

SPRINGFIELD, NH

Emergency Operations Plan

2010

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Emergency Support Functions (ESFs)

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4. Fire Fighting
5. Information and Planning
6. Mass Care and Shelter
7. Resource Support
8. Health and Medical Services
9. Search and Rescue
10. Hazardous Materials
11. Food and Water
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16. Animal Health

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Terrorism Annex

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- B. Terms and Definitions
- C. Authorities of Emergency Response Agencies
- D. Hazard Analysis and Assessment
- E. Resource Inventory/Emergency Contact List
- F. Forms
- G. Emergency Operations Center Checklist

Record of Revisions and Changes

| | |
|--|------|
| Emergency Management Plan | 1992 |
| Emergency Operations Plan (ESF Format) | 2010 |

Statement of Promulgation

This publication of the Springfield 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 Springfield, NH.

The Springfield, NH Emergency Operations Plan is adopted effective this day, the _____ of _____, 2010.

Chairman
Select Board

Select Board

Select Board

Emergency Management Director

Annual Concurrence

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

**Springfield, NH
Emergency Operations Plan**

Reviewed and Approved:

DATE: _____

SIGNATURE: _____

TYPED NAME: Keith Cutting
Emergency Management Director

**Select Board
Concurrence of Approval:**

SIGNATURE: _____

TYPED NAME: John Chiarella
Select Board Chair

SIGNATURE: _____

TYPED NAME: Donald Hill
Select Board Member

SIGNATURE: _____

TYPED NAME: David Tucker
Select Board Member

Foreword

The Springfield 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. Springfield 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.

Springfield Select Board Chair

Signatories to the Springfield Emergency Operations Plan (EOP)

Select Board Chair

Emergency Management Director

Police Chief

Fire Chief/Rescue/EMS

Public Works Director

Auxiliary

Health Officer

Welfare Officer

I. Introduction

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

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

A. Purpose

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

1. Identify planning assumptions, assess hazard potentials, and develop policies;
2. Establish a concept of operations built upon an interagency coordination in order to facilitate a timely and effective local response;
3. Assign specific functional responsibilities to appropriate departments and agencies;

4. Coordinate actions necessary to respond to an emergency and coordinate the links between local governments, neighboring states, and federal response;
5. Unify the efforts of government, volunteers, and the private sector for a comprehensive approach to reducing the impacts of emergencies and disasters.

B. Scope

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

C. Structure

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

1. The format of the ***EOP*** is consistent with the State of New Hampshire Emergency Operations Plan as well as the Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The ***Basic Plan***, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State departments and/or agencies in response to an emergency or disaster.
3. ***Administrative Appendices*** that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and

hazard analysis and assessment, which serve as points of reference and information for the users.

4. **Emergency Support Functions (ESFs)** that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, responsibilities, and necessary standard operating procedures/guides (SOPs/SOGs) to implement functions.
5. **Hazard-specific Annexes**, which includes Terrorism.

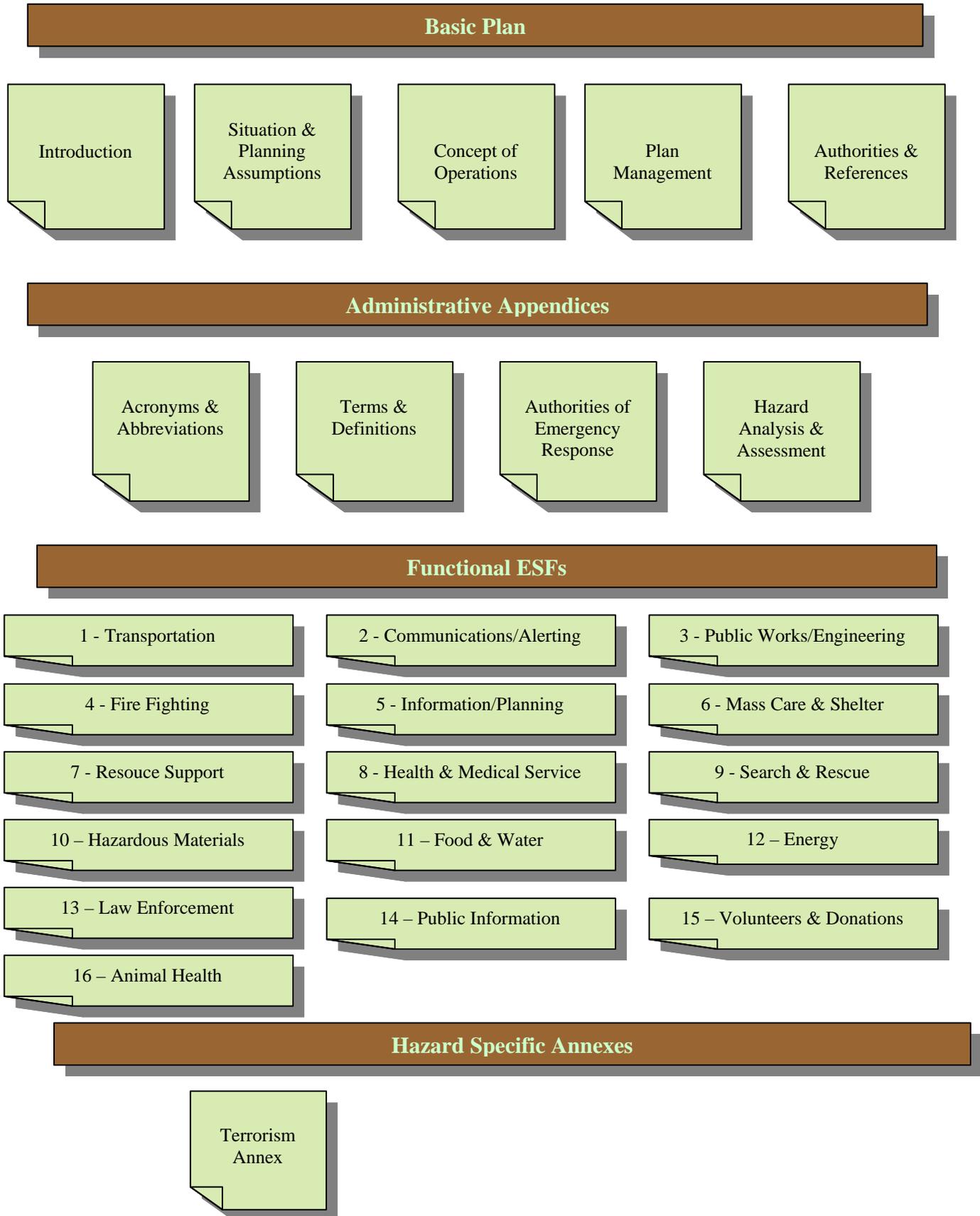


Figure 1. Outline of Emergency Operations Plan

D. ESF Descriptions

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

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

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

ESF-4, 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.

ESF-5, 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.

ESF-6, Mass Care & 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.

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

ESF-8, Health and Medical Services – Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

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

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

ESF -11, Food & Water – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

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

ESF- 13, Law Enforcement & 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.

ESF- 14, 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.

ESF- 15, Volunteers and Donations – Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

ESF-16, 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

SPRINGFIELD, NH
Emergency Operations Plan

Figure 2 – Emergency Support Function Assignment Matrix

| Function | Selectmen | Emergency Management Dir. | Police Dept. | Fire/Rescue/EMS Dept. | Dept. of Public Works | Auxiliary | Health Officer | Welfare Adm | Town Office Personnel | Town Boards |
|-----------------------------------|-----------|---------------------------|--------------|-----------------------|-----------------------|-----------|----------------|-------------|-----------------------|-------------|
| ESF 1-Transportation | | S | P | S | P | | | | | |
| ESF 2-Communications & Alerting | | S | P | P | | | | | S | |
| ESF 3-Public Works & Engineering | | S | S | S | P | | | | S | |
| ESF 4-Fire Fighting | | S | S | P | S | | | | | |
| ESF 5-Information & Planning | P | S | S | S | S | S | S | S | S | S |
| ESF 6-Mass Care & Shelter | P | S | | S | | S | S | S | | |
| ESF 7-Resource Support | P | S | S | S | S | S | S | S | S | S |
| ESF 8-Health & Medical Services | S | S | S | P | | S | P | | | |
| ESF 9-Search & Rescue | | S | S | P | | S | | | | |
| ESF 10-Hazardous Materials | | S | S | P | S | | S | | | |
| ESF 11-Food & Water | P | S | | | | S | S | S | | |
| ESF 12-Energy | S | S | S | S | P | | | | | |
| ESF 13-Law Enforcement & Security | | S | P | S | S | | | | | |
| ESF 14-Public Information | P | S | S | S | | | | | S | |
| ESF 15-Volunteers & Donations | P | S | S | | | P | | S | S | |
| ESF 16-Animal Health | S | S | P | | S | | P | | | |

P = Primary Agency
S = Support Agency

II. Situation and Planning Assumptions

A. *Situation*

The Town of Springfield is in Sullivan County situated in the central western portion of New Hampshire near I-89 exist 12A. The town has a Board of Selectmen form of Government with a population of 1,140 year round. Springfield is primarily residential. The trading areas for residents are New London, Newport, Claremont, Lebanon, and Concord.

The Springfield Fire Department has mutual aid agreements with the Kearsarge Mutual Aid and the Upper Valley Region Mutual Aid Compact. The Police Department has mutual aid agreements with surrounding towns, and the Highway Department belongs to the state Public Works Mutual Aid Program and has informal agreements with surrounding towns. The Upper Valley Lake Sunapee Regional Planning Commission assists in town planning.

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

- *Flooding*
- *Dam Breach/Failure*
- *Drought*
- *Extreme Heat*
- *Wildland/Urban Fire*
- *Earthquake*
- *Landslide*
- *Subsidence*
- *Radon in Air/Water*
- *Tornado*
- *Hurricane*
- *Downburst/Wind*
- *Lightning Strike*
- *Extreme Winter Weather*
- *Explosion*
- *Electrical Outage*
- *Bomb Threat*
- *Civil Disorder*
- *Hazardous Materials (Fixed)*
- *Hazardous Materials (Transport)*
- *Nuclear Accident*
- *Multiple Vehicle Accident*
- *Plane Crash*
- *Conventional Bomb*
- *Chemical Agent*
- *Arson*
- *Biological Agent*
- *Cyber-Terrorism*
- *Agri-Terrorism*
- *Radiological Agent*
- *Nuclear Bomb*

Accordingly, the situation is as follows:

1. The Town of Springfield 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 in 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 Springfield 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, human-made, 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 widespread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Springfield 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. The Auxiliary, assisted as necessary and possibly by private and volunteer organizations, will provide immediate life-sustaining relief to individuals

and families, not normally available from government resources. Local and/or State agencies will assist private and volunteer 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 – Homeland Security and Emergency Management (HSEM), operating on behalf of the Governor. The Governor may request assistance from the Federal government if the capabilities and resources of both local and State governments are exceeded.

3. Assigned agencies have been grouped together under the Emergency Support Functions (ESFs), either as 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 Springfield are located on pages 5-7, 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. Springfield Emergency Operations Plan (EOP) Implementation

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

C. Phases of Emergency Management

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

1. ***Mitigation***

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

2. ***Preparedness***

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

3. ***Response***

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

4. ***Recovery***

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

D. Organization and Assignment of Responsibilities

1. General

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

- a. Communications and Alerting in support of agency notifications and EOC operations.
- b. Initial planning & information data (damage assessment) received from outside sources (i.e., local governments, public, news organizations, and Federal government).
- c. Requests for State assistance from local governments.
- d. Pre-disaster response to emergency situations (i.e., hurricanes, winter storms, flooding potential, etc.).
- e. The EMD or his/her designee, after consideration of the event(s), will determine the extent of *ESF-2, Communications and Alerting, and ESF-5, Information & Planning*, activation level.

A checklist has been developed for activation, continued operations, and deactivation of the EOC, and is included as Appendix G.

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 Springfield Fire Station. Security and maintenance of the EOC facilities will be carried out in accordance with EOC SOPs to be developed by the EMD. In the event the Primary EOC is threatened, an alternate EOC may be activated at the Highway Garage.

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 Chairman of the Board of Selectmen on the necessary protection actions, and coordinate the use of local and outside resources. Department heads, or designees, will direct their operational personnel from the EOC in coordination with the other community departments and the EMD and in response to executive decisions.

Departments, positions, and organizations that would likely play a role in emergency operations include:

- Chairman of the Board of Selectmen
- Board of Selectmen & Town Officer Personnel
- Emergency Management Director
- Police Department
- Fire Department
- Rescue Squad
- Department of Public Works
- Auxiliary
- School Board
- Town Clerk
- Town Treasurer
- Health Officer
- Welfare Administrator
- Planning Board
- Other Town Boards
- Granite Chapter of American Red Cross

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

a. **Command and Control Section**

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

- 1) Coordinate all emergency response functions in the EOC.

- 2) Establish and maintain a facility to be used as the EOC for centralized direction, coordination, and control of emergency operation.
- 3) Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements, and functional operating procedures/guides. The EOC activation checklist is included in this EOP as Appendix G.

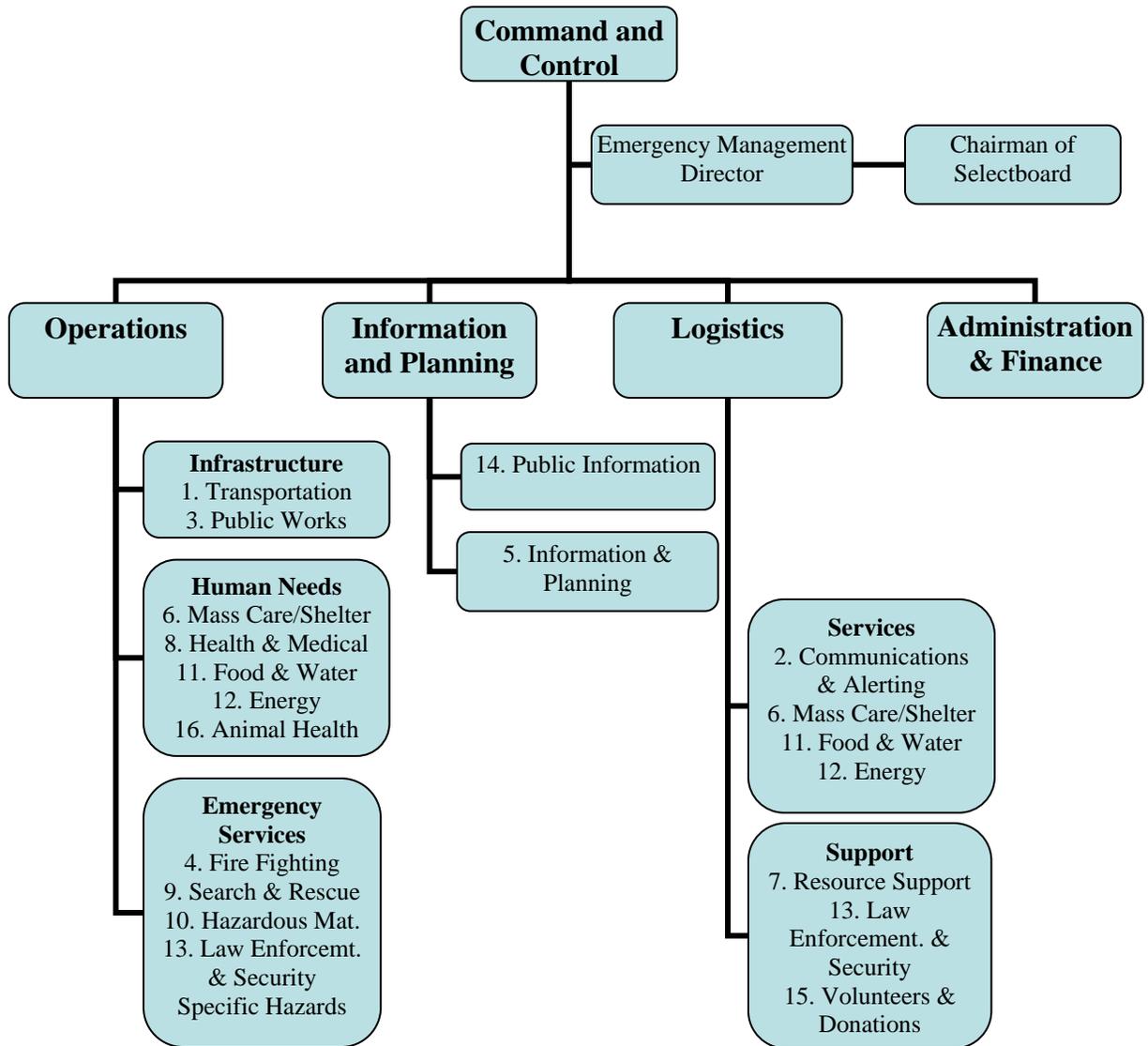


Figure 3: Emergency Operations Center Organization Chart

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. This section involves the coordination of supply and resource distribution. Each ESF is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions. *Figure 4, Operations Section Organization Chart*, identifies the ESFs and the functional activities. The primary agency for each ESF is listed in the organization chart. Staffing patterns will be dependent upon the severity of the emergency.

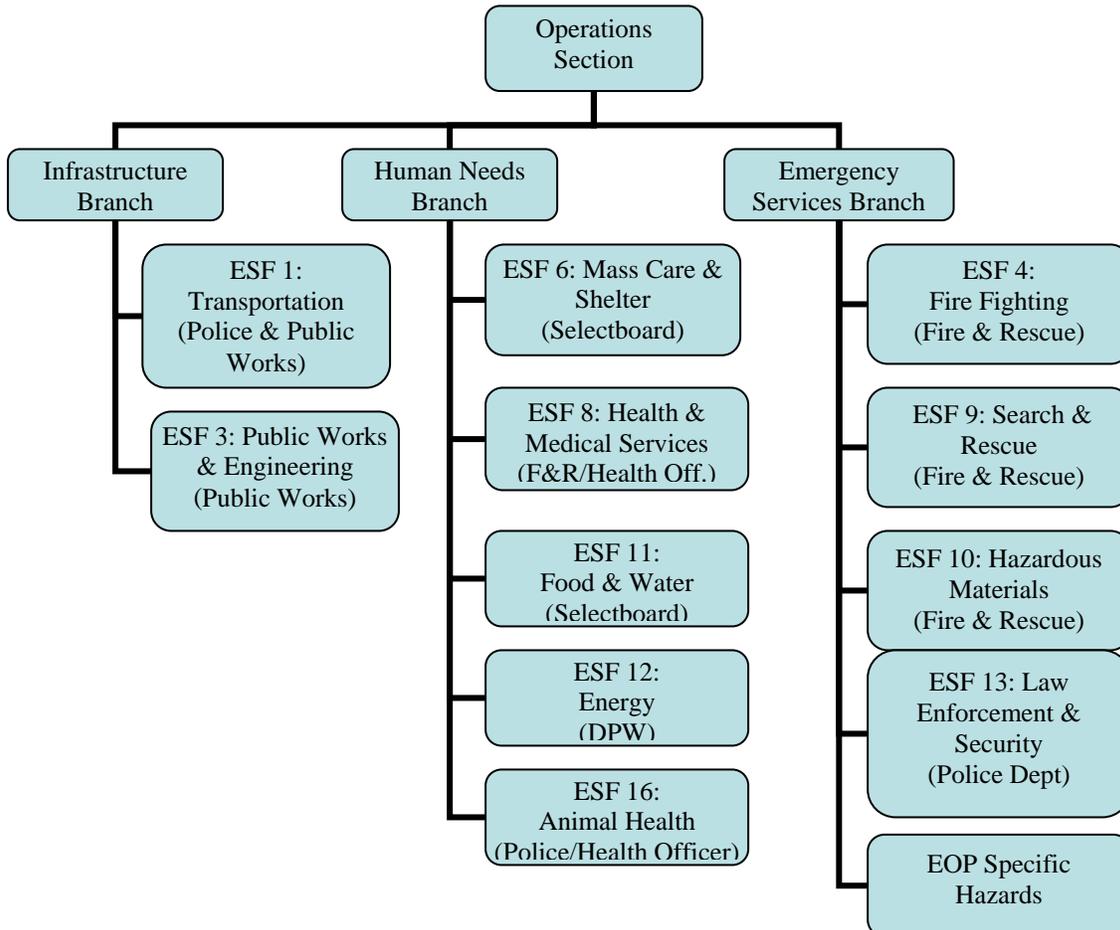


Figure 4: Operations Section Organization Chart

c. **Information & Planning Section**

This element includes information and planning activities to support operations. It also includes functions to collect and process information; develop information into briefings, reports, and other materials; display pertinent information on maps, charts, and status boards; consolidate information for response and recovery actions; provide an action tracking system; and provide technical services in support of operations. **Figure 5, Information & 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. The primary agency for each ESF is listed in the organization chart.

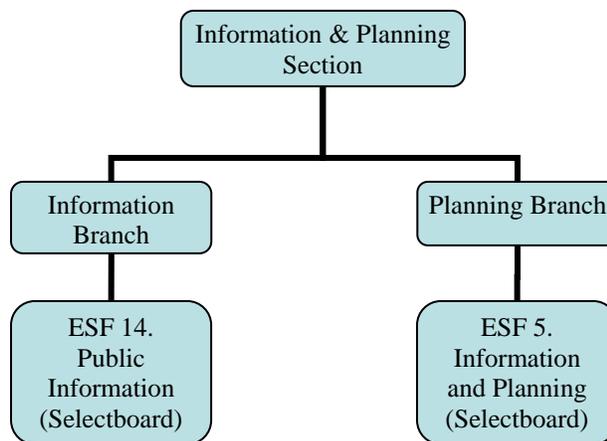


Figure 5: Information and Planning Section Organization Chart

d. **Logistics Section**

This element includes activities, which provide facilities and services to support response and recovery efforts. This includes the acquisition of resources and supplies to support emergency operations.

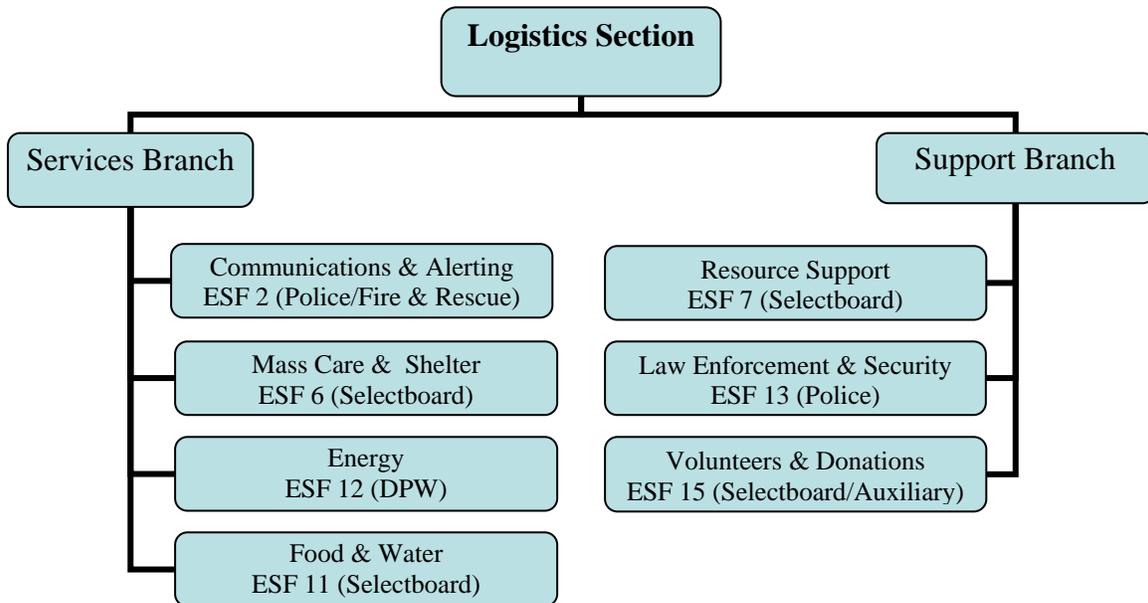


Figure 6: Logistics Section Organization Chart

e. Administrative & Finance Section

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

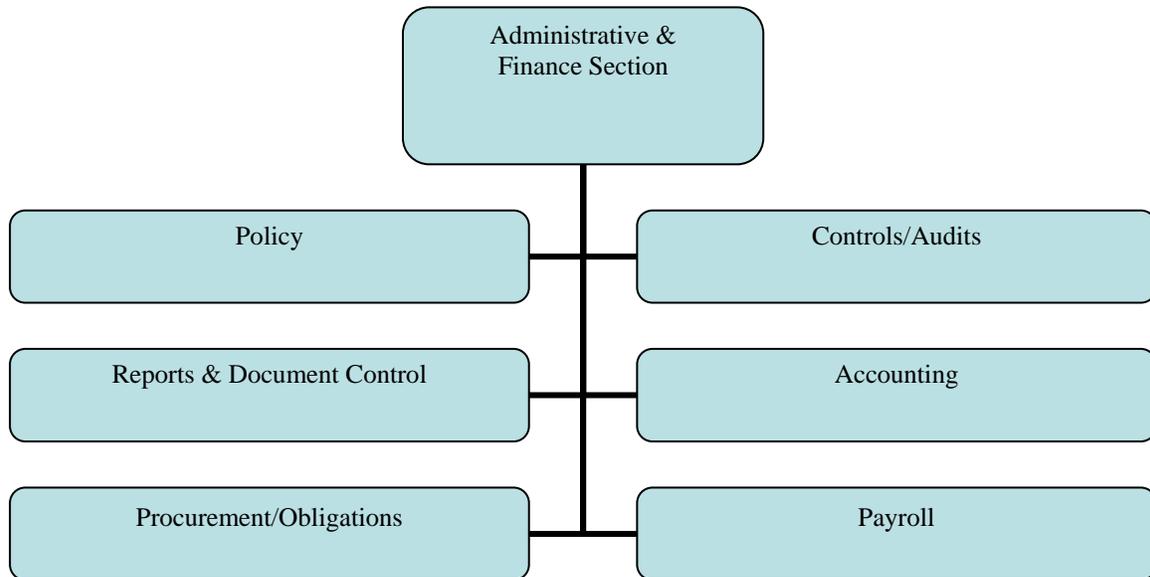


Figure 7: Administrative & Finance Section Organization Chart

4. *Responsibilities*

The following describes the general responsibilities and duties of the respective departments during emergency preparedness/mitigation and emergency response/EOC activation:

The Chairman of the Board of Selectmen is responsible for:

- **Preparedness/Mitigation:**
 - Supporting Emergency Management efforts in establishing, equipping and staffing an Emergency Operations Center (EOC).
 - Providing leadership for disaster mitigation program.

- **Response/EOC Activation:**
 - Protecting life and property through executive decisions assisted by all departments and organizations stated herein.
 - Requesting and coordinating all military assistance through Homeland Security and Emergency Management (HSEM).
 - 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.

The Selectmen are responsible for:

- **Response/EOC Activation:**
 - Coordinating emergency repairs to essential community structures.
 - Coordinating damage assessment activities.

The Emergency Management Director (EMD) is responsible for:

- **Preparedness/Mitigation:**
 - Coordinating emergency operations training for all departments.
 - Conducting test exercises of a multi-department nature and assisting departments to conduct their own test exercises.
 - Maintaining the Emergency Operation Plan.
 - Assisting all departments in maintaining and training auxiliary forces.
 - Providing and maintaining an up-to-date departmental emergency operations plan and assisting other departments in providing and maintaining their own departmental emergency operations plans.
 - Establishing a community shelter plan.
 - Coordinating the training and assignment of public shelter management and staff.
 - Training and assigning radiological personnel and maintaining radiological equipment.

- **Response/EOC Activation:**

- Coordinating the emergency operations.
- Assisting in providing for the protection of life and property.
- Gathering and analyzing all information and instructions for the general public to be released by the Chairman.
- Providing information on existing and potential resources.
- Providing and coordinating administrative support for the EOC.
- Coordinating emergency functions for the Town or organizations and industries.
- Coordinating the rationing of essential community resources and supplies, as directed by the Chairman.

The Police Department is responsible for:

- **Preparedness/Mitigation:**
 - Providing emergency operations training for its own personnel, assisted by the EMD.
 - Conducting its own test exercises, as coordinated by the EMD.
- **Response/EOC Activation:**
 - 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.
 - Coordinating regional police mutual aid.
 - Assisting the Fire Department in providing radiological monitoring capability.
 - Coordinating all emergency traffic control procedures within the community.
 - Coordinating the emergency communications system.

The Fire Department is responsible for:

- **Preparedness/Mitigation:**
 - Providing emergency operations training for its own personnel, assisted by the EMD.
 - Conducting its own test exercises, as coordinated by the EMD.
 - Developing a public warning plan and system.
- **Response/EOC Activation:**
 - 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.

- Receiving warnings from the County Sheriffs Office National Alert and Warning System (NAWAS) point and alerting local officials.
- Supervising emergency operations in hazardous materials accidents or incidents.

The Rescue Squad is responsible for:

- **Preparedness/Mitigation:**
 - Providing emergency operations training for its own personnel, assisted by the EMD.
 - Conducting its own test exercises, as coordinated by the EMD.
- **Response/EOC Activation:**
 - Providing rescue operations and emergency medical services.

The Department of Public Works is responsible for:

- **Preparedness/Mitigation:**
 - Providing emergency operations training for its own personnel, assisted by the EMD.
 - Maintaining and training its own auxiliary forces, assisted by the EMD.
 - Conducting its own test exercises, as coordinated by the EMD.
 - Providing and maintaining an up-to-date DPW emergency implementation plan, assisted by the EMD
- **Preparedness/Mitigation:**
 - Assisting in the protection of life and property.
 - Dispersing its own equipment and manpower to strategic locations, under direction of the EOC/EMD.
 - Coordinating public works mutual aid.
 - Keeping streets clear of debris.
 - Providing refuse disposal.
 - Coordinating emergency transportation.
 - Coordinating restoration of utility services.

The Auxiliary is responsible for:

- **Response/EOC Activation:**
 - Coordinating volunteers and donations.
 - Assisting the Red Cross in the mass feeding and sheltering of evacuees.

The School Board is responsible for:

- **Preparedness/Mitigation:**
 - Providing emergency operations training for its own personnel, assisted by the EMD.
 - Conducting test exercises, at the Springfield Elementary School, as coordinated by the Fire Chief.

- Coordinating emergency operations planning in all public schools and maintaining an up-to-date school department emergency implementation plan.

- **Response/EOC Activation:**

- Coordinating regional mutual aid within the SAU.

The Town Treasurer is responsible for:

- **Response/EOC Activation:**

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

The Town Clerk is responsible for:

- **Response/EOC Activation:**

- Providing population data.
- Protecting all town records

The Health Officer is responsible for:

- **Preparedness/Mitigation:**

- Enforcing public health standards.
- Coordinating emergency health care planning.

- **Response/EOC Activation:**

- Assisting in coordinating emergency shelter and feeding.
- Directing inoculation or immunization.
- Acting as a liaison with local hospitals.
- Coordinating mass burials.

The Welfare Administrator is responsible for:

- **Preparedness/Mitigation:**

- Coordinating with American Red Cross.

- **Response/EOC Activation:**

- Coordinating with American Red Cross.

The Planning Board is responsible for:

- **Response/EOC Activation:**

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

The Granite Chapter of the American Red Cross is responsible for:

- **Response/EOC Activation:**

- Assuring emergency blood bank supplies at local hospitals.
- Assisting in providing of emergency food, clothing, shelter, and first aid.
- Providing individual family assistance.

- Managing emergency shelter operations.

E. Administrative, Finance, and Logistics

1. Administrative

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

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 Chairman of the Selectboard.
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 Town support needed to respond.
2. Based upon the requirements of the situation, the EMD will notify Town departments and agencies regarding activation of some or all of the functional ESFs and other structures of the *EOP*. Priority for notification will be given to primary agencies as specified by the ESFs.
3. When activation of the *EOP* (partial or full) is initiated, and unless otherwise specified, all departments and office representatives having primary and/or co-primary roles and responsibilities, as specified in the *EOP*, will deploy to the EOC, and activate their respective ESF component to the *EOP* and relevant SOPs/SOGs.
 - a. In the event the primary EOC is inaccessible/usable, staff will report to the alternate EOC located at the Highway Department.

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 Springfield has standardized software with Microsoft 2000 and Microsoft XP. The Department of Safety – Homeland Security and Emergency Management and the State EOC has standardized software with Microsoft Office 2000. FEMA has standardized using Microsoft Office 97. 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 *ESF-2, Communications and Alerting*. Unless otherwise noted, the Chairman of the Selectboard, who is 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 Springfield establishes and maintains the capability to provide mitigation, preparedness, response, and recovery functions during emergencies or disasters.
2. The Emergency Management Director is responsible for developing, maintaining, and exercising a COOP Plan for the Town. The EMD is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.
3. In order to ensure effective emergency operations, the following should be considered:

- a. That State and local governments provide a capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - b. That local emergency response departments provide for the following during emergency operations:
 - 1) Each element have designated and trained personnel available for EOC deployment; and
 - 2) Each element maintains and updates notification lists, twenty-four hour staffing capabilities, and standard operating procedures/guides (SOPs/SOGs).
 - c. Each of the emergency response departments will also develop and maintain policies, plans and SOPs/SOGs to ensure the capability to provide essential services/functions sustainable during emergencies and/or disasters.
4. In the event the primary EOC at the Springfield Fire Station 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 Highway Department.
 - 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

- 2. 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.
- 3. The following is the Line of Succession that has been established for the Town of Springfield of those who report to the Board of Selectmen. The Emergency Management Director (EMD) will exercise Direction and Control. In the event the EMD is not available, the position of Chief Executive is filled in succession as listed below.
 - a. Fire Chief
 - b. Police Chief

- c. Selectboard Chair
4. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for the Town.

K. Recovery and Deactivation

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

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

IV. Plan Management

A. Development

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

B. Maintenance

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

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

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 NH Homeland Security and 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 (CPG) - 101, Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
2. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
3. Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
4. Federal Response Plan, April 1999.
5. Springfield Emergency Management Plan, April 1992
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.
8. New Hampshire State Emergency Operations Plan; draft 2008.

ESF-1 TRANSPORTATION

Co-Primary Agencies: Police Department & Public Works Department

Support Agencies: Emergency Management Director
Fire & Rescue

I. Introduction

A. Purpose

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

B. Scope

This ESF provides for local transportation support including:

1. Management and coordination of transportation activities to support the effort of local agencies.
2. Establishing priorities and/or allocating transportation resources, processing of all transportation requests, managing air and marine traffic, determining the priority of highway repair, conducting damage assessment, and coordinating emergency management activities with neighboring jurisdictions and state agencies.
3. Processing overall coordination of requests for local transportation support.
4. Obtaining transportation services and providing visibility of transportation assets into and out of impacted areas.
5. Coordinate with ESF-3 agencies, or the Department of Public Works, to assess the damage to transportation infrastructure, analyze the effects of the disaster on the local and regional transportation system, monitor the accessibility of transportation capacity and congestion in the transportation system, and implement 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 is recommended when all or any part of Springfield is affected and may involve all or any portion of the population.

II. Situation and Planning Assumptions

A. Situation

An organized evacuation of potentially endangered populations is one protective action and should be recommended only when other protective actions appear to be inadequate. 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 Springfield that might require an evacuation to be recommended would include:

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

By state law, RSA 4:45, 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 Springfield 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 Springfield will be:

Route 114 – Main Street
Route 4A
Interstate 89 – North and South

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

III. Concept of Operations

A. General

In accordance with the Springfield Emergency Operations Plan and this ESF, the Police Department and Public Works Department are responsible for coordinating transportation activities. The Standard Operating Procedures to be established by the Police Department and Public Works Department will provide the framework for carrying out these activities.

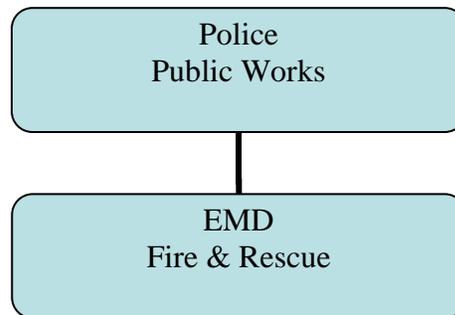
Requests for assistance will be forwarded to the Springfield EOC. It is important that the Police Department maintain close coordination with the local EOC when it is in full operation, in order to support the Fire & Rescue Department.

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

B. Organization

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

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-1 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 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.
- Recruit and assemble mutual aid resources to supplement police officer staffing.

The Public Works Department will:

- Coordinate overall direction of the evacuation procedures.

The Fire & Rescue 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 Emergency Management Director will:

- Begin the public warning procedures.
- Collect and provide the following ESF status information and coordinate with ESF-5, Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - Approximate number of people involved
 - Area of evacuation
 - Special needs populations affected
 - General guidelines for evacuation, including schedules
 - Status of Evacuation Routes
 - Status of public information dissemination
 - Unmet Needs
- Notify the Department of Public Works, Health Officer, Welfare Administrator, Auxiliary, local Chapter of the Red Cross and School Board to begin sheltering procedures.
- Notify NH Office of Homeland Security and Emergency Management and request state and/or federal assistance.
- Disseminate information and instructions to the public through the local media via a Public Information Officer.
- Instruct EOC and operational staff to implement their evacuation procedures.

V. References

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

Springfield Elementary School Emergency Action Plan

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Kearsarge Mutual Aid (Fire)

Upper Valley Region Mutual Aid (Fire)

Police Department Mutual Aid Agreements with surrounding towns

Public Works Mutual Agreements with surrounding towns

VI. Attachments

A. Forms

See Appendix F at the end of this EOP.

ESF-2 COMMUNICATIONS AND ALERTING

Co-Primary Agencies: Fire & Rescue Department and Police Department

Support Agencies: Emergency Management Director
Town Office Personnel

I. Introduction

A. Purpose

In the event of an emergency or disaster, Emergency Support Function (ESF)-2 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

I. Situation and Planning Assumptions

A. Situation

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

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

Since it cannot be determined in advance which systems may remain operational, expedient alternatives may have to be developed at the time of crisis. Potential options include designated messengers, loudspeakers mounted on vehicles, and a neighborhood-based local alerting system (currently under development, to be kept on file at the EOC).

II. Concept of Operations

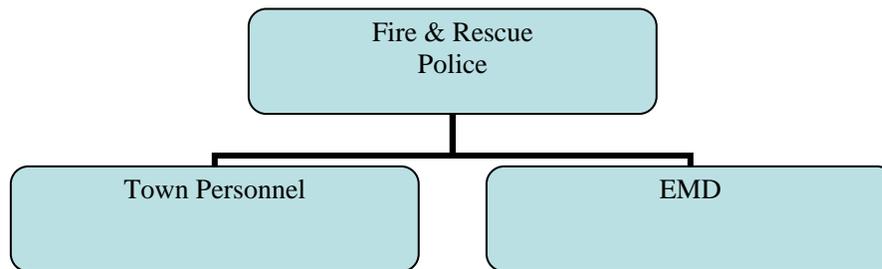
A. General

ESF-2 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 & Rescue Departments along with the appropriate support agencies.

B. Organization

The Incident Command System (ICS) structure is how Springfield 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 Department will establish communication links with the following:

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

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

1. 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
9. Email contact list
10. Fire tone alert systems/scanners

D. Emergency Response Actions

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

- Police Chief, upon deciding that EOC activation is warranted, notifies local dispatch to contact EMD or designee.
- Fire & Rescue Department Dispatch shall contact the EMD who may approve the activation and notification. Upon verbal approval, Police and Fire Chiefs shall make the initial notifications using the phones and their paging software.
- Upon activation, the Emergency Management Director or designee will take charge of EOC operations. The executive and operational staff positions shall be filled and shall report their state of readiness and recommendations to executive staff.
- Members of the executive staff will determine which, if any, other officials and staff should be notified/requested.
- The Chairman of the Board of Selectmen is to be notified of all EOC activations. Those involved shall 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 ESF-2 may continue to be operational to support the recovery phase of the operations, which may remain active for an extended period of time.

III. 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:

- Notify immediately the Chairman, the Select Board, and EMD of the emergency message received.

The Fire & Rescue Department will:

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

The Emergency Management Director will:

- Coordinate communications between the EOC and EFS support personnel.
- Authorize activation of the local area EAS and other warning systems.
- Research and obtain additional communication resources.
- Collect and provide the following ESF status information and coordinate with ESF-5, Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - Channels of communication activated
 - Status of communication resources
 - Unmet needs

Town Personnel will:

- Put information on the Town web site.
- Activate the Code Red system.

V. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Police Mutual Aid Agreement with surrounding towns

Kearsarge Mutual Aid (Fire)

Upper Valley Region Mutual Aid (Fire)

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-3 PUBLIC WORKS AND ENGINEERING

Primary Agency: Department of Public Works

Support Agencies: Police Department
Fire & Rescue Department
EMD
Town Office Personnel

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.

Springfield participates in the New Hampshire Public Works Mutual Aid Program; a CD of forms, contact information, and resource lists for this program is kept on file with the EOP. Sufficient resources may not be available to state and local jurisdiction to meet emergency requirements. Federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient and effective response and recovery from the event.

III. Concept of Operations

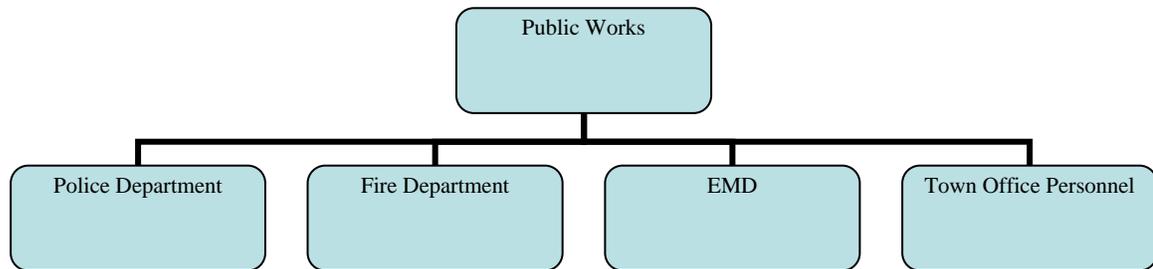
A. General

This ESF will provide support to the local emergency response efforts following a disaster. Coordination will be maintained between local, state and federal officials as appropriate, in order to maximize efforts. This ESF will work closely with ESF-5, Information & Planning, in order to provide damage assessment information.

B. Organization

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

Figure 3-1



C. Notification and Activation

Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF-1 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:

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

E. Recovery Actions

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

F. Deactivation

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

IV. Roles and Responsibilities

The Department of Public Works 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. (Refer to Appendix E: Resource Inventory)
- Collect and provide the following ESF status information and coordinate with ESF-5, 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 Emergency Management Director will:

- Assist in resource coordination and act as a communications liaison between other ESF's primary agencies, as needed.

The Police Department will:

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

The Fire & Rescue 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 Town Office Personnel will:

- ❑ Assist in damage assessment with Federal, State, and local officials.
- ❑ Maintain a list of qualified private contractors to assist in the restoration of critical facilities. (Refer to Appendix E: Resource Inventory)
- ❑ Assist in the collection and provision of the following ESF status information and coordination with ESF-5, 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

V. References

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

Police Department Mutual Aid Agreement with surrounding towns
Kearsarge Mutual Aid (Fire)
Upper Valley Region Mutual Aid (Fire)
DPW Mutual Aid Agreements with surrounding towns

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

ESF-4 FIRE FIGHTING

Primary Agency: Fire & Rescue Department

Support Agencies: Department of Public Works
Emergency Management Director
Police Department

I. Introduction

A. Purpose

To provide a coordinated response of local resources for the mitigation of wildland fires, urban/rural fires, structural fires, and incidents of a magnitude that require the expertise of the 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 & Rescue Department functions include fire safety/prevention, fire surveillance, reporting procedures and fire fighting for all types of fires.

The Fire & Rescue Department is a “Call” organization of 20 members headed by a part-time fire chief and is as well-equipped to perform its assigned functions as any community of a comparable size. It is a member of the Kearsarge Mutual Aid and Upper Valley Region Mutual Aid System. The Fire Station has emergency back-up power.

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

The Fire & Rescue 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

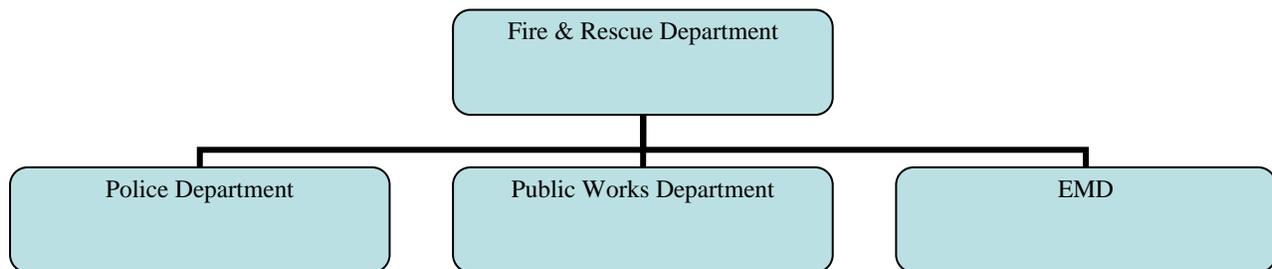
A. General

The Springfield Fire & Rescue 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 & Rescue Department of an emergency requiring implementation of this EOP, the EMD will be requested to activate and coordinate ESF-4 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 Board of Selectmen
- Begin call-up of additional department personnel
- Recruit additional personnel if needed
- Begin emergency communications procedures
- Notify the Chairman of the Selectboard 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 Board of Selectmen and delegate the on-scene command of the department to the 1st Assistant Chief, Officer, or Qualified Fire Fighter
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires
- Report any power outages to Public Service of New Hampshire and/or NH Electric Cooperative
- Provide personnel to other emergency services to augment their capabilities, if available

- The Fire & Rescue 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 & Rescue 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 Board of Selectmen to alleviate suffering and return the citizens of Springfield 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 & Rescue Department will:

- Manage and contain all fires.
- Receive the notification of an actual or impending emergency and forward it to the Board of Selectmen 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 Department of Public Works 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

V. References

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

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

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Kearsarge Mutual Aid (Fire)
Upper Valley Region Mutual Aid (Fire)
Public Works Mutual Aid with surrounding towns
Police Department Mutual Aid with surrounding towns

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-5 INFORMATION AND PLANNING

Primary Agency: Select Board

Support Agencies: EMD
Town Office Personnel
Town Boards & Committees (Planning, Zoning, Conservation, Auxiliary)
Town Departments (Fire & Rescue, Police, Health, Public Works, Health Officer, Welfare Officer)

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 ESF-5. The primary role of ESF-5 is to serve as a clearinghouse of information for all interested parties. ESF-5 is also responsible for establishing and maintaining the Message Center and coordinating initial needs and damage assessment activities. The activities are grouped among the following functions:

1. **Information Processing** in order to process essential elements of information from local, state, federal, and other resources and to disseminate in order to provide for adequate response activities.
2. **Reports** to consolidate information, document response activities and to provide essential information to local, state, federal and other sources.
3. **Displays** to maintain information and status in order to facilitate briefings and current activities.
4. **Planning and Support** for consolidating data to support the preparation of the 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 ESF-5, 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:

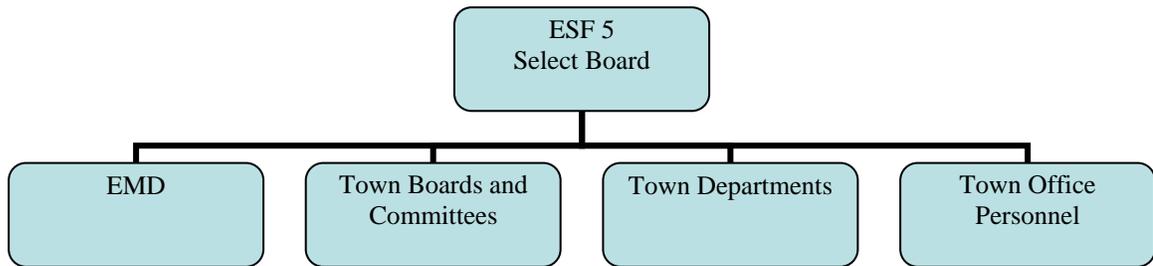
1. Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - a. Gross assessment of disaster impacts including the identification of the boundaries of the damage areas, type and severity of the damages, including status of vital facilities.
 - b. Provide general assessment of the status of government operations.
 - c. Select or validate, as necessary, the operational status of critical facilities such as staging areas, mobilization centers, etc.
2. Perform Information Processing using WebEOC collect, process, and consolidate information from Emergency Support Functions (ESFs) and other information sources, as appropriate, into the Event Situation Report (SITREP) and disseminate the information for use by the Operations Group. The following includes, but is not limited to, information that may form a part of the overall SITREP:
 - a. Boundaries of the disaster area and designation of an area of operations
 - b. Infrastructure status (transportation, communications, energy, and medical, etc.)
 - c. Weather data and/or Hazard-specific information
 - d. Activated emergency management facilities
 - e. Fires reported in impacted area
 - f. Springfield Emergency Operations Center Status
 - g. Declarations and Status
 - h. Mass Care Information (Shelters, Special Medical Needs, Feeding Sites)
 - i. Medical Information (deaths, injuries, hospital damages)
 - j. Missing Persons
 - k. Aerial Reconnaissance Reports
 - l. Damage assessment information from damage assessment teams
 - m. Planning and Disaster Documentation
 - n. Provide PIPS activation status and call volume information, when activated.
3. The assessment of the incident, if warranted, will be communicated to ESF-5 where it will be directed to the appropriate operational element needing the information
4. ESF-5 will develop situation reports using statistical, narrative, and graphic information from response and recovery operations, which provide an overall description of the situation.
5. Provide WebEOC data management support operations during activations. ESF-5 will rely upon WebEOC.

6. Develop computer projection displays using Power Point and other tools as necessary to display ESF event information within the Springfield EOC. All information will be coordinated with the Springfield Board of Selectmen.. The information displays will be posted with current available information every 4 hours.
7. Use the Springfield EMD Website to disseminate event information
8. Develop, manage, and provide daily incident action plans and conduct other incident action plans as requested

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 Springfield Police Department would normally initiate notification procedures.

D. Emergency Response Actions

The emergency response actions for ESF-5 are as follows:

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

- Provide for secure technical advice, as needed.
- Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements as requested.
- Log and track local, state and federal response actions and request to support operational elements.

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 ESF-5 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 13.

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

ESF-6 MASS CARE AND SHELTER

| | |
|--------------------------|---|
| Primary Agency: | Select Board |
| Support Agencies: | EMD Fire & Rescue Department Auxiliary Health Officer Welfare Administrator |

I. Introduction

A. Purpose

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

B. Scope

Springfield is prepared and able to provide for the mass care, shelter, feeding, and emergency first aid independently for the first 24-72 hrs. In the event of a prolonged disaster, exceeding 24-48 hours, Springfield would require the assistance of the American Red Cross (ARC). The ARC independently provides mass care to all disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United State Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974. ARC also assumes primary agency responsibility under the Federal Response plan, to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations.

II. Situation and Planning Assumptions

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

There is the EOC in Springfield 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). Typically, evacuees must be sheltered in another community.

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 Board of Selectmen has been designated the primary agency responsible for mass care. In the event of a prolonged disaster, exceeding 24-48 hours, the American Red Cross will transition to become a co-primary agency. 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 Selectboard will advise the public through the Emergency Alert System on the shelter locations(s), the procedures to follow when evacuating and recommendations that evacuees bring as much non-perishable foods with them as possible.
- The Health Officer will monitor conditions in the shelters and make recommendations to assure the health and safety of the sheltered.

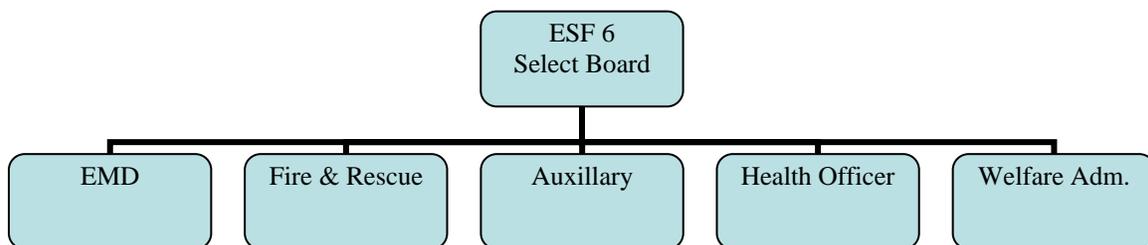
Mass Care

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

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 ESF-6 support agencies and the Granite 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

The Select Board will:

- Coordinate press releases and public information.
- Identify and secure permission of those buildings to be designated as shelters.
- Coordinate shelter operations.

The Emergency Management Director will:

- Develop and maintain a shelter plan.
- Advise the Health Officer on the occupying of and emerging from shelters based on monitored radioactivity data from local, state and federal sources.
- Advise the Health Officer of the facilities in nearby towns providing the best protection.

The Fire & Rescue Department will:

- Support the Health Officer in providing medical treatment.

The Welfare Administrator will:

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

The Auxiliary will:

- Prepare shelter locations for evacuees.
- Make available on-hand food supplies.

- Provide available personnel, as available, for registering evacuees including those coming for shelter, food, or medical services.

The Health Officer will:

- Assist with the shelter operations.
- Assist in developing and maintaining shelter plan.
- Create a list of private animal shelters to distribute to evacuees.

V. References

A. *Plans*

ARC NH State Disaster Plan

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

Shelter Checklist

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

ESF-7 RESOURCE SUPPORT

Primary Agency: Select Board

Support Agencies: Emergency Management Director
Police Department
Fire & Rescue Department
Department of Public Works
Town Office Personnel
Health Officer
Welfare Administrator
Planning Board
Auxiliary

I. Introduction

A. Purpose

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

I. Situation and Planning Assumptions

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

Generally, people will cooperate with official regulations restricting the use of essential resources during an emergency. State Law, RSA 4.46, 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 Springfield would be transferred to the hosting community.

III. Concept of Operations

A. *General*

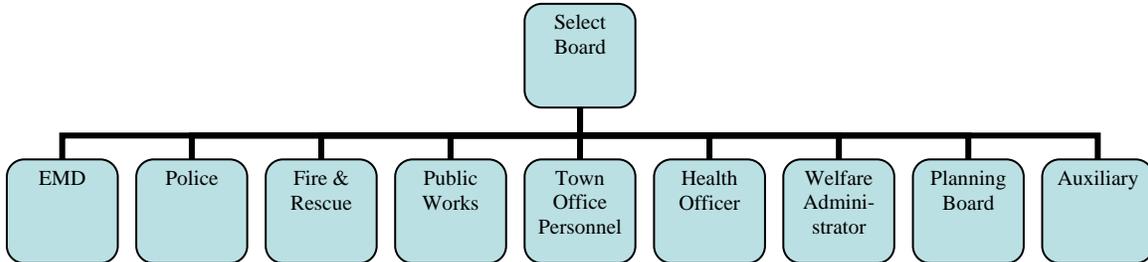
Upon activation of the Emergency Operations Center, each emergency services department will report to the EMD on the status of essential resources available, present or predicted shortfalls and needs for additional resources. The EMD will report the shortfalls and needs to NH Homeland Security and Emergency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

Resources that are in-transit in inter-or intrastate commerce will come under the control of State and/or Federal agencies. These resources may be deferred to the community on orders of the respective agencies. In order that an effective response by State or Federal resources be obtained, prompt notification to the NH Homeland Security and 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 cause for the activation of the local EOC, the EMD would initiate notification. The Springfield Police Department or Newport Dispatch would normally initiate notification during off-duty hours.

Checklist for Notification – Contact Information in Appendix E

- State Homeland Security and Emergency Management
- Town of Springfield Board of Selectmen
- All appropriate Town Department Heads
- Hanover Dispatch
- Kearsarge Mutual Aid (Fire)
- Upper Valley Region Mutual Aid (Fire)

D. Emergency Response Actions

1. Preparedness

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

2. Response

a. Initial Actions

- 1) Place emergency service personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- 2) EMD will request the support agencies to activate and staff the EOC, and will notify other State agencies and FEMA Region I of the situation.
- 3) Support agencies will provide logistical support as required.
- 4) Primary and support agencies for ESF-7, Resource Support will be prepared to provide initial reports based on resources that have been requested.
- 5) Communication resources will be provided in coordination with ESF-2, Communications and Alerting.
- 6) Transportation needs will be provided in coordination with ESF-1, Transportation.
- 7) Food and fuel will be provided with cooperation with ESF-11, Food and ESF-12, Energy, respectively.
- 8) Security for staging areas and facilities will be provided through ESF-13, 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. ESF-7 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 Springfield Hazard Mitigation Plan (2008)

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 Selectboard will:

- 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 Emergency Management Director will:

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

The Fire & Rescue Department will:

- Provide personnel and equipment in the implementation of ESF 7

The Police Department will:

- Provide personnel and equipment in the implementation of ESF 7

The Department of Public Works 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 Town Treasurer will:

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

The Town Clerk will:

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

The Health Officer will:

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

The Welfare Administrator will:

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

The Planning Board will:

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

V. References

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

- Eastman Dam Emergency Action Plan (would include part of Springfield)
- Springfield Fire and Rescue Standard operating guidelines
- Town of Springfield Snow and Ice Policy
- Town of Springfield Employee Handbook
- Town of Springfield Safety Policy

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Hanover Dispatch Agreement for Ambulance, Fire & Rescue, Police
Kearsarge Mutual Aid (Fire)
Upper Valley Region Mutual Aid (Fire)
Public Works Mutual Aid with surrounding towns
Police Department Mutual Aid with surrounding towns

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-8 HEALTH AND MEDICAL SERVICES

Co-Primary Agencies: Fire & Rescue Department
Health Officer

Support Agencies: EMD
Police Department
Auxiliary
Select Board

I. Introduction

A. Purpose

The purpose of ESF-8 , Health and Medical Services, is to coordinate the delivery of both primary and supplemental health, medical and basic human services to individuals, families, communities, emergency services personnel, and to disrupted or overwhelmed local health and medical personnel and facilities.

II. Situation and Planning Assumptions

The Town of Springfield has no health facilities which would require emergency planning. Residents must rely on hospital facilities in Concord, Lebanon, New London, and Claremont to provide most advanced medical services. There are approximately 2 physicians, 6 registered nurses and 2 licensed practical nurses residing in the community who could be used to augment the medical capability in addition to volunteers with first-aid training. The Rescue Squad has 6 members and there is one private ambulance service serving the community. The ambulance transports to New London Hospital; at the patient’s request and when the situation warrants, the ambulance transports to the aforementioned hospitals. DHART (Dartmouth-Hitchcock Air Response Team) helicopter medical transport service is also available, weather-permitting.

A major emergency affecting the community and the surrounding area could result in a high rate of casualties and fatalities. The response to mass casualties is only limited by the number of members on the Rescue Squad. A temporary morgue can be established at the old Highway Garage. There are no mortuary cold storage facilities available for temporary storage of corpses.

There is a Health Officer who can coordinate guidance in health with the State Division of Public Health.

Since no judgment can be made as to the health and medical capabilities which would survive a major emergency, certain expedient medical decisions will be made following an assessment of the capabilities remaining. Should the emergency require that a major evacuation be recommended, service for health facilities would be reduced for the period of time necessary to discontinue service, move to a host area and reestablish limited service. Health facilities located in the host areas would have to be expanded to allow for increased demand. Those patients whose needs can reasonably be deferred would be evaluated and discharged.

Because of the fluctuation in numbers and types of patients, certain decisions can only be made at the time of the emergency. Any privately-owned and operated health facilities will remain under the control of their regular management.

III. Concept of Operations

A. *General*

Springfield 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.

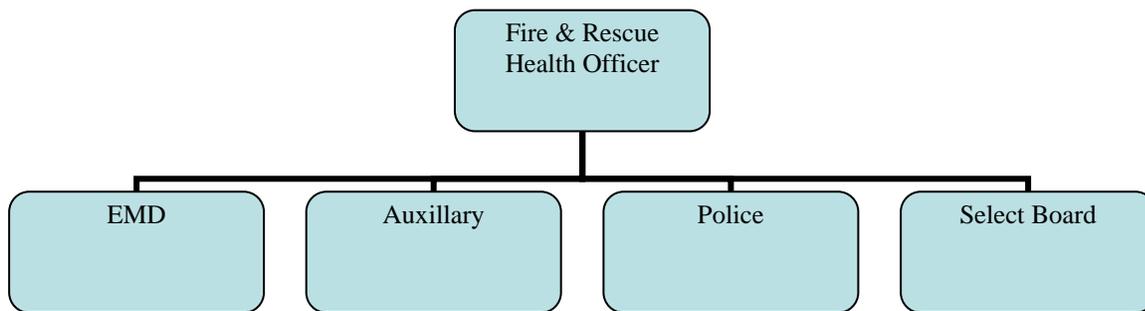
In the post-disaster period, potential threats to human health such as contaminated water could be possible. Therefore, the public must be alerted to them and the procedures necessary for safeguarding health.

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, Rescue Squad, and Selectboard. Federal and state officials will assist in the decision-making process.

B. *Organization*

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

Figure 8-1



C. *Emergency Response Actions*

Upon activation of ESF-8, the Health Officer will:

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

D. Deactivation

Upon declaration at the local EOC that the activities and services of ESF-8 are no longer needed, the EMD will have all active ESF-8 entities to terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies.

IV. Roles and Responsibilities

The Fire & Rescue will:

- Assess all medical situations and respond as needed
- Provide all emergency medical treatment functions
- Assist in maintaining a first-aid station
- Coordinate emergency health and medical functions with the Health Officer
- Assess the medical capabilities on hand and report these to the EMD
- Establish medical procedures for evacuees at the shelter(s)
- Perform such other emergency functions to the best of its ability as requested by the 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)

The Health Officer will:

- Coordinate all health functions
- Establish procedures for evacuating medically ill patients
- Establish a first-aid station
- Request available physicians, nurses, and volunteers with first aid training to report to the first aid station
- Maintain direct contact with Fire & Rescue Department
- Act as liaison with the state Health & Human Services Department

- Coordinate implementation of public immunization
- Establish a temporary morgue
- Coordinate medical assistance with New London Hospital and Dartmouth Hitchcock Medical Center, 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

The Fire & Rescue Department will:

- Assist the Health Officer/Rescue Squad in health & medical response functions

The Auxiliary will:

- Assist the Health Officer/Rescue Squad in health & medical response functions
- Assist in staffing the first aid station, if necessary

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 Select Board will:

- Provide emergency medical transportation services through private ambulance service agreements and/or municipal transportation services

V. References

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

Springfield Fire & Rescue Standard Operating Procedures

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

Kearsarge Mutual Aid
Upper Valley Regional Mutual Aid
Midwest Regional HazMat Team

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

ESF-9 SEARCH AND RESCUE

Primary Agency: Fire & Rescue Department

Support Agencies: EMD
Police Department
Auxiliary

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

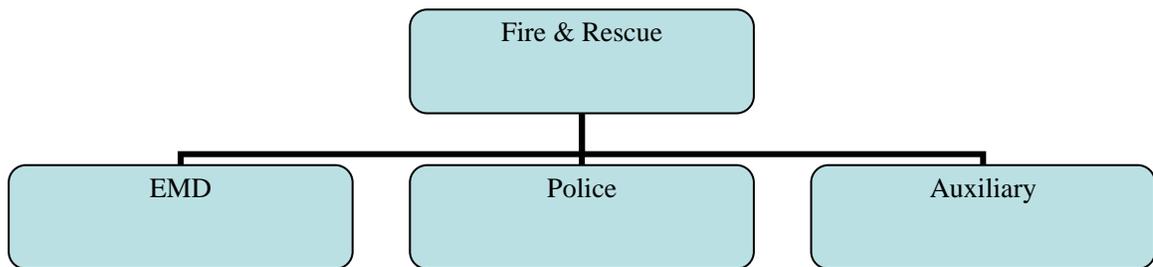
A. General

ESF-9, 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 Fire & Rescue Department will be responsible for the following:

- Assign an ESF-9 representative to report to the local EOC as soon as possible after notification of ESF-9 activation.
- The ESF-9 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 ESF-5, 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 ESF-9 are no longer needed, the EMD will have all active ESF-9 entities terminate their actions and activities via smooth turnover to appropriate pre-incident organizations and agencies.

III. Roles and Responsibilities

The Fire & Rescue Department will:

- Coordinate with the Police Department to conduct search & rescue operations
- Provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting
- Coordinate the provision of resources to local and state search and rescue operations

- Collect and maintain the following ESF status information and coordinate with ESF-5, 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 & Game of any Search & Rescue event.
- Coordinate with ESF-4, Fire Fighting, to provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting
- Provide medical assistance in search missions
- Coordinate with ESF-8, Health and Medical, to ensure the proper health and safety of local officials. Provide dissemination of protective actions in regards to public health, and provide proper guidance for sanitation measures involving food & water

The Police Department will:

- Assist the Fire & Rescue Department in conducting search and rescue operations
- Provide for after hours dispatching, issue warnings information to other primary agencies, and provide aerial search and rescue support as needed
- Provide investigative services in missing persons cases

The EMD will:

- Provide assistance in search missions
- Provide direction and control at the Emergency Operations Center
- Coordinate public notification and announcements

The Auxiliary will:

- Provide search and rescue support through coordination of equipment (snow machines, ATVs, chain saws...) and personnel

IV. References

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

Springfield Fire & Rescue Department Standard Operating Procedures
Springfield Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Kearsarge Mutual Aid (Fire)
Upper Valley Region Mutual Aid (Fire)
Hanover Dispatch Mutual Aid Agreement
Police Mutual Aid Agreements with surrounding communities

V. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-10 HAZARDOUS MATERIALS

Primary Agency:

Fire & Rescue Department

Support Agencies:

Emergency Management Director

Police Department

Health Officer

Department of Public Works

I. Introduction

A. Purpose

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

B. Scope

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

ESF-10, Hazardous Materials, will manage and coordinate the HazMat activities surrounding existing or potential disaster conditions. This will be accomplished by monitoring resources in support of local and mutual aid agencies. ESF-10 will utilize established HazMat organizations, processes, and procedures. The regional HazMat response team is the Midwest New Hampshire HazMat Team (refer to Appendix E: Resource Inventory for contact information).

II. Concept of Operations

A. Organization

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

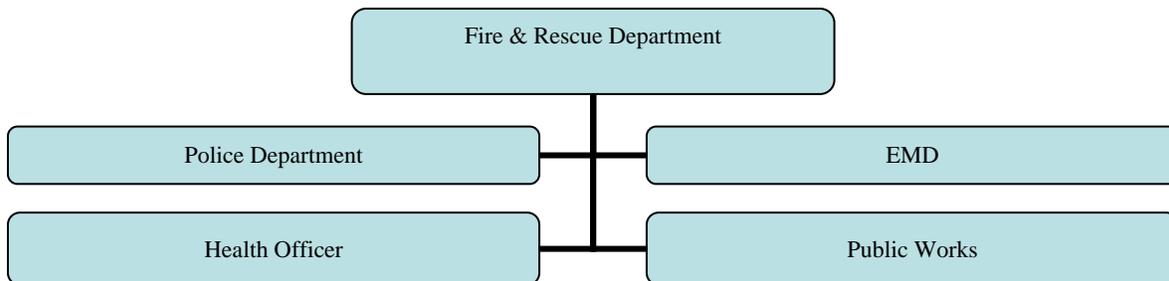


Figure 10-1

B. Notification and Activation

- Upon notification of an incident, the Springfield Fire & Rescue Department will be requested to activate and coordinate ESF-10 activities from the EOC.
- The Springfield Fire & Rescue 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 & Rescue Department designee will locate at the local EOC as soon as possible after notification.
- The designee will ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.
- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

D. Recovery Actions

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

E. Deactivation

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

III. Roles and Responsibilities

The Fire & Rescue Department will:

- Establish and maintain a database of entities that sell, manufacture, store and/or transport extremely hazardous substances in town.

- Coordinate with ESF-1, Transportation and ESF-3, Public Works and Engineering, during HazMat scenarios involving transportation incidents.
- Ensure the use of Incident Command System (ICS) during all HazMat incidents in town.
- Coordinate local activities during HazMat incidents.
- Ensure appropriate communication links are established with local or field elements, regional HazMat teams and other agencies, as required.
- Coordinate with ESF-7, Resource Support in the identification and acquisition of additional HazMat equipment and supplies to support local, regional and state response operations.
- Collect and maintain the following ESF status information and coordinate with ESF-5, 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 ESF-8 the health and safety of response personnel.
- Coordinate with ESF-1, Transportation, for resources involving transportation, highway conditions, and weather conditions involving highways.

The EMD will:

- Provide direction and control at the Emergency Operations Center.

The Police Department will:

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

The Department of Public Works 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.

IV. References

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

Springfield Fire & Rescue Department Standard Operating Procedures
Springfield Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Midwest NH Hazardous Materials Response Team

C. Plans

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

V. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-11 FOOD AND WATER

Primary Agency: Select Board

Support Agencies: EMD
Auxiliary
Health Officer
Welfare Administrator

I. Introduction

A. Purpose

The purpose of ESF-11, Food and Water is to identify, secure or prepare for distribution, and arrange for transportation of safe food 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.

I. Concept of Operations

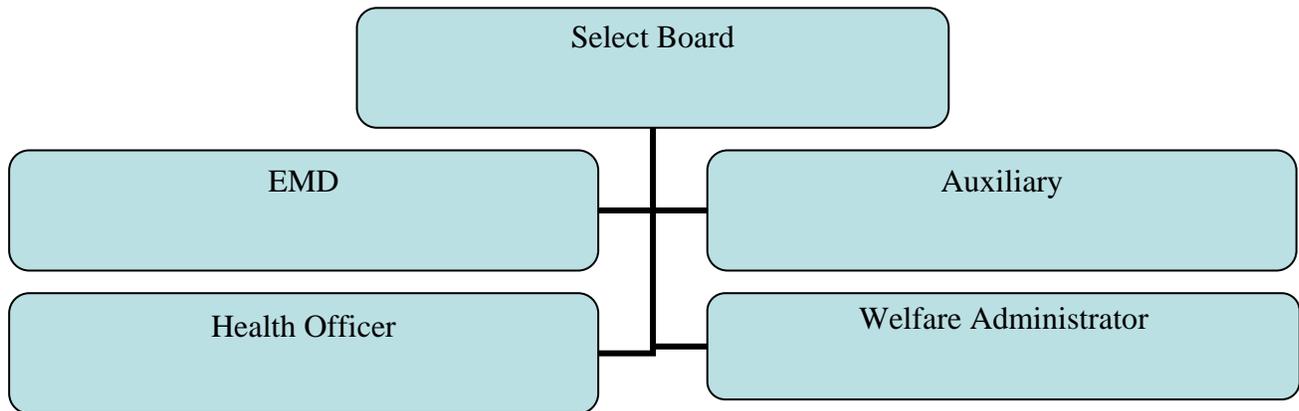
A. General

This ESF will coordinate food and potable water supplied to the EOC and will coordinate such activities through ESF-6, 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 stamps. There are two components to this ESF: logistics (i.e. acquisition of supplies) and operations (i.e. distribution of supplies). The primary agency will be active in both logistics and operations; the support agencies have specific roles for either logistics or operations.

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 ESF-11.

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 notification.
- 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 undertaken, resources ordered, records and reports.

E. Recovery Actions

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

F. Deactivation

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

III. Roles and Responsibilities

The Select Board will:

- Coordinate provision and distribution of food and potable water and the provision of transportation to distribute food stocks.
- Coordinate with ESF-8, Health & Medical, to assess damage to food and potable water supplies, as necessary.
- Coordinate with ESF-6, Mass Care and Shelter and ESF-15, 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 ESF-6, 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 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 ESF-5, Information and Planning to ensure inclusion into the Situation Report
 1. Number of people and meals served
 2. Number of food stamps distributed to disaster victims
 3. Status of feeding operations
 4. Unmet needs (staff, equipment, etc)
 5. Staffing and resource capabilities and shortfalls.
 6. Dietary needs
 7. Source of food
 8. Coordinate with ESF-8, the health and safety of response personnel.

The Health Officer will:

- In coordination with the State, inspect food for safety to include preparation, transportation and storage.

- Assure all personnel involved in the preparation and distribution of food adhere to appropriate food safety regulations.
- Provide disease surveillance, as needed.
- Provide public notification of food recall and tampering.
- Witness the destruction of contaminated and embargoed foods.

The Welfare Administrator will:

- Coordinate feeding operations with the American Red Cross.
- Assist with the food requirements of special needs populations.

The Auxiliary will:

- Make available on-hand food supplies as well as donated food and food purchased by Select Board authorization.
- Assist with provision and distribution of food and potable water and the coordination of transportation to distribute food stocks.

V. References

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

Shelter Checklist

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

None

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

ESF-12 ENERGY

Primary Agency: Department of Public Works
Support Agencies: Fire & Rescue Department
Police Department
EMD
Select Board

I. Introduction

A. Purpose

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

B. Scope

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

II. Concept of Operations

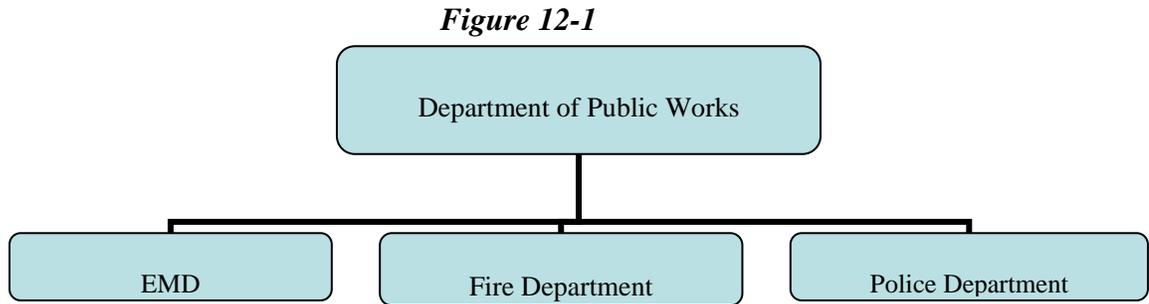
A. General

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

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

B. Organization

The functional organization structure of this ESF is shown in 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 Springfield, the EMD will request agency representatives to activate ESF-12 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 ESF-5, 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 ESF-12.
- Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.
- Coordinate with ESF-14 Public Information to release public information regarding emergency energy supplies, etc.

The Department of Public Works will:

- Determine the possible energy needs for emergency responders.
- Prioritize resource request and allocations, as needed.
- Provide a coordinated response in the restoration of energy services in an emergency/disaster area in order to save lives and protect health, safety and property, and to carry out other emergency response functions.
- Assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration.
- Provide assistance to energy suppliers in obtaining equipment, specialized personnel and transportation to repair or restore energy systems.
- Collect and maintain the following ESF status information and coordinate with ESF-5, 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 & Rescue Department will:

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

The Police Department will:

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

The Selectboard will:

The Select Board will provide assistance through their office personnel.

IV. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Fire Mutual Aid Agreements: Kearsarge Mutual Aid and Upper Valley Region Mutual Aid
Public Works Mutual Aid Agreements with surrounding towns
Police Department Mutual Aid Agreements with surrounding towns

V. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-13 LAW ENFORCEMENT AND SECURITY

Primary Agency: Police Department

Support Agencies: EMD
Department of Public Works
Fire & Rescue Department

I. Introduction

A. Purpose

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

B. Scope

The scope of this ESF shall include police actions to minimize the adverse impact upon a disaster area. The aid may include manpower, equipment and/or technical expertise; and in cooperation with local authorities, designed to assure the continuity of law enforcement. *Note: RSA 154:7 provides the Police Officer in charge is subject to the authority conferred upon the fire officer in charge.*

I. Situation and Planning Assumptions

A. Situation

The Police Department has 2 members, consisting of 2 full-time. 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 or New Hampshire State Police (Troop C). The Police Station does not have 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 would need to be developed.

The citizens of Springfield would likely comply with orders issued and carried out by duly authorized law enforcement officials.

II. Concept of Operations

A. General

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

B. Organization

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

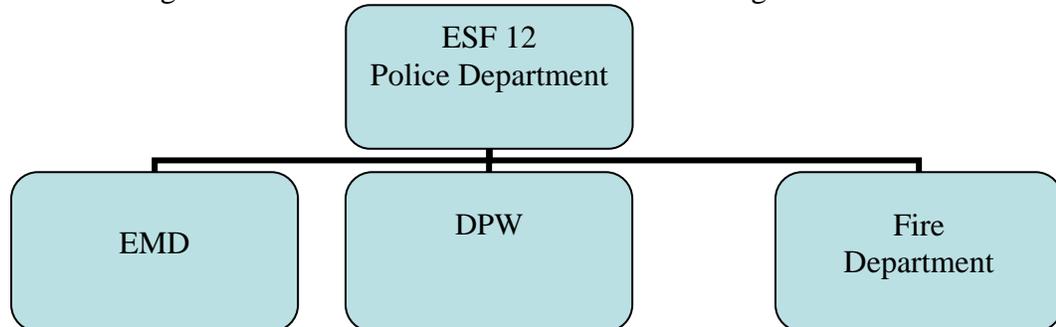


Figure 13-1

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 Selectboard 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 & Rescue Department in emergency public warning procedures as outlined in ESF 2 Communications & Alerting.
- Coordinate the establishing and manning of traffic control points with the Sullivan County Sheriff's Department, State Police, 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 Springfield’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 ESF-13.

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 ESF-13.

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 Selectboard 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 Department of Public Works will:

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

The Fire & Rescue Department will:

- Coordinate the establishing and manning of traffic control points
- Support in the implementation of ESF 13.

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 Springfield Police Department maintains Mutual Aid Agreements with contiguous communities

VI. Attachments

A. *Forms*

See Appendix F at the end of this EOP

ESF-14 PUBLIC INFORMATION

Primary Agency: Selectboard

Support Agencies: EMD
Police Department
Fire & Rescue Department
Town Personnel

I. Introduction

A. Purpose

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

B. Scope

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

II. Situation and Planning Assumptions

A. Situation

Emergency/Disaster Conditions and Hazards:

- An emergency or disaster may cause extensive damage to life and property. Communications and transportation access will likely be disrupted or destroyed. Preservation of life and property may hinge on instructions and directions given by authorized officials.
- Accurate and expedited dissemination of information is critical, particularly when a terrorist incident has occurred. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander (IC) in the field.

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

Means of Dissemination:

The following is a list of the means available to the town for transmitting / disseminating emergency public information messages, in anticipated order of priority:

- Rumor Control / Citizen Information Center
- Emergency Alert System (EAS)
- Television
- Radio (WNTK)
- Newspaper
- Specially printed materials
- TDD/TTY
- Internet/Town Website
- Private HAM radio operators
- Code Red System
- In addition to these resources, back-up means can also be utilized including a vehicle-mounted public address system, and door-to-door notifications. A neighborhood-based rural alert system of volunteers is being developed and will be kept on file with the EOP.

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

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

III. Concept of Operations

A. General

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

B. Information and Support Structure

Local Information Support Structure:

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

State Information Support Structure:

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

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

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

Federal Information Support Structure:

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

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

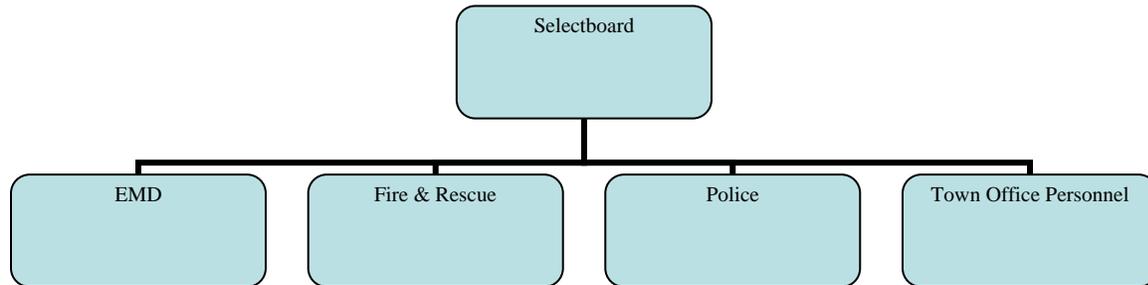


Figure 14-1

C. Organization

The functional organization structure of this ESF is shown in 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 Springfield Police Department.
- ESF-14 may be activated at the request of an appropriate agency when an emergency condition exists and requires the support of ESF-14.
- Upon activation the ESF-14 representative will implement existing operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

IV. Roles and Responsibilities**The Selectboard/Town Office Personnel 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 EMD will:

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

The Fire & Rescue Department will:

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

V. References

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

None

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

None

VI. Attachments

A. Forms

See Appendix F at the end of this EOP

ESF-15 VOLUNTEERS AND DONATIONS

Co-Primary Agencies: Select Board

Support Agencies: Welfare Administrator
Police Department
Town Personnel
EMD
Auxiliary

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. This ESF also provides for the appropriate documentation of donations, as donations to a municipality are tax-exempt.

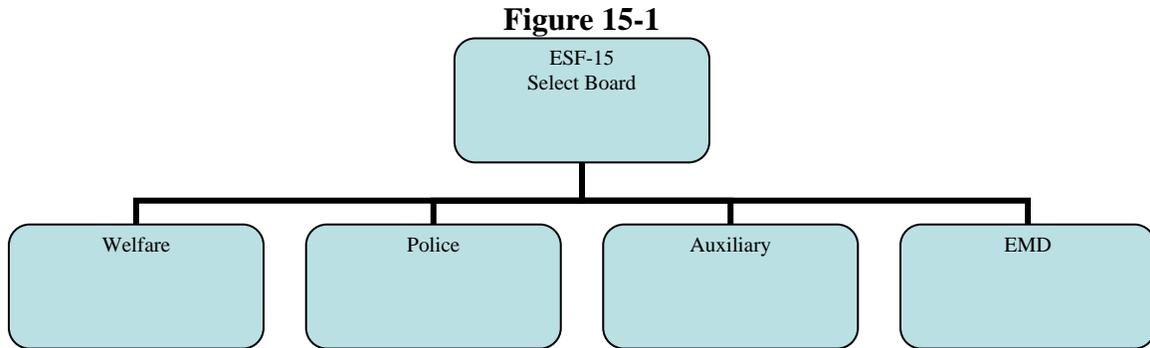
II. Concept of Operations

A. General

ESF-15 will manage and coordinate the provision of donated resources to meet the disaster needs. A coordinating group comprised of voluntary organizations and State agencies will be activated to facilitate the provision of volunteers and donations based on assessed needs.

B. Organization

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



C. Notification and Activation

- Upon determination by the EMD of an impending or actual incident requiring the use of volunteers or donations, the EMD will request agency representatives to implement ESF-15 from the EOC.
- ESF-15 may be activated at the request of an appropriate representative when an emergency condition exists and requires the support of ESF-15.
- Upon activation the ESF-15 representative will implement existing operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

D. Emergency Response Actions

- The primary agency representative will establish operations at the appropriate location, after checking in with the EOC, as soon as possible after the notification and activation of ESF-15.
- The EOC briefs the ESF-15 representative upon arrival, updates support agency staff, and monitors activities.
- Determine volunteers and donation needs and available resources.
- Maintain complete logs of actions taken, reports, and volunteer and donation resource needs and capabilities.

E. Recovery Actions

- Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate volunteer and donation needs. Those requirements would include but are not limited to personnel and donated items.
- Coordination with ESF-7, Resource Support may also be necessary to establish warehousing and other requirements.
- Coordination with ESF-13, Law Enforcement and Security may also be needed to provide for security and safety requirements.
- In coordination with other ESFs, to help meet unmet needs resulting from the disaster.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions. Full deactivation of ESF-15 would occur at the termination of its operations.

III. Roles and Responsibilities

The Selectboard & Town Personnel will:

- Coordinate with an attorney on matters of legality and fraud in acceptance of donated goods and services.
- Provide liaison between local, state and federal government.

The EMD will:

- Notify all ESF-15 supporting agencies upon activation.
- Coordinate with ESF-14, Public Information for the dissemination of information regarding disaster needs to the public.
- Coordinate with ESF-1, Transportation for the following:
 1. Provision of additional transportation resources in support of ESF-15 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 ESF-5, Information and Planning.
- Collect and maintain the following ESF status information and coordinate with ESF-5, Information and Planning to ensure inclusion into the Situation Report (SITREP):
 1. Number of Volunteers, Registered, Referred, and/or Deployed.
 2. Type, Value, and Amount of Goods and Services Donated.
 3. Staffing and resource shortfalls.
 4. Major ESF-15 issues/activities.
 5. Unmet needs of disaster victims.

The Welfare Administrator and Auxiliary will:

- Coordinate with the American Red Cross 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 ESF-11, 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 Police Department will:

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

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

ESF-16 ANIMAL HEALTH

Co-Primary Agencies: Health Officer
Police Department

Support Agencies: Emergency Management Director
Selectmen
Department of Public Works

I. Introduction

A. Purpose

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

B. Scope

Emergency Support Function (ESF)-16, 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 State-wide resources that support pet, farm, and wild animal needs in the event of an emergency or disaster.

II. Concept of Operations

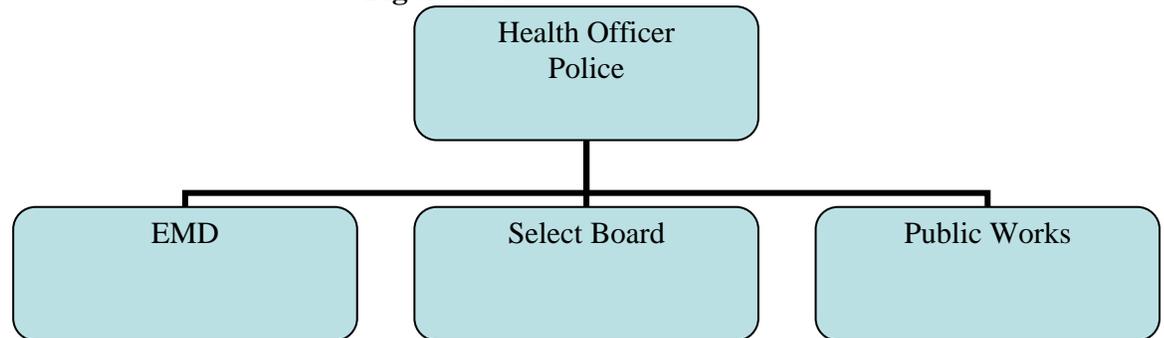
A. General

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

B. 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 Health Officer will notify the EMD of an impending or actual animal/human health emergency posing a significant threat to agricultural health and safety. The EMD will request agency representatives to activate ESF-16 operations.
- ESF-16 may be activated at the request of an appropriate agency through EMD when an emergency condition exists and requires the support of ESF-16.
- Upon activation, the ESF-16 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 Health Officer will establish operations at the EOC as soon as possible after the notification and activation of ESF-16.
- The EOC will brief the ESF-16 representative upon arrival, update support agency staff, and monitor activities.
- Determine response needs and available resources.
- If the emergency involves a foreign animal disease outbreak, the ESF representative will coordinate with the Commissioner of Agriculture and HSEM to request a Secretary's Emergency or Extraordinary Emergency Declaration, as appropriate.
- Maintain complete logs of actions taken, reports, and resource capabilities and shortfalls.

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 ESF-16.

III. Roles and Responsibilities

The Police Department (i.e., Springfield Animal Control Officer) will:

- Coordinate with ESF-2, Communications and Alerting to establish and maintain communications with field operations, as necessary.
- Provide traffic control operations and enforce quarantine areas, as requested and available.
- Coordinate with ESF-8, Health and Medical Services regarding issues such as, public health and safety issues that may arise from a zoonotic disease, obtaining additional medical supplies, critical incident stress management, etc., as needed.
- Coordinate with ESF-8, Health and Medical Services and ESF-14, Public Information for the release of public information regarding animal health issues.
- Coordinate with ESF-3, Public Works and Engineering to assist in the disposal of animal carcasses and site remediation.

The Health Officer will:

- Coordinate agriculture and animal health resources, as needed, to support local emergency operations.
- Assist the State Veterinarian with Quarantine or restrict livestock/pet animal movement, when necessary, for disease control and observation.
- Assist NH Fish & Game Department with wildlife issues.
- Assist with the disposal of animal carcasses.

The EMD will:

- Establish operations at the EOC as necessary, to assist in the implementation of ESF 16, 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 ESF-5, 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 Department of Public Works will:

- Assist with the disposal of large animal carcasses to disposal sites and/or assist in actual disposal operations.
- Provide equipment and personnel for the implementation of ESF 16.

The Select Board will:

- Coordinate press releases and public information.
- Coordinate finances required to implement ESF 16.

IV. References

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

None

A. Interagency Agreements/Compacts/Mutual Aid Agreements

None

V. Attachments

A. Forms

See Appendix F at the end of this EOP

Terrorism Annex

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Co-Primary Agencies: Springfield Police Department
Springfield Fire Department

Support Agencies: Selectmen
Department of Public Works
Emergency Management Director
Health Officer

I. Introduction

A. Purpose

1. This Terrorism Annex is to ensure that the Springfield 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 Springfield 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.

B. Scope

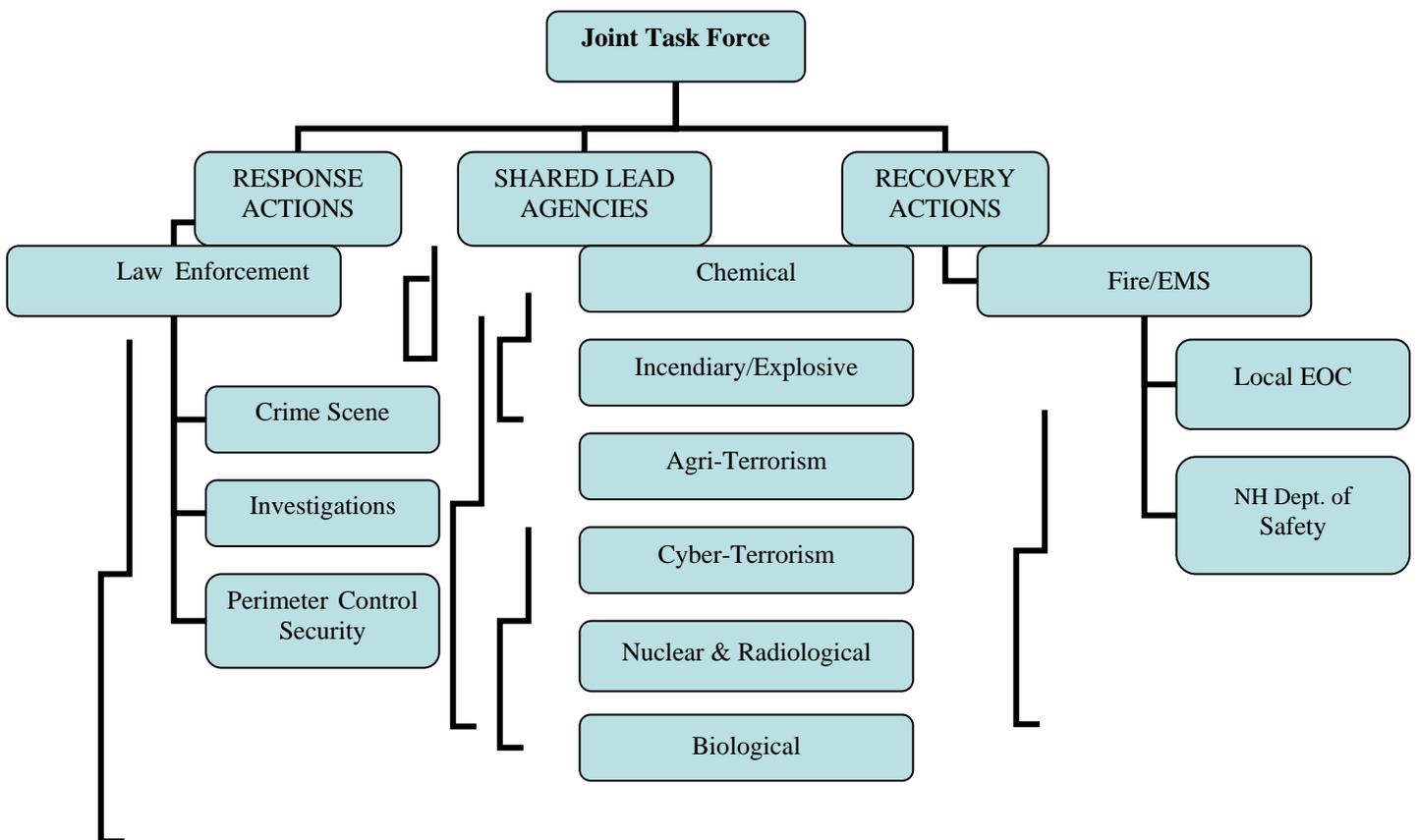
1. This document applies to all threats or acts of terrorism that require response and recovery actions under the EOP.
2. It provides coordination between response and recovery agencies and will provide the necessary resources under the EOP. In order to properly address and manage all phases of a terrorist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

C. 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 Springfield 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 Springfield'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)** 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.

Table 1. General Indicators of Possible Biological Agent Use

| 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 |

- 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 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.

Table 2. General Indicators of Possible Chemical Agent Use

| Stated Threat to Release a Chemical Agent |
|---|
| Unusual Occurrence of Dead or Dying Animals For example, lack of insects, dead birds |
| Complaint of Product Tampering <ul style="list-style-type: none"> ▪ Unexplained/Unusual odor ▪ Unusual taste |
| Unexplained Casualties <ul style="list-style-type: none"> ▪ Multiple victims ▪ Surge of similar 911 calls ▪ Serious illnesses ▪ Nausea, disorientation, difficulty breathing, or convulsions ▪ Definite casualty patterns |
| Unusual Liquid, Spray, Vapor, or Powder <ul style="list-style-type: none"> ▪ Droplets, oily film ▪ Unexplained odor ▪ Low-lying clouds/fog unrelated to weather |
| Suspicious Devices, Packages, or Letters <ul style="list-style-type: none"> ▪ Unusual metal debris ▪ Abandoned spray devices ▪ Unexplained munitions |

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

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

| 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 |

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.

Table 4: General Indicators of Possible Cyber-terrorism Attack

| Stated Threat of a Cyber-terrorism Attack |
|---|
| Detection of a Computer Virus by a Software Program |
| Unexplained Malfunctioning of a Computer Control System That Could Result in Injury or Death |
| <ul style="list-style-type: none"> ▪ 9-1-1 System ▪ Streetlights ▪ Air Traffic Control System |
| Collapse of Infrastructure Computer System |
| <ul style="list-style-type: none"> ▪ Electric Power Grid ▪ Nuclear Power Plant ▪ Water Treatment Plant |
| Collapse of Vital Computer Databases |

- 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.

Table 5: General Indicators of Possible Cyber-terrorism Attack

| |
|---|
| 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 |

- 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 Springfield 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

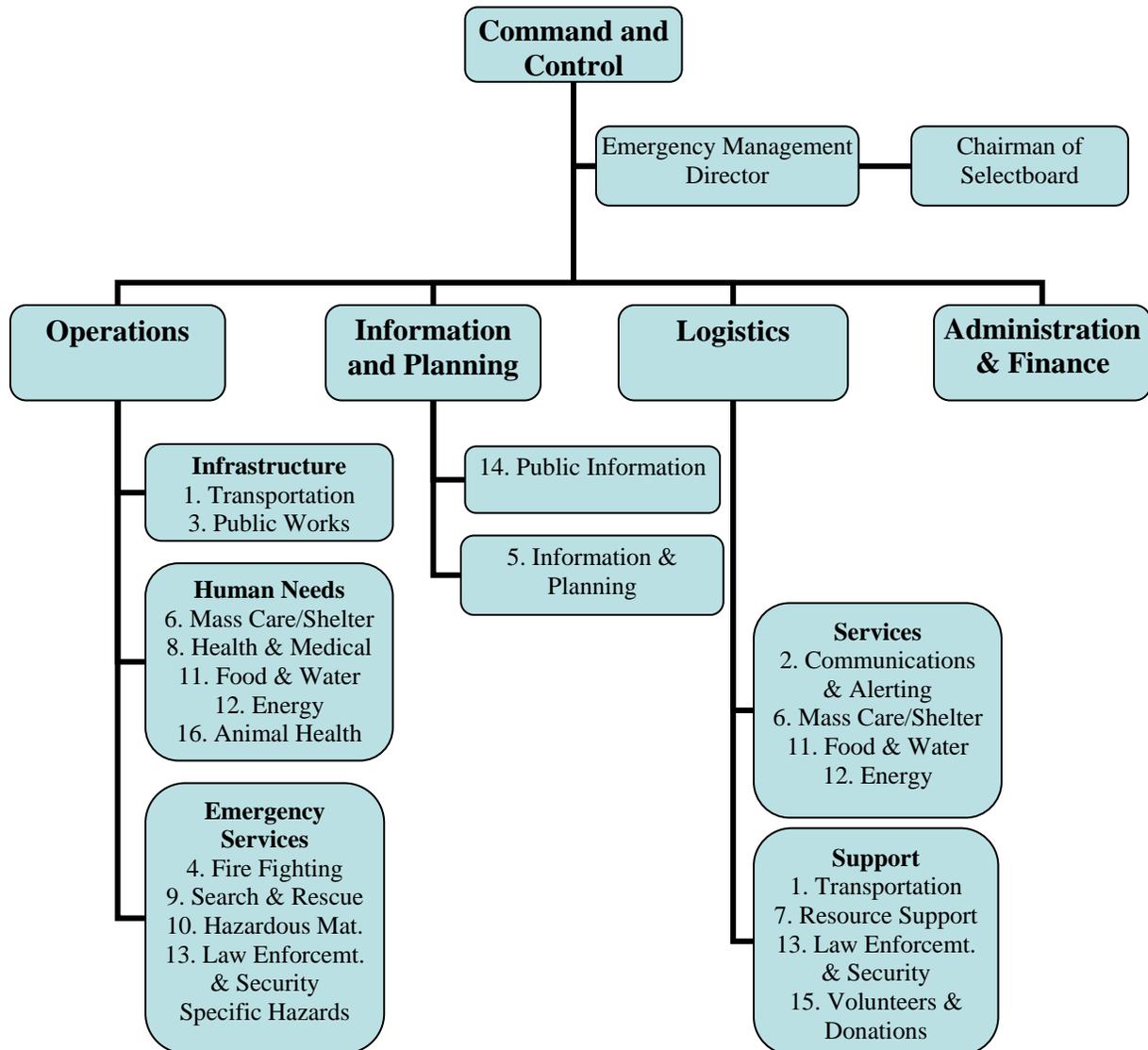
A. General

1. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures, and guides.
 - a. The Springfield 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 Springfield 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 Springfield. 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 **Springfield 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**

Police Special Operations Unit: 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.

National Guard Specialty Units: In the event federal resources were available, the National Guard has specialty units available for terrorist events.

Southwest Regional Hazardous Materials Team: A regional hazardous material team whose skills and resources could be used to mitigate the affects of a terrorist incident in the region.

Midwestern New Hampshire Regional Hazard Materials Team: A regional hazard mitigation 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. **Springfield EOC** located at the Springfield Safety Building.

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 Springfield Police and Fire Departments and the EMD will be notified of any suspected terrorist threats or incidents in the Town of Springfield.
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 Springfield, 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.
6. 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 Springfield 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 is the Springfield Police and Fire Departments for general threats or acts of terrorism within the Town of Springfield.
- 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:

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 Springfield Police and Fire Departments shall ensure that the Springfield EOP is adequate to recover from the consequences of terrorism.
- b. The Springfield Police and Fire Departments, with the support of all agencies in the Springfield 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 HSEM.

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 Springfield 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, that 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 Springfield 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 Springfield 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 Springfield 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 Springfield 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 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).

Figure3 - Alignment of Operational Levels with FBI Threat Levels

| Springfield, NH Operational Levels | Local Description | Associated Local Actions | FBI Threat Levels | Associated Federal Actions |
|--|--|---|--|---|
| 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. Highest state of alert. | All primary and support agencies under the Community EOP are notified. The EOC will be on full activation with 24-hour staffing by assigned personnel and all necessary ESFs. | 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 required, Unified Command established. |

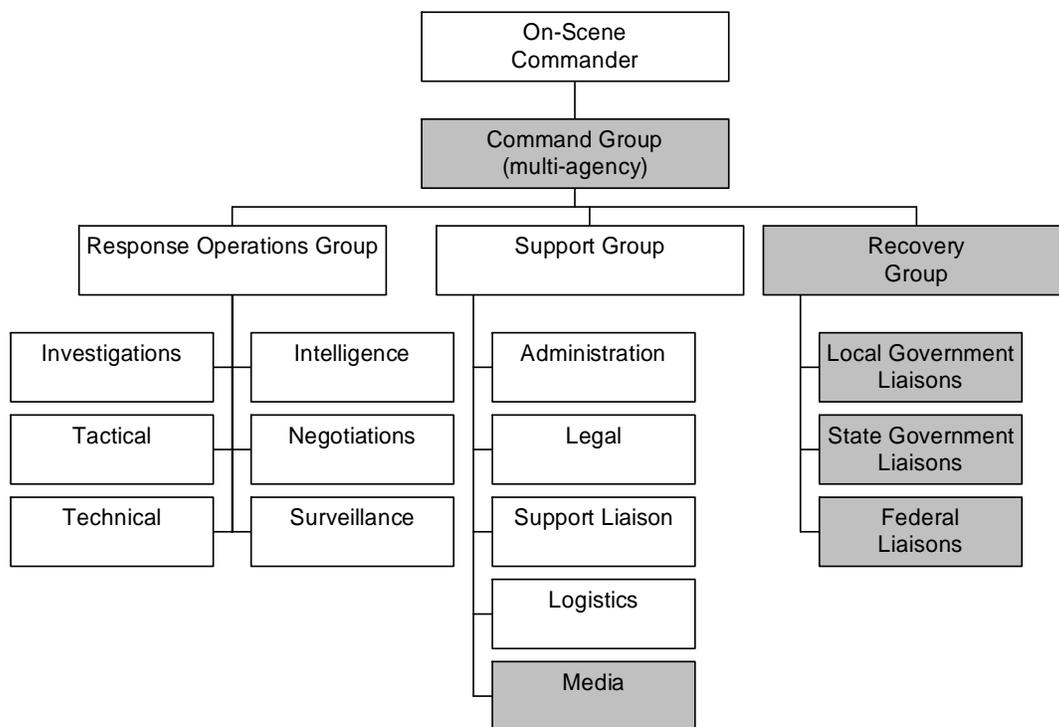
H. Roles and Responsibilities

1. General
 - a. Upon activation of Springfield 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.
 - b. All of the ESFs will provide support within the scope of their agencies' statutory authority and assigned mission.
 - c. 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 Springfield EOP.
2. The Springfield 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. Coordinating the threat assessment.
 - e. Assisting the NH State Police and FBI with crime scene management.
 - f. Conduct victim interviews and collect information and/or description of perpetrator
 - g. Coordinate closely with state law enforcement authorities and other State agencies for law enforcement resolution.
 - h. Establish and maintain a secure communications capability to include voice, data, and fax.
 - i. Provide security and integrity of the Town's Energy infrastructure.
 - j. Disseminate threat information with designated ESFs and other local/state departments, as appropriate.
 - k. Provide training to emergency response personnel that includes but is not limited to the following:

- 1) Crime scene preservation.
 - 2) Evidence collection and chain of custody.
 - 3) Victim interviews.
 - 4) Combined epidemiological/criminal investigations.
- l. Coordinate with ESF-2, Communications and Alerting regarding tracing/investigating Cyber-terrorist attacks and securing affecting sites.
 - m. Coordinate with ESF-6, Mass Care and Shelter to provide information about a potential perpetrator of a terrorist incident.
 - n. Coordinate with ESF-8, Health and Medical Services regarding epidemiological/criminal investigations for bioterrorism, nuclear, and radiological terrorism incidents.
 - o. Coordinate with ESF-16, Animal Health regarding epidemiological/criminal investigations for incidents involving Agro-Terrorism.
 - p. Assume the shared role with Fire Department in the response and recovery of a biological terrorist incident, to include:
 - 1) Disease control and prevention.
 - 2) Epidemiological investigation.
 - 3) Quarantine and isolation.
 - 4) Identification of the biological agent.
 - 5) Secure laboratory services.
 - 6) Dispersal of the Strategic National Stockpile (SNS).
 - 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 Springfield 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 to include 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:

1. Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain or the food supply.
2. Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
3. Implement plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
4. 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.
5. Coordinate with ESF-10, Hazardous Materials to ensure safe entry to the incident site, as necessary.
6. Coordinate with ESF-13, Law Enforcement and Security regarding epidemiological/criminal investigations, as needed.

The Emergency Management Director will:

1. Provide information to the Selectmen for press releases
2. Provide information to the Joint Operations Center for media and public information

The Department of Public Works will:

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

The Selectmen will:

1. 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.
2. Liaison with the JOC Media/Public Information Officer (PIO) and assist as needed/directed regarding the collection and dissemination of public information.
3. Assist JOC in keeping media and public informed through JOC designated and approved briefings and press conferences.

I Interagency Coordination

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

FBI Joint Operations Center (JOC)
Local Emergency Operations Center (EOC)
Other Law Enforcement Command Posts
Other Community's EOCs
FEMA IOF / DFO

V. Authorities & References

A. Plans

1. Springfield Emergency Operations Plan (2008)
2. Springfield Radiological Emergency Response Plan (RERP)
3. Springfield Hazardous Materials Annex (To be developed in future revisions)
4. Homeland Security Needs Assessment for Town of Springfield

B. Standard Operating Procedures/Guides

1. Police Department Standard Operating Procedures
2. Fire Department Standard Operating Procedures

TERRORIST EVENT CHECKLIST

Planning

- Ensure the public is well informed regarding the factual potential for terrorist incidents.
- Coordinate with business, government agencies, schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a terrorist incident.
- Coordinate with the Department of Homeland Security, FBI, Center for Disease Control and other federal agencies for information and warnings affecting local jurisdictions.
- Coordinate with state emergency management, public health and others for similar warnings and information.
- Conduct hazard analysis of vital facilities and the impact of a terrorist incident on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public.
- Coordinate and plan at least one terrorist incident exercise (table top or practical) tri-annually.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.

Response

- Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.)
- Establish incident command.
- Identify immediate action or response requirements.
- Ensure response forces have as much information as possible.
- EMS may activate mass casualty plan if appropriate.
- Health may activate bioterrorism plan if appropriate.
- Hospitals may activate radiation contamination or other contamination plans if appropriate.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from available response forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.

- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of devastation (if any)
 - The general extent of traffic route disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc care area
- Evaluate overall local situation.
- Request a technical liaison from the health department, and from law enforcement, both knowledgeable of terrorist activity, report to the EOC (or command post).
- Establish communications with the state.
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation, state and federal law enforcement and electric and gas utilities as necessary.
- Establish communications with area schools, and or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the state and federal response agencies.
- Provide response forces with updated information, as quickly as possible.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the state.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.

- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health (mental and physical) effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Obtain information from law enforcement regarding safety of the area.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donations management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.

- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

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 |
| FRP | Federal Response Plan (to become the National Response Plan) |
| GIS | Geographical Information Systems |
| HazMat | Hazardous Material(s) |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICC | Incident Command Center |
| ICS | Incident Command System |

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

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.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

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 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, undesignated 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 & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix C
Authority of Emergency Response Agencies

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

*RSA = New Hampshire Revised Statutes Annotated

Appendix D
Hazard Analysis & Assessment

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I. Introduction

a. Purpose

This Hazard Analysis and Assessment is the basis for both mitigation efforts and EOPs. Comprehensive hazard analysis merits its own document-length discussion. Consequently, the Town of Springfield has a Hazard Mitigation Plan (2008) for a detailed discussion on this topic.

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

1. Hazard Identification
2. Hazard Vulnerability
3. Critical Facility Vulnerability

b. Scope

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

c. Situation

1. **Government:** The Town of Springfield is governed by a three-member Board of Selectmen. The town maintains a Volunteer Fire Department, a full-time Police Department, a volunteer Rescue Squad, paid Health Officer, and a full-time Road Agent and Highway Department.
2. **Population:** The community has a year-round population of approximately 1,000. There are roughly 3 persons per square mile of land area.
3. **Transportation:** Routes 4 and 114 runs through the Town of Springfield and I-89 cuts across the southwest corner of the Town.
4. **Water & Sewer System:** Water supply is provided by private wells. Sewer treatment is provided by private septic systems.

5. Employment*:

| Largest Employers* | Product/Service | Employees |
|--------------------------------|------------------------|------------------|
| Springfield Power | Wood Energy Generator | |
| Springfield Highway Department | Road Maintenance | |
| Durgin & Crowell Lumber | | |
| GH Evarts & Co. | | |

6. Educational Facilities*:

| Primary & Secondary | Elementary | Middle/Junior High | High School | Private/Parochial |
|--|--|---------------------------|--------------------|--------------------------|
| Number of Schools | 1 | | | |
| Grade Levels | K | | | |
| Total Enrollment | | | | |
| Regional Career Technology Center(s): | Concord High School; Pembroke Academy | | | |
| NH Licensed Child Care Facilities, 2003: | Total Facilities: 0 Total Capacity: 0 | | | |
| Nearest Community/Technical College: | Claremont | | | |
| Nearest Colleges or Universities: | New England College; Keene State College; Colby-Sawyer College; Antioch University of New England | | | |

Springfield operates grades K; grades 1-12 are tuitioned to New London . School District – SAU ?? . Region??.

*2007 Economic & Labor Market Information Bureau, NH Employment Security

II. Hazard Identification

Twenty-eight hazards were identified for the development of this Emergency Operation Plan.

Dam Failure
Flooding
Hurricane
Tornado & Downburst
Thunderstorm/Lightning, Hail
Severe Winter Weather
Earthquake
Landslide
Drought
Extreme Heat
Erosion
Wildfire
Natural Air & Water
Contaminants
Explosion
Electrical Outage

Bomb Threat
Civil Disorder
Hazardous Materials (Fixed)
Hazardous Materials (Transport)
Nuclear Accident
Multiple Vehicle Accident
Plane Crash
Conventional Bomb
Chemical Agent
Arson
Biological Agent
Cyber-Terrorism
Agri-Terrorism
Radiological Agent
Nuclear Bomb

III. Hazard Vulnerability

Community Emergency Officials identified the following Risk Rating Matrix identified in Table D.1.

**Table D.1
Risk Rating Matrix**

| Hazard | Probability of Occurrence | | | Vulnerability | | | Risk |
|-----------------------------|---------------------------|-----------------|-----------------|---------------|-----------------|------------|--|
| | Likely (3) | Possible (2) | Unlikely (1) | High (3) | Moderate (2) | Low (1) | Rating (probability x Vulnerability) |
| Dam Failure | | | X | | X | | 1.5 L |
| Flooding | X | | | | | X | 4.5 M |
| Hurricane | X | | | | | X | 3.3 L/M |
| Tornado & Downburst | | X | | | | X | 2.0 L/M |
| Thunderstorm/Lightning/Hail | X | | | | | X | 3.3 L/M |
| Severe Winter | X | | | | X | | 4.5 M |
| Earthquake | | X | | | | X | 2.0 L/M |
| Landslide | | X | | | | X | 1.5 L |
| Drought | | X | | | | X | 1.5 L |
| Extreme Heat | X | | | | | X | 3.0 L/M |
| Erosion | X | | | | | X | 3.9 L/M |
| Wildfire | X | | | | | X | 2.5 L/M |
| Natural Contaminants | | | X | | | X | 1.0 L |
| Explosion | | X | | | | X | 2.0 L/M |
| Electrical Outage | X | | | X | | | 9.0 H |
| Bomb Threat | | | X | | | X | 1.0 L |
| | | | | | | | |

Hazards Ranked 1-9: **1** having the lowest probability and vulnerability; **9** having the highest probability and vulnerability to the Town of Springfield.
 Note: Variation in “Risk” score due to rounding from Hazard Mitigation Plan. Risk information for natural hazards are from the Springfield Hazard Mitigation Plan.

Risk Assessment: 0-1.9 Low; 2-3.9 Low/Med; 4-5.9 Med; 6-7.9 Med/High; 8-9 High

**Table D.2
Risk Rating Matrix (continued)**

| Hazard | Probability of Occurrence | | | Vulnerability (From Table 1) | | | Risk |
|------------------------|---------------------------|-----------------|-----------------|---------------------------------|-----------------|------------|--|
| | Likely (3) | Possible (2) | Unlikely (1) | High (3) | Moderate (2) | Low (1) | Rating (probability x Vulnerability) |
| Civil Disorder | | | X | | | X | 1.0 L |
| HazMat (fixed) | | X | | | | X | 2.0 L/M |
| HazMat (transport) | X | | | | | X | 3.0 L/M |
| Nuclear Accident | | | X | | | X | 1.0 L |
| Multi-Vehicle Accident | X | | | | | X | 3.0 L/M |
| Plane Crash | | X | | | | X | 2.0 L/M |
| Conventional Bomb | | | X | | | X | 1.0 L |
| Chemical Agent | | | X | | | X | 1.0 L |
| Arson | | X | | | | X | 2.0 L/M |
| Biological Agent | | | X | | | X | 1.0 L |
| Cyber-Terrorism | | | X | | X | | 2.0 L/M |
| Agri-Terrorism | | | X | | | X | 1.0 L |
| Radiological Agent | | | X | | | X | 1.0 L |
| Nuclear Bomb | | | X | X | | | 3.0L/M |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Hazards Ranked 1-9: **1** having the lowest probability and vulnerability; **9** having the highest probability and vulnerability to the Town of Springfield.
 Note: Variation in “Risk” score due to rounding from Hazard Mitigation Plan. Risk information for natural hazards are from the Springfield Hazard Mitigation Plan.

Risk Assessment: 0-1.9 Low; 2-3.9 Low/Med; 4-5.9 Med; 6-7.9 Med/High; 8-9 High

V. Authorities & References

A. Plans

Springfield Hazard Mitigation Plan (2008) on file with the Town Office.

Town of Springfield

PROCLAMATION

_____, _____
____:____ **AM/PM**
Date/Time

I, (Insert Select Board Chair name), declare a State of Emergency in the Town of Springfield as a result of (Insert Cause of Emergency Declaration).

The declaration will be in effect until the emergency conditions have ended. I have consulted with our Emergency Management Director and Public Safety Officials to discuss a course of action.

We have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the Town of Springfield.

The Town of Springfield has activated the Emergency Operations Center and the Local Emergency Operations Plan. The Springfield Emergency Operations Center will remain operational until further notice.

Chair, Select Board

Select Board Member

Select Board Member

Appendix E

Town-Wide & Area Contact List

SPRINGFIELD, NH TOWN-WIDE & AREA CONTACT LIST

| TOWN BUILDING CONTACTS | Name of Person | Day-Phone # (603) | Night-Phone # (603) | FAX | Home Address | Email Address |
|---------------------------------------|------------------|----------------------|------------------------|-----------------------|-------------------|--|
| TOWN OFFICE | JANET ROBERTS | 763-4805 | 603-763-2469 | 763-3336 | GEORGE HILL ROAD | Janet@SpringfieldNH.net |
| TOWN OFFICE | JOHN CHIARELLA | 359-7959 | 763-2732 | 763-3336 | NICHOLS HILL ROAD | John@LakeSunapeeLandscaping.com |
| FIRE STATION | DALLAS PATTEN | 236-6903 | 763-3212 | 763-3336 | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| FIRE STATION | PETER LACAILLADE | | 763-7434 | 763-3336 | JOHNSON FARM RD | Placaillade@myfairpoint.net |
| POLICE STATION | TIMOTHY JULAIN | 763-3100 | 236-6902 | 763-9877 | MAIN STREET | SpringCop@sr.net |
| POLICE STATION | MICHAEL BEAULIEU | 763-3100 | | 763-9877 | EASTMAN | SpringCop753@comcast.net |
| HIGHWAY GARAGE | BRADLY BUTCHER | 763-2829 | 763-2629 | 763-3336 | GEORGE HILL ROAD | none |
| HIGHWAY GARAGE | JOHN CHIARELLA | 359-7959 | 763-2732 | 763-3336 | NICHOLS HILL ROAD | John@LakeSunapeeLandscaping.com |
| LIBRARY | STEVEN KLEIN | 763-4381 | 763-2616 | 763-4381 | FOUR CORNERS ROAD | unknown |
| EMERGENCY OPERATIONS CENTER | DALLAS PATTEN | 763-4033 | 763-3212 | 763-3336 | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| EMERGENCY SHELTER - SAFETY BLDG | DALLAS PATTEN | 763-4033 | 763-3212 | 763-3336 | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| EMERGENCY SHELTER - MEMORIAL BUILDING | JANET ROBERTS | 763-4805 | 763-2469 | 763-3336 | GEORGE HILL ROAD | Janet@SpringfieldNH.net |
| POST OFFICE | BETH MORIN | 763-5001 | 863-8140 | N/A | GRANTHAM NH | BETH.M.MORIN@USPS.GOV |
| TOWN ADMINISTRATION & FINANCE | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| SELECTMAN - CHAIRMAN | JOHN CHIARELLA | 763-2732 | 763-2732 | 359-2356 | NICHOLS HILL ROAD | John@LakeSunapeeLandscaping.com |
| SELECTMAN | DONALD HILL | 763-3145 | 763-9315 | UNKNOWN | NICHOLS HILL ROAD | Don@WentworthAdvertising.com |
| SELECTMAN | DAVID TUCKER | 763-2237 | 763-2237 | UNKNOWN | ROUTE 4A | Unavailable |
| SELECTMEN'S SECRETARY | JANET ROBERTS | 763-4805 | 763-2469 | 207-522-4945 | GEORGE HILL ROAD | Janet@SpringfieldNH.net |
| TOWN BOOKKEEPER | TAMARA BUTCHER | 763-4805 | 667-0704 | 667-0704 | WEBSTER PASS | Tamara@SpringfieldNH.net |
| TOWN FIRE DEPARTMENT | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| FIRE CHIEF | DALLAS PATTEN | 763-3212 | 763-3212 | 236-6903 | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| DEPUTY FIRE CHIEF | PETER LACAILLADE | 763-7434 | 763-7474 | | JOHNSON FARM RD | Placaillade@myfairpoint.net |
| FIRE WARDEN | DALLAS PATTEN | 763-3212 | 763-3212 | 236-6903 | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| FIRE WARDEN | LAURA PATTEN | 763-3212 | 763-3212 | | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| FIRE WARDEN | DARRIN PATTEN | 763-4901 | 763-4454 | | MAIN STREET | Sarge888@hotmail.com |
| AUXILLARY | JENNIFER ROBERTS | 763-4051 | 763-4051 | 454-5446 | TOWN FARM ROAD | |
| AUXILLARY | KATHERINE HEDGES | | | | | |
| TOWN EMERGENCY MANAGEMENT | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| EMERGENCY MANAGEMENT DIRECTOR | KEITH CUTTING | 763-3239 | 763-3239 | 359-5266 | SANBORN HILL ROAD | Keith.Cutting@Dartmouth.edu |
| DEPUTY DIRECTOR | None | | | | | |
| TOWN POLICE DEPARTMENT | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| POLICE CHIEF | TIMOTHY JULAIN | 863-3232 | 863-3232 | 236-6902 | MAIN STREET | SpringCop@sr.net |
| POLICE OFFICER | MICHAEL BEAULIEU | 863-3232 | 863-3232 | 843-5948 | EASTMAN | SpringCop753@comcast.net |

| TOWN HIGHWAY DEPARTMENT | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
|--|----------------------------|------------------------------|------------------------|-----------------------|---------------------------------------|--|
| DEPARTMENT PUBLIC WORKS HIGHWAY DEPT. | BRADLY BUTCHER | 763-2829 | 763-2629 | 443-2155 | GEORGE HILL ROAD | none |
| TOWN HEALTH & WELFARE | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| HEALTH OFFICER | THOMAS DULING | 763-2887 | 763-2887 | None | SUMMER: HOMAN RD. WINTER: MAIN ST. | none |
| WELFARE OFFICER | LAURA PATTEN | 763-3212 | 763-3212 | | MEADOWBROOK RD. | Dallas_Laura@myfairpoint.net |
| AUXILLARY | JENNIFER ROBERTS | 763-4051 | 763-4051 | 454-5446 | Town Farm Road | |
| TOWN OTHER | Name of Person | Day-Phone # (603) | Night-Phone # (603) | Cell-Phone # (603) | Home Address | Email Address |
| LIBRARY TRUSTEE - CHAIR. | CAROLYN CURRIER | 763-2112 | 763-2112 | | FOUR CORNERS ROAD | unknown |
| LIBRARY TRUSTEE (Secretary) | JULIE SLACK | 763-8909 | 763-8909 | | SHAD HILL ROAD | unknown |
| LIBRARY TRUSTEE (Treasurer) | HEATHER JEWELL | 763-4025 | 763-4025 | | GEORGE HILL ROAD | unknown |
| LIBRARIAN | STEVEN KLEIN | 763-4381 | 763-2616 | | FOUR CORNERS ROAD | unknown |
| PLANNING BOARD - CHAIRMAN | KEVIN LEE | 763-7475 | 763-7475 | | SANBORN HILL ROAD | KevinRLee@myfairpoint.com |
| CONSERVATION - CHAIR | CYNTHIA BRUSS | 763-4570 | 763-4570 | | GEORGE HILL ROAD | gbruss@tds.net |
| KRSD - KRES SPRINGFIELD | | 763-9051 | | | | |
| KRES: - SPRINGFIELD K - TEACHER | LAURA JAMES - K. Teacher | | | | NEW LONDON | ljames@kearsarge.org |
| KRSD: PRINCIPAL | KEVIN JOHNSON - Principal | 526-4737 | | | NEW LONDON | kjohnson@kearsarge.org |
| TAX COLLECTOR | CYNTHIA ANDERSON | 763-4805 | 763-2621 | none | WEBSTER PASS | CYNTHIA@SPRINGFIELDNH.NET |
| DEPUTY TAX COLLECTOR | PIXIE HILL | 763-4805 | 763-9315 | none | NICHOLS HILL ROAD | PIXIE@SPRINGFIELDNH.NET |
| TOWN CLERK | CYNTHIA ANDERSON | 763-4805 | 763-2621 | none | WEBSTER PASS | CYNTHIA@SPRINGFIELDNH.NET |
| DEPUTY TOWN CLERK | PIXIE HILL | 763-4805 | 763-9315 | none | NICHOLS HILL ROAD | PIXIE@SPRINGFIELDNH.NET |
| STATE & LOCAL EMERGENCY CONTACT NUMBERS | Name of Person | Day-Phone # (603) | Night-Phone # (603) | FAX | Home Address | Email Address |
| FIRE NON-EMERGENCY DISPATCH | Doug Hackett | 643-2222 | | | | |
| POLICE NON-EMERGENCY DISPATCH | OPERATOR | 763-3100 | | | | |
| POLICE NON-EMERGENCY DISPATCH | Lt. Robertson | 763-3100 | | | | |
| SCHOOL SUPERINTENDENT | JERRY FREW | 526-2051 | | | | |
| AMBULANCE - NON EMERGENCY | New London Dispatch | 526-2626 | | | | |
| Insert Mutual Aid Numbers in case dispatch is down - neighboring towns? | No specific contact | depends on extent | | | | |
| SULLIVAN COUNTY SHERIFF OFFICE | Michael Prizzo | 863-4200 | 863-3232 | | | |
| VALLEY REGIONAL HOSPITAL | operator | 542-7771 | 542-7771 | | | |
| NEW LONDON HOSPITAL | operator | 526-2911 | 526-5257 | | | |
| DARTMOUTH HITCHCOCK MED CTR | operator | 643-5000 | | | | |
| LAKE SUNAPEE REGION VNA | | 526-4077 | 526-4077 | | | |
| CHADWICKS FUNERAL SVC. | | 526-6442 | | | | |
| MIDWEST REGIONAL HAZMAT TEAM | ASK DALLAS | | | | | |
| NH HOMELAND SECURITY / EMERGENCY MANAGEMENT | operator | 603-271-2231 | 603-271-2231 | | | |
| NH HSEM FIELD REP. | Danielle Morse | 603-223-3613 | 603-223-3609 | 603-419-0214 | | Danielle.Morse@hsem.nh.gov |
| NH POISON CONTROL CENTER | operator | 800-222-1222 | 800-222-1222 | | | |

| | | | | | | |
|---|---|----------------|--------------|----------|---------------------------|--|
| STATE POLICE - CONCORD | Col. Frederick Booth | 271-3636 | 271-3636 | | | |
| STATE POLICE - KEENE | Lt. Jerome Maslan | 352-3343 | 352-3343 | | | |
| RED CROSS - GRANITE CHAPTER | CONTACT 4 AVAILABILITY | 225-6697 | 800-262-6692 | 228-7171 | 2 Maitland St Concord, NH | |
| RED CROSS - UPPER VALLEY CHAPTER | CONTACT 4 AVAILABILITY | | | | | |
| FOREST RANGER | Dallas Patten | 236-6903 | 763-3212 | | 168 MEADOWBROOK RD | Dallas_Laura@myfairpoint.net |
| MEDIA | | | | | | |
| RESOURCE | NAME | PHONE | | | | |
| NEWSPAPER | Intertown Record | 603-927-4028 | | | | |
| RADIO STATION | WTNK 99.7 NEW LONDON | 603-526-9464 | | | | |
| FOOD, WATER, CLOTHING | | | | | | |
| RESOURCE | NAME | PHONE | | | | |
| GROCERY STORE | Hannafords, New London | 603-526-6951 | | | | |
| MARKET | Jakes Market, Georges Mill | 603-763-5051 | | | | |
| MARKET | Rum Brook Market, Grantham | 603-863-5471 | | | | |
| CLOTHING | LISTEN, Lebanon | 603-448-4533 | | | | |
| FUEL & HEATING OIL | | | | | | |
| RESOURCE | NAME | PHONE | | | | |
| HOME HEATING - Oil, propane | Irving Oil, Home Heating | 1-888-310-1924 | | | | |
| HOME HEATING - Oil, propane | Rymes Heating Oils, New London | 603-526-4274 | | | | |
| GASOLINE | Jakes Market, Georges Mill | 603-763-5051 | | | | |
| GASOLINE | Jakes Fuel and Convenience Store, New London | 603-526-4994 | | | | |
| GASOLINE | Grantham Circle K | | | | | |
| DIESEL | Rum Brook Market, Grantham | 603-863-5471 | | | | |
| DIESEL | Jakes Fuel and Convenience Store, New London | 603-526-4994 | | | | |
| HAZARDOUS MATERIALS CLEAN-UP/CONTAINMENT | | | | | | |
| RESOURCE | NAME | PHONE | | | | |
| HAZ-MAT SPILLS | Springfield Volunteer Fire Department | 603-763-4033 | | | | |
| HAZ-MAT SPILLS - reporting | Reporting Hazardous Substance, Toxic Chemicals, etc | 1-800-424-8802 | | | | |
| HAZ-MAT SPILLS | Pollution Control Agency - emergencies & spills | 1-800-422-0798 | | | | |
| PORTABLE TOILETS - standard/handicapped | New London Septic Service | 603-526-4163 | | | | |
| MISCELLANEOUS | | | | | | |
| RESOURCE | NAME | PHONE | | | | |
| SNOW PLOWING | BRYAN O'DAY | 603-763-3136 | | | | |
| SNOW PLOWING | BRANDT DENISTON | 603-763-2076 | | | | |
| SNOW PLOWING | STEVE KLEIN | 603-763-2616 | | | | |
| SNOW PLOWING | BILL HUNTOON | 603-763-7420 | | | | |
| SNOW PLOWING | NEIL HUNTOON | | | | | |
| SNOW PLOWING | RUSSELL LEBRECHT | 603-763-9927 | | | | |
| SNOW PLOWING | JOHN CHIARELLA | 603-763-2732 | | | | |

| VEHICLE REPAIR | SARGES GARAGE | 603-763-4901 |
|----------------------------|----------------------|--------------|
| VEHICLE REPAIR | BRYAN O'DAY | 603-763-3136 |
| PUBLIC WORK & CONTRACTORS | | |
| RESOURCE | NAME | PHONE |
| HEAVY EQUIPMENT | SPRINGFIELD HWY DEPT | 603-763-2829 |
| 1 LOW BED TRUCK | E&D TRUCKING | 603-763-8106 |
| 1 TRACTOR WITH FORKS | E&D TRUCKING | 603-763-8106 |
| CHAIN SAWS | E&D TRUCKING | 603-763-8106 |
| 1 DUMP TRUCK | PETER ABAIR | 603-763-4691 |
| 1 EXCAVATOR | PETER ABAIR | 603-763-4691 |
| 1 BULLDOZER | PETER ABAIR | 603-763-4691 |
| 1 DUMP TRUCK | G.H.EVARTS | 603-763-4525 |
| 1 EXCAVATOR | G.H.EVARTS | 603-763-4525 |
| 1 LOADER | G.H.EVARTS | 603-763-4525 |
| 1 BULLDOZER | G.H.EVARTS | 603-763-4525 |
| 1 LOG TRUCK | JAKE PATTEN | 603-763-9656 |
| CHAIN SAWS | JAKE PATTEN | 603-763-9656 |
| 1 TRACTOR | BRIAN PATTEN | 603-763-9609 |
| 1 1-TON PLOW TRUCK | BRIAN PATTEN | 603-763-9609 |
| CHAIN SAWS | BRIAN PATTEN | 603-763-9609 |
| 1 BACK HOE | DARRIN PATTEN | 603-763-4454 |
| 1 TRACTOR W/BUCKET & FORKS | DARRIN PATTEN | 603-763-4454 |
| CHAIN SAWS | DARRIN PATTEN | 603-763-4454 |
| 1 DUMP TRUCK | DURGIN & CROWELL LBR | 603-763-2860 |
| 1 EXCAVATOR | DURGIN & CROWELL LBR | 603-763-2860 |
| 1 LOADER | DURGIN & CROWELL LBR | 603-763-2860 |
| 1 BULLDOZER | DURGIN & CROWELL LBR | 603-763-2860 |
| 1 10 WHEELER | DURGIN & CROWELL LBR | 603-763-2860 |
| PLOW TRUCKS | BRYAN O'DAY | 603-763-3136 |
| 1 EXCAVATOR | BRYAN O'DAY | 603-763-3136 |
| 1 BACK HOE | BRYAN O'DAY | 603-763-3136 |
| CHAIN SAWS | BRYAN O'DAY | 603-763-3136 |

Shelter Information:

Town of New London - EMD
Town of Sunapee - EMD
Town of Grantham - EMD
Sullivan County CERT:
Kearsarge Council on Aging
Newport Areas Food Pantry
KREM

call NL
Howard Sargent
call grantham
call sunapee
???
laura ???
laura ???

Town of Springfield

PROCLAMATION

_____, _____
____:____ **AM/PM**
Date/Time

On (Insert date) at (Insert time), I, (Insert Select Board Chair name),
proclaimed a State of Emergency in the Town of Springfield.

I have determined that a State of Emergency in the Town of
Springfield no longer exists.

I hereby terminate the proclamation of a local State of Emergency.
This proclamation is effective immediately.

Select Board Chair

Select Board Member

Select Board Member

Emergency Operations Center Activation Checklist

Initial Activation

- Upon receipt of a confirmed/valid warning message or by being made aware of an incident, emergency, or impending event that may necessitate the activation of the Emergency Operations Center, the Emergency Management Director will gather as much information about the event as possible and determine if the circumstances warrant recommending activation.
* If the incident or situation warrants it, recommend to the Chairman of the Selectboard, the issuance of a Proclamation of a State of Emergency (Proclamation Template in Appendix F). See Appendix E: Contact List for proper phone numbers.
- Make or cause to make contact with all appropriate EOC staff and/or all persons that should report to the EOC.
- Prepare an initial briefing to include, but not be limited to:
 - The scope and known specifics of the incident that has caused the EOC to be activated.
 - The names and locations of Incident Commanders and Incident Command Posts.
 - Location of the incident(s) (i.e. countywide, area, specific location, etc.).
 - Number of units or personnel currently assigned or dispatched to the incident(s).
 - Number of currently known injured or dead.
 - Weather conditions.
 - Initial personnel that will man the EOC.
 - The expected time period of activation.
 - Security / Safety
 - Sign in and sign out process.
 - Messaging
 - Communications (i.e. telephone number assignments, radio assignments, etc.).
- Establish EOC incident command (refer to Appendix G: EOC Organization Chart).
- Ensure that personnel are assigned to and understand their assignment to one or more of the five groups.
 - Command and Control
 - Operations
 - Information and Planning
 - Logistics
 - Administration and Finance
- Turn on all electronic displays.
- Power up base radios and ensure proper operation.

Appendix G

- Turn on and ensure operation of all computer equipment and software.
- Activate all telephones and place telephone books at work areas.
- Prepare white board for tracking personnel and Command Groups
- Prepare and fuel emergency generator if needed for back up power to EOC
- Ensure sufficient workspace and work equipment is on hand and in good working condition.
 - Pens
 - Paper
 - Computers/Printers
 - Forms
 - Other materials
- Start an EOC event/incident log (for major events).
- Prepare an Incident Action Plan (IAP).
- Contact the State EOC or State EM Operations and submit initial Situation Report or SitRep to the State. Send a list of contact information and the ESF Assignment Matrix to the State EOC. See Appendix E: Contact List for proper phone numbers.

Appendix G

Full/Partial Continued Activation

- Conduct a full briefing when EOC staff have arrived.
The briefing should include but not be limited to:
 - The scope and known specifics of the incident that has caused the EOC to be activated.
 - The names and locations of Incident Commanders and Incident Command Posts.
 - Location of the incident(s) (i.e. countywide, area, specific location, etc.).
 - Number of units or personnel currently assigned or dispatched to the incident(s).
 - Number of currently known injured or dead.
 - Weather conditions.
 - The expected time period of activation.
 - Security / Safety.
 - Sign in and sign out process.
 - Messaging.
 - Communications (i.e. telephone number assignments, radio assignments, etc.).
 - "Housekeeping."
 - Maps.
 - Group assignments.
 - Likelihood of a "second shift" requirement.
 - Food supplies for EOC staff for long term events

- Continue briefings as often as necessary, but at least every two hours to update staff on new information and to be updated by them on their activity.

- Establish and maintain contact with State Homeland Security and Emergency Management.

- Receive and process resource requests.

- Establish and maintain communications with:
 - On scene incident commanders / command posts.
 - State / Federal agencies as appropriate.
 - Communications Center.
 - Utilities / NHDOT as appropriate.
 - Media (through the Public Information Officer)
 - Select board members

- Prepare Incident Action Plan for each shift.

- Submit follow up reports (Situation Reports or SitReps) to the State in a timely manner.

- As necessitated by the incident as it progresses, contact additional personnel for activation or possible activation.

Appendix G

Closing or Deactivating the EOC

- When it is determined that closure of the EOC is imminent, prepare and hold a final briefing / debriefing. This debriefing should allow each EOC staff member to make comments, suggestions and offer a "thumbnail" critique of specific actions or inactions.

During the debriefing you may wish to include:

- Return of equipment.
 - Reports that are due or need to be collected.
 - Final reminders of safety or security.
 - Overall EOC performance.
 - Success stories (or not so successful stories).
 - Lessons learned.
 - Date and time of the incident/emergency/disaster response critique.

- Only close or deactivate the EOC if the incident or incidents that caused it to open have been terminated or all actions have successfully been concluded.

- If a Proclamation of a State of Emergency has been issued, ensure that a proclamation to terminate the emergency is also issued (Template in Appendix F). It is recommended that such a proclamation terminating the emergency not be issued until all activity regarding the incident(s)/emergency/disaster have concluded, including debris management. You may wish to consult with State Homeland Security and Emergency Management prior to formally terminating an emergency.

- Make backups or archives of all computer records.

- Print copies of reports or other documents that will be necessary to present to state/federal agencies.

- Collect all damage assessment reports or reports from other agencies relative to the incident(s)/emergency/disaster.

- Gather and return all rented or borrowed equipment.

- Turn off displays.

- Return telephones and telephone books and other supplies to their storage locations.

- Clean or have the EOC cleaned and ready for the next event.