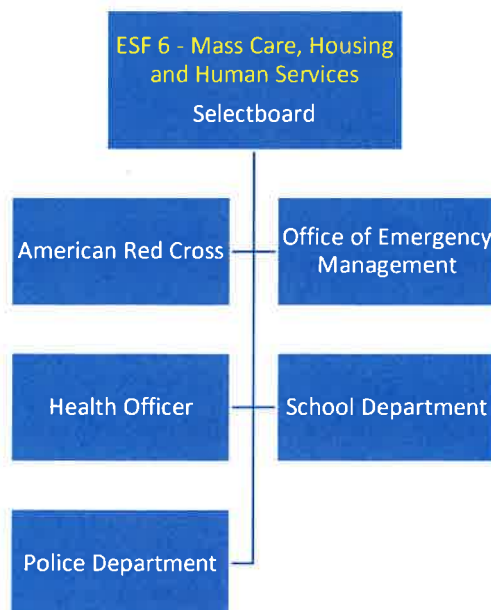


Figure 6-1

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 and Shelter support agencies and the Concord Area Chapter of the ARC of plan implementation and share information about what has occurred and initial response actions.

D. Deactivation

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

IV. Roles and Responsibilities**The Selectboard will:**

- Identify and authorize the use of designated shelter facilities.
- Establish and maintain appropriate Letters of Agreement.
- Authorize and fund emergency mass care and shelter actions.
- Initiate and direct public alerting and notification procedures.
- Coordinate press releases and public information.
- Notify NH HSEM and/or ARC of the need for ARC assistance.
- Assume or assign direction and control of local shelters until such time as the ARC is able to assume command.

The Office of Emergency Management will:

- Develop and maintain a shelter plan
- Identify and secure permission of those buildings to be designated as shelters
- Advise the Health Officer on the occupying of and emerging from shelters based on data from local, State and Federal sources
- Advise the Health Officer of the facilities providing the best protection

The Police Department will:

- Provide security at the shelters
- Establish and maintain traffic control, as needed

The School Department will:

- Prepare the schools for sheltering
- Make on-hand food supplies available, if possible

The Health Department will:

- Advise on potential shelter health-related issues.
- Provide support for ARC first aid and health services activities.

The American Red Cross will:

- Provide listings of ARC approved shelters in the area, and assess current and potential Town shelter facilities, on request.
- Coordinate with NH DHHS to assure effective provision of mass care services.
- Manage and coordinate the provision of shelter and other mass care services, as resources and situation allow.
- Provide and publicize reunification services.
- Advise on long-term sheltering of residents, as necessary.

Other agencies that may be able to provide mass care support include:

Fire Departments, to:

- Assess and advise on building and fire safety for shelter facilities.
- Cooperate in the provision of emergency first aid.
- Assist police with shelter security and traffic control.
- Provide personnel, as available, for registering evacuees

Highway Department, to:

- Assist with traffic control.
- Cooperate in the transport of supplies.

Rescue Inc./Keene Ambulance, to:

- Assist with transport and emergency medical care.

Bus Service, to:

- Provide buses and drivers to transport evacuees.

Monadnock Humane Society, NH DART

- Provide transportation for animals in the event of an evacuation.

NH DHHS, to:

- Cooperate in the provision and coordination of mass care and health/medical services.
- Coordinate evacuee tracking and reunification activities.
- Facilitate access to mass care and health/medical resources.
- Serve as liaison with public and private medical facilities.

NH HSEM, to:

- Initiate alerting procedures and coordinate regional messaging, coordinate and manage evacuation transportation, and liaise with ARC, in the event of a widespread regional emergency.
- Liaise with other State and Federal agencies.

Roger's Rangers, to:

- Dispatch volunteer emergency medical technicians.

Chesterfield Regional Citizen Corps and Greater Monadnock Medical Reserve Corps, to:

- Provide volunteers to assist with mass care, shelter and health/medical activities.

Greater Monadnock Public Health Network, to:

- Provide resources, personnel and assistance for mass care, shelter and health/medical operations.

V. References

A. Plans

None

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

None

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-7, RESOURCE SUPPORT

Primary Agencies: Selectboard

Support Agencies: Office of Emergency Management (OEM)
Police Department
Fire Departments/EMS
Highway Department
School Department
Health Officer

Outside Support Agencies: American Red Cross
First Student, Inc.
SWNHDF Mutual Aid

I. Introduction

A. Purpose

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

II. Situation and Planning Assumptions

The Town of Chesterfield 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 basic 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 by instructions of the NH Department of Safety. The nature of the emergency might be such that the community would have to survive for an extended period of time on those resources available until outside assistance can be obtained. Therefore, rationing may become necessary. Eventually, outside assistance will become available from Federal, State, or regional sources.

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

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

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

III. Concept of Operations

General

Upon activation of the Emergency Operations Center, each emergency services department will report to the OEM on the status of essential resources available, present or predicted shortfalls, and needs for additional resources. The OEM will report the shortfalls and needs to the NH Homeland Security and Emergency Management (NH HSEM) and Town Administrator, and request assistance if the necessary resources are exhausted or not available locally. In order that State and/or Federal resources be requested, the Town of Chesterfield 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 Town of Chesterfield 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.

Organization

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



Figure 7-1

Notification and Activation

In response to an event that would cause for the activation of the local EOC, the OEM would initiate notification. The Town of Chesterfield Police and Fire/EMS Departments would normally initiate notification during off-duty hours.

Emergency Response Actions**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 (Appendix E).

Response**Initial Actions**

- 1) Place emergency service personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- 2) OEM 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) Primary and support agencies for ESF Resource Support will be prepared to provide initial reports based on resources that have been requested.
- 5) Communication resources will be provided in coordination with ESF-2 Communications and Alerting.
- 6) Transportation needs will be provided in coordination with ESF-1 Transportation.
- 7) Fuel will be provided in cooperation with ESF-12 Energy.
- 8) Security for staging areas and facilities will be provided through ESF-13 Public Safety and Law Enforcement.

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 resource requests

Recovery

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)

Mitigation

Refer to the Town of Chesterfield Hazard Mitigation Plan

Deactivation

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

IV. Roles and Responsibilities**The Selectboard will:**

- Authorize and fund the stockpiling of emergency resources
- Direct the activation/deactivation of this ESF
- Assume overall control of resource allocation
- Issue and publicize such orders and/or proclamations necessary to conserve essential on-hand resources
- Direct the use and/or limitation of essential utility services
- Acquire such private resources as are needed and authorize the expenditure of funds necessary for acquisition
- Request assistance from neighboring communities and/or the State
- Authorize the release of excess resources to neighboring communities, the State and/or other response organizations (e.g. the ARC)

The Emergency Management Director will:

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

The Fire Departments/EMS will:

- Maintain an up-to-date inventory of Fire Department resources
- Monitor, assess and report fire/rescue resource needs
- Coordinate Fire Mutual Aid assistance
- Initiate requests for additional fire/rescue resources

The Police Department will:

- Maintain an up-to-date inventory of Police Department resources.
- Coordinate Police Mutual Aid assistance.
- Provide traffic control and security for resource transport, storage and distribution.
- Advise EMD on availability of public/private law enforcement and security resources, and serve as liaison with regional law enforcement agencies and professionals.

The Highway Department will:

- Assist Emergency Management Director in maintaining a listing of construction equipment and personnel available locally
- Maintain an up-to-date inventory of Highway Department resources.
- Coordinate Highway Mutual Aid assistance.
- Cooperate in the transport of essential resources.
- Identify and serve as liaison with area contractors, suppliers and equipment dealers.
- Assist EMD in establishing/maintaining a list of local construction equipment and personnel.

The School Department will:

- Provide, in coordination with Highway Department and the school bus contractors, for evacuation of the school(s)
- Provide 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 Health Officer will:

- Support EMD in identifying locally available health/medical resources
- Advise EMD on availability of outside medical resources
- Serve as liaison with medical professionals and organizations, healthcare facilities, and medical equipment and pharmaceutical suppliers

The Bus Service. will:

- Provide buses and drivers for emergency transportation of evacuees

The American Red Cross will, within its capability:

- Provide personnel, equipment, expertise and supplies for mass care and shelter and emergency first aid activities
- Liaise with volunteer organizations and, in certain cases, with State and Federal agencies
- Coordinate provision, assignment and allocation of volunteer personnel and donated resources relating to the care, housing, feeding and emergency medical treatment of victims

Southwestern New Hampshire District Fire Mutual Aid will:

- Coordinate provision of fire/rescue/hazmat personnel and other resources from around the immediate region and, if needed, beyond

Other agencies or individuals who may be able to provide support include:

Town Treasurer, to:

- Disburse funds for resource procurement and/or transport, on orders of the Selectmen
- Maintain records of funds expended for possible post-disaster reimbursement

Town Attorney, to

- Advise the Selectmen on legal matters pertaining to the appropriation and use of private property

NH HSEM, to:

- Facilitate access to State and Federal resources
- Assist with resource procurement, transport and distribution
- Liaise with State, Federal and private agencies

V. References

Standard Operating Procedures/Guides (SOPs/SOGs)

List all emergency plans

Interagency Agreements/Compacts/Mutual Aid Agreements

List all agreements

VI. Attachments

Forms

See Appendix F at the end of this EOP.

ESF 8 - HEALTH AND MEDICAL SERVICES

Primary Agency:	Health Officer
Support Agencies:	Selectboard Fire Departments/EMS Police Department Office of Emergency Management School Department
Outside Support Agencies:	First Student, Inc American Red Cross SWNHDF Mutual Aid

I. Introduction

Purpose

The purpose of ESF-8, 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 Town itself has limited capacity and on-hand resources for health and medical care. Cheshire Medical Center in Keene, NH and Brattleboro Memorial Hospital in Brattleboro, VT are the closest hospital, laboratory and morgue facilities. A number of additional medical and healthcare facilities are situated within a radius of 50-100 miles.

Town health services are coordinated by the Health Department, while emergency first-aid services are handled by the Fire Department rescue/EMS teams. Emergency medical response and transport services are also provided by Rescue Inc. in Brattleboro, and Keene Ambulance, a component of the Keene Fire Department. Several private ambulance services are also available in the region, as well as the DHART helicopter service linked to the Dartmouth-Hitchcock medical center in Lebanon, NH.

III. Concept of Operations

General

The Town of Chesterfield 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 varieties of natural and man-made disasters, many decisions will have to be made at the time of the incident based on an expedient capability assessment and the availability of medical resources. These decisions must be made on the best advice and recommendations

available to the Health Officer and Selectboard. 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.

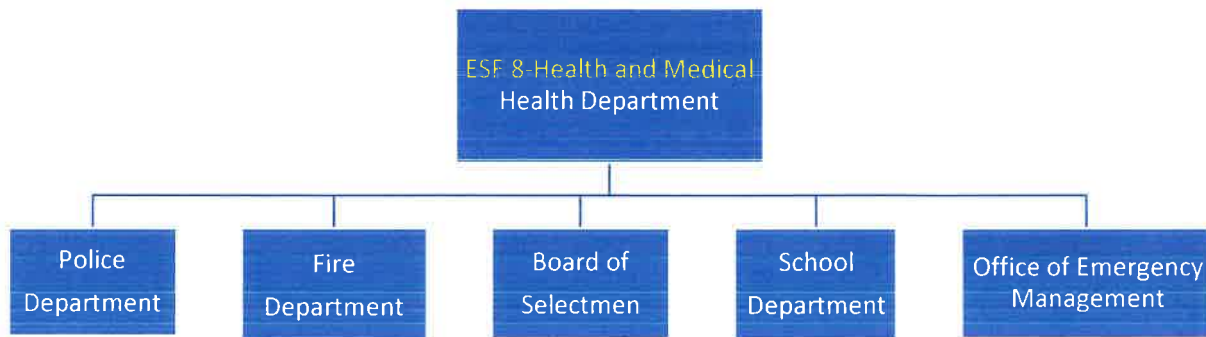


Figure 8-1

C. Emergency Response Actions

Upon activation of Health & Medical, the Fire Departments/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 Health & Medical are no longer needed, the EMD will have all active Health & Medical entities terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies.

IV. Roles and Responsibilities

Lead Agency

The Health Officer will:

- Coordinate town emergency health/medical functions
- Monitor and report disease vector, epidemic and public health alerts
- Set up and implement emergency first-aid station, if needed
- Establish procedures for evacuating medically ill patients
- Maintain direct contact with Fire Departments/EMS
- Act as liaison with the State Health & Human Services Department
- Provide consultation and advice to the Selectmen and other authorities as requested

Support Agencies

The Selectboard will:

- Cooperate in the establishment of plans and procedures for emergency health/medical response.
- Authorize and fund the stockpiling of emergency resources.
- Direct the activation/deactivation of this ESF.
- Recommend and authorize appropriate courses of action.
- Direct the allocation of Town health/medical resources.
- Issue and publicize such orders and/or proclamations as may be necessary to warn the public and protect public health.
- Request assistance from neighboring communities, the American Red Cross and/or the State.
- Authorize, direct and fund the acquisition of private resources.
- Authorize the release of casualty information.
- Authorize the release of excess Town personnel and resources to assist neighboring communities, the State or other response organizations.

The Fire Departments/EMS will:

- Provide emergency medical treatment functions
- Cooperate in the provision of emergency medical transport
- Coordinate emergency health and medical functions with the Health Officer
- Establish medical procedures for evacuees at the shelter(s)
- Coordinate rescue mutual aid operations
- Maintain an inventory of emergency first-aid supplies
- Cooperate in barricading, quarantining or other measures to protect public health and safety
- Provide situational reports containing the number, type and severity of casualties to the EMD
- Perform all administrative and operational functions of the EMS Service
- Provide direction and control of the EMS Division during a disaster situation operating from the Emergency Operations Center (EOC)
- Coordinate medical assistance with area Hospitals, if necessary

The Office of Emergency Management will:

- Assist the Health Officer in coordinating health functions
- Provide situation reports containing the number, type and severity of casualties to the State EOC
- Coordinate with health care facilities, Town Administrator, Selectboard, and Police Department on the release of names of casualties and proper notification to kin
- Make requests for medical assistance, equipment, supplies, and health manpower, as appropriate, through the Regional and/or State EOC
- Report any excess medical capacity which may be available to appropriate agencies
- Maintain EOC records of emergency management health/medical activities

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 impacted area
- Provide emergency transportation of blood, health/medical personnel, and medications, if needed
- Coordinate with health care facilities, EMD, Town Administrator, and Selectboard on the release of names of casualties and proper notification to kin

The School Department will:

- Monitor and report critical or potentially important school health/medical issues.
- Coordinate delivery of emergency first-aid medical services to students and staff.
- Provide space within school facilities for first-aid station or other emergency medical services.
- Direct any trained school personnel available to cooperate with the Health Department in treating and caring for victims.

The American Red Cross will:

- Provide support for shelter medical services if a Red Cross shelter is opened

Southwestern New Hampshire District Fire Mutual Aid will:

- Alert, dispatch and aid in the coordination of area emergency medical responders

Other agencies or individuals who may be able to provide support for this ESF include:

New Hampshire Homeland Security & Emergency Management:

- General advice and assistance in coping with health/medical emergencies
- Assistance with resource procurement, transport and distribution
- Liaison with other State, Federal and private agencies

Rescue Inc. and Keene Ambulance (Keene Fire Department):

- Transport, life support and emergency care of critically ill, injured or disabled patients

Visiting Nurse Alliance of Vermont and New Hampshire Inc. and Home Healthcare, Hospice and Community Services:

- Home care, hospice and family health services
- Skilled nursing and physical therapy

Cheshire Medical Center

- Hospitalization, testing, laboratory, physician and other medical services.

Brattleboro Memorial Hospital

- Hospitalization, testing, laboratory, physician and other medical services.

Greater Monadnock Public Health Network

- Coordination of regional emergency health and medical operations
- Cooperation in health monitoring and public communications
- Access to resources and potential staffing

**Greater Monadnock Medical Reserve Corps and
Chesterfield Regional Citizen Corps/Community Emergency Response Team**

- Access to potential staffing

NH Dept. of Health and Human Services

- Support of health and medical activities
- Access to resources

NH Dept. of Environmental Services

- Support of health and medical activities
- Advice and assistance in environmental response

V. References

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

Chesterfield Fire Department Standard Operating Guide
Spofford Fire Department Standard Operating Guide
Chesterfield Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

VI. Attachments

A. Forms

See Appendix A at the end of this EOP

ESF-9, SEARCH AND RESCUE

Co-Lead Agencies:	Fire Departments/EMS Police Department
Support Agencies:	Selectboard Office of Emergency Management
Outside Support Agencies:	State Fish & Game State Police SWNHDF Mutual Aid American Red Cross

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/EMS Department will be responsible for the following:

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

E. Recovery Actions

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

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

F. Deactivation

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

III. Roles and Responsibilities

The Police Department will:

- Coordinate with Fire Departments to conduct search and rescue operations
- Collect and maintain the following ESF status information and coordinate with the Emergency Management Director to ensure inclusion into the situation report:
 1. Number of victim rescues attempted and completed
 2. Status of rescue operations
 3. Unmet needs
 4. Allocated and requested Search and Rescue Resources

5. Staffing and resource shortfalls

- Provide for after-hours dispatching, issue warnings information to other primary agencies, and provide aerial search and rescue support as needed
- 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 ESF-7 Resources, if support is needed
- Advise NH Fish & Game of any search and rescue event
- Provide investigative services in missing persons cases

The Fire Departments/EMS 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
- Provide medical assistance in search missions
- Collect and maintain the following ESF status information and coordinate with the EMD 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
- Advise NH Fish & Game of any search & rescue event
- Coordinate with ESF-7 Resources, if support is needed

The Selectboard will:

- Assist in the implementation of ESF 9 as necessary
- Coordinate public notification and announcements
- Direct and authorize the allocation and deployment of Town resources

The Office of Emergency Management will:

- Provide direction and control at the Emergency Operations Center
- Coordinate the gathering, processing, reporting and dissemination of information
- Coordinate public alerting and advisory communications
- Maintain and secure event documentation

Outside Agencies that may be able to provide support for this ESF include:

NH Department of Fish & Game for:

- Command and control of inland water and woodlands search and rescue
- Advice and support in all types of search and rescue operations

NH Homeland Security & Emergency Management, for:

- Assistance with resource procurement, transport and distribution
- Liaison with other State, Federal and private agencies

Rescue Inc., for:

- Transport, life support and emergency care of critically ill, injured or disabled victims (incidents west of Route 63)
- Tech rescue team

Keene Fire Department Ambulance Service, for:

- Transport, life support and emergency care of critically ill, injured or disabled victims (incidents east of Route 63)

NH Division of Fire Standards & Training

- Advice and support in urban search and rescue

NH Citizen Corps / Chesterfield Regional Citizen Corps and CERT

- Volunteer personnel, if such a group exists

Greater Monadnock Medical Reserve Corps

- Volunteer personnel

IV. References

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

Chesterfield Fire Department Standard Operating Guide
Spofford Fire Department Standard Operating Guide
Chesterfield Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

V. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-10, HAZARDOUS MATERIALS

Lead Agency: Fire Departments/EMS

Support Agencies: Selectboard
Police Department
Highway Department
School Department
Health Officer
Office of Emergency Management

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.

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.

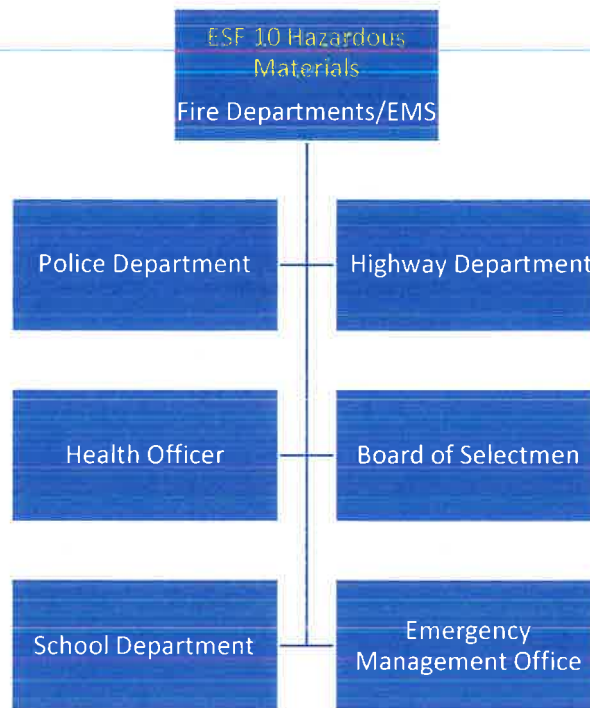


Figure 10-1

B. Notification and Activation

- Upon notification of an incident, the Chesterfield Fire Departments/EMS will be requested to activate and coordinate Hazardous Materials activities from the EOC.
- The Chesterfield Fire Departments/EMS 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/EMS designee will locate at the local EOC as soon as possible after notification.
- The designee will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.
- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

D. Recovery Actions

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

E. Deactivation

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

III. Roles and Responsibilities**The Fire Departments/EMS 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 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 Information and Planning 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. Plume modeling information
- 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 Office of Emergency Management 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
- Provide crowd and traffic control

The Highway Department will:

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

The Health Officer will:

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

The School Department will:

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

The Selectboard will:

- Assist the Fire Departments/EMS in the implementation of ESF 10

IV. References

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

Chesterfield Fire Department/EMS Standard Operating Guide
Spofford Fire Department/EMS Standard Operating Guide
Chesterfield Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Keene Hazardous Materials Response Team

C. Plans

Hazardous Materials Plan to be included in further amendments to this EOP.

V. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF 11 - AGRICULTURE, NATURAL AND CULTURAL RESOURCES

Co-Lead Agencies: Health Officer
Office of Emergency Management
Police Department

Support Agencies: Highway Department
School Department
Fire Departments/EMS
Selectboard

I. Introduction

A. Purpose

The purpose of Emergency Support Function #11 - Agriculture, Natural and Cultural Resources (ESF #11) is to support the Town of Chesterfield'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

C. 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.

D. Organization

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

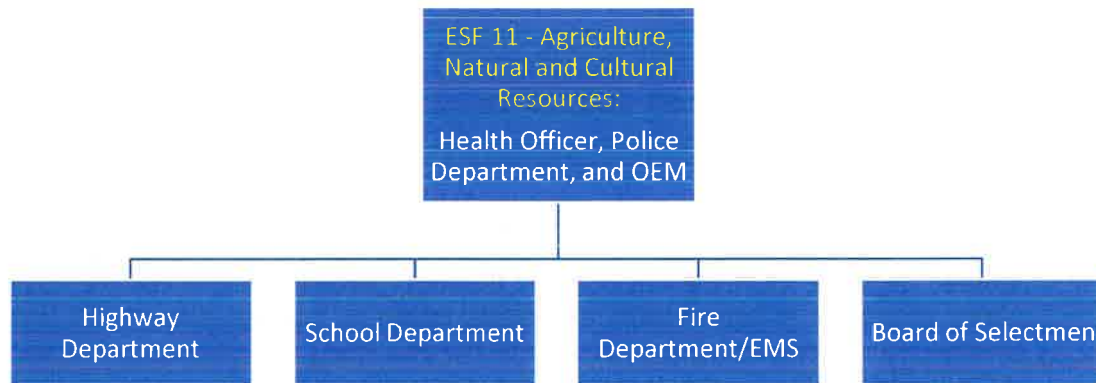


Figure 11-1

E. 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.

F. Emergency Response Actions

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

- The Police Department will establish operations 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.

G. 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.

H. 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 Health Officer will:**

- Monitor and track disease outbreaks and maintain situational awareness
- Assist the State and Federal Veterinarian with quarantine or restrict animal movement, when necessary, for disease control and observation
- Assist with the disposal of animal carcasses

The Office of Emergency Management will:

- Provide for protection of natural and cultural resources prior to, during and/or after an incident in Chesterfield
- 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
- Develop resources for animal shelters
 - Collect and maintain the following ESF status information supplied by the Health Officer and coordinate with ESF #5 Emergency Management to ensure inclusion into the Situation Report (SITREP):
 - Status of containment and disposal efforts
 - Road closures and traffic control points
 - Statistical information such as:
 - Number of animals culled/destroyed (domestic and wild)
 - Number of infected farms/operations
 - Collateral impacts (e.g., crops)
 - Status of quarantine areas
 - Status of Commissioner's declaration
 - Unmet needs
 - Allocated resources
 - Status of critical facilities (i.e., communications center, equipment storage sites, operational sites, etc.)
 - Staffing and resource shortfalls
 - Number of animals sheltered
 - Number of animals treated
 - Number of animals rescued and identified

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

The Fire Departments will:

- Assist in identifying populations at risk and maintaining situational awareness.
- Aid in the provision of emergency health services, and animal rescue and recovery.
- Advise on, and coordinate the response to potentially hazardous materials.
- Help to provide emergency water for livestock and decontamination.
- Advise on building and access safety.
- Aid in emergency communications and alerting.
- Assist in traffic and access control.

The Highway Department will:

- Assist with the disposal of large animal carcasses to disposal sites and/or assist in actual disposal operations
- Provide equipment and personnel for the implementation of this ESF
- Assist with the transport of supplies and materials
- Help with the isolation and neutralization of hazardous materials
- Assist with traffic and access control

The Selectboard will:

- Lead the development and implementation of plans and procedures for this ESF, and establish Memoranda of Understanding (MOUs) with other agencies.
- Initiate public warnings, and disseminate information and instructions to the public through the local media via a Public Information Officer (PIO).
- Maintain an incident position log and mission tasking in WebEOC.
- Coordinate preparedness, response and recovery efforts for the protection of animal health, including animal/zoonotic disease prevention, outbreak surveillance and tracking; control and eradication; and any necessary depopulation, removal and disposal of carcasses, waste and other impacted materials.
- Work to assure the safety, sufficiency and distribution of animal feeds for local livestock and companion animals.
- Protect and preserve significant natural and cultural resources within the Town.
- Direct and authorize the assignment of Town resources and personnel.
- Direct and authorize the acquisition, requisition and/or appropriation of private resources as needed.
- Make such expedient decisions as are necessary to protect the lives and property of the citizens.

The School Department will:

- Contribute to situational awareness through reporting from students, faculty and staff.
- Aid in the dissemination of information and guidance through school channels.
- Encourage volunteerism among students and their families, faculty and staff.
- Make facilities available as requested to serve emergency needs.

IV. Attachments

- a. Forms**-See Appendix D at the end of this EOP.

ESF-12, ENERGY

Lead Agencies: Office of Emergency Management

Support Agencies: Selectboard
Fire Departments/EMS
Police Department
Highway Department

I. Introduction

A. Purpose

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

B. Scope

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

II. Concept of Operations

A. General

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

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

B. Organization

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

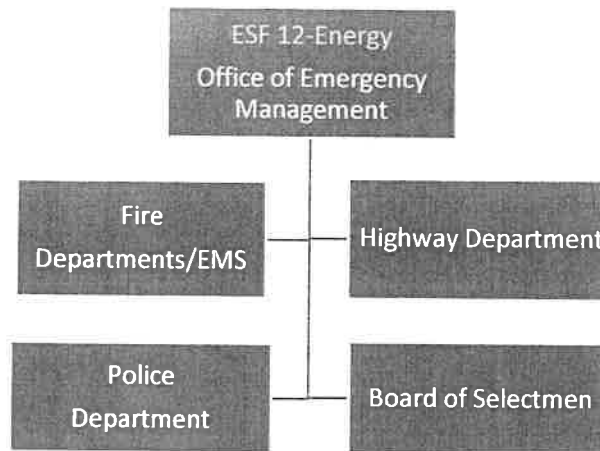


Figure 12-1

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 of Chesterfield, 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 the local Information and Planning, the energy status of affected areas
- Use information available to determine the possible energy needs for response
- Receive and assess 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. 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.

III. Roles and Responsibilities

The Office of Emergency Management will:

- Provide direction and control of the EOC in the implementation of Energy
- Determine the possible energy and fuel needs for emergency responders
- Prioritize resource request and allocations, as needed
- Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters
- Convey information to and maintain contact with energy suppliers
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report (SITREP)
 1. Status of energy systems
 2. Status of critical facilities
 3. Areas without energy
 4. Unmet needs (staff, equipment, etc.)
 5. Staffing and resource capabilities and shortfalls

The Highway Department will:

- Support a coordinated response in the restoration of energy services in an emergency/disaster area in order to save lives and protect health, safety and property, and to carry out other emergency response functions
- Assess requirements for restoration where opening up roads is needed
- Provide assistance to energy suppliers in obtaining equipment, specialized personnel and transportation to repair or restore energy system.

The Fire Departments/EMS will:

- Assist in providing for the safety of energy personnel, equipment and critical facilities as necessary
- Assist 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 Selectboard will:

- Coordinate and provide public information announcements
- Assess and authorize any expenditures necessary to support restoration operations

IV. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

V. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-13, PUBLIC SAFETY AND LAW ENFORCEMENT

Lead Agency: Police Department

Support Agencies: Selectboard
Office of Emergency Management
Highway Department
Fire Departments/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 an appropriate compliment of full-time and part-time members. The Police Chief serves full-time and is the operational and administrative head of the department. It is as well-equipped as any community of comparable size.

The Police Department has Standard Operating Procedures (SOPs) for normal operations in all areas of law enforcement, and it may give mutual aid assistance to neighboring communities or receive assistance from those communities, the Cheshire 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 Town of Chesterfield Police Department.

B. Organization

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

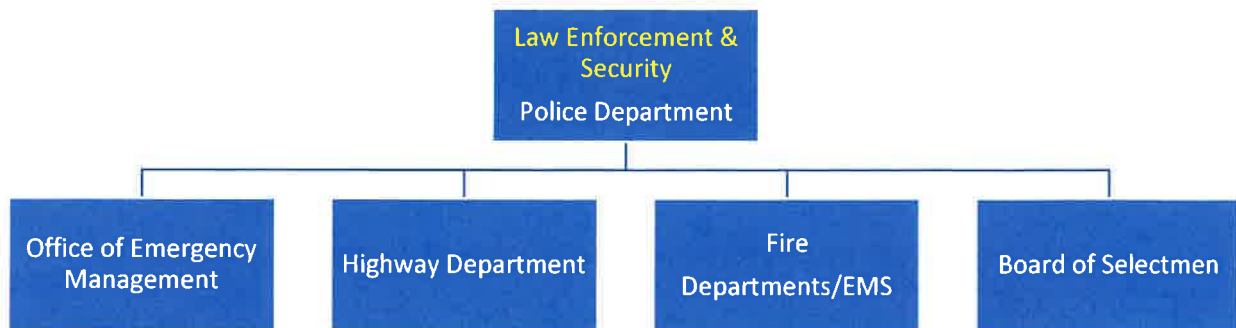


Figure 13-1

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 Selectmen, Town Administrator, and the Emergency Management Director of the state of readiness and request outside assistance, if necessary
- Report to the EOC when directed by the Emergency Management Director
- Disburse personnel and equipment to strategic locations or in concert with EOC decisions
- Assist the Fire Departments in emergency public warning procedures as outlined in Communications & Alerting
- Coordinate the establishing and manning of traffic control points with the Cheshire County Dispatch, 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 of Chesterfield'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

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

- a. Law enforcement and security 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 and coordinate 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 identification for emergency services personnel, essential workers, and vehicles as provided
- Perform such other emergency functions for the safety of people and the protection of property as deemed necessary by the Selectboard, Town Administrator, and EMD, through the Police Chief

The Selectboard will:

- Authorize the funding and allocation of Town resources
- Allocate any emergency funding necessary, and initiate any procedures for State or Federal reimbursement
- Direct the implementation of evacuation procedures, and/or the cordoning off of affected or at-risk areas
- Issue such orders and/or proclamations as are necessary to protect townspeople and property

The Office of Emergency Management will:

- Provide operational support and resources, where appropriate, in support of the management of Public Safety and Law Enforcement

The Highway Department will:

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

The Fire Departments/EMS will:

- Support in the implementation of Public Safety and Law Enforcement
- Assist in crowd and traffic control

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 Town of Chesterfield Police Department maintains Mutual Aid Agreements with contiguous communities.

NH Special Operations Unit

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-14, VOLUNTEERS AND DONATIONS

Lead Agency:	Selectboard
Support Agencies:	Office of Emergency Management Police Department Fire Departments/EMS Health Officer

I. Introduction

A. Purpose

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

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

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.
- Volunteers & Donations may be activated at the request of an appropriate representative when an emergency condition exists and requires the support of Volunteers & Donations.
- Upon activation the 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 primary agency representative will establish operations at the EOC as soon as possible after the notification and activation of Volunteers & Donations.
- The EOC briefs the Volunteers & Donations representative upon arrival, updates support agency staff, and monitors activities.
- Determine volunteers and donation needs and available resources.
- Maintain complete logs of actions taken, reports, and volunteer and donation resource needs and capabilities.

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 Safety and Law Enforcement may also be needed to provide for security and safety requirements.
- Coordination with other ESFs can 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.

III. Roles and Responsibilities

The Selectboard will:

- Coordinate with Town Attorney and/or Regional Prosecutor on matters of legality and fraud in acceptance of donated goods and services
- Provide liaison between local, state and federal government
- Coordinate with the Health Department to ensure the safety and sanitation of donated food items
- Provide information to the public and media as required
- Coordinate with the ARC on the provision and operation of a Donated Goods and Volunteer Services Call Center

The Office of Emergency Management will:

- Notify all Volunteers & Donations supporting agencies upon activation
- Coordinate with ESF-14 Public Information and the Town Administrator for the dissemination of information regarding disaster needs to the public
- Coordinate with ESF-1 Transportation for the following:
 - Provision of additional transportation resources in support of Volunteers & Donations operations
 - 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 ESF-5 Information and Planning
- Collect and maintain the following ESF status information and coordinate with ESF-5 Information and Planning 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-15 issues/activities
 5. Unmet needs of disaster victims

The Health Officer will:

- Verify the credentials of medical, public health, and mental health professionals who have volunteered
- Coordinate with ESF-7 Resource Support, 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 Police Department will:

- Provide security as required
- Assist in the credentialing of volunteers

The Fire Departments will:

- Assist the Selectboard and Emergency Management with volunteers and donations

IV. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

V. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-15, PUBLIC INFORMATION

Lead Agency:	Selectboard
Support Agencies:	Office of Emergency Management Police Department Fire Departments/EMS Highway Department School Department Health Officer

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)
- 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 (Facebook, Next Door, etc.)

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 the Town of Chesterfield 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 Bureau of 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 - Bureau of Emergency Management (BEM), 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

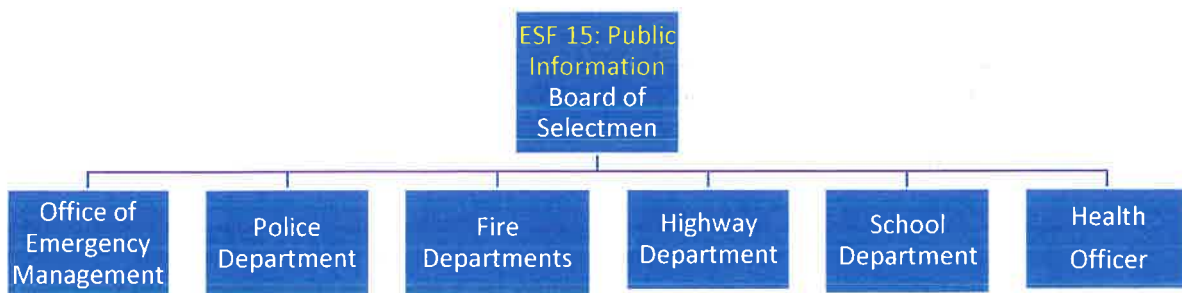


Figure 15-1

C. Notification and Activation

- In response to an event that would require the activation of the local EOC, the EMD would initiate notification. During off-duty hours, to include weekends and holidays, the notification would normally be initiated by the Town of Chesterfield Selectboard.
- ESF-14 may be activated at the request of an appropriate agency when an emergency condition exists and requires the support of Public Information.
- Upon activation, the Public Information representative will implement existing operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

IV. Roles and Responsibilities**The Selectboard will:**

- Act as the primary contact person for the media unless they designate someone else to disseminate emergency information and instructions to the public
- Cooperate in the establishment of plans and procedures for public information
- Coordinate media releases and other forms of emergency public information
- Authorize the activation of the local area EAS and other warning systems
- Prepare news releases

The Office of Emergency Management will:

- Gather and analyze all public information and instructions and provide to Selectmen
- Coordinate with the Selectmen for regular media briefings
- Establish an emergency media center, if necessary
- Provide information to the State EOC through regular SITREPs and other methods.
- Maintain and secure event documentation
- Consult with NH HSEM and/or others to establish a rumor control system, if needed

The Fire Departments/EMS will:

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

The Highway Department will:

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

The School Department will:

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

The Health Officer 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 F at the end of this EOP.

Local and Regional Media

RADIO

Stations

	Monadnock Broadcasting Group	Keene, NH	(603) 352-9230
NH	WKBK Keene, NH	1290 AM	(603) 357-4582
	WZBK Keene, NH	1220 AM	
	WKNE Keene, NH	103.7 FM	(603) 352-9230
	WOQL Keene, NH	98.7 FM	
	WYRY Keene, NH	104.9 FM	(603) 239-8200
VT	WTSA Brattleboro, VT	1450 AM	(802) 254-4577
		96.7 FM	
	WKVT Brattleboro, VT	1490 AM	(802) 254-2343
		92.7 FM	

TELEVISION

Stations

WMUR	Manchester, NH	(603) 669-9999
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Cable Systems

Argent Communications	(877) 295-1254
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Comcast	(800) 266-2278
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NEWSPAPERS

Keene Sentinel	(603) 352-1249
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Brattleboro Reformer	(802) 254-2311
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Monadnock Shopper News	Keene, NH	(603) 352-5250
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The Commons	Brattleboro, VT	(802) 246-6397
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ANNEX B

TERRORISM ANNEX

Terrorism Annex

Co-Lead Agency:	Police Department Fire Departments/EMS
Support Agencies:	Selectboard Highway Department Office of Emergency Management (OEM) Health Officer Building Inspector

I. Introduction

Purpose

This Terrorism Annex is to ensure that the Chesterfield Emergency Operations Plan (EOP) is adequate to respond to threats of and acts of terrorism within the Town. The Town of Chesterfield will use established response and recovery policies, plans and procedures/guides for both initial and continuing response and recovery actions at the local, state and federal levels. This document:

- a. Defines response and recovery actions
- b. Generally describes operational procedures
- c. Defines Emergency Support Functions (ESFs).

Scope

This document applies to all threats or acts of terrorism that require response and recovery actions under the EOP. It provides coordination between response and recovery agencies and will provide the necessary resources under the EOP. In order to properly address and manage all phases of a terrorist incident, the response and recovery efforts are its two components.

Structure

The Terrorism Annex to the EOP is a compendium on the management of terrorist incidents. It focuses on the management of the event as well as linkage to the response and recovery actions to terrorist incident(s).

Response actions includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve a threat or act of terrorism.

The laws of the United States assign primary authority to the Federal Government to prevent and respond to acts of terrorism; State and local governments provide assistance, as required. Response actions are predominantly law enforcement oriented and address both initial and continuing actions associated with the terrorist event.

Recovery actions include measures to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the terrorism event.

The laws of the United States assign primary authority to the States to respond both initially and on a continuing basis to the recovery requirements of terrorism; the Federal Government provides assistance as required. Recovery actions can and often do, operate concurrently with response actions. Figure 1 illustrates the relationships between the two components and is based on a unified command or management organizational structure.

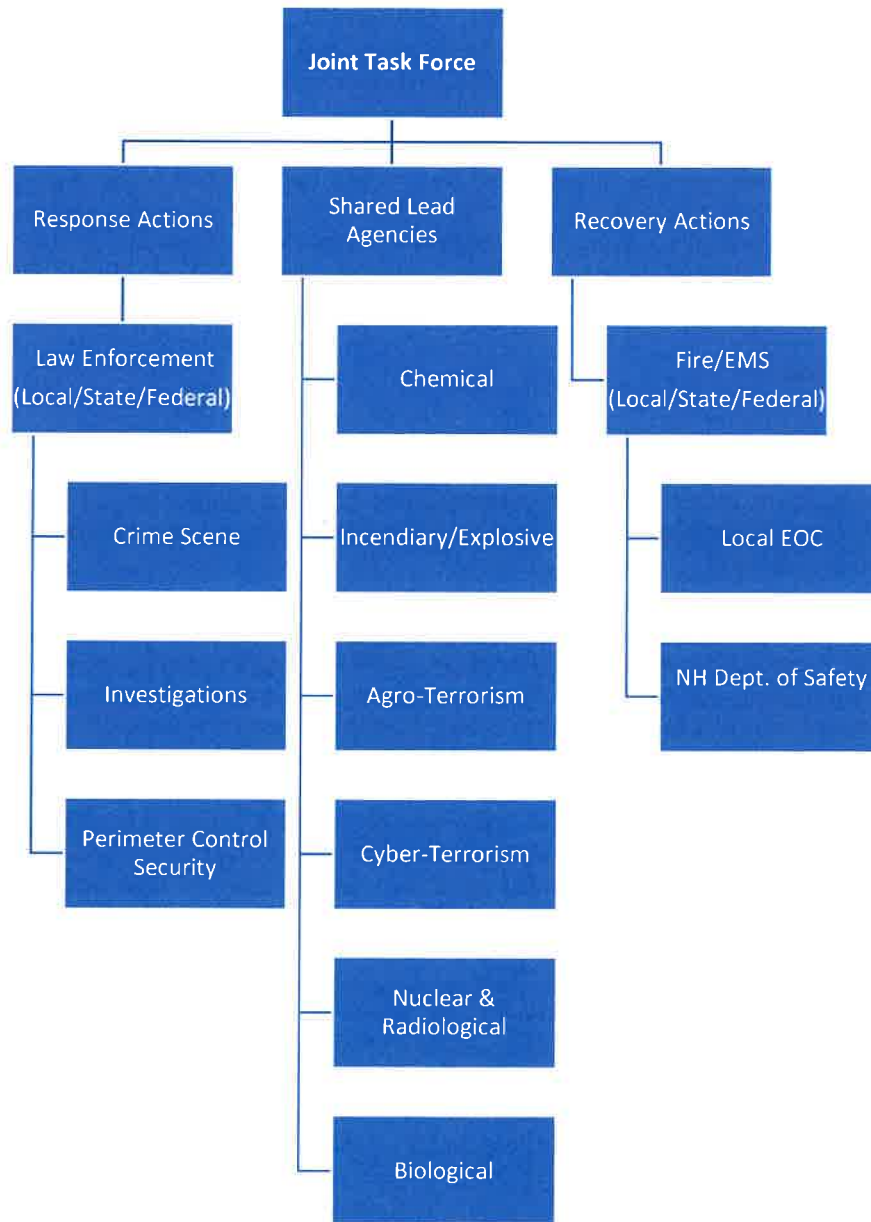


Figure 1 - The relationships between response and recovery action management

II. Terrorism Hazards

Hazard Analysis and Assessment

An act of terrorism, particularly an act directed against a large population area within the Town of Chesterfield involving Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)/WMD, Cyber- and/or Agro-terrorism, may produce major impacts that will overwhelm the capabilities of the town and state agencies almost immediately. Major impacts involving CBRNE/WMD, Cyber- and/or Agro-terrorism may overwhelm existing federal capabilities as well.

The target and intended consequences (loss of life, injury, property destruction/damage, disruption of services) will heavily influence the means (e.g. gun, fire, explosive, chemical or biological agents, etc.) chosen to carry out a terrorist act. To cause serious impact that overwhelms a local jurisdiction's capability and requires state and federal assistance, it is likely that the terrorist(s) will use a weapon of mass destruction (WMD).

Situation

Terrorism involves the use or threatened use of criminal violence against people, institutions, livestock, food sources, or facilities to achieve a political or social objective through fear and intimidation, rather than direct confrontation. Unlike a disaster caused by nature or an accident involving hazardous materials, it requires the deliberate and premeditated action of a person or group to occur.

Weapons of Mass Destruction (WMD) - Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations. They are described in law as:

- a. **Incendiary/Explosives** - The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments and special events, also can cause explosions and fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders

and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

- b. **Combined Hazards** - WMD agents can be combined to achieve a synergistic effect - greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.
- c. **Biological** - Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent) and detection (gathering and interpretation of public health surveillance data). When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health officials. Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism should also be considered during the planning process. Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 1.

Stated Threat to Release a Biological Agent
Unusual occurrence of dead or dying animals
Unusual casualties <ul style="list-style-type: none"> • Unusual illness for region/area • Definite pattern inconsistent with natural disease
Unusual liquid, spray, vapor, or powder <ul style="list-style-type: none"> • Spraying; suspicious devices, packages, or letters

Table 1. General Indicators of Possible Biological Agent Use

- d. **Chemical** - Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders, including fire departments, police departments, hazardous materials (HazMat) teams, emergency medical services (EMS), and

emergency room staff, who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 2.

Early in an investigation, it may not be obvious whether an infectious agent or a hazardous chemical caused an outbreak; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

Stated Threat to Release a Chemical Agent
Unusual occurrence of dead or dying animals For example, lack of insects, dead birds
Complaint of product tempering <ul style="list-style-type: none"> • Unexplained/unusual odor • Unusual taste
Unexplained casualties <ul style="list-style-type: none"> • Multiple victims • Surge of similar 911 calls • Serious illnesses • Nausea, disorientation, difficulty breathing, or convulsions • Definite casualty patterns
Unusual liquid, spray, vapor, or powder <ul style="list-style-type: none"> • Droplets, oily film • Unexplained odor • Low-lying clouds/fog unrelated to weather
Suspicious devices, packages, or letters <ul style="list-style-type: none"> • Unusual metal debris • Abandoned spray devices • Unexplained munitions

Table 2. General Indicators of Possible Chemical Agent Use

- e. Nuclear and radiological** - The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

Stated Threat to Deploy a Nuclear or Radiological Device
Presence of nuclear or radiological equipment <ul style="list-style-type: none"> Spent fuel canisters or nuclear transport vehicles
Radiological sickness symptoms <ul style="list-style-type: none"> Burns, nausea, hair loss
Detonation of a nuclear device
Nuclear placards/warning materials
Unexplained casualties

Table 3: General Indicators of Possible Nuclear Weapon/Radiological Agent Use

The scenarios constituting an intentional nuclear/radiological emergency include the following:

Use of an **improvised nuclear device (IND)** includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons grade can still be used.

Use of a **radiological dispersal device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. By placing radiological material in close proximity, any improvised device could be used.

Use of a **simple RDD** that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

- f. **Cyber-terrorism** - Cyber-terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks and other forms of attack rather than addressing issues related to contingency and consequence management planning. Table 4 lists some indicators of a cyber terrorism attack.

Stated Threat of a Cyber-terrorism Attack
Detection of a computer virus by a software program
Unexplained malfunctioning of a computer control system that could result in injury or death <ul style="list-style-type: none"> • 9-1-1 System • Streetlights • Air Traffic Control System
Collapse of infrastructure computer system <ul style="list-style-type: none"> • Electric power grid • Nuclear power plant • Water treatment plant
Collapse of vital computer databases

Table 4: General Indicators of Possible Cyber-terrorism Attack

- g. Agro-terrorism** - Any terrorist act using biological agents, achieved by poisoning the food or water supplies or by introducing diseases among livestock. This can involve the use of chemical or biological agents.

Stated Threat to Release a Chemical/Biological Agent into the Agriculture Industry
Unusual liquid, spray, vapor or powder
Unexplained presence of dead or dying animals, birds and/or insects
Presence of abandoned spray devices

Table 5: General Indicators of Possible Cyber-terrorism Attack

Other Terrorism Hazards - Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, it is anticipated that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

- a. Low-Tech Devices and Delivery** - Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security

measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Although present airline security measures minimize the possibility of explosives being brought on board airliners, planners will need to consider the level of security presently employed on ships, trains and buses within their jurisdictions. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

- b. **Infrastructure Attacks** - Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection will involve proactive risk management actions to prevent the destruction of or incapacitating damage to networks and systems that serve our communities.

Infrastructure protection often is more focused on security, deterrence and law enforcement than on emergency preparedness and response. The State of New Hampshire's departments and agencies must develop contingency plans in the event critical infrastructures are brought down as the result of a terrorist incident. Presidential Decision Directive 63 was issued in May 1998. It established the Critical Infrastructure Assurance Office (CIAO) and outlined steps to be taken to protect critical infrastructures from disruptions that could have serious public health and safety, economic, or national security impacts.

III. Situation and Planning Assumptions

Situation

Until such time as an incident is determined to be an act of terrorism, response operations will be implemented under the Chesterfield EOP and its ESF components. When directed, the police and fire departments will coordinate with the support agencies to identify potential requirements and, with the Office of Emergency Management (OEM), to implement increased readiness operations.

Planning Assumptions

1. No single agency at the local, state, federal or private level possesses the authority and the expertise to act unilaterally on many difficult issues that may arise in response to threats or acts of terrorism, particularly if CBRNE/WMD, Cyber- and/or Agro-terrorism are involved.
2. Local, state and federal responders may define working perimeters that may overlap to some degree. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which may impede the overall response if adequate coordination is not established.
3. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with CBRNE material. It is possible that the perimeter will be closed until the CBRNE agent is identified or the effects of the CBRNE material have degraded to levels that are safe for responders.
4. Although this annex takes into consideration the most probable scenarios relating to the

primary categories of terrorism incidents, no assumptions should be made to the annex being all inclusive of every conceivable situation that a terrorism incident could create. Emergency responders will assess the situation and determine the best course of action based upon their training and prescribed policies, plans and procedures.

IV. Concept of Operations

General

1. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures, and guides.
 - a. The police and fire departments will maintain the Town's lead responsibility for response management to threats or acts of terrorism and both departments have shared responsibility for all recovery actions.
2. The Chesterfield EOP - Terrorism Annex provides graduated flexible response and recovery actions to the full range of incidents.
3. An act of terrorism exceeding the local capability to resolve automatically goes to the state level for assistance.

Organization

1. Functional Organization - Figure 2, EOC Organization Chart, details the overall response structure of the EOC involving the threat of or actual occurrence of a terrorist incident in the Town of Chesterfield. Direction and control remain the responsibility of the police and fire departments with implementation and coordination conducted by the OEM.



Figure 2 - EOC Organization Chart

2. Interagency Coordination

Under the Basic Plan of the Chesterfield EOP, the OEM is responsible to ensure that emergency response tasks/activities are coordinated among all the ESFs/response agencies and across all levels of government, as appropriate.

3. Specialized Teams/Units

- a. NH State Police Special Operations Unit: A regional police unit whose skills and resources could be used to mitigate and respond to the effects of a terrorist incident in the region.

- b. National Guard Specialty Units: In the event federal resources were available, the National Guard has specialty units available for terrorist events.
 - c. Keene Hazardous Materials Team: A regional hazardous material team whose skills and resources could be used to mitigate the effects of a terrorist incident in the region.
4. Operational Facilities/Sites
- a. FBI - Joint Operations Center (JOC) - A centralized operations center established by the FBI Field Office/Resident Agent during terrorism-related incidents to provide a single point of direction, control and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets. The location of the JOC will be based upon the location of the incident and current threat specific information.
 - b. Joint Information Center (JIC) - A combined public information center that serves two or more levels of government or Federal, State and local agencies. During a terrorist incident, the FBI will establish and maintain this facility.
 - c. The primary EOC is located at the Chesterfield Police/Town Office complex.

Warning

1. Every incident is different. There may or may not be warning of a potential WMD incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.
2. The warning or notification of a potential WMD terrorist incident could come from many sources; therefore, open but secure communication among local, state and federal law enforcement agencies and emergency response officials is essential.
3. The Chesterfield Police and Fire Departments and the OEM will be notified of any suspected terrorist threats or incidents in the Town of Chesterfield.
4. The FBI will notify state and local law enforcement officials regarding potential terrorist threats.

Notification and Activation

1. Upon receiving information from the FBI of a potential terrorist threat, the NH State Police/Office of the Attorney General, based on the advice of the FBI, will notify the Homeland Security Advisor and the appropriate state and local agencies as the situation warrants.
2. The OEM will partially/fully activate the local EOC, based upon specific threat information received. The decision to partially/fully activate the EOC will be based on the advice of the Homeland Security Advisor for New Hampshire.

3. The State EOC will be fully activated upon the receipt of information that the US Department of Homeland Security (US DHS) has raised the threat level to RED. The local EOC will be activated if there is specific information targeting locations in Chesterfield, NH.
4. In the event the threat level is raised to Orange, the State EOC would be activated upon receipt of threat-specific information (e.g., governmental facilities are being targeted).
5. Based upon the information received, the local OEM will determine the operational level of the local EOC and notify the Primary and/or Co-primary Agencies for each of the ESFs, as appropriate. The Lead and/or Co-Lead Agencies are then responsible for notifying the respective Support Agencies, as required and outlined in the Alert and Notification SOG for the ESF.

Communications

ESF-2, Communications and Alerting is tasked with the responsibility to establish and maintain a secure communications capability for the Town, which includes voice, data, video, and fax. Under the Chesterfield EOP ESF-2, Communications and Alerting will coordinate measures to ensure communications interoperability among the response agencies.

Plan Implementation

Response Actions

- a. Local lead agency assignment for response actions is the police and fire departments for general threats or acts of terrorism within the Town of Chesterfield.
- b. State lead agency assignment for response actions is the Department of Justice (DOJ)/Office of the Attorney General (AG)/NH State Police for general threats or acts of terrorism within the State of New Hampshire.
- c. Response actions specific to certain types of terrorist acts can require a shared lead responsibility with additional agencies, which have the skills and resources that can assist in defining, responding to, and managing the event. Such shared responsibilities would be:
 - 1). For biological, nuclear, radiological, and food and product tampering terrorist acts, the shared lead is with Department of Health and Human Services (DHHS).
 - 2). Chemical, incendiary and explosive terrorist acts shared lead is the Department of Safety - Fire Marshal's Office.
 - 3). Agro-terrorist acts shared lead is the Department of Agriculture, Markets and Food.
 - 4). Cyber-Terrorism shared lead is the Department of Administrative Services, Division of Information Management.
- d. Federal Actions: Upon determining that a terrorist incident is credible, the FBI Special Agent in Charge (SAC), through the FBI Headquarters, will initiate liaison with other Federal agencies to activate their operations centers. The responsible FEMA region(s)

may activate a Regional Operations Center (ROC) and deploy a representative(s) to the affected State(s). When the responsible FEMA region(s) activates a ROC, the region(s) will notify the responsible FBI Field Office(s) to request a liaison. If the FBI activates the Strategic Information and Operations Center (SIOC) at FBI Headquarters, then other Federal agencies, including FEMA, will deploy a representative(s) to the SIOC, as required. Once the FBI has determined the need to activate a Joint Operations Center (JOC) to support the incident site, Federal, State, and local agencies may be requested by FEMA to support the Consequence Management Group located at the JOC.

Recovery Actions

- a. The Chesterfield Police and Fire Departments shall ensure that the Chesterfield EOP is adequate to recover from the consequences of terrorism.
- b. The Chesterfield Police and Fire Departments, with the support of all agencies in the Chesterfield EOP, shall act in support of the response team, until such time as the Department of Justice/Attorney General/NH State Police shall transfer the Lead Agency role to NH HSEM.

Incident Phases

Pre-Incident

- a. A credible or significant threat may be presented in verbal, written, intelligence-based or other form.
- b. In response to a credible or significant threat involving CBRNE/WMD/Cyber- or Agro-terrorism, the Chesterfield Police and Fire Departments and the Office of Emergency Management initiates a threat assessment process that involves close coordination with local, state and federal agencies with technical expertise, in order to determine the viability of the threat from a technical, as well as tactical and behavioral standpoint.
- c. The police department maintains contact listing of law enforcement, state and federal agencies and provides the initial notification to other State law enforcement authorities, State agencies as well as the FBI of a threat or occurrence of terrorism.

Trans-Incident (situations involving a transition from a threat to an act of terrorism)

- a. The police department will contact local, state and federal agencies and provide the initial notification to other law enforcement authorities, state agencies as well as the FBI of the confirmed presence of an explosive device, WMD, Cyber- or Agro-terrorism threat, capable of causing a significant destructive event, prior to actual injury or property loss (e.g., a significant threat).
- b. If an act of terrorism becomes imminent, and causes the Governor to direct NH HSEM to implement the State EOP, then NH HSEM will initiate procedures to activate additional ESFs and a Disaster Field Office (DFO) if necessary. Coordination will be conducted from the designated State facility.

- c. As the situation warrants, the Office of Emergency Management will coordinate with the Selectboard regarding the need to activate the Town's Continuity of Operations (COOP) and/or Continuity of Government (COG) plans, as appropriate.

Post-Incident

- a. An incident is defined as follows:

The detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-terrorism agent or other destructive event, with or without warning that results in limited injury or death (e.g., limited consequences/state and local response and recovery).

Or the detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-terrorism agent or other destructive event, with or without warning, that results in substantial injury or death (e.g., major consequences/federal response).

- b. Once an incident has occurred, the Chesterfield Police and/or Fire Departments will provide a Liaison to the local EOC and/or the FBI JOC, as needed.
- c. The NH State Police will contact local, state, and federal agencies of the detonation of an explosive device, using a CBRNE WMD, introduction of an Agro-terrorism agent or other destructive event.
- d. It is feasible to have recovery operations begin while response operations are continuing. The Office of Emergency (OEM) will coordinate with the appropriate local, state, and federal agencies in determining when recovery operations will commence. Recovery operations include, but are not limited to, the following activities/functions:
 - 1. Site decontamination
 - 2. Site demolition or restoration
 - 3. Memorial services
 - 4. Victim compensation and disaster assistance
 - 5. Temporary housing assistance
 - 6. Long-term medical monitoring and surveillance
- e. The Chesterfield Police and/or Fire Departments will coordinate with the NH State Police and FBI to determine the appropriate point at which, the scene will transition from the response and search and rescue phase to a criminal investigation phase.
- f. The Chesterfield Police Department, in coordination with the NH State Police will coordinate with DOJ to initiate victim assistance programs, as appropriate.

Deactivation

- a. If an act of terrorism does not occur, the responding elements will deactivate when the Chesterfield Police and/or Fire Departments, in consultation with the NH State Police and the Governor, issues a cancellation notification to the appropriate ESF agencies.

- b. If an act of terrorism does not occur, the responding elements will deactivate when the OEM, in consultation with the police and/or fire departments, issues a cancellation notification to the appropriate ESF agencies. ESF agencies will coordinate with the EOC Operations Officer and deactivate according to established SOPs/SOGs.
- c. If an act of terrorism occurs, then each ESF structure deactivates at the appropriate time according to established SOPs/SOGs. Following ESF deactivation, operations by individual state agencies may continue, in order to support the affected local governments with long-term hazard monitoring, environmental decontamination and site restoration (clean-up).

Chesterfield Operational Levels, Description and Associated Actions			
Normal Operations Low Condition Green	Operation Level 1 Blue (Guarded) Yellow (Elevated)	Operation Level 2 High Condition Orange	Operation Level 3 Severe Condition Red
Consist of the daily operations agencies must carry out, in absence of an emergency situation, to ensure readiness.	Monitoring phase triggered by the potential for an event that could threaten life, property, or the environment.	Partial activation of the local EOC. Triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life.	Full activation of the EOC. Triggered by extremely hazardous conditions that are imminent or occurring. Highest state of alert.
Preparedness, planning, training, and exercise activities are being conducted.	Local agencies and ESFs that would need to take action, as part of their everyday responsibilities will be notified.	All ESF primary agencies are notified. The EOC is staffed with assigned personnel and the necessary ESFs.	All primary and support agencies under the Chesterfield EOP are notified. The EOC will be on full activation with 24-hour staffing by assigned personnel and all necessary ESFs.
FBI Threat Levels and Associated Federal Actions			
Level 4 Minimal Threat	Level 3 Potential Threat	Level 2 Credible Threat	Level 1 Weapons of Mass Destruction Incident
Received threat does not warrant actions beyond normal liaison notifications or placing assets on higher alert status.	Intelligence indicates potential for terrorist incident, but not deemed credible.	Confirms involvement of WMD in developing terrorist incident. State and local law enforcement notified. Federal assets pre-deployed.	Federal resources deployed to augment State and local operations, JOC/JIC activated, EOC fully activated, State liaisons in JOC/JIC as required, Unified Command established.

Figure 3 - Alignment of Operational Levels with FBI Threat Levels

V. Roles and Responsibilities

General

Upon activation of Chesterfield EOP (either in whole or in part), town departments designated as a Lead, Co-Lead and/or Support Agency for the ESFs will effectively carry out their missions and assigned roles and responsibilities, as directed/requested. All of the ESFs will provide support within the scope of their agencies' statutory authority and assigned mission.

This section only outlines those ESFs that have roles and responsibilities specific to a response to terrorism incident. These roles and responsibilities are in addition to those outlined in the Basic Plan and ESF-specific components of the Chesterfield EOP.

The Chesterfield Police Department: is the co-lead agency to implement and coordinate the response functions. Specifically, those responsibilities are:

- Serve as the primary agency for criminal activity, investigations and prosecution
- Work closely with NH State Police, DOJ, FBI, NH Attorney General's Office with respect to terrorist acts
- Provide liaison personnel to the local EOC at terrorist incidents
- Coordinate the threat assessment
- Assist the NH State Police, NH Attorney General's Office and FBI with crime scene management
- Conduct victim interviews and collect information and/or description of perpetrator
- Coordinate closely with state law enforcement authorities and other state agencies for law enforcement resolution
- Establish and maintain a secure communications capability to include voice, data and fax
- Provide security and integrity of the Town's energy infrastructure
- Disseminate threat information with designated ESFs and other local/state departments, as appropriate
- Provide training to emergency response personnel that includes but is not limited to the following:
 1. Crime scene preservation
 2. Evidence collection and chain of custody
 3. Victim interviews
 4. Combined epidemiological/criminal investigations
- Coordinate with ESF-2, Communications and Alerting regarding tracing/investigating Cyber-terrorist attacks and securing affecting sites
- Coordinate with ESF-6, Mass Care, Housing and Human Services to provide information about a potential perpetrator of a terrorist incident
- Coordinate with ESF-8, Health and Medical Services regarding epidemiological/criminal investigations for bioterrorism, nuclear and radiological terrorism incidents
- Coordinate with ESF-11, Agriculture, Natural, and Cultural Resources regarding epidemiological/criminal investigations for incidents involving Agro-Terrorism

- Assume the shared role with fire department in the response and recovery of a biological terrorist incident, to include:
 1. Disease control and prevention
 2. Epidemiological investigation
 3. Quarantine and isolation
 4. Identification of the biological agent
 5. Secure laboratory services
 6. Dispersal of the Strategic National Stockpile (SNS) in coordination with DHHS
 7. Management of immunization clinics in coordination with DHHS

If state or federal agencies are involved, then the police department also coordinates with them. The police department is responsible for the incident site and may modify its command post to function as a Joint Operations Center (JOC).

The JOC structure includes the following standard groups:

1. Command
2. Operations
3. Support
4. Recovery

Representation within the JOC may include federal, state and local agencies with support roles. Selected federal, state, and local agencies may be requested to serve in the JOC Command Group, the JOC Support group/media component and the JOC Recovery Management Group (see Figure 4, shaded area).

To maintain consistency in the management of the incident the JOC should continue to operate as structured, however, leadership of the JOC may pass to FBI dependent on the situation. Local and state police and state agencies in support of the JOC will continue to operate, but under FBI role designation and direction.

Response issues that affect multiple agency authorities and areas of expertise will be discussed by the FBI and the JOC Command Group working in consultation with local, state and federal representatives. While the FBI on- scene commander (OSC) retains authority to make federal response decisions at all times, operational decisions are made cooperatively to the greatest extent possible.

The FBI OSC and the senior FEMA official will provide, or obtain resolution of conflicts in priorities for allocation of critical Federal resources between response and recovery requirements.

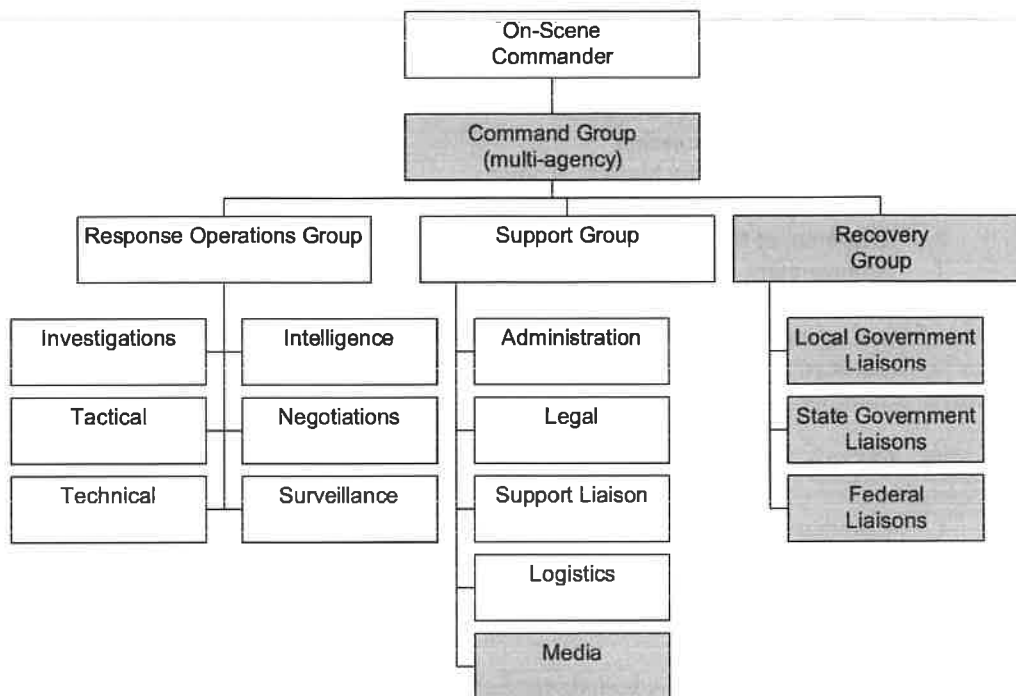


Figure 4 - Joint Operations Center Structure

The Chesterfield and Spofford Fire Departments/EMS: are the co-lead agency to implement and coordinate the response functions. Specifically, those responsibilities are:

- Establish and maintain a secure communications capability to include voice and data
- Coordinate additional assistance and resources from unimpacted jurisdictions to include but not limited to the following:
 1. Detection and monitoring equipment
 2. Decontamination equipment and supplies
- Coordinate the provision of decontamination assistance to hospitals, first responders and when necessary, private facilities
- Assist in the overall management, response and recovery of terrorist incidents involving radiological materials, to include:
 1. Detection, recovery and disposal of on-scene radioactive debris
 2. Identification of isotope(s)
 3. Plume projections
 4. Recommendations on protective actions
 5. Determination of health risk/consequences to the public and first responders.

- Assume the shared role with the police department in the response and recovery of a biological terrorist incident, to include:
 1. Disease control and prevention
 2. Epidemiological investigation
 3. Quarantine and isolation
 4. Identification of the biological agent
 5. Secure laboratory services
 6. Dispersal of the Strategic National Stockpile (SNS) in coordination with DHHS
 7. Management of immunization clinics in coordination with DHHS
- Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed
- For Hazardous Materials events, establish decontamination of contaminated victims and emergency response personnel
- Implement the Mass Inoculation Plan, as appropriate
- Provide detection and monitoring services, equipment and personal protective equipment (PPE), as needed
- Establish and maintain environmental health hazards remediation, as needed

The Health Officer will:

- Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain or the food supply
- Assist the Medical Examiner's Office in the proper disposition of contaminated human and animal remains, clothing and miscellaneous items, as needed
- Assist with plans and procedures to prevent, contain and/or mitigate the chemical, biological or radiological agent introduced into the agricultural and livestock environment
- In the event of an Agro-Terrorism incident that involves a zoonotic disease, coordinate with ESF-8, Health and Medical Services, to address the public health risks and for the dissemination of emergency public health information/personal protective actions that may be necessary
- Coordinate with ESF-10, Hazardous Materials, to ensure safe entry to the incident site, as necessary
- Coordinate with ESF-13, Public Safety and Law Enforcement, regarding epidemiological/criminal investigations, as needed
- Monitor and track disease outbreaks in humans and animals and maintain situational awareness
- Assist the State and Federal Veterinarian with quarantine or restrict animal movement, when necessary, for disease control and observation

The Office of Emergency Management will:

- Provide information to the Selectmen for press releases
- Provide information to the Joint Operations Center for media and public information
- Open the EOC when threats or activity begins

The Highway Department will:

- Establish and maintain the security and integrity of the Town's road and bridge infrastructure
- Remove debris from roadways and public areas
- Provide contact information to the Selectboard for potential contractors to assist with actions augment town capabilities
- Coordinate the equipment and materials needs to respond to the aftermath of a terrorist incident
- Assist with the disposal of large animal carcasses to disposal sites and/or assist in actual disposal operations

The Selectboard will:

- Serve as primary public information source until event is classified as a terrorist act and media releases are assumed by Joint Information Center (JIC) Media operations
- Liaison with the JOC and JIC Media/Public Information Officer (PIO) and assist as needed/directed regarding the collection and dissemination of public information
- Assist JIC in keeping media and public informed through JIC designated and approved briefings and press conferences

The Building Inspector will:

- Assist in determining the structural integrity of the buildings involved in the disaster

Interagency Coordination

The EOC is the focal point for interagency and intergovernmental coordination between the following:

- FBI Joint Operations Center (JOC)
- FBI Joint Information Center (JIC)
- Local Emergency Operations Center (EOC)
- Other Law Enforcement Command Posts
- FEMA IOF/DFO

VI. Authorities and References

A. Plans

- Chesterfield Emergency Operations Plan (2022)
- Chesterfield Hazard Mitigation Plan (2021)

B. Standard Operating Procedures/Guides

- Police Department Standard Operating Procedures
- Fire Departments Standard Operating Guides

ICS Forms

- *ICS 201* *Incident Briefing*
- *ICS 202* *Incident Objectives*
- *ICS 203* *Organization Assignment List*
- *ICS 204* *Assignment List*
- *ICS 205* *Incident Radio Communications Plan*
- *ICS 206* *Medical Plan*
- *ICS 215* *Operational Planning Worksheet*

INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:

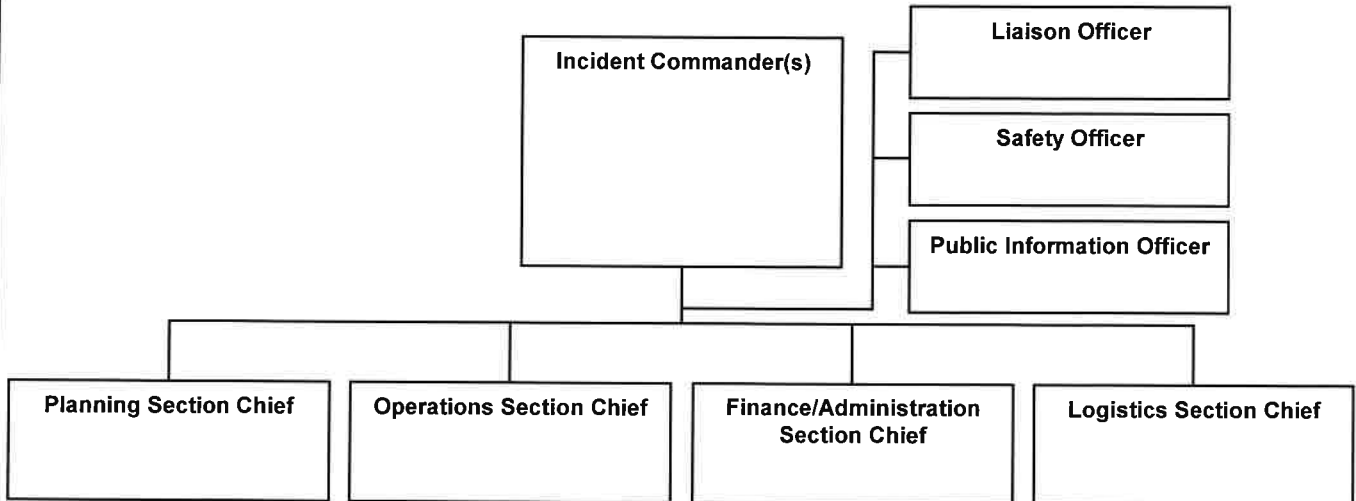
2. Incident Number:

3. Date/Time Initiated:

Date:

Time:

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____			
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived <input type="checkbox"/>	Notes (location/assignment/status)
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6. Prepared by: Name: _____ **Position/Title:** _____ **Signature:** _____
ICS 201, Page 4 **Date/Time:** _____

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	<p>Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.</p> <p>If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).</p> <p>North should be at the top of page unless noted otherwise.</p>
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____															
3. Objective(s):																
4. Operational Period Command Emphasis:																
General Situational Awareness																
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="checkbox"/> ICS 203</td><td style="width: 33%;"><input type="checkbox"/> ICS 207</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td></td><td><input type="checkbox"/> _____</td></tr></table>		<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>														
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____														
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____																
8. Approved by Incident Commander: Name: _____ Signature: _____																
ICS 202	Date/Time: _____															

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p><u>S</u>pecific – Is the wording precise and unambiguous?</p> <p><u>M</u>easurable – How will achievements be measured?</p> <p><u>A</u>ction-oriented – Is an action verb used to describe expected accomplishments?</p> <p><u>R</u>ealistic – Is the outcome achievable with given available resources?</p> <p><u>T</u>ime-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: _____ Division: _____ Group: _____ Staging Area: _____	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ / _____ / _____ / _____ / _____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204		IAP Page _____	Date/Time: _____		

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:		2. Date/Time Prepared: Date: _____ Time: _____		3. Operational Period: Date From: _____ Time From: _____ Date To: _____ Time To: _____						
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions:										
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____										
ICS 205			IAP Page _____		Date/Time: _____					

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

ICS 206

Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> Trauma Center <input type="checkbox"/> Yes Level: _____ 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

ICS 215

Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

