

TOWN OF WEARE, NEW HAMPSHIRE



Town of Weare, NH Safety Complex

EMERGENCY OPERATIONS PLAN JULY 2007

TOWN OF WEARE, NEW HAMPSHIRE

EMERGENCY OPERATIONS PLAN

JULY 16, 2007

Prepared by the Southern New Hampshire Planning Commission

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RECORD of REVISIONS and CHANGES

DATE	SUBJECT AREA	CHANGE #	INITIALS



Town of Weare

PO Box 190 • Weare, New Hampshire 03281
Phone 603-529-7525 • Fax 603-529-4554



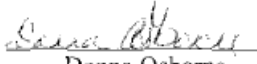
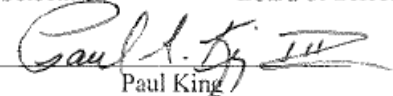
STATEMENT OF PROMULGATION

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

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

The adoption of this plan nullifies all previously adopted Emergency Operations Plans for the Town of Weare, NH.

The Town of Weare, NH Emergency Operations Plan is adopted effective this day, the 16th of July, 2007.

 Heleen Kurk, Chairman Board of Selectmen	 Thomas Clow, Vice Chairman Board of Selectmen	 Joseph Fiala Board of Selectmen
 Donna Osborne Board of Selectmen	 Wendy Clark Board of Selectmen	
 Paul King Emergency Management Director		

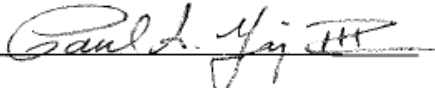
ANNUAL CONCURRENCE

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

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


REVIEWED AND APPROVED

DATE: 16 July 07

SIGNATURE: 

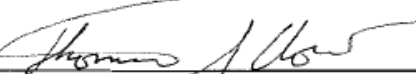
TYPED NAME: Paul King
Emergency Management Director

CONCURRENCE OF APPROVAL

SIGNATURE: 

TYPED NAME: Heleen Kurk
Chairman of the Board of Selectmen

SELECTMEN:

SIGNATURE: 

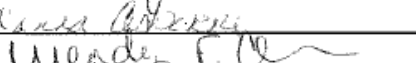
TYPED NAME: Thomas Clow
Vice Chairman of the Board of Selectmen

SIGNATURE: _____

TYPED NAME: Joseph Fiala
Board of Selectmen

SIGNATURE: 

TYPED NAME: Donna Osborne
Board of Selectmen

SIGNATURE: 

TYPED NAME: Wendy Clark
Board of Selectmen

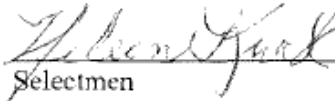
FOREWORD

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

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

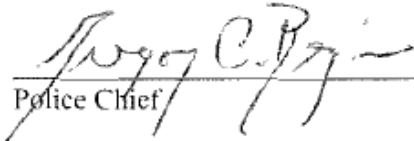

Heleen Kurk, Chairman
Town of Weare Board of Selectmen

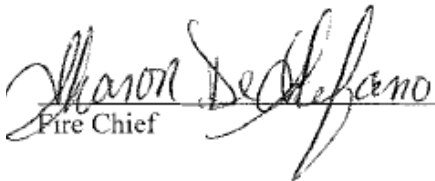
Signatories to the Town of Weare Emergency Operations Plan (EOP)

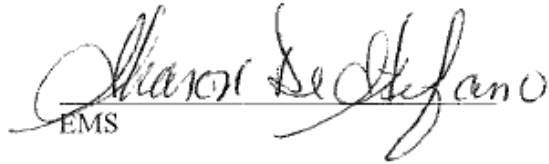

Selectmen


Emergency Management Director

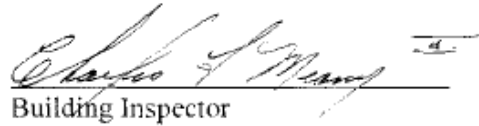

Town Administrator

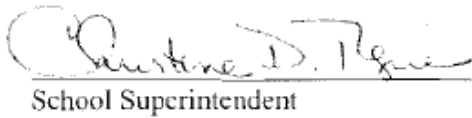

Police Chief

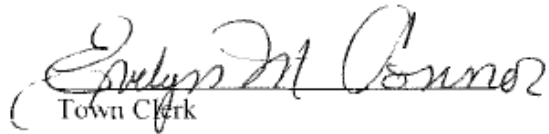

Fire Chief



EMS

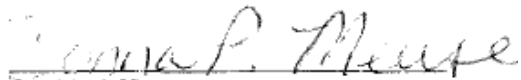

Public Works Director



Building Inspector

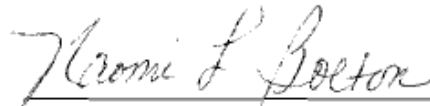

School Superintendent



Town Clerk


Town Treasurer


Health Officer


Welfare Administrator


Planning Board


Greater Manchester Chapter of the
American Red Cross

I. Introduction

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

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

The preparation of the **EOP** is authorized under New Hampshire RSA 21-P:34, which allows municipalities to create local organizations for emergency management. New Hampshire RSA 21-P:37 mandates “the preparation of plans and programs for emergency management by the political subdivisions.” It is in accordance with the above laws that the Town of Weare **EOP** has been developed.

It is the intention of the Town of Weare 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. The Town of Weare emergency response operations will be organized and managed under the Incident Command System (ICS) recognized by the National Incident Management System. The Town of Weare will continue to develop and refine the Emergency Operations Plan to comply with NIMS requirements as they are developed in the future.

A. Purpose

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

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

B. Scope

This EOP:

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

C. Structure

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

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

Basic Plan

- Introduction
- Situation and Planning Assumptions
- Concept of Operations
- Plan Management
- Authorities and References

Administrative Element

- Acronyms & Abbreviations
- Terms & Definitions
- Authorities of Emergency Response
- Hazard Analysis and Assessment

Functional ESFs

- Transportation
- Fire Fighting
- Food and Water
- Resource Support
- Hazardous Materials
- Public Information
- Communications/Alerting
- Information/Planning
- Health and Medical Service
- Energy
- Volunteers & Donations
- Public Works/Engineering
- Mass Care and Shelter
- Search and Rescue
- Law Enforcement/Security
- Animal Health

Hazard Specific Annexes

- Terrorism Annex

D. ESF Descriptions

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

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

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

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

Information and Planning – Provides for the overall management and coordination of the State's emergency operations in support of local government; collects, analyzes and disseminates critical information on emergency operations for decision making purposes; identifies the roles and responsibilities of state government in coordinating Federal assistance to local government.

Mass Care and Shelter – Manages and coordinates sheltering, feeding and first aid for disaster victims; provides for temporary housing, food, clothing, and special populations needs in situations that do not warrant mass-care systems. Manages the receipt and distribution of donated goods and services; provides assistance in coordinating and managing volunteer resources.

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

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

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

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

Food and Water – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

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.

Law Enforcement and Security – 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.

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

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

Animal Health – Provides for a coordinated response in the management and containment of any communicable disease resulting in an animal health emergency.

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

Figure 2 – Emergency Support Function Assignment Matrix

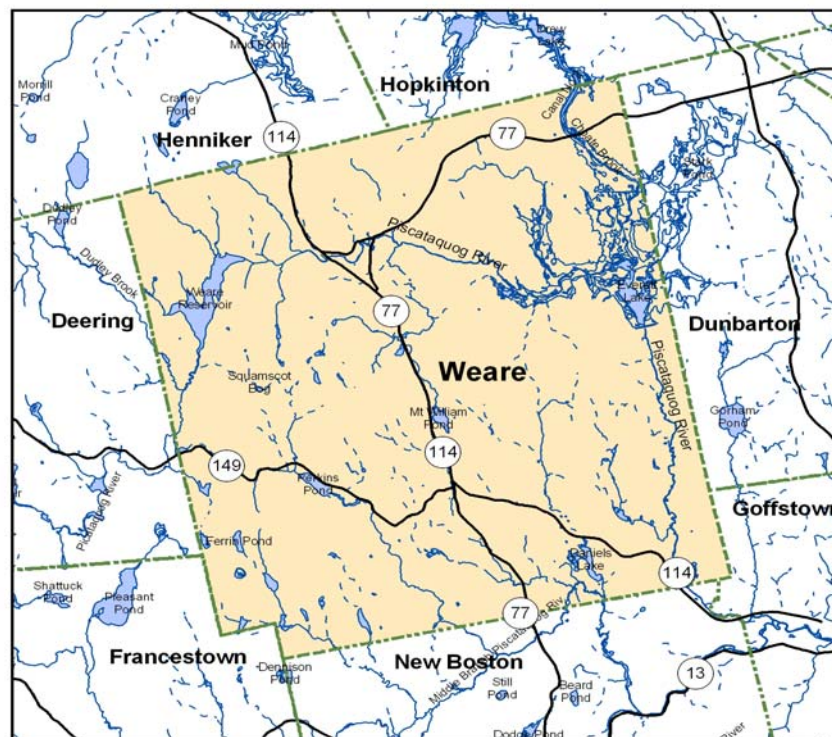
Function	Board of Selectmen	Town Administrator	Emergency Management Director	Police Department	Fire Department	EMS	Public Works Director	Building Inspector	School Principal	Town Clerk	Finance Clerk	Town Treasurer	Health Officer	Welfare Administrator	Planning Board	Bus Depot	American Red Cross	CERT	Salvation Army	NH Food Bank	Weare Food Bank
Transportation		S	S	P	P		S		S			S				S		S			
Communications and Alerting	S	S	S	P	P		S		S									S			
Public Works and Engineering				S	S		P	S										S			
Fire Fighting			S	S	P	P	S											S			
Information and Planning	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S			S			
Mass Care and Shelter		S	P	S	S	S			S			S		S			P	S			
Resource Support	S	S	P	S	S	S	S	S	S	S		S	S	S				S			
Health and Medical Services			P	S	S	P			S				S	S			S	S			
Search and Rescue		S	S	P	P	S	S														
Hazardous Materials	S	S	P	S	P	P	S	S	S				S	S				S			
Food and Water	S		P	S	S	S			S			S	S	P			S	S	S	S	S
Energy		S	P	S	S	S												S			
Law Enforcement and Security			S	P	S		S											S			
Public Information	S	S	P	S	S	S	S		S									S			
Volunteers and Donations		S	P	S	S				S					S			P	S			
Animal Health		S	S	P			S						S					S			

P = Primary Agency
 S = Support Agency

II. Situation and Planning Assumptions

A. Situation

The Town of Weare is located in the southern portion of the state of New Hampshire in northern Hillsborough County. The Town of Weare is bordered by the Town of New Boston to the south; the Towns of Goffstown and Dunbarton to the east; the Towns of Henniker and Hopkinton to the north; and the Towns of Francestown and Deering to the west. It is located approximately 20 miles northwest of the City of Manchester and 15 miles southwest of the City of Concord. Route 114 provides primary access to Weare and connects to Manchester in the southwest and to Henniker to the north. Additional primary routes include Route 77 which runs northeast to Concord and Route 149 which heads west through Deering.



Location Map of Weare, NH

Mutual Aid Agreements are agreements between agencies to provide assistance to each other in the event of an emergency or crisis. The Town of Weare has entered into such agreements with the Souhegan Valley Mutual Aid Association, New Hampshire Public Works Mutual Aid, Kearsarge Mutual Aid, Hillsborough County Police Mutual Aid and Southern New Hampshire Mutual Aid. In addition, the Town holds mutual aid agreements with the Towns of Goffstown; New Boston; Deering; Henniker; Hillsboro; Antrim; Francestown; Bow; Hopkinton; Dunbarton; Bradford; and Warner.

The Town has a five member Board of Selectmen and Town Administrator form of government. Other boards and committees include a Benefit Review Committee; Cable TV Committee; Cemetery Trustees; Conservation Commission; Economic Development

Committee; Finance Committee; Board of Fire Wards; Library Trustees; Parks and Recreation Commission; Planning Board; Trustees of Trust Funds; and Zoning Board.

Emergency Operations Center: The EOC is located in the Safety Complex at 144 N. Stark Highway. The EOC serves as the communications hub during an emergency with all information and decisions flowing through the Emergency Management Director and disseminated to the various department heads and personnel. Through the use of a private consultant, the Safety Center has the capability to be equipped with a portable system that would allow a visual status of any event. The Police, Fire, and Emergency Medical Services Departments are also located within the Safety Complex which allows for a larger area in which to operate. The Safety Complex is equipped with an emergency generator that serves the EOC, Police Department and Fire Department.

Fire Department: The main Fire Department is located in the Safety Complex at 144 North Stark Highway. In addition, there are two branch stations located on the south and east sides of town. The department employs 50 part-time fire personnel and 1 part-time secretary. Of the 50 employees, 21 are responsible for emergency medical services (EMS). All paid call employees are issued pagers which are used to alert them in the event of an emergency.

Police Department: The Police Department is responsible for the protection of life and property as well as enforcing and investigating violations of New Hampshire State Statutes and City Ordinances within the community. General duties include, but are not limited to, traffic direction and control, public safety, scene security, escorts and civil disturbance response and control. The Police Department is a 24-hour department located in the Safety Complex at 144 North Stark Highway. The department employs 11 full-time sworn police officers, 2 part-time police officers, 1 full-time secretary and 1 part-time receptionist.

Health and Welfare Department

The Health and Welfare Department employs one part-time health officer and one deputy health officer. The health officer conducts health inspections; school, residential and foster care home inspections; and responds to complaints. The Health Officer's office is located in the Weare Town Office Building at 15 Flanders Road. The role of part-time Health Officer is assigned to the Building Inspector, who is a full-time employee and can fill-in as necessary.

Public Works Department: The Public Works Department is comprised of four departments: Highway, Municipal Water and Sewer; Transfer Station; and Recycling Center. The department is responsible for the maintenance and upkeep of the highways, streets, water and recycling. The Department of Public Works is made up of approximately 15 full-time employees: 12 of which are with the Highway Department; 2 are with the Transfer Station; and 1 full-time secretary.

Land Use Department

The Town employs one full-time Land Use Coordinator. The Land Use coordinator is responsible for coordinating the daily administrative functions of the offices of the Planning and Zoning Boards, as follows: assists the public with issues relating to subdividing land or zoning issues; processes applications for both boards; sends out

public notices to the newspapers, as well as abutter notices; takes minutes for both boards; and assists in other departments, as needed.

Building Department: The building department is responsible for: Building Code administration, including building plan review and permit approval; field inspections and record maintenance; code review and update. Permit application processing - Building, Electrical, Heating, Plumbing, and Signs; Zoning Ordinance administration including site plan review, Zoning Board of Adjustment appeals, site inspections and variance applications; and Housing Code Ordinance administration including Certificate of Compliance program. The Town of Weare Building Department has one full-time Building Inspector and one part-time secretary.

The Town has adopted all of the 2000 International Codes, including International Building Code, International Mechanical Code, International Fire Code, International Residential Code, International Plumbing Code and International Electrical Code.

Finance Department: The Finance Department performs highly responsible financial and accounting work for the Town, which includes administering the Town's payroll program; account payable; accounts receivable; and assists in the implementation of the Town's fiscal affairs. The Finance Department employs 1 full-time person and is located at the Town Offices at 15 Flanders Road.

Office of the Town Clerk: The Town Clerk's Office is responsible for accepting voter registrations and vehicle registrations for the Town, as well as issuance of dog licenses, marriage licenses, passports, etc. The Town Clerk's Office is also responsible for keeping all vital records and all meeting minutes from the various boards and committees. The Town Clerks Office is located in the Town of Weare Offices at 15 Flanders Road. The Town Clerks Office employs 1 full-time town clerk, 1 full-time deputy town clerk and 1 part-time tax collector.

School District. The Weare School District is part of School Administrative Unit (SAU) #24. The SAU offices are located at 41 Liberty Hill Road in Henniker. SAU 24 includes the John Stark School District, the Henniker School District, and the Stoddard School District as well as the Weare School District. At present, the SAU rents their office space in a stand-alone condominium unit. The SAU employs 13 support staff and administration. As of October 1, 2006, there were 2,629 students in the SAU of which 1,208 were Weare School District students in Center Woods Elementary School and Weare Middle School. An additional 640 Weare students attended John Stark Regional High School, also located in Weare. Both John Stark Regional High School and Weare Middle School have emergency generators and could be designated as town emergency shelters.

Transportation (Bus Depot)

Bus service in Weare is provided by Goffstown Trucking, located on Carding Mill Road.

Community Emergency Response Team (CERT)

The Weare CERT was established in 2006 and has 14 members. The CERT is a volunteer community group that is trained in the area of emergency response in order to assist with disaster relief efforts in the event of an emergency.

Greater Manchester Chapter of the American Red Cross: The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross movement, will provide relief to victims of disaster and to help people prevent, prepare for, and respond to emergencies. The fundamental principles of the American Red Cross include: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

The Town of Weare encompasses a total of approximately 60.1 square miles. The 2000 U.S. Census reported that the population in Weare was 7,776, which more than doubled the population over the last 20 years. The U.S. Census 2005 population estimate for Weare is 8,730. Weare contains 59.1 square miles of land area and 1 square mile of inland water area. Based on the 2005 population estimate, the population density in Weare is approximately 145.3 persons per square mile of land.

The Town of Weare does not have a public transit system; therefore personal vehicles are the primary mode of transportation in town. The Manchester Boston Regional Airport in Manchester is the nearest commercial airport.

The Town of Weare is exposed to many hazards, all of which have a potential to disrupt the community, cause damage, and create casualties. Hazard identification and vulnerability assessment was conducted in the 2006 Hazard Mitigation Plan that is part of this document in Appendix D.

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

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

Accordingly, the situation is as follows:

1. The Town of Weare faces a wide array of risks, which may pose a significant threat to the population and property within the town. These include natural, human-caused and technological emergencies or disasters.
2. Depending upon the extent and nature of the disaster or emergency, a potential condition exists that may severely hamper the economic and physical infrastructure of the town, region or State.
3. During an emergency or disaster, the town will take immediate and appropriate actions to determine, direct, mobilize, and coordinate the response movement. The town will activate the necessary functions to redirect resources in order to

save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities.

4. A catastrophic disaster may overwhelm local and State governments in providing a timely and effective response to meet the needs of the situation.

B. Planning Assumptions

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

1. The Town, in conjunction with the State, is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the State and Federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Weare may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to State and State to Federal government).
6. The State will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
7. Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or State agencies will assist these organizations by providing information, guidance, and coordination of relief efforts.
8. Local and State emergency operations plans address the ability to direct, control, coordinate and manage emergency operations during multiple events.

9. The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.
10. State and Federal government resources and expertise can be mobilized to augment emergency operations and recovery efforts beyond the capabilities of local government.
11. Local government will continue to function under all disaster and emergency conditions.
12. Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
13. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate Federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of State and local government.

C. Hazard Analysis and Assessment

The hazard analysis and assessment study is located as *Appendix D, Hazard Analysis and Assessment*, in the Administrative Appendices to this *EOP*.

III. Concept of Operations

A. General

1. Local response operations will be organized and managed under the Incident Command System (ICS).
2. Actions/Activities identified under the concept of operations are based upon the premise that an emergency or disaster event has exceeded the capabilities and resources of local government, thereby requiring State assistance. Such assistance, when authorized, will be provided by State agencies operating under their own authority, or as part of an effort coordinated by the Department of Safety – Bureau of Emergency Management (BEM), operating on behalf of the Governor. The Governor may request assistance from the Federal government if the capabilities and resources of both local and State governments are exceeded.
3. Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as primary, co-primary, or support, to facilitate the provisions of the response actions of the State. A listing of the ESFs and their primary areas of responsibilities that have been adopted by the Town of Weare are located on pages 3-6, Basic Plan.

- a. Each ESF has been assigned a number of functions to support response operations in an emergency situation. The designated primary agency, with the assistance of one or more of the support agencies, is responsible for managing the activities of the ESF and ensuring the missions are carried out, as necessary. The primary and support agency assignments for each of the ESFs are identified by **Figure 2, Emergency Support Function Assignment Matrix** shown earlier in Section I, Page 7.
 - b. Specific functional missions, organizational structures, response actions, primary and/or co-primary, and support agency responsibilities are described in the individual ESF sections to the **EOP**.
4. Based upon the situation, primary, co-primary, and support agencies may be authorized to provide assistance in support of local operations without an executive order or proclamation of a STATE OF EMERGENCY.

B. Emergency Operations Plan (EOP) Implementation

The plan has the force and effect of law as promulgated by RSA 21-P:39. Plan implementation, and the subsequent supporting actions taken by local government are specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from the disaster scene. The plan is in effect for preparedness, response, and initial recovery activities when a major emergency or disaster occurs or is imminent.

C. Phases of Emergency Management

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

1. Mitigation

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

2. Preparedness

Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency

management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment and people are developed.

3. *Response*

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

4. *Recovery*

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

D. Organization and Assignment of Responsibilities

1. *General*

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

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

2. *Emergency Operations Center (EOC)*

The Primary EOC is the facility that is used to coordinate a local response to any major emergency or disaster situation. It is located at the Weare *Safety Complex, 144 N. Stark Highway*. Security and maintenance of the EOC facilities will be carried out in accordance with EOC SOPs to be developed by the EMD.

3. *Organization*

The organization to implement the *EOP* under emergency or disaster conditions consists of the town departments having primary or co-primary, and support roles as specified in the functional ESFs. *Figure 3, Emergency Operations Center (EOC) Organization Chart*, details the overall response structure of the *EOP*. Direction and control of the EOC is the responsibility of the EMD. The Emergency Management Director will coordinate the response of the community's departments, advise the Town Administrator and Chairman of 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 EMD and in response to executive decisions.

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

a. **Command and Control Section**

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

- 1) Coordinate all emergency response functions in the EOC.
- 2) Establish and maintain a facility to be used as the EOC for centralized direction, coordination, and control of emergency operation.
- 3) Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements, and functional operating procedures/guides.

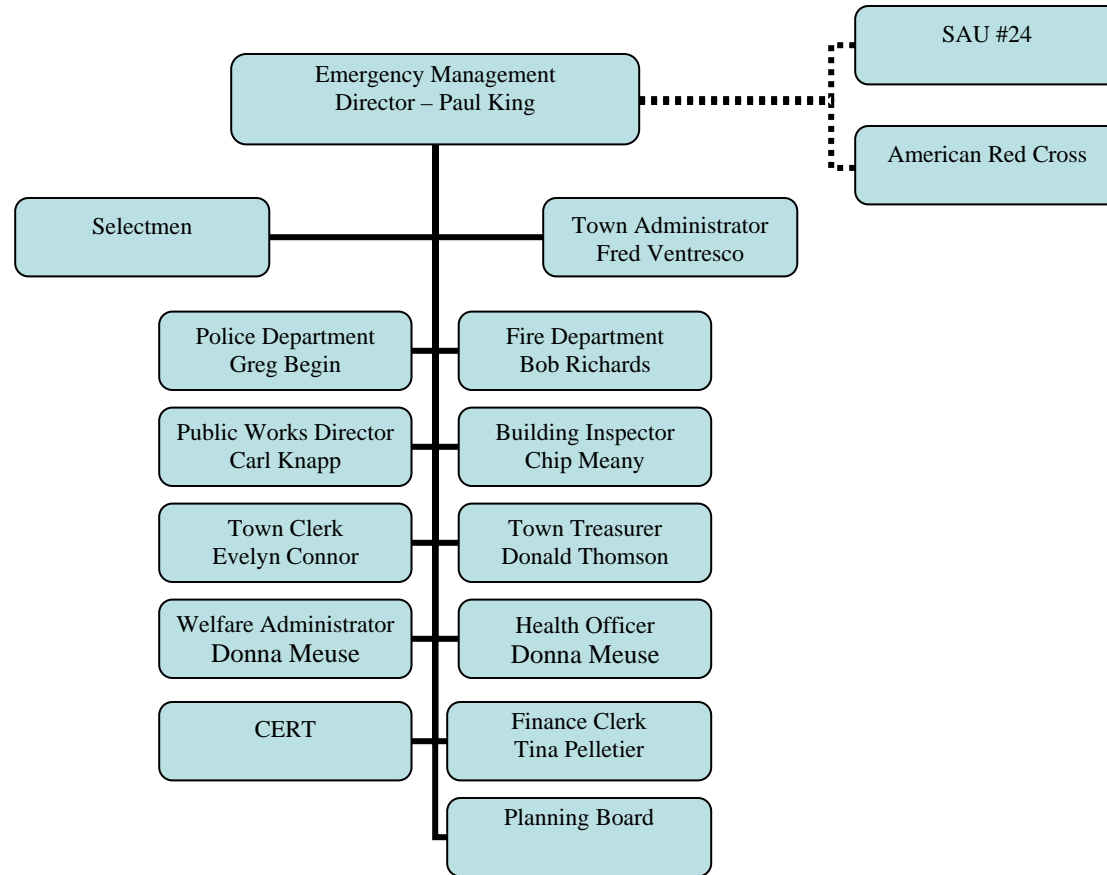


Figure 3: Emergency Operations Center Organization Chart

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. *Figure 4, Town of Weare Operations Section Organization Chart*, identifies the ESFs and the functional activities. Staffing patterns will be dependent upon the severity of the emergency.

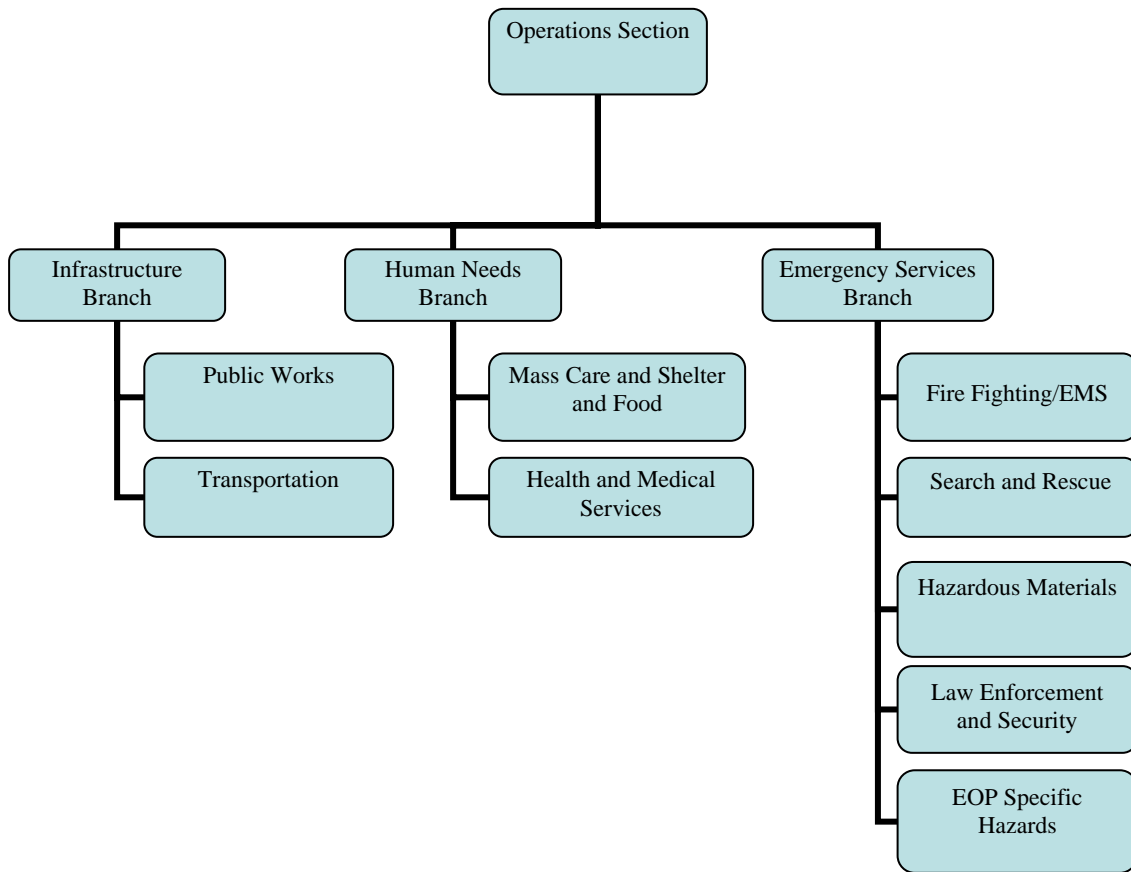


Figure 4: Operations Section Organization Chart

c. Information and 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. **Figure 5, State Information and Planning Section Organization Chart**, identifies the working components within the element.

During activations of the EOC, the Information and Planning Section will be supported by each of ESFs represented in the EOC.

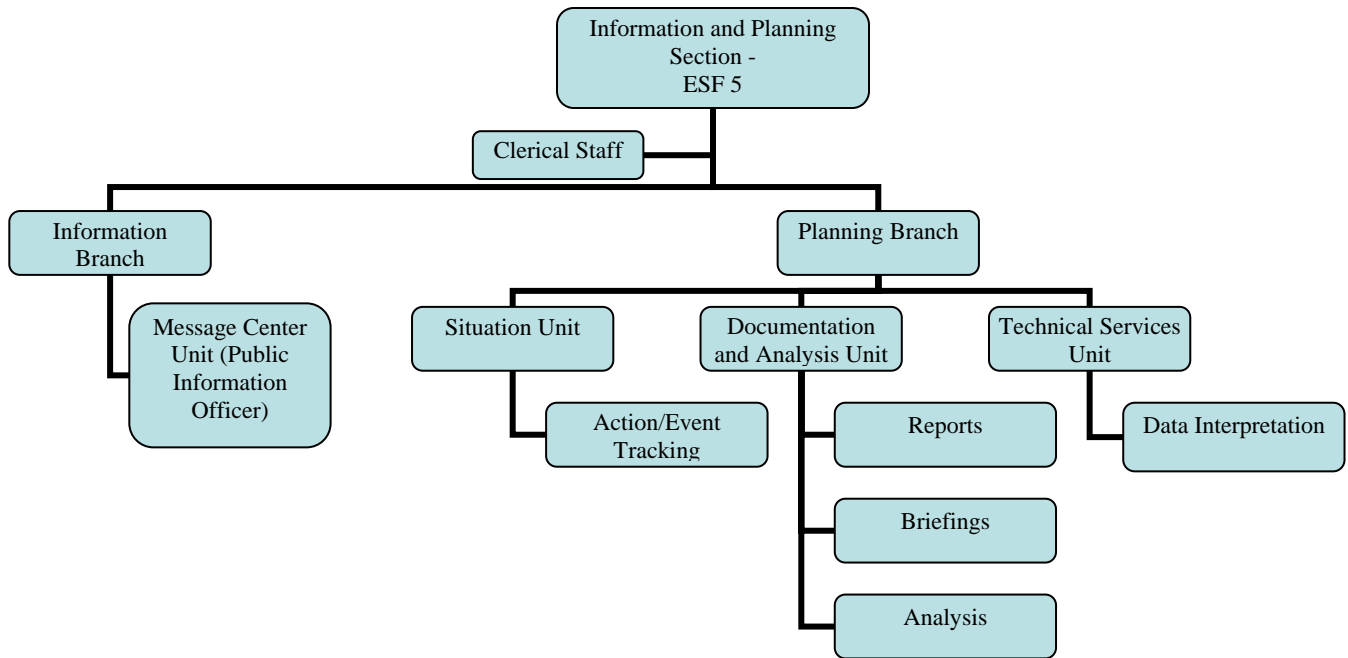


Figure 5: Information and Planning Section Organization Chart

d. Logistics Section

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

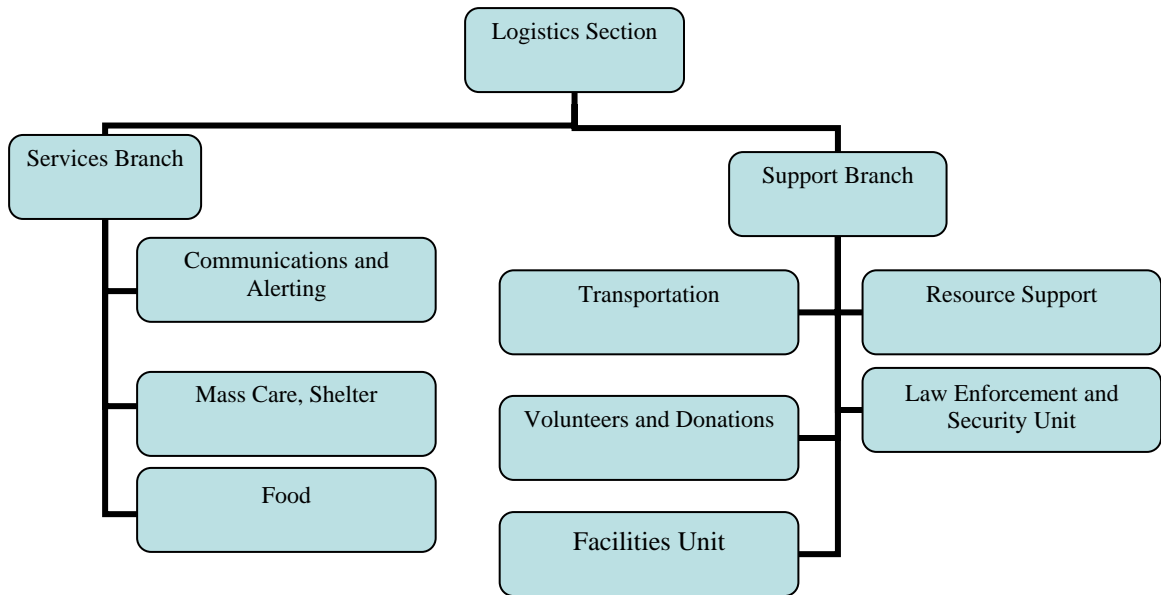


Figure 6: Logistics Section Organization Chart

e. **Administrative and Finance Section**

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

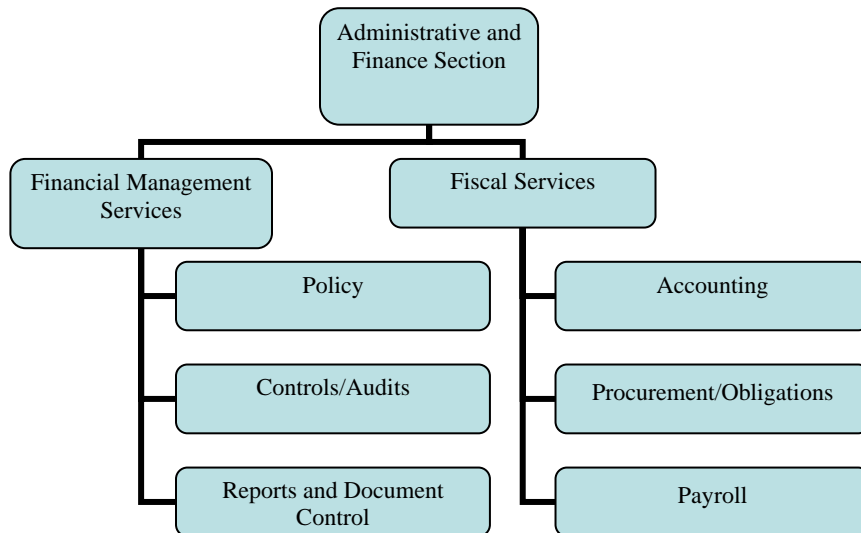


Figure 7: Administrative and Finance Section Organization Chart

4. **Responsibilities**

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

The Chairman (Board of Selectmen) is responsible for:

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

The Town Administrator is responsible for:

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

The Emergency Management Director (EMD) is responsible for:

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

The Police Department is responsible for:

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

The Fire Department is responsible for:

- Emergency operations training for its personnel.

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

The Public Works Department is responsible for:

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

The School Principals are responsible for:

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

The Building Inspector is responsible for:

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

The Town Treasurer is responsible for:

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

The Town Clerk is responsible for:

- Providing population data.
- Protecting all town records

The Health Officer is responsible for:

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

The Welfare Administrator is responsible for:

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

The Planning Board is responsible for:

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

The Bus Depot is responsible for:

- Coordinating emergency transportation.
- Movement of citizens/supplies within the town and/or to surrounding cities/towns in the event of a disaster or other emergency.

The Greater Manchester Chapter of the American Red Cross is responsible for:

- Coordinating emergency blood bank supplies at area hospitals.
- Providing emergency food, clothing, shelter and first aid.
- Providing individual family assistance.
- Managing emergency shelter operations.
- Registering evacuees.

The CERT is responsible for:

- Assisting the primary agencies, as needed.

E. Administrative, Finance, and Logistics

1. Administrative

- a. During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal

methods should be stated in the State of Emergency declarations, or as specified in the **EOP** and its supporting documents.

- b. Local response elements will include provisions for documenting all disaster related expenditures using accepted accounting procedures. Such accounting documentation will support the Town's request for supplemental assistance.
- c. Upon activation of the **EOP**, each designated 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 are nearing exhaustion, requests for assistance will be submitted to the State EOC.
- f. Training of emergency operations staff will be conducted annually through in-house training sessions, exercises, actual response, and Bureau of Emergency Management (BEM)/Federal Emergency Management Agency (FEMA) courses. If warranted, the EMD training staff will conduct accelerated/refresher training on an appropriate subject matter during periods of increased readiness status.

2. Finance

- a. Funding allocations to meet the needs of an emergency situation is met by:
 - 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 Weare is responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures or as stipulated in the ESF documents. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

3. *Logistics*

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

4. *Mutual Aid Agreements*

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

F. Notification

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

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

G. Activation and Deployment

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

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

H. State to Local, State, and Federal Interface

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

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

I. Continuity of Operations (COOP)

1. The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of State and local governments to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the Town of Weare establishes and maintains the capability to provide mitigation, preparedness, response, and recovery functions during emergencies or disasters.
2. The Emergency Management Director is responsible for developing, maintaining, and exercising a COOP Plan for the Town. The EMD is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential

services/functions will be maintained during emergencies/disasters, respectively.

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

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

1. In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.
2. The following is the Line of Succession that has been established for the Town of Weare of those whom report to the Board of Selectmen. The Emergency Management Director (EMD) will exercise Direction and Control. In the event the EMD is not available, the position of Chief Executive is filled in succession as listed below.
 - a. **Deputy EMD**
 - b. **Police Chief**

- c. **Fire Chief**
 - d. **Deputy Fire Chief**
 - e. **Highest Ranking Police Officer**
3. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for the Town.

K. Recovery and Deactivation

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

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

IV. Plan Management

A. Development

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

B. Maintenance

All primary, co-primary, and support agencies whether Federal, State, local, or private with emergency responsibilities, shall integrate their planning efforts in

the maintenance, implementation, and exercising of the *EOP*. Hence:

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

C. Document Control

1. The EMD is responsible for establishing and maintaining a document control system for all emergency management planning documents, as appropriate.
 - a. The document control system will include the following:
 - 1) Inventory Control Numbering System for plans.
 - 2) List of plans with control numbers.
 - 3) Identify the location of where the plans are stored/maintained (e.g., EOC, Library).
 - 4) Record of plan revisions.
 - 5) Plan distribution list.

D. Training and Exercises

1. The EMD will utilize annual training and exercise, provided by the NH Bureau of Emergency Management, to evaluate the capability of the Town

to respond to minor, major, and catastrophic disasters. The EMD will coordinate the training of local and volunteer personnel on their roles and responsibilities in the four phases of emergency management (i.e., preparedness, response, recovery, and mitigation).

2. The training and exercise programs will help to ensure the operational readiness of the Town's emergency support functions and emergency responders through the design and delivery of courses, professional development seminars and workshops, and hazard specific exercises (e.g., animal health and terrorism related exercises and Radiological Emergency Preparedness Exercises for commercial nuclear power plants) to evaluate established plans and procedures/guides that are activated during an emergency situation at all levels of the emergency management system.
3. After each hazard-specific exercise a critique is held to allow participants to provide input into the development of an After-Action Report (AAR) that captures all recommended changes to existing policies, plans, and procedures/guides.

V. Authorities and References

A. Statutes and Regulations

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

B. References

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

1. FEMA, State and Local Guide (SLG) - 101, Guide For All-Hazard Emergency Operations Planning, September 1996.
2. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
3. Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
4. National Response Plan, December 2004.

5. Town of Weare Emergency Management Plan, November 1998.
6. Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
7. Federal Emergency Management Agency, CPG 1-20, Guide for EOC Operations.

1- TRANSPORTATION

Co-Primary Agency: Police Department
Fire Department

Support Agencies: Town Administrator
Emergency Management Director
Public Works Director
School Principal
Town Treasurer
Community Emergency Response Team (CERT)
Bus Depot (Goffstown Trucking)
NH Marine Patrol
Army Corps of Engineers

I. Introduction

A. Purpose

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

B. Scope

This ESF provides for local transportation support including:

1. Management and coordination of transportation activities to support the effort of local agencies.
2. Establishing priorities and/or allocating transportation resources, processing of all transportation requests, managing air and marine traffic, determining the priority of highway repair, conducting damage assessment, and coordinating emergency management activities with neighboring jurisdictions and state agencies.
3. Processing overall coordination of requests for local transportation support.
4. Obtaining transportation services and providing access to transportation assets into and out of impacted areas.
5. Assessing the damage to transportation infrastructure, analyzing the effects of the disaster on the local and regional transportation system, monitoring the accessibility of transportation capacity and congestion in the transportation system, and implementing management controls, as required.

6. Assisting in the design and implementation of alternate transportation services, such as mass transit systems, to temporarily replace system capacity lost to disaster damage.
7. Coordinating the clearing and restoration of the transportation resources.
8. Documenting of transportation needs and reporting to the local EOC, if applicable.

II. Situation and Planning Assumptions

A. Situation

An evacuation may be recommended when all or any part of the **Town of Weare** 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 **Weare** that might require an evacuation to be recommended would include:

- Designated floodplains and areas subjected to riverine flooding due to ice/debris jams.
- Areas downstream of high-hazard dams.
- Areas around a potentially dangerous hazardous materials accident.
- Areas downwind of a hazardous chemical materials accident.
- Areas determined by the Federal Emergency Management Agency (FEMA) to be potential targets of an enemy attack.
- 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.
- Any circumstance jeopardizing the health and/or safety of the citizenry

- Any other areas identified in the Weare Hazard Mitigation Plan.

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 **Weare** 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 **Weare** will be:

- **State Route 114 North and South**
- **State Route 77 East and South**
- **State Route 149 West**

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

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

III. Concept of Operations

A. General

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

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

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

B. Organization

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

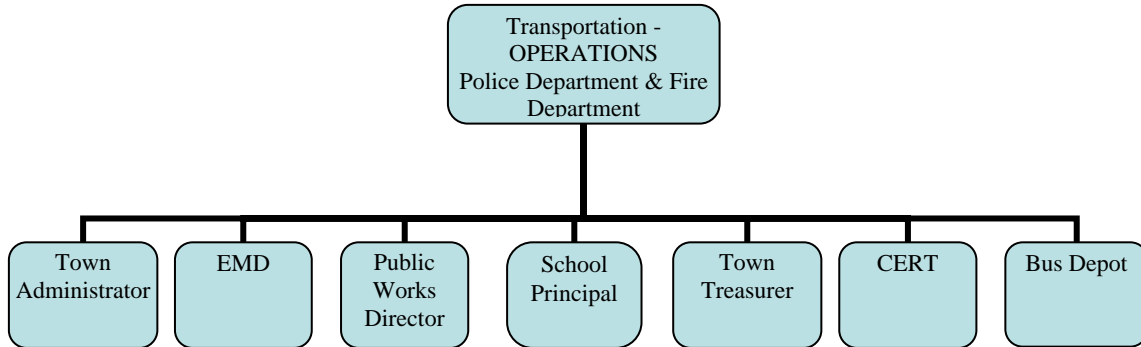


Figure 1-1

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.

IV. Roles and Responsibilities

The Emergency Management Director will:

- Coordinate overall direction of the evacuation procedures.
- Begin the public warning procedures.

- Determine the approximate number of people involved.
- Notify the Public Works Director, Greater Manchester Chapter of the Red Cross and School Principal to begin sheltering procedures.
- Notify NH Bureau of Emergency Management and request state and/or federal assistance.
- Disseminate information and instructions to the public through the local media via a Public Information Officer.
- Instruct EOC and operational staff to implement their evacuation procedures.
- Perform such other functions as directed by the Town Administrator.

The Public Works Director will:

- Assist in emergency transportation.
- Provide barricades, cones and/or other devices for traffic control.
- Notify the State to maintain clearance of evacuation routes.
- Clear parking areas at the shelters, if necessary.
- Request assistance from local contractors for personnel and equipment, if necessary.

The Police Department will:

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

The Fire Department will:

- Maintain ongoing disaster operations.

- Provide recommendations on areas to be evacuated due to hazardous materials accidents in concert with additional agencies.
- Provide post-evacuation fire surveillance.
- Maintain emergency communications capability.
- Assist those special needs persons needing assistance to relocate.
- Provide emergency medical treatment and evacuation of the injured.

The School Principal within closest proximity to the event will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

The Town Treasurer will:

- Disburse funds, at the direction of the Selectmen, to implement ESF 1, Transportation.

The Bus Depot will:

- Provide for the transportation of goods and people

V. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Department Mutual Aid Agreements
Police Department Mutual Aid Agreements

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

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2 - COMMUNICATIONS AND ALERTING

Co-Primary Agency: Police Department
Fire Department

Support Agencies: Town Administrator
Selectmen
Emergency Management Director
Public Works Director
School Principal
CERT

I. Introduction

A. Purpose

In the event of an emergency or disaster, Emergency Support Function (ESF) Communications and 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 Public Works Director currently maintain radio networks for conducting day to day operations. These departments have base stations and mobile radios for dispatching field forces and interfacing with other systems, both regional mutual aid and state agencies.

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

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

III. Concept of Operations

A. General

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

B. Organization

The Incident Command System (ICS) structure is how the Town of Weare 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.

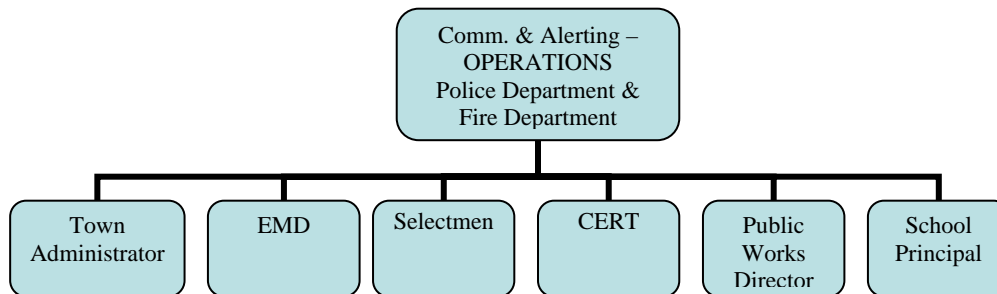


Figure 2-1

C. Notification and Activation

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

- Local Emergency Operations Center (EOC)
- Emergency Response Personnel
- State EOC
- Police and Fire Mutual Aid Systems
- Surrounding Community EOCs
- Emergency Alert System Local Radio Stations

The lead agency for the event will provide immediate notification to the general public of an imminent or actual emergency is an essential function of government and this capability must be maintained. Methods of alerting the public will consist of any of the following:

1. Outdoor Warning Devices (sirens, air whistles, etc.)
2. Church Bells

3. Loudspeaker - Equipped Vehicles
4. Door-to-Door Canvassing
5. NOAA Weather Radios
6. Emergency Alert System
7. Cable TV Systems
8. Word-of-Mouth by friends, relatives and/or neighbors

D. Emergency Response Actions

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

1. Ranking Police Officer on Duty, upon deciding that EOC activation is warranted, notifies local dispatch to contact EMD or designee.
2. Fire Department Dispatch shall contact the EMD who may approve the activation and notification. Upon verbal approval, Police and Fire Chiefs shall make the initial notifications using the phones and their paging software.
3. Upon activation, the Emergency Management Director or designee will take charge of EOC operations. The executive and operational staff positions shall be filled as needed and shall report their state of readiness and recommendations to executive staff.
4. Members of the executive staff will determine which, if any, other officials and staff should be notified/requested.
5. The Chairman of the Board of Selectmen and Town Administrator, or their designees, are to be notified of all EOC activations. Those involved will consider seeking the Chairman of the Board of Selectmen'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 and Alerting may continue to be operational to support the recovery phase of the operations, which may remain active for an extended period of time.

IV. Roles and Responsibilities

All Primary and Support Departments will:

- Maintain and test their own communication equipment.

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

The Police Department will:

- Receive warnings from the National Weather Service and/or State Emergency Management via the NAWAS.
- Notify immediately the Chairman of the Selectmen, the Town Administrator and EMD of the emergency message received.

The Fire Department will:

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

The Emergency Management Director will:

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

The Selectmen will:

- Support the emergency communications network as appropriate.

The Town Administrator will:

- Act as primary contact person to disseminate emergency information and instructions to the public.

- Authorize activation of the local area EAS and other warning systems.

The Public Works Director will:

- Support communications between the Police, Fire and Highway Departments.

The School Principal within closest proximity to the event will:

- Receive and disseminate emergency information and instructions to all other school principals in the school district.

The CERT will:

- Assist the primary and secondary agencies, as needed.

V. References

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

CERT Communications Guidelines

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

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3 - PUBLIC WORKS AND ENGINEERING

Primary Agency: Public Works Director

Support Agencies: Police Department
Fire Department
Building Inspector
CERT

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 Information and Planning, in order to provide damage assessment information.

B. Organization

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

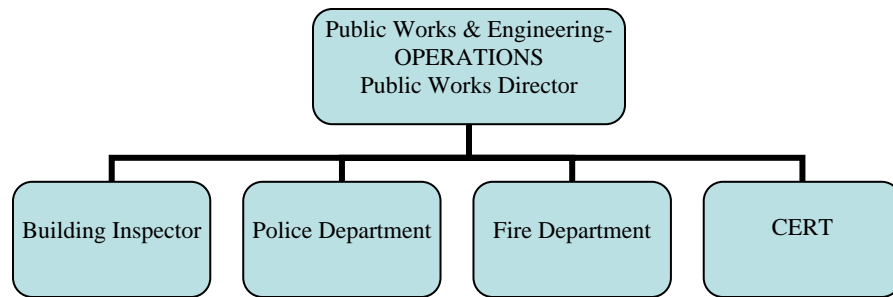


Figure 3-1

C. Notification and Activation

Upon determination of an impending or actual incident requiring Public Works and Engineering capabilities, the EMD will request agency representatives to implement the ESF activities 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:

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

E. Recovery Actions

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

F. Deactivation

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

IV. Roles and Responsibilities

The Public Works Director will:

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

The Police Department will:

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

The Fire Department will:

- Stabilize or demolish damaged structures or facilities determined to be an immediate threat or hazard to public safety.

- Provide resources in response to terrorist incidents/attacks. Assist in damage assessment with federal, state and local officials.
- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.

The Building Inspector will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

V. References

A. Interagency Agreements/Compacts/Mutual Aid Agreements

New Hampshire Public Works Mutual Aid Program

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

4- FIRE FIGHTING

<i>Primary Agency:</i>	Fire Department/EMS
<i>Support Agencies:</i>	Public Works Director Emergency Management Director Police Department CERT

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 fire fighting community resulting from a natural, man-made or technological disaster.

B. Scope

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

II. Situation

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

The Fire Department consists of 50 members headed by a part-time fire chief and is as well-equipped to perform its assigned functions as any community of a comparable size. The department is a member of the Kearsage and Souhegan Fire Mutual Aid Systems. The main Fire Station has emergency back-up power.

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

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

III. Concept of Operations

A. General

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

B. Organization

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

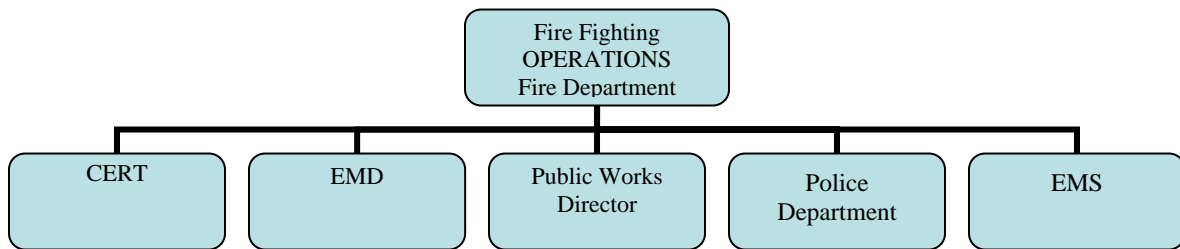


Figure 4-1

C. Notification and Activation

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

D. Emergency Response Actions

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

- Begin warning procedures per guidelines, upon approval of the Town Administrator
- Begin call-up of additional department personnel
- Recruit additional personnel if needed
- Begin emergency communications procedures
- Notify the Town Administrator and the Emergency Management Director of the state of readiness of the department and request outside assistance if necessary
- Report to the EOC when directed by the Town Administrator and delegate the on-scene command of the department to the next highest ranking officer
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires

- Report any power outages to Public Service New Hampshire (PSNH) and report any service outages for any other affected utilities, including, but not limited to telephone and cable service
- Provide personnel to other emergency services to augment their capabilities, if available
- The Fire Department will implement existing operating procedures, mutual aid agreements, and notification as outlined within existing protocols

E. Recovery Actions

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

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

F. Deactivation

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

IV. Roles and Responsibilities

The Fire Department will:

- Contain and extinguish all fires.
- Receive the notification of an actual or impending emergency and forward it to the Town Administrator and the Emergency Management Director per discretion of the Fire Chief.
- Disseminate emergency warnings to the general public.
- Perform such other functions for the protection of life and property as deemed necessary by the Fire Chief in accordance with NH RSAs.
- Train fire personnel for multi-hazard response and discipline.
- Establish procedures to provide fire protection in evacuated areas and to provide roving fire watch patrols.
- Maintain an up-to-date inventory of personnel and equipment.

The Public Works Director will:

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

The Police Department will:

- Coordinate traffic control.
- Coordinate emergency transportation routes.

The Emergency Management Director will:

- Establish the Emergency Operations Center, as needed

The CERT will:

- Assist the primary and secondary agencies, as needed.

V. References

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

Fire Department Standard Operating Procedures (SOPs) for fire suppression.

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Kearsage Mutual Aid
Souhegan Mutual Aid

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

5 - INFORMATION AND PLANNING

Primary Agency: Emergency Management Director

Support Agencies: All departments involved in response operations.
Greater Manchester Chapter of the American Red Cross

I. Introduction

A. Purpose

The purpose of this ESF is to compile, analyze, and coordinate the collection of data relevant to injury, death and damage assessment in disaster areas.

B. Scope

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

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

II. Concept of Operations

A. General

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

In response to an incident, the following may occur:

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

B. Organization

The functional organization structure of this ESF is shown in Figure 5-1.

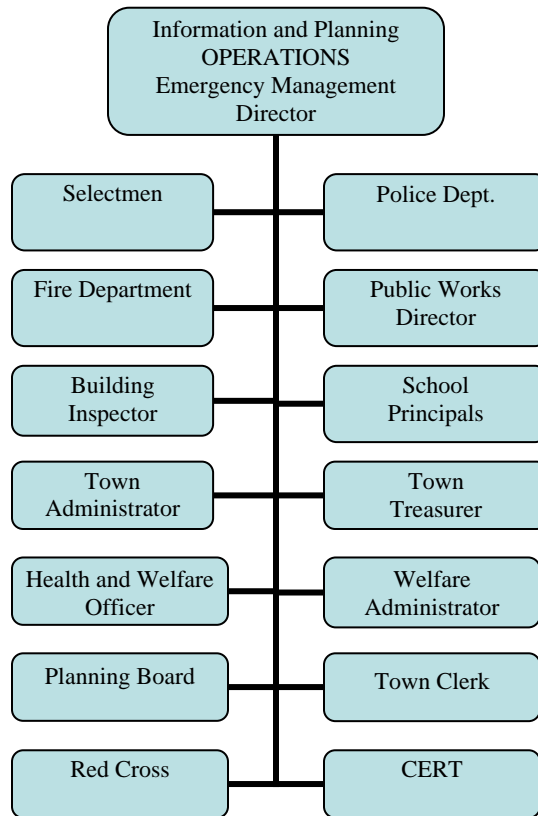


Figure 5-1

C. Notification and Activation

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

D. Emergency Response Actions

The emergency response actions for Information and Planning are as follows:

1. The initial actions are the activation of the ESF with the determination of staff requirements at the local EOC in order to collect, process and disseminate incoming information.
2. Collect, process and disseminate information on the disaster or emergency situation for use by the local EOC.
3. Prepare briefings and reports based on input from other ESF operational elements.
4. Maintain status boards, maps, and charts critical to the operation of the local EOC.
5. Provide for secure technical advice, as needed.

6. Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements as requested.
7. Log and track local, state and federal response actions and requests to support operational elements.

E. Recovery Actions

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

F. Deactivation

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

III. Roles and Responsibilities

Refer to the Responsibilities section in the Basic Plan starting on Page 21.

A. Primary Agency

The Emergency Management Director will:

- Coordinate the overall Town efforts to collect, process, report, and display essential elements of information and to facilitate support for planning efforts during response and recovery operations.
- Provide staff, as necessary, to carry out the functions of Information and Planning.

B. Support Agencies

General (Staffing to be determined by the EMD as necessary)

- Provide operational support and resources, where appropriate, in support of the management of Information and Planning.
- Provide periodic updates regarding agency and/or operations.
- Document all agency activities, personnel and equipment utilization, and other expenditures, as required.
- Provide technical support for all aspects of the response and recovery efforts, as needed.

- Gather damage assessment data and transmit information to Information and Planning.

V. References

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

Not Applicable

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

Not Applicable

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

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6- MASS CARE AND SHELTER

Primary Agency: Emergency Management Director
Greater Manchester Chapter of the American Red Cross

Support Agencies: Fire Department/EMS
Police Department
Selectmen
Town Administrator
School Principal
Town Treasurer
Health and Welfare Officer
CERT

I. Introduction

A. Purpose

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

B. Scope

1. In the event of a prolonged disaster, the Town of Weare would require the assistance of the American Red Cross (ARC). The ARC independently provides mass care to all disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974. The ARC also assumes secondary agency responsibility, with FEMA as the primary agency, 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.
2. Initial response activities will focus on meeting urgent needs of disaster victims on a mass care basis. Initial recovery efforts may commence as response activities are taking place. As recovery operations are introduced, close coordination will be required between government agencies responsible for recovery operations and voluntary agencies providing recovery assistance, including ARC.
3. ***Mass Care and Shelter – Mass Care encompasses:***

Shelter: The provision of emergency shelter for disaster victims includes the use of pre-identified shelter sites in existing structures and use of similar facilities outside the disaster-affected area, should evacuation be necessary.

Feeding: The feeding of disaster victims and emergency workers will be through a combination of fixed sites and mobile feeding units. Such operations will be based on sound nutritional standards and food safety will include provisions for meeting dietary requirements of disaster victims with special dietary needs.

Emergency First Aid: Supplemental emergency first aid services will be provided to disaster victims and injured workers at mass care facilities and at designated sites within the disaster area.

Disaster Welfare Information (DWI): DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area through a Family Well-being Inquiry (FWI) System. FWI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

4. The American Red Cross is a national voluntary organization. Its National Board of Governors governs ARC policies and procedures. The Greater Manchester Chapter is the liaison to the Town of Weare's emergency operations.

II. Situation and Planning Assumptions

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

There are 3 schools, 3 churches, the Legion Post #65, and the Town Hall in Weare which, if unaffected by the emergency situation, could provide shelter space for its evacuees or a like number from an affected community nearby (see Appendix E – Resource List). If these buildings were affected, evacuees must be sheltered in another community.

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

III. Concept of Operations

A. Policies

General

The Emergency Management Director and American Red Cross have been designated the primary agencies 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 any other items that may be deemed necessary, with them as possible.

The Health Officer will monitor conditions in the shelters and make recommendations to assure the health and safety of shelterees.

Mass Care

Sheltering, feeding and basic first aid activities will begin as soon as possible after the disaster occurrence (or before, if there is advance warning.)

Disaster Welfare Information (DWI) System

The DWI system will be coordinated by the ARC and follow the procedures outlined in the ARC 3035. DWI information, consisting of those persons identified on shelter lists, Emergency Medical Services (EMS) system casualty lists, and any further information made available by the State Emergency Operations Center (EOC) and hospitals will be collected and made available to immediate family members within or outside the affected area.

An initial moratorium may be issued to allow activation of the system and determination of the affected area.

B. Organization

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

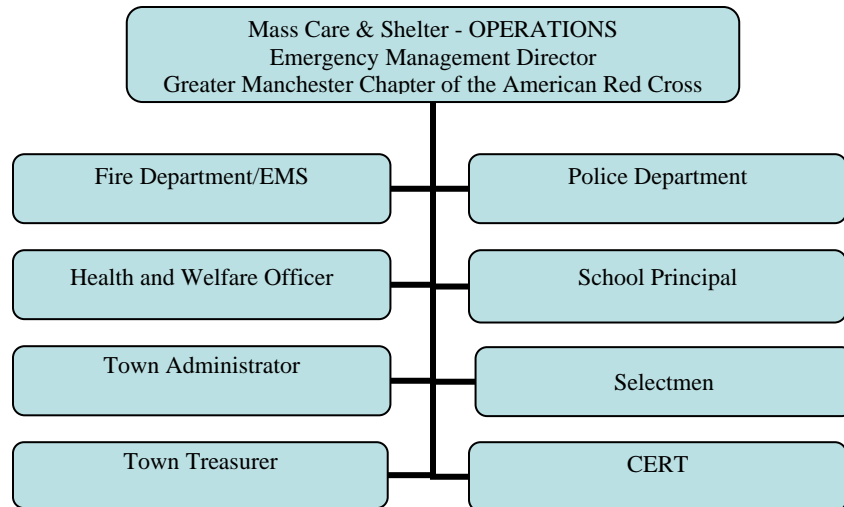


Figure 6-1

C. Notification and Activation

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

Upon notification of full activation of the plan, the EMD will inform Mass Care and Shelter support agencies and the Greater Manchester 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 EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

IV. Roles and Responsibilities

A. Primary Agencies

The Emergency Management Director will:

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

- Advise the Health Officer on the occupying of and emerging from shelters based on monitored radioactivity and other hazard data from local, state and federal sources.
- Advise the Health Officer of the facilities providing the best protection.
- Coordinate training for shelter managers and monitors and distribute shelter management and monitoring guidance materials.

The Greater Manchester Chapter of the American Red Cross will:

- Provide listings of ARC approved shelters in the area.
- Coordinate with ESF-16 Animal Health regarding pet issues.
- Assist with developing and maintaining a shelter plan.
- Assist with long-term sheltering of residents as necessary.
- Assist with the training of shelter managers and monitors

B. Secondary Agencies

The Health and Welfare Officer will:

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

The Fire Department/EMS will:

- Advise on those facilities which provide the best fire protection.
- Provide emergency first aid

The Police Department will:

- Provide security at the shelters.
- Coordinate with Greater Manchester Chapter of the American Red Cross and ESF-16 Animal Health regarding pet issues
- Create a list of private animal shelters to distribute to evacuees

The School Principals will:

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

The Town Treasurer will:

- Advise Town Administrator/Selectmen on the disbursement of town funds.

The Town Administrator will:

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

The Selectmen will:

- Assist in the implementation of Mass Care and Shelter

The CERT will:

- Assist the primary and secondary agencies, as needed.

V. References

A. Plans

Greater Manchester American Red Cross Chapter Disaster Plan
Capital Area Public Health Emergency Preparedness and Response Plan
(to be completed spring 2007)

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

Consistent with American Red Cross Policies and Procedures

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

Town of Weare Primary Shelter Listing

Facility Contact Name	Address Phone	Kitchen	Generator	Capacity*
American Red Cross Shelters				
Weare Middle School	16 East Road 529-7555	Yes	Yes	E = 394 P = 148
Center Woods Elementary School	14 Center Road 529-4500	Yes	Yes	E = 348 P = 130
John Stark Regional High School	618 N. Stark Hwy 529-7675	Yes	Yes	E = 560 P = 210
Community Shelters				
Town Hall	16 N. Stark Highway 529-2100	No	No	TBD
Weare Safety Complex	144 N. Stark Highway	Yes	Yes	TBD
Legion Post #65	12 N. Stark Highway 529-2722	Yes	TBD	TBD

*E = Emergency, P = Prolonged Stay
TBD = To Be Determined

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7 - RESOURCE SUPPORT

Primary Agency: Emergency Management Director (EMD)

Support Agencies: Selectmen
Police Department
Fire Department/EMS
Public Works Director
Building Inspector
School Principal
Finance Clerk
Town Treasurer
Health and Welfare Officer
Welfare Administrator
CERT

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

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

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

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

III. Concept of Operations

A. General

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

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

B. Organization

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

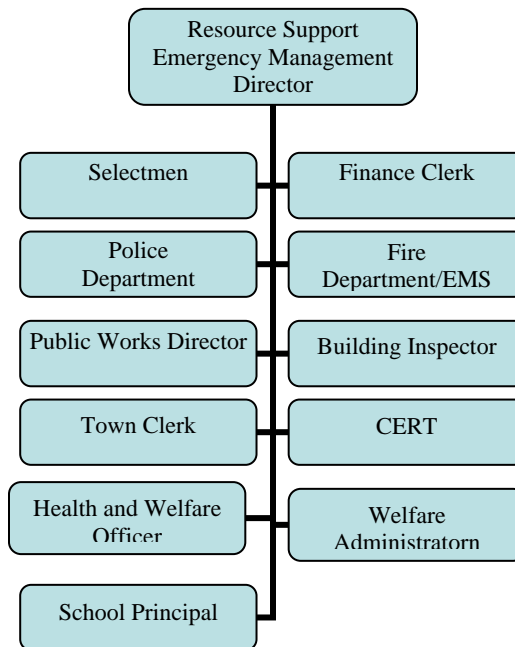


Figure 7-1

C. Notification and Activation

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

D. Emergency Response Actions

1. Preparedness

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

2. Response

a. Initial Actions

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

b. Continuing Actions

- 1) This ESF will continually provide for the control and accountability of equipment, personnel, goods and services in support of the disaster.

- 2) Track the status/disposition of all resources requests.

3. ***Recovery***

- a. Resource Support will support the emergency organization by providing logistical support for:
 - 1) Staff movement.
 - 2) Procuring equipment after disaster events.
 - 3) Deploying staff in the event an alternate EOC is established.
 - 4) Providing logistical support to the Federal Disaster Field Office (DFO).

4. ***Mitigation***

Refer to the Weare Hazard Mitigation Plan

E. Deactivation

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

IV. Roles and Responsibilities

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 Selectmen will:

- Assist in the implementation of Resource Support as necessary.
- Issue such orders and/or proclamations necessary to conserve essential on-hand resources
- Acquire such private resources as are needed and authorize the expenditure of funds necessary for acquisition

- Request assistance from neighboring communities and/or the State
- Authorize the release of excess resources to neighboring communities and/or the State

The Fire Department will:

- Provide personnel and equipment in the implementation of Resource Support

The Police Department will:

- Provide personnel and equipment in the implementation of Resource Support

The Public Works Director will:

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

The Building Inspector will:

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

The School Principal will:

- Provide, in coordination with Road Agent and the school bus contractors for evacuation of the school(s).
- Provide, at each school personnel who will prepare and maintain lists of people in each school bus
- Provide, maintain and oversee space in school buildings for use as shelters, and to provide and maintain lists of people in same

The Town Treasurer will:

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

The Finance Clerk will:

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

The Health and Welfare Officer will:

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

The Welfare Administrator will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

V. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

New Hampshire Public Works Mutual Aid Program

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

8 - HEALTH AND MEDICAL SERVICES

Co-Primary Agency: EMD/EMS

Support Agencies: Fire Department
Police Department
School Representative
Health and Welfare Officer
Public Works Director
CERT
Greater Manchester Chapter of the American Red Cross

I. Introduction

C. Purpose

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

II. Situation and Planning Assumptions

The Town of Weare has no health facilities which would require emergency planning. In order to receive advanced medical services, residents must travel 15 miles to Concord Hospital in Concord; 21 miles to Elliot Hospital in Manchester; 22 miles to Manchester VA Medical Center; or 18 miles to Catholic Medical Center, also in Manchester. The Weare Fire Department has 21 employees who provide emergency medical services (EMS) in Town and has two ambulances.

III. Concept of Operations

A. General

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

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

Because of the vagaries of natural and man-made disasters, many decisions will have to be made at the time of the incident based on an expedient capability assessment and the availability of medical resources. These decisions must be made on the best advice and recommendations available to the Health Officer and Town Administrator. 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.

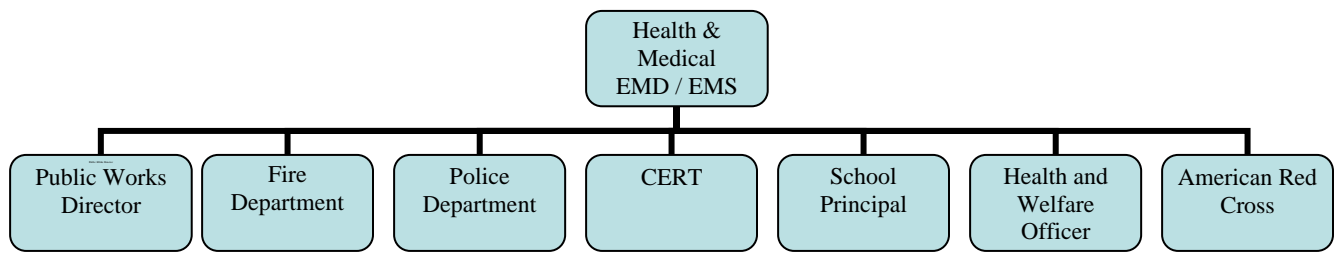


Figure 8-1

C. Emergency Response Actions

Upon activation of Health and Medical, the Fire Department will:

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

D. Deactivation

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

IV. Roles and Responsibilities

A. Primary Agencies

The EMS will:

- Provide all emergency medical treatment functions
- Coordinate emergency health and medical functions with the Health Officer
- Assess the medical capabilities on hand and report these to the Town Administrator
- Establish medical procedures for evacuees at the shelter(s)
- Perform such other emergency functions to the best of its ability as requested by the Town Administrator/EOC

- Provide situational reports containing the number, type and severity of casualties to the EMD
- Perform all administrative and operational functions of the EMS Service
- Provide direction and control of the EMS Division during a disaster situation operating from the Emergency Operations Center (EOC)
- Coordinate medical assistance with area Hospitals, if necessary

The Emergency Management Director will:

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

B. Secondary Agencies

The Health and Welfare Officer will:

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

The Police Department will:

- Provide security and escorts, as required (e.g., Strategic National Stockpile (SNS), mass medication centers)
- Identify and ensure access routes are available

- Coordinate with the law enforcement agencies from non-impacted areas in the State for the provision of security and restricting access at health and medical facilities within the effected area
- Provide emergency transportation of blood, health/medical personnel, and medications, if needed

The Public Health Director will:

- Monitor and report on any potential threat of post-disaster water contamination.

The CERT will:

- Assist the primary and secondary agencies, as needed.

The School Principal will:

- Assist in the coordination of bus transportation and school facilities

The American Red Cross will:

- Support in the implementation of Health and Medical

V. References

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

Weare Fire Department Standard Operating Procedures
Weare Police Department Standard Operating Procedures

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

Capital Area Public Health Network (CAPHN)

C. *Plans*

Capital Area Public Health Emergency Preparedness and Response Plan (*to be completed spring 2007*)
Functional Needs Guidance, Support Document to the State Emergency Operations Plan, New Hampshire Functional Needs Guidance Committee, *Draft* January 2007

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

9 - SEARCH AND RESCUE

Co-Primary Agency: Police Department
Fire Department

Support Agencies: EMD
Town Administrator
Public Works Director
EMS
CERT

I. Introduction

A. Purpose

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

II. Concept of Operations

A. General

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

B. Organization

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

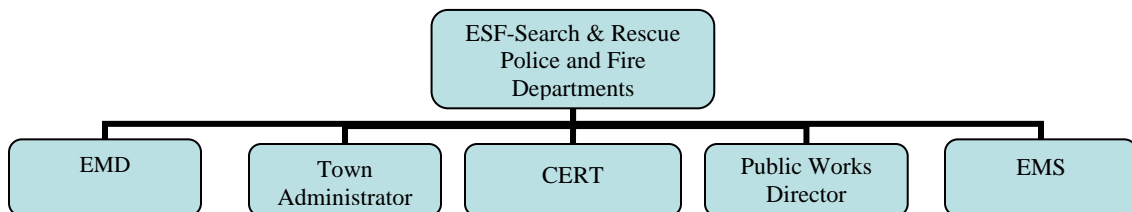


Figure 9-1

C. Notification and Activation

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

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

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

D. Emergency Response Actions

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

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

E. Recovery Actions

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

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

F. Deactivation

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

III. Roles and Responsibilities

The Police Department will:

- Coordinate with Fire Department to conduct search and rescue operations

- Collect and maintain the following ESF status information and coordinate with Information and Planning, to ensure inclusion into the situation report.
 1. Number of victim rescues attempted and completed
 2. Status of rescue operations
 3. Unmet needs
 4. Allocated and requested Search and Rescue Resources
 5. Staffing and resource shortfalls

- Provide for after hours dispatching, issue warnings information to other primary agencies, and provide aerial search and rescue support as needed

- Coordinate with Fire Fighting, to provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting

- Coordinate with Health and Medical, to ensure the proper health and safety of local officials. Provide dissemination of protective actions in regards to public health, and provide proper guidance for sanitation measures involving food and water

- Provide investigative services in missing persons cases

The Fire Department/EMS will:

- Coordinate with the Police Department to conduct search and 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 Information and Planning, to ensure inclusion into the situation report.
 1. Number of victim rescues attempted and completed
 2. Status of rescue operations
 3. Unmet needs
 4. Allocated and requested Search and Rescue Resources
 5. Staffing and resource shortfalls

- Advise NH Fish and Game of any Search and Rescue event.

The EMD will:

- Provide assistance in search missions

- Provide direction and control at the Emergency Operations Center

The Town Administrator will:

- Coordinate public notification and announcements

The Public Works Director will:

- Provide search and rescue support through equipment and personnel

The CERT will:

- Assist the primary and secondary agencies, as needed.

IV. References

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

Weare Fire Department Standard Operating Procedures
Weare Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Police Mutual Aid Agreements with surrounding communities
Fire Department Mutual Aid Agreements with surrounding communities
MOA with Army Corps of Engineers

V. Attachments

A. Forms

See Appendix F

10 - HAZARDOUS MATERIALS

Co-Primary Agency: Fire Department/EMS
EMD

Support Agencies: Police Department
Public Works Director
School Principal
Building Inspector
Health Officer
Welfare Administrator
Selectmen
Town Administrator
CERT

I. Introduction

A. Purpose

Provide a coordinated local response and mitigate potential effects of a hazardous materials (HazMat) 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

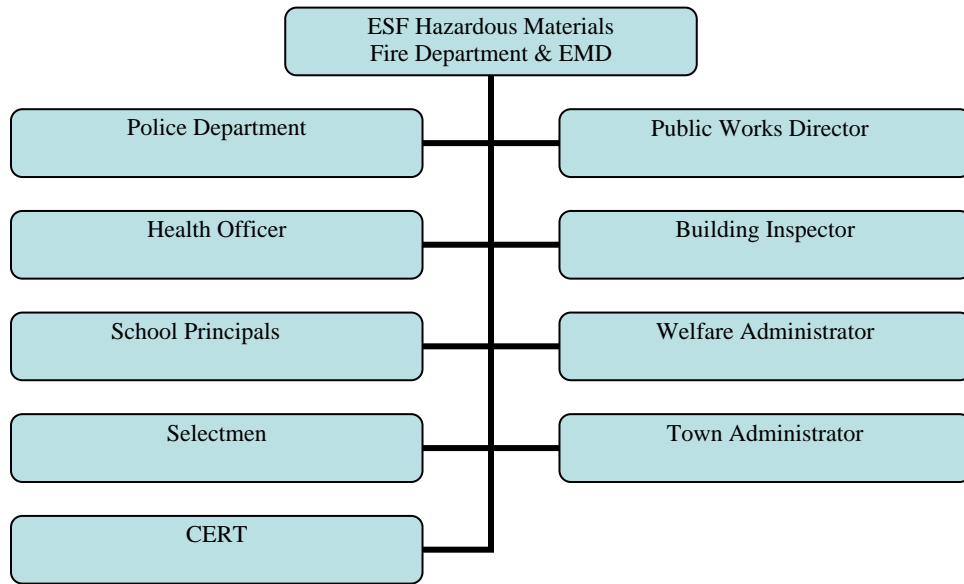


Figure 10-1

B. Notification and Activation

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

C. Emergency Response Actions

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

- A Fire Department designee will locate at the local EOC as soon as possible after notification.
- The designee will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.
- Determine initial and ongoing activities through established intelligence gathering procedures.

- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

D. Recovery Actions

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

E. Deactivation

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

III. Roles and Responsibilities

The Fire Department will:

- Establish and maintain a database of entities that sell, manufacture, store and/or transport extremely hazardous substances in town.
- Coordinate with Transportation and Public Works and Engineering, during HazMat scenarios involving transportation incidents.
- Ensure the use of Incident Command System (ICS) during all HazMat incidents in town.
- Coordinate local activities during HazMat incidents.
- Ensure appropriate communication links are established with local or field elements, regional HazMat teams and other agencies, as required.
- Coordinate with ESF-7 Resource Support in the identification and acquisition of additional HazMat equipment and supplies to support local, regional and state response operations.
- Collect and maintain the following ESF status information and coordinate with 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
8. Coordinate with Health and Medical for health and safety of response personnel.

- Coordinate with ESF-1 Transportation, for resources involving transportation, highway conditions, and weather conditions involving highways.
- Coordinate with ESF-2 Communications and Alerting, in regards to public warning and alerting procedures.
- Coordinate with ESF-6 Mass Care and Shelter, in the event of evacuation and sheltering.

The EMD will:

- Provide direction and control at the Emergency Operations Center.

The Police Department will:

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

The Public Works Director will:

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

The Health Officer will:

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

The Building Inspector will:

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

The School Principals will:

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

The Selectmen will:

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

The Town Administrator will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

IV. References

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

Weare Fire Department Standard Operating Procedures
Weare Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Souhegan Mutual Aid Association Response Team (SMART)

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

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11 - FOOD AND WATER

Primary Agency: Emergency Management Director
Welfare Administrator
Public Works Director

Support Agencies: Police Department
Fire Department/EMS
School Principal
Town Treasurer/Selectmen
Health and Welfare Officer
Greater Manchester Chapter of the American Red Cross
CERT
New Hampshire Food Bank
Salvation Army
Weare Food Bank

I. Introduction

A. Purpose

The purpose of Food and Water is to identify, secure or prepare for distribution, and arrange for transportation of safe food and potable water to affected areas in response to a disaster.

B. Scope

Activities will be undertaken to: identify authorized food assistance needs; obtain appropriate and safe food supplies; arrange transportation of supplies to designated sites; and/or assist in authorization of emergency food stamp assistance.

II. Concept of Operations

A. General

This ESF will coordinate food and potable water supplied to designated sites and coordinate such activities through Mass Care and Shelter with the American Red Cross (ARC) or other facility managers regarding special nutritional requirements, food safety, and the issuance of disaster food vouchers.

B. Organization

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

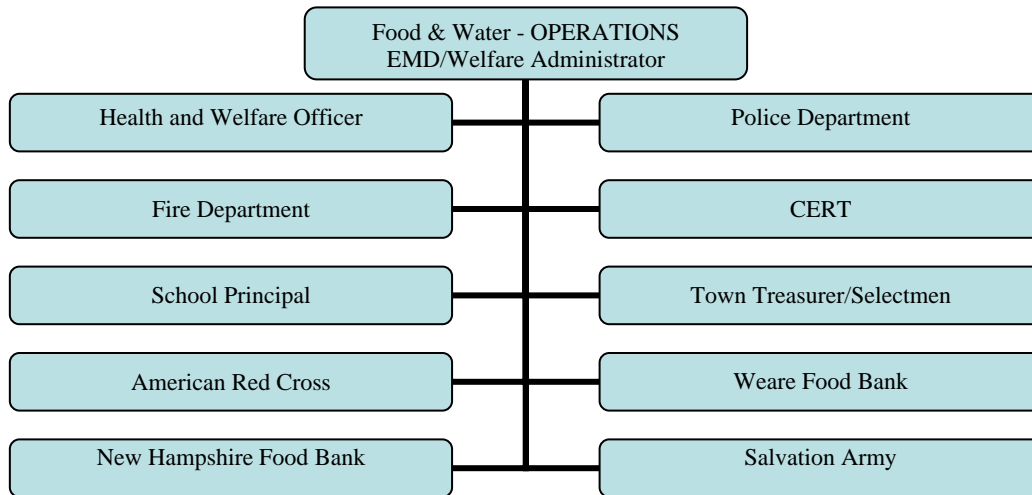


Figure 11-1

C. Notification and Activation

Upon notification of an emergency or impending incident, the EMD would request activation of Food and Water.

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

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

D. Emergency Response Actions

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

- The EMD will locate at the local EOC as soon as possible after notifications.
- The EMD will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.
- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

E. Recovery Actions

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

F. Deactivation

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

III. Roles and Responsibilities

A. Primary Agencies

The EMD will:

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

The Welfare Administrator will:

- Coordinate provision and distribution of food and potable water and the provision of transportation to distribute food stocks.
- Coordinate feeding operations with the American Red Cross.
- Make available on-hand food supplies.
- Coordinate with Health and Medical, to assess damage to food and potable water supplies, as necessary.
- Coordinate with Mass Care and Shelter and Volunteers and Donations, to determine the food need of the affected population(s).

- Develop a course of action that will ensure timely distribution of food.
- Coordinate food and potable water supplied to designated sites and coordinate such activities through Mass Care and Shelter with the ARC or other facility managers regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.

The Public Works Director will:

- Coordinate with the EMD and Welfare Administrator on the source of potable water

B. Secondary Agencies

The Police Department will:

- Assist the EMD and Welfare Officer on measures of security needed.

The Fire Department/EMS will:

- Assist the EMD and Welfare Officer in the implementation of Food and Water.

The Health and Welfare Officer will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

The School Principal will:

- Assist the Health Officer on the occupying of and emerging from shelters based on monitored data from local, state, and federal sources.

- Assist in the identification of shelter managers and monitors and distribute shelter management and monitoring guidance material as needed.
- Assist the Health Officer of the facilities providing the best protection.

The Selectmen will:

- Coordinate with the Town Administrator on disbursement of funds in the implementation of Food and Water.

The Town Treasurer will:

- Coordinate with the Selectmen on disbursement of funds in the implementation of Food and Water.

The American Red Cross will:

- Per established agreements with private vendors, supplement USDA food stocks.
- Identify additional food distribution points.
- Support primary and other support agencies, as necessary.
- Use Emergency Response Vehicles (ERVs) to provide feeding capabilities, as needed.
- Coordinate with volunteer organizations and other charitable organizations and food banks to receive, store, and/or distribute donated food items.
- Monitor and report the number of people and meals served on a daily basis.
- Provide mass care feeding in the field.

The Food Banks will:

- Assist in the provisions of food supplies

The Salvation Army will:

- Assist the ARC with mass care feeding

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

12 - ENERGY

Primary Agency: Emergency Management Director

Support Agencies: Fire Department/EMS
Police Department
Public Works Director
Town Administrator
CERT

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

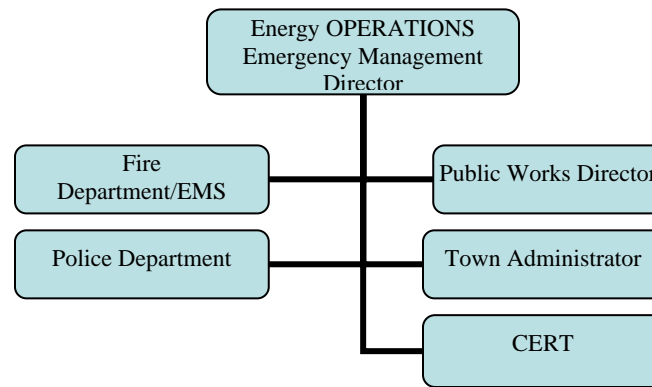


Figure 12-1

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 Weare, 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. Though two separate sequence frames, it is not expected that the recovery actions for this ESF will differ from the emergency response actions.

F. Deactivation

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

III. Roles and Responsibilities

The Emergency Management Director will:

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

The Public Works Director will:

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

The Fire Department will:

- Provide for the safety of energy personnel, equipment and critical facilities as necessary.
- Provide assistance in mitigating and preventing fire and life safety hazards associated with energy and fuel restorations.
- Provide back-up communication

The Police Department will:

- Provide traffic control at utility restoration locations.
- Provide back-up communication

The Town Administrator will:

- Provide public information announcements.

The CERT will:

- Assist the primary and secondary agencies, as needed.

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

13 - LAW ENFORCEMENT AND SECURITY

Primary Agency: Police Department

Support Agencies: EMD
Public Works Director
Fire Department
CERT

I. Introduction

A. Purpose

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

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

The Police Department has 15 members, consisting of 11 full-time and 2 part-time police officers, 1 full-time secretary and 1 part-time receptionist. The Police Chief serves full time and is the operational and administrative head of the department. It is as well equipped as any community of comparable size.

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

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

III. Concept of Operations

A. General

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

B. Organization

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

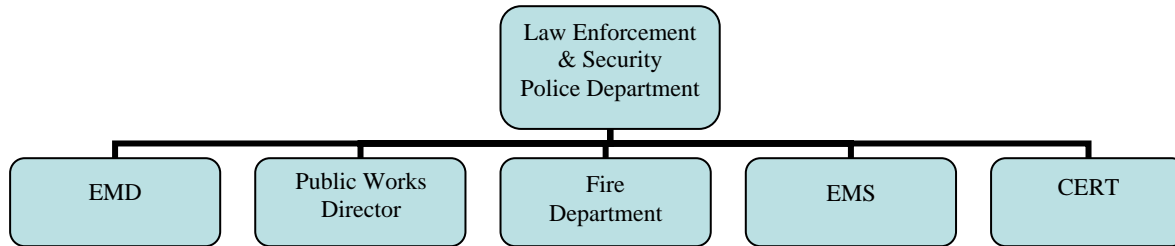


Figure 13-1

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 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 Department in emergency public warning procedures as outlined in Communications and Alerting.
- Coordinate the establishing and manning of traffic control points with the Hillsborough County Sheriff's Department, State Police and Special Operations Unit, and Mutual Aid Departments.

- Provide 24-hour protection for all evacuated properties as determined by safety standards, as personnel are available
- Maintain this ESF in an up-to-date condition.

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 Weare'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 Law Enforcement and Security.

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 Law Enforcement and Security.

IV. Roles and Responsibilities

The Police Department will:

- Provide necessary law enforcement services
- Provide emergency crowd and traffic control
- Provide security in damaged and/or evacuated areas

- Assist in public warning and alerting procedures
- Assign personnel and equipment to the appropriate host area to augment law enforcement capabilities
- Provide and issue appropriate identification for emergency services personnel, essential workers and vehicles
- Perform such other emergency functions for the safety of people and the protection of property as deemed necessary by the Town Administrator and EMD, through the Police Chief

The Emergency Management Director will:

- Provide operational support and resources, where appropriate, in support of the management of ESF 13: Law Enforcement.

The Public Works Director will:

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

The Fire Department/EMS will:

- Provide support in the implementation of ESF 13: Law Enforcement and Security.

The CERT will:

- Assist the primary and secondary agencies, as needed.

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 Weare Police Department maintains Mutual Aid Agreements with Hillsborough County and contiguous communities

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

14 - PUBLIC INFORMATION

Primary Agency: Emergency Management Director

Support Agencies: Selectmen
Town Administrator
Police Department
Fire Department/EMS
Public Works Director
School Principal
CERT

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.

I. Situation and Planning Assumptions

A. Situation

Emergency/Disaster Conditions and Hazards:

1. 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.
2. 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.

3. 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
- Hot Lines
- In addition to these resources, back-up means can also be utilized including a vehicle-mounted public address system, and door-to-door notifications.
- Internet/Town Website

Audience

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

B. Planning Assumptions

The citizens of **Weare** 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.

II. 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 14-1

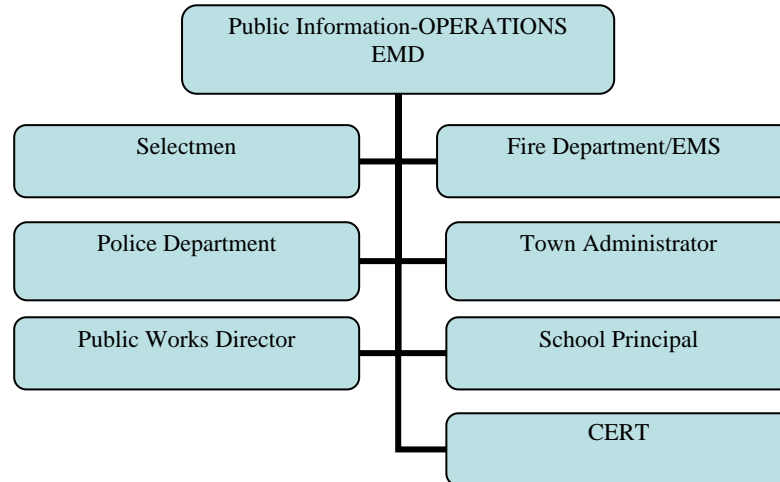


Figure 14-1

D. Notification and Activation

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

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

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

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

IV. Roles and Responsibilities

The EMD will:

- Gather and analyze all public information and instructions and provide to Town Administrator
- Provide information to the Town Administrator for new releases
- Arrange regular media briefings
- Establish an emergency media center, if necessary
- Designate a Public Information Officer (PIO)

The Town Administrator will:

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

The Selectmen will:

- Be available to assist the Town Administrator with the dissemination of information to the public as a PIO

The Fire Department/EMS will:

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

The Public Works Director will:

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

The School Principals will:

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

The CERT will:

- Assist the primary agency, as needed.

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

15 - VOLUNTEERS AND DONATIONS

Primary Agency: Emergency Management Director
Greater Manchester Chapter of the American Red Cross

Support Agencies: Town Administrator
Police Department
Fire Department
Welfare Administrator
CERT

I. Introduction

A. Purpose

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

B. Scope

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

II. Concept of Operations

A. General

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 15-1

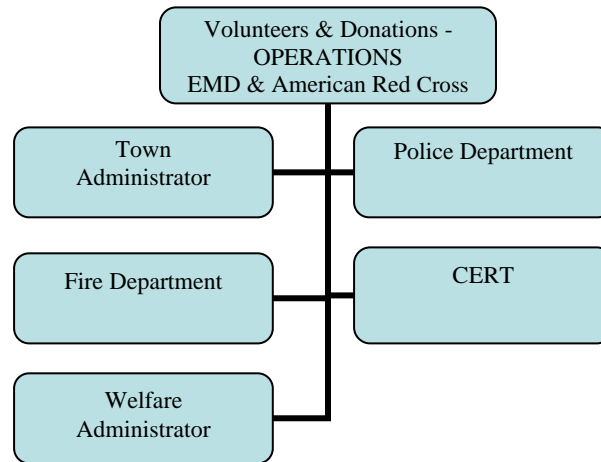


Figure 15-1

C. Notification and Activation

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

D. Emergency Response Actions

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

E. Recovery Actions

1. 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.
2. Coordination with Resource Support may also be necessary to establish warehousing and other requirements.
3. Coordination with Law Enforcement and Security may also be needed to provide for security and safety requirements.
4. In coordination with other ESFs, 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 and Donations would occur at the termination of its operations, as appropriate.

III. Roles and Responsibilities

The EMD and American Red Cross will:

- Notify all Volunteers and Donations supporting agencies upon activation.
- Coordinate with Public Information for the dissemination of information regarding disaster needs to the public.
- Coordinate with Transportation for the following:
 1. Provision of additional transportation resources in support of Volunteers and Donations operations.
 2. Identification or creation of alternate access routes to affected areas, as needed.
- Ensure that an Incident Action Plan is developed for each operational period and that it is coordinated with the EOC Operations Officer and Information and Planning.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion 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 Welfare Administrator will:

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

The Town Administrator will:

- Provide liaison between local, state and federal government.
- Assist in the implementation of Volunteers and Donations as needed.

The Police Department will:

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

The Fire Department will:

- Assist in the collection of volunteers and donations.

The CERT will:

- Assist the primary and secondary agencies, as needed.

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

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16 - ANIMAL HEALTH

Primary Agency: Police Department

Support Agencies: Town Administrator
Public Works Director
EMD
Health Officer
CERT

I. Introduction

A. Purpose

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

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

Animal control and health is a part of the daily operations of the Weare Police Department. Two part-time Animal Control Officers are tasked with carrying out this responsibility during normal day to day operations. Their typical duties include:

- Investigating animal complaints
- Enforcing Town Ordinances and State Laws
- Picking up and impounding stray animals
- Education the public
- Patrolling the community
- Handling wildlife issues that may be a safety concern
- Handling rabies issues
- Providing assistance to police officers in animal related matters.

All dogs in the Town are required to be licensed with the Town Clerk's office. To carry out this responsibility the Town Clerk maintains a database of all registered dogs in the Town. Dog license renewal notices are sent out by the Town Clerk's office annually in March.

In the event of an emergency and the need for sheltering, animals are not allowed in Red Cross operated shelters, other than those animals used for special needs assistance.

B. Planning Assumptions

It is assumed that the Animal Control Officers and the Town Clerk's typical responsibilities will carry forward during an emergency event and may need to be supplemented or expanded depending on the event type.

Additionally, it is assumed that:

- Disasters occur that require citizens to evacuate their home and property which may in turn necessitate the need for sheltering the Town's population, many of whom own domestic animals.
- Some residents will not enter a shelter without their pet(s).
- Approximately 30 to 50 percent of pet owners leave their pets behind when evacuating, even with advance notice.
- 50 to 70 percent of those who leave their pets behind will attempt to rescue them later.
- There is frequently a bond established between animal owners and their animals to the point that the owners may risk their lives to save them. Because of this, it should be anticipated that persons with animals may be reluctant, if not uncooperative, when asked to evacuate without their animals in times of an emergency. Separation of animals and their owners may cause traumatic separation anxiety that may generate conflict and delays.
- During the short-term absence of an owner animals remaining at home must be supplied with assistance.
- Facilities designated as animal housing facilities prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.
- Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the animals.

III. Concept of Operations

A. General

ESF-16 will manage and coordinate all activities/operations involved in animal health emergencies in the State, as requested, and that are beyond the capabilities of the local

jurisdictions. This ESF will also provide operational guidelines for the care and support of animals in the event of a disaster.

B. Organization

The functional organization structure of this ESF is shown in *Figure 16-1, Functional Organization of ESF-16*.

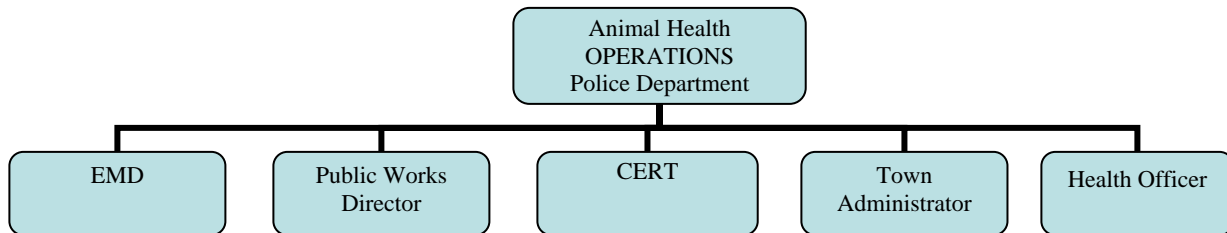


Figure 16-1

C. Notification and Activation

- Upon notification the Police Department will notify the EMD of an impending or actual animal/human health emergency posing a significant threat to agricultural health and safety. The EMD will request agency representatives to activate Animal Health operations.
- Animal Health may be activated at the request of an appropriate agency through EMD when an emergency condition exists and requires the support of Animal Health.
- Upon activation, the Animal Health representative will implement operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

D. Emergency Response Actions

- The Police Department will establish operations at the EOC as soon as possible after the notification and activation of Animal Health.
- The EOC will brief the Animal Health representative upon arrival, update support agency staff, and monitor activities.
- Determine response needs and available resources.
- If the emergency involves a foreign animal disease outbreak, the ESF representative will coordinate with the Commissioner of Agriculture and BEM

to request a Secretary's Emergency (Secretary of the US Department of Agriculture) or Extraordinary Emergency Declaration, as appropriate.

- Maintain complete logs of actions taken, reports, and resource capabilities and shortfalls.

E. Recovery Actions

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

F. Deactivation

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

III. Roles and Responsibilities

The Police Department will:

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

The Health Officer will:

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

- Determine the level of personal protective clothing needed for all responders

The EMD will:

- Establish operations at the EOC as necessary, to assist in the implementation of Animal Health
- Coordinate resources, and provide support and agency representatives to State and Federal agencies, as required, in response to incidents/attacks involving agroterrorism.
- Collect and maintain the following ESF status information and coordinate with Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - a. Status of Containment and Disposal efforts
 - b. Road Closures and Traffic Control Points
 - c. Statistical Information such as:
 - 1) Number of Animals Culled/Destroyed (domestic and wild)
 - 2) Number of Infected Farms/Operations
 - 3) Collateral Impacts (e.g., crops)
 - d. Status of Quarantine Areas
 - e. Status of Commissioner's Declaration
 - f. Unmet Needs
 - g. Allocated Resources
 - h. Status of Critical Facilities (i.e., communications center, equipment storage sites, operational sites, etc.)
 - i. Staffing and Resource Shortfalls
 - j. Number of Animals Sheltered
 - k. Number of Animals Treated
 - l. Number of Animals Rescued and Identified

The Public Works Director will:

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

The Town Administrator will:

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

The CERT will:

- Assist the primary and secondary agencies, as needed.

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

Appendix A

Acronyms and Abbreviations

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

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

Appendix B Terms and Definitions

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

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

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

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

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

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

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

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

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

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

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established

the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

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

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

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

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

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

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

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

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

Damage Assessment (DA) – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in

all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Coordinating Officer (FCO) – The senior Federal official appointed in accordance with P.L. 93-288, to coordinate the overall Federal response and recovery activities.

Fixed Nuclear Facility (FNF) – Nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

Functional Areas of Responsibility – Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/disaster in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the *Local EOP*. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services), and the department/agency responsible for providing those services/functions, and the primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF has developed a team structure to provide those services the team(s) should be identified. However, the composition and specific of the team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF template labeled Specialized Units/Teams.

Governors Authorized Representative (GAR) – The representative (usually the Director of Emergency Management) of the Governor who coordinates the State response and recovery activities with those of the Federal Government.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazardous Material (HazMat) – A substance or material, which may pose an unreasonable risk to safety, health or property.

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

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

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

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

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

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

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

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

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

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

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial

assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

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

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

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

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

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

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

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

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

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

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

National Contingency Plan (NCP) – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

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

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

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

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

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

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

National Response Plan (NRP) – The NRP establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines—homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services, and the private sector—and integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during incidents.

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

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

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

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

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

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

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

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

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

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

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

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

Primary Agency – An agency, organization or group designated as an ESF primary agency serves as the executive agent under the *Local EOP* to accomplish the assigned ESF Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have

more than one agency designated in which cases they would be identified as “co-primary” agencies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subject Matter Experts (SMEs) – Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and

operations activities, designate staff to serve as representatives to the ESF, and/or provide services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*RSA = New Hampshire Revised Statutes Annotated

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Appendix D:
Hazard Analysis and Assessment

(Please see Town of Weare Hazard Mitigation Plan)

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*Appendix E:
Resource Inventory*

Resource Inventory Listing		
Animals and Agricultural		
Animal Feed Care & Equipment	<i>Names</i>	<i>Phone Numbers</i>
Veterinarians and animal care	Goffstown Animal Hospital	668-0369
	Exotic & Bird Clinic of NH	529-2473
	Mark Anderson	487-2900
	Town & Country Animal Hospital	487-2520
	Apple Tree Animal Hosp	746-5050
Communications		
Mobile Command Center	NH BEM	223-3630
Energy		
Generators	Weare DPW	529-2469
Diesel Fuel / Home Heating	Putnam Fuel Company Inc	497-4897
	Ayer & Goss Fuel	428-3333
Propane	Ayer & Goss Fuel	428-3333
	Contocook Valley Fuel Service	746-4161
Utilities	Keyspan Inc	1-800-833-4200
	PSNH	1-800-662-7764
	Granite State Telephone	529-9941
Fire Fighting		
Divers	NH Fish and Game	271-3361 (dispatch)
USAR & National Guard	Civil Support Team	227-1555 (24hr)
Mutual Aid Communities	Goffstown Dispatch	497-4858
Food and Water		
Food – Portable Drinks	Three Corner Convenience	529-7065
	N. Village Country Store	529-2328
	Sullys Superette	497-8176
	Goffstown Hannafords	626-4488
Ice	same	
Hazardous Materials		
Haz Mat Cleanup	Clean Harbors	1-800-645-8265
Health and Medical		
Medical Supplies	Colonial Village Pharmacy	746-4600
	Influent Medical	225-2860
	Amcare Medical Services	668-1100
	Home Medical Equipment	622-3781
Hospitals	Concord Hospital	225-2711
	Catholic Medical Center	663-6478
	Elliot Hospital	669-5300
	See ESF-8 Health and Medical Services	
Helicopter Transport	Through dispatch	
Mass Care		
Shelters	See ESF 6 – Mass Care and shelters	

Public Information			
Media	Print	Union Leader	800-562-8218
		Weare Free Press	529-0272
		Goffstown News	314-0447
	Radio	95.7 WZID	669-5777
		WFEA AM	669-5777
		101.1 WGIR	625-6915
		1250 WKBR AM	374-4733
	Television	WMUR Channel 9	669-9999
		Community Channel 6	529-7527
Public Works & Engineering			
Building Equipment		Country Three Corners	529-2233
		A-1 Saw Outdoor Equip	529-1899
		Sanborns Lumber	529-1966
Rubbish haulers		Pinard Waste Systems	623-7933
Gravel/Sand/Etc.		Manchester Sand and Gravel	668-4000
		Brownies Sand and Gravel	529-2573
		Riverside S&G	497-3009
		MT William INC	529-7625
		Bedford Sand and Gravel	624-0617
Cranes & Rigging		Cote Louis P Inc	623-1533
		Quick Pick Crane Serv LLC	746-3307
		Gould Crane Serv	647-8709
Tree Service		George Crane Serv	529-2302
		Dows Outdoor Services INC	529-3697
		Dubois Tree Service	622-9783
Welding		Alpine Tree Service	627-0509
		MDS Welding	529-6145
		LF Bean Repair and Service	529-2396
		Absolute Welding and Fab	746-4435
Rental Services		Weare to Rent	529-1777
Portable Toilets		Casey's Septic and Portables	626-6379
		AGS Services	224-7186
Volunteers and Donations			
Private Organizations		Goffstown Trucking Center	529-4744
		Weare Body and Frame	529-2737
Towing		Allied Auto Wrecking	529-7211
		Weare Town Line Auto	529-7211
		American Red Cross	624-4307
		Weare CERT	529-7755 (PD)

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*Appendix F:
Forms*

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INCIDENT REPORT

Community Information

Community:		Event Name:
Name:	Title: Department:	Event Date: Time:
Primary Phone:	Secondary Phone:	FAX Number:

Description of Incident

Description of Incident			
Response Action Initiated			
Resources Requested			
Assigned State EOP Annex to Resource Request		Request Completed?	Yes /No

Community EOC and Shelter Status

Local EOC Activation?	Date Opened: -----	Time Opened: -----
	Date Closed: -----	Time Closed: -----
Local Shelter Status?	Date Opened: -----	Time Opened: -----
	Date Closed: -----	Time Closed: -----
Evacuees	Total Number of Opened Shelters: -----	
	Total Number of Evacuees in Private Shelters: -----	
	Total Number of Evacuees in Public Shelters: -----	

Comments

**STATE OF NEW HAMPSHIRE
LOCAL GOVERNMENT SITUATION REPORT
OFFICE OF EMERGENCY MANAGEMENT**

TOWN _____ COUNTY _____ REPORT # _____ DATE _____

REPORTED BY _____ TELEPHONE _____ TIME _____

1. OVERALL EMERGENCY CONDITION (a) N/A ____ (b) Minor ____ (c) Significant ____ (d) Major ____

2. CASUALTIES (provide latest cumulative figures) (a) Fatalities ____ (b) Injuries ____ (c) Missing ____ (d) None ____

3. EOC ACTIVATION (a) Closed ____ (b) Partial ____ (c) Full ____

4. EMERGENCY ORDERS (a) Emergency Declared ____ (b) Evacuation Ordered ____ (c) Driving Ban ____ (d) Curfew ____

5. MUTUAL AID RECEIVED FROM (a) Police ____ (b) Fire ____ (c) Public Works ____ (d) Medical ____ (e) Other ____
(describe) _____

6. SHELTER STATUS

(a) Location _____ (b) Open/Closed (c) Managed By (Red Cross or Local) (d) # People _____

(a) Location _____ (b) Open/Closed (c) Managed By (Red Cross or Local) (d) # People _____

7. DAM/RIVER STATUS _____

8. ROAD/BRIDGE STATUS00

Road(s) (a) Blocked ____ (b) Washed out ____ (c) Flooded ____ (d) Closed (Give Location) _____

Bridge(s) (a) Blocked ____ (b) Washed out ____ (c) Flooded ____ (d) Closed (Give Location) _____

9. DAMAGE REPORT

	Minor*	Significant*	Minor*	Significant*	Major*
	Major*				
a. Residential	_____	_____	_____	e. Sewer Plant	_____
b. Business	_____	_____	_____	f. Debris	_____
c. Municipal Bldgs	_____	_____	_____	g. Power Outages	_____
d. Water Supply	_____	_____	_____	h. Phone Outages	_____

* Check one or give numbers if available

* Check one or give numbers if available

10. REMARKS:

11. ASSISTANCE REQUESTED:

Name/Title of Contact: _____ Telephone: _____

Town of Weare Emergency Shift Schedule

Date: __/__/__

“A” Shift Hours: __:__ to __:__

“B” Shift Hours: __:__ to __:__

<i>Position</i>	<i>Name</i>	<i>Name</i>
<i>Director</i>		
<i>Media Liaison</i>		
<i>Media Liaison Assistant</i>		
<i>Messenger</i>		
<i>Operations Officer</i>		
<i>Operations Controller</i>		
<i>Agency Liaison</i>		
<i>Communications Officer</i>		
<i>Radio Operator</i>		
<i>Radio Operator</i>		
<i>Radio Operator</i>		
<i>Switchboard Operator</i>		
<i>Switchboard Operator</i>		
<i>FAX Operator</i>		
<i>Messenger</i>		
<i>Message Controller</i>		
<i>Message Logger</i>		
<i>Status Board Clerk</i>		
<i>Status Board Clerk</i>		
<i>FAX Operator</i>		
<i>Messenger</i>		
<i>Messenger</i>		
<i>Local Liaison Facilitator</i>		
<i>Local Liaison</i>		
<i>Local Liaison</i>		
<i>Local Liaison</i>		
<i>Messenger</i>		
<i>Computer System Manager</i>		
<i>Computer Operator</i>		
<i>Computer Operator</i>		
<i>Security Officer</i>		
<i>Resource Officer</i>		

ATTACHMENT 5

Town of Weare Emergency Operations Plan

Transportation Resource Requests

<i>Community</i>	<i>Date/Time Request</i>	<i>School Bus</i>	<i>Vans</i>	<i>AMB</i>	<i>WC Vans</i>	<i>Special Needs Buses</i>	<i>Coach Buses</i>	<i>Conversion Kits</i>	<i>Date/Time Completed</i>
1)	/								/
2)	/								/
3)	/								/
4)	/								/
5)	/								/
6)	/								/
7)	/								/
8)	/								/
9)	/								/
10)	/								/
11)	/								/
12)	/								/
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22)	/								/
23)	/								/
24)	/								/
25)	/								/
26)	/								/
27)	/								/
28)	/								/
29)	/								/
30)	/								/
Totals		0	0	0	0	0	0	0	

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***Appendix G:
List of Other Plans***

Deering Reservoir Dam Emergency Action Plan, Dam#062.05, New Hampshire Department of Environmental Services

Everett Lake Flood Emergency Plan, Army Corps of Engineers, June 1985

Weare Reservoir Dam #247.01, Class B Dam, New Hampshire Department of Environmental Services

State of New Hampshire Emergency Operations Plan

Functional Needs Guidance, Support Document to the State Emergency Operations Plan, January 2007 (Draft)

Federal Response Plan, United States Department of Homeland Security, December 2004

Capital Area Public Health Emergency Preparedness and Response Plan - Capital Area Public Health Network (CAPHN) – to be completed spring 2007

State of New Hampshire Influenza Pandemic Public Health Preparedness and Response Plan, February 12, 2007

*Town of Weare
Terrorism Annex*

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Co-Primary Agencies:

Weare Police Department
Weare Fire Department

Support Agencies:

Selectmen
Town Administrator
Public Works Director
Emergency Management Director
Health Officer

I. Introduction

Purpose

1. This Terrorism Annex is to ensure that the Weare Emergency Operations Plan (*EOP*) is adequate to respond to threats of and acts of terrorism within the Town. This document:
 - a. Defines response and recovery actions.
 - b. Generally describes operational procedures.
 - c. Defines Emergency Support Functions.
2. The Town of Weare 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.

Scope

1. This document applies to all threats or acts of terrorism that require response and recovery actions under the *EOP*.
2. 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

1. 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).
 - a. **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.
 1. 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.
 2. Response actions are predominantly law enforcement oriented and address both initial and continuing actions associated with the terrorist event.
 - b. **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.

1. 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.
2. 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.

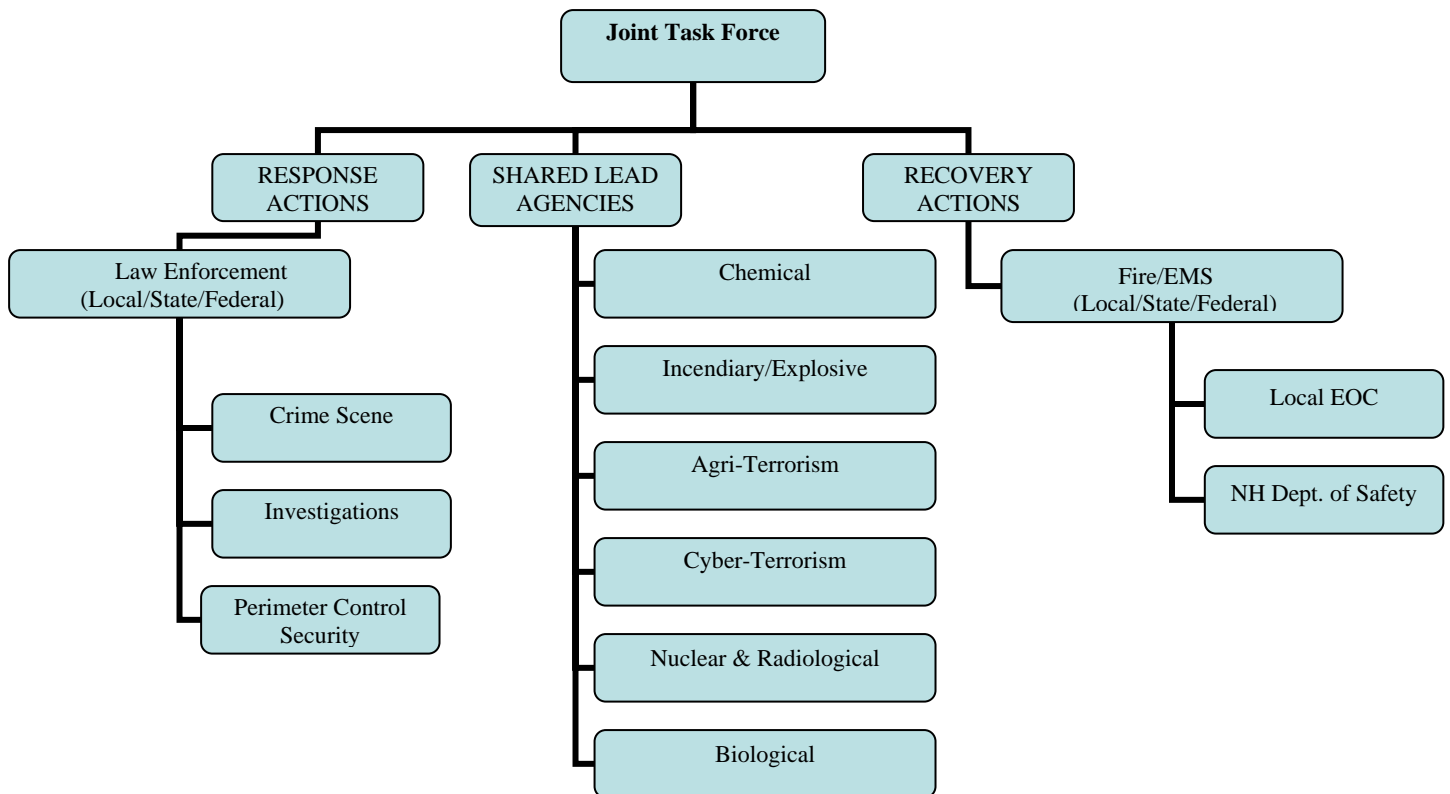


Figure 1 - The relationships between response and recovery action management

II. Terrorism Hazards

A. *Hazard Analysis and Assessment*

1. An act of terrorism, particularly an act directed against a large population area within the Town of Weare involving 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.
2. 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).
3. A summary of Weare's Hazard Analysis and Assessment can be found in the Administrative Element of the Basic Plan (Appendix D).

B. *Situation*

1. **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.
2. **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 community. 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* below.

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—fire departments, police, 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 on the following page 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
<p>Unusual Occurrence of Dead or Dying Animals For example, lack of insects, dead birds</p>
<p>Complaint of Product Tempering</p> <ul style="list-style-type: none"> • Unexplained/Unusual odor • Unusual taste
<p>Unexplained Casualties</p> <ul style="list-style-type: none"> • Multiple victims • Surge of similar 911 calls • Serious illnesses • Nausea, disorientation, difficulty breathing, or convulsions • Definite casualty patterns
<p>Unusual Liquid, Spray, Vapor, or Powder</p> <ul style="list-style-type: none"> • Droplets, oily film • Unexplained odor • Low-lying clouds/fog unrelated to weather
<p>Suspicious Devices, Packages, or Letters</p> <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. On the following page, *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 Along with Otherwise
Unexplained Casualties

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

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

- 1) 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.
 - 2) 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.
 - 3) 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.

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 • Traffic Control Lights and Systems • 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

- 3. **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.
 - 1) 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.
 - 2) 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

A. Situation

1. Until such time as an incident is determined to be an act of terrorism, response operations will be implemented under the **Weare EOP** and its ESF components.
2. When directed, the Police and Fire Department will coordinate with the support agencies to identify potential requirements and, if necessary, with the Emergency Management Director to implement increased readiness operations.

B. 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

A. General

1. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures, and guides.
 - a. The Weare Police and Fire Departments will maintain the Town's lead responsibility for response management to threats or acts of terrorism.

- b. The Police and Fire Departments have shared responsibility for all recovery actions.
- 2. The *Weare EOP – Terrorism Annex* provides a 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.

B. 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 Weare. Direction and control remains the responsibility of the Police and Fire Departments with implementation and coordination conducted by the EMD.

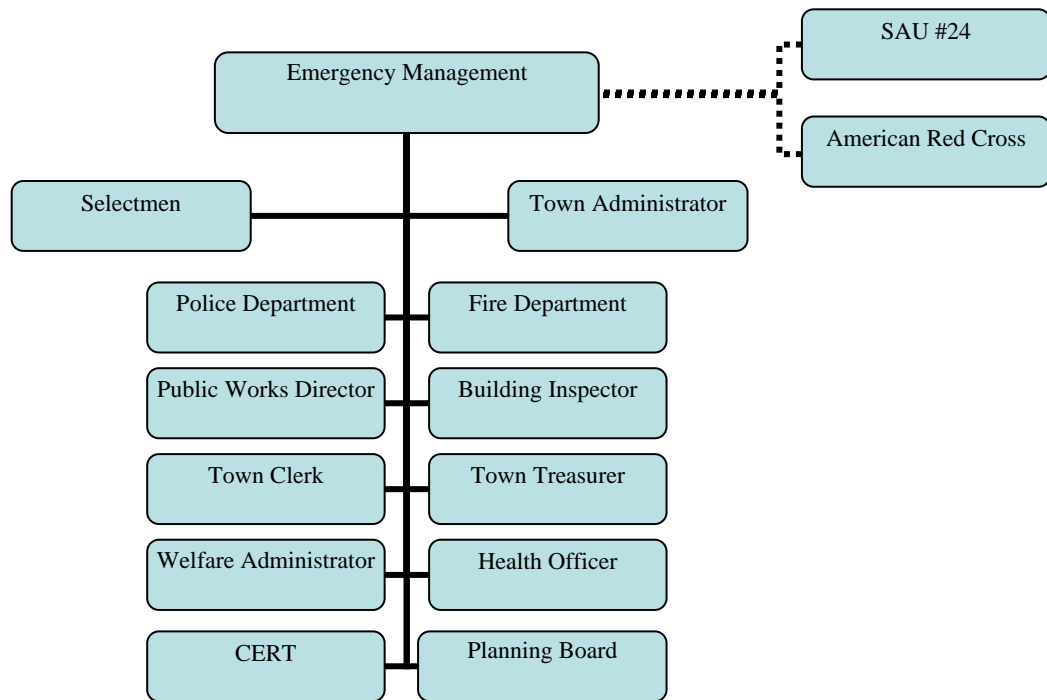


Figure 2 – EOC Organization Chart

2. *Interagency Coordination*

Under the Basic Plan of the *Weare EOP*, the EMD 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. **Special Operations Unit (TBD):** A regional Police unit whose skills and resources could be used to mitigate and respond to the affects 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. **Hazardous Materials Team (TBD):** A regional hazardous material team whose skills and resources could be used to mitigate the affects 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.
 - 1) 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. **Weare EOC located at the Safety Complex**

C. *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 Weare Police and Fire Departments and the EMD will be notified of any suspected terrorist threats or incidents in the Town of Weare.
4. The FBI will notify State and local law enforcement officials regarding potential terrorism threats

D. 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 EMD 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 Weare, 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 EMD will determine the operational level of the local EOC and notify the Primary and/or Co-primary Agencies for each of ESFs, as appropriate.
 - a. The Primary and/or Co-primary Agencies are then responsible for notifying the respective Support Agencies, as required and outlined in the Alert and Notification SOG for the ESF.

E. Communications

1. 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.
2. Under the *Weare EOP* ESF-2, Communications and Alerting will coordinate measures to ensure communications interoperability among the response agencies.

F. Plan Implementation

1. ***Response Actions***

- a. Local Lead Agency assignment for Response Actions are the Weare Police and Fire Departments for general threats or acts of terrorism within the Town of Weare.
 - 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. 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:
 1. 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.
2. **Recovery Actions**
- a. The Weare Police and Fire Departments shall ensure that the **Weare EOP** is adequate to recover from the consequences of terrorism.

- b. The Weare Police and Fire Departments, with the support of all agencies in the *Weare 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 BEM.

G. Incident Phases

1. 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 Weare Police and Fire Departments and the Emergency Management Director 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.

2. 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 BEM to implement a **State EOP**, then BEM 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 EMD will coordinate with the Selectmen or his/her designee regarding the need to activate the Town's Continuity of Operations (COOP) and/or Continuity of Government (COG) plans, as appropriate.

3. Post-Incident

- a. An incident is defined as follows:

1. 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, which results in limited injury or death (e.g., limited consequences / State and local response and recovery).
 2. 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 Weare Police and/or Fire Department 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 EMD 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 Weare Police and/or Fire Department 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 Weare Police Department, in coordination with the NH State Police will coordinate with DOJ to initiate victim assistance programs, as appropriate.
4. ***Deactivation***
- a. If an act of terrorism does not occur, the responding elements will deactivate when the Weare Police and/or Fire Department, 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 EMD, in consultation with the Police and/or Fire Department, issues a cancellation notification to the appropriate ESF agencies. ESF

Weare, NH Operational Levels	Local Description	Associated Local Actions	FBI Threat Levels	Associated Federal Actions
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agencies will coordinate with the EOC Operations Officer and deactivate according to establish 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).

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

	Highest state of alert.	and all necessary ESFs.		required, Unified Command established.
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Figure 3 - Alignment of Operational Levels with FBI Threat Levels

H. Roles and Responsibilities

General

Upon activation of *Weare EOP* (either in whole or in part), Town departments designated as a Primary, Co-primary, 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 *Weare EOP*.

1. **The Weare Police Department:** is the co-primary agency to implement and coordinate the response functions. Specifically, those responsibilities are:
 - a. Serves as the primary agency for criminal activity, investigations, and prosecution.
 - b. Works closely with NH State Police, DOJ, FBI with respect to terrorist acts.
 - c. Provides liaison personnel to the local EOC at terrorist incidents.
 - d. Coordinates the threat assessment.
 - e. Assisting the NH State Police and FBI with crime scene management.
 - f. Conducts victim interviews and collect information and/or description of perpetrator
 - g. Coordinates closely with state law enforcement authorities and other State agencies for law enforcement resolution.
 - h. Establishes and maintains a secure communications capability to include voice, data, and fax.
 - i. Provides security and integrity of the Town's Energy infrastructure.
 - j. Disseminates threat information with designated ESFs and other local/state departments, as appropriate.
 - k. Provides 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.
- l. Coordinates with ESF-2, Communications and Alerting regarding tracing/investigating Cyber-terrorist attacks and securing affecting sites.
 - m. Coordinates with ESF-6, Mass Care and Shelter to provide information about a potential perpetrator of a terrorist incident.
 - n. Coordinates with ESF-8, Health and Medical Services regarding epidemiological/criminal investigations for bioterrorism, nuclear, and radiological terrorism incidents.
 - o. Coordinates with ESF-16, Animal Health regarding epidemiological/criminal investigations for incidents involving Agro-Terrorism.
 - p. Assumes 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).
 7. Management of immunization clinics.
 - q. 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).
 - r. The JOC structure includes the following standard groups:
 1. Command
 2. Operations
 3. Support
 4. Recovery
 - s. 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 3**, shaded area).
 - t. 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.

- u. 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.
- v. 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.

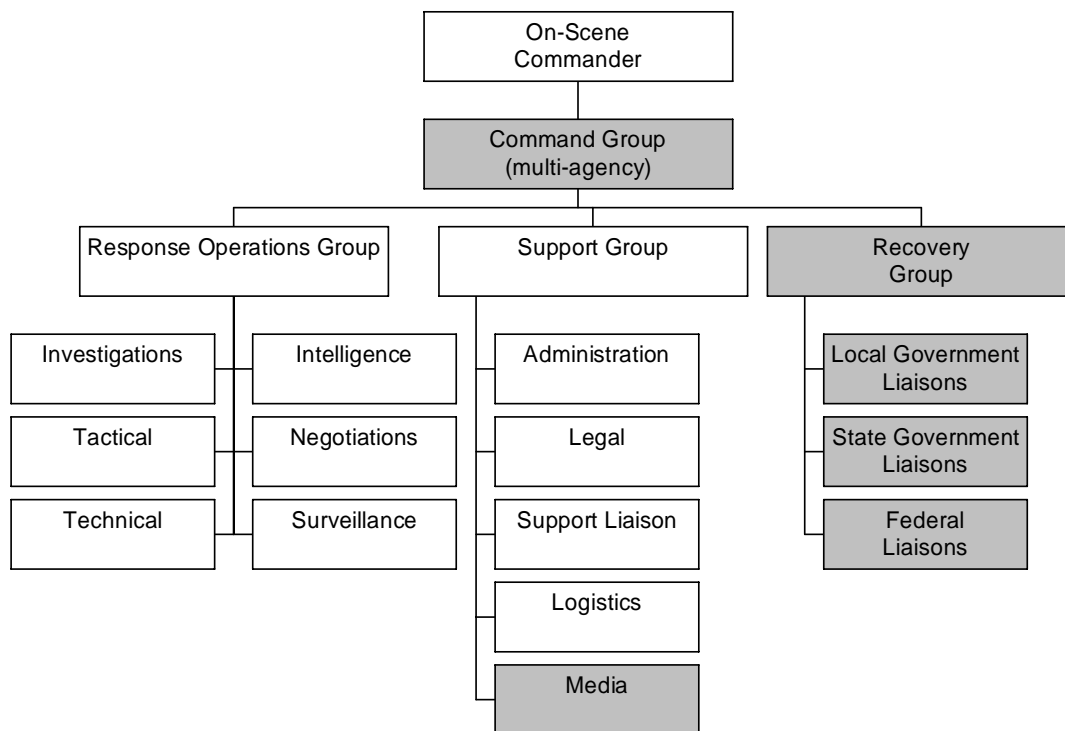


Figure 3 - Joint Operations Center Structure

2. **The Weare Fire Department:** is the co-primary agency to implement and coordinate the response functions. Specifically, those responsibilities are:
 - a. Establish and maintain a secure communications capability to include voice and data.
 - b. Coordinate additional assistance and resources from unimpacted jurisdictions including but not limited to the following:
 1. Detection and monitoring equipment
 2. Decontamination equipment and supplies
 - c. Coordinate the provision of decontamination assistance to hospitals, first responders and, when necessary, private facilities.
 - d. 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.
 - e. Assume the shared role with 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).
 7. Management of immunization clinics.
 - f. Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
 - g. For Hazardous Materials events, establish decontamination of contaminated victims and emergency response personnel.
 - h. Implement the Mass Inoculation Plan, as appropriate.
 - i. Provide detection and monitoring services, equipment and personal protective equipment (PPE), as needed.
 - j. Establish and maintain environmental health hazards remediation, as needed.

The Health Officer will:

- a. Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain or the food supply.
- b. Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
- c. Implement plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
- d. In the event, an Agro-Terrorism incident 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.
- e. Coordinate with ESF-10, Hazardous Materials to ensure safe entry to the incident site, as necessary.
- f. Coordinate with ESF-13, Law Enforcement and Security regarding epidemiological/criminal investigations, as needed.

The Emergency Management Director will:

- a. Provide information to the Selectmen for press releases
- b. Provide information to the Joint Operations Center for media and public information

The Public Works Director will:

- a. Establish and maintain the security and integrity of the Town's road and bridge infrastructure.

The Selectmen/Town Administrator will:

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

I. Interagency Coordination

1. The EOC is the focal point for interagency and intergovernmental coordination between the following:
 - a. **FBI Joint Operations Center (JOC)**
 - b. **Local Emergency Operations Center (EOC)**
 - c. **Other Law Enforcement Command Posts**
 - d. **Other Community's EOCs**
 - e. **FEMA IOF / DFO**

V. Authorities and References

A. Plans

1. Weare Emergency Operations Plan (2007)
2. Weare Radiological Emergency Response Plan (RERP)
3. Weare Hazardous Materials Annex (To be developed in future revisions)
4. Homeland Security Needs Assessment for Town of Weare (To be developed in future revisions)

B. Standard Operating Procedures/Guides

1. Town of Weare Police Department Standard Operating Procedures
2. Town of Weare Fire Department Standard Operating Procedures