

# Town of Henniker

# Local Emergency Operations Plan

# 2022



**Original Plan 1999**

**Revised 2008**

**Revised 2017**

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## NOTICE OF PROMULGATION LOCAL EMERGENCY OPERATIONS PLAN

The publication of the *Town of Henniker Local Emergency Operations Plan (hereinafter referred to as the LEOP)* represents a concerted effort on part of Henniker to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

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

The Town of Henniker's Emergency Operations Plan is adopted effectively this day, the \_\_\_\_\_ of October 2022

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**Kris Blomback**

**Chairman, Board of Selectmen**

**Town of Henniker**

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**Stefanie Costello**

**Emergency Management Director**

**Town of Henniker**

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## **FOREWORD**

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

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

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## LETTER OF AGREEMENT

This letter of agreement (LOA) should be signed by local departments and agencies and other organizations committed to supporting LEOP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency coordinating structures.

### Signatories to the Town of Henniker Emergency Operations Plan (EOP)

*By signing below, I acknowledge review and familiarity with the provisions as contained in this plan*

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Signature and Date

**Kris Blomback, Chairman**

Town of Henniker Board of Selectmen

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Signature and Date

**Gregory Aucoin, Chief**

Henniker Rescue Department

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Signature and Date

**Stefanie Costello, Emergency Management Director**

Town of Henniker

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Signature and Dates

**Matthew French, Chief**

Henniker Police Department

---

Signature and Date

**James Morse, Chief**

Henniker Fire Department

---

Signature and Dates

**Leo Aucoin**

Henniker Highway Department

Town of Henniker - Local Emergency Operation Plan (LEOP)

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Signature and Dates

**Finance Director**

Finance Department, Town of Henniker

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Signature and Dates

**Transfer Station**

Town of Henniker

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Signature and Dates

**Tax Collector**

Town of Henniker

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Signature and Dates

**Town Treasurer**

Town of Henniker

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Signature and Dates

**Cogswell Spring Water Works**

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Signature and Dates

**Director**

Town of Henniker Waste Water Treatment Plant

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Signature and Dates

**Henniker School Board Chair**

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Signature and Dates

**Principle Henniker Community School**

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Signature and Dates

**Superintendent SAU 24**

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Signature and Dates

**Building Inspector**

Town of Henniker

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Signature and Dates

**Town Administrator**

Town of Henniker

---

Signature and Dates

**Health Officer**

Town of Henniker

---

Signature and Dates

**Chair**

Town of Henniker, Planning Board

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Signature & Date

**Chair**

Town of Henniker Zoning Board of Adjustments

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Signature and Date

**Chair**

Conservation Commission

## RECORD OF REVISIONS OR CHANGES

*Table is subject to change, general information regarding changes incorporated should be captured in the table.*

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

| CHANGE NUMBER | DATE | SUBJECT AREA  | INITIALS                            |
|---------------|------|---|-------------------------------------|
|               | 1999 | Original EOP Adopted  |                                     |
| 1             | 2008 | EOP 2008 revision approved  |                                     |
| 2             | 2017 | Plan reformatted per new State Guidance   | Tia Hooper, EMD<br>Town of Henniker |
| 3             | 2017 | Sections added in basic plan reformatted  | Tia Hooper, EMD<br>Town of Henniker |
| 4             | 2017 | Addition of Proposal for changes, corrections, additions, and Deletions Form        | Tia Hooper, EMD<br>Town of Henniker |
| 5             | 2017 | Updated Forward   | Tia Hooper, EMD<br>Town of Henniker |
| 6             | 2017 | Updated Letter of Agreement   | Tia Hooper, EMD<br>Town of Henniker |
| 7             | 2017 | Updated ESF Lead and Support Responsibilities Table                                 | Tia Hooper, EMD<br>Town of Henniker |
| 8             | 2017 | Updated Introduction  | Tia Hooper, EMD<br>Town of Henniker |
| 9             | 2017 | Insert and updated Geography, Climate, and Population per state recommendation      | Tia Hooper, EMD<br>Town of Henniker |
| 10            | 2017 | Addition of Transportation Systems Section under chapter 2                          | Tia Hooper, EMD<br>Town of Henniker |
| 11            | 2017 | Updated Hazard Analysis   | Tia Hooper, EMD<br>Town of Henniker |
| 12            | 2017 | Insert of Chapter 3 and updated Roles and Responsibilities per State Recommendation | Tia Hooper, EMD<br>Town of Henniker |
| 13            | 2017 | Updated Alternate Local EOC paragraph   | Tia Hooper, EMD<br>Town of Henniker |

Town of Henniker – Local Emergency Operations Plan (LEOP)

|    |      |   |                                     |
|----|------|---|-------------------------------------|
| 14 | 2017 | Updated Concept of Operations per State Recommendation  | Tia Hooper, EMD<br>Town of Henniker |
| 15 | 2017 | Update EOC Organization and Responsibilities per State Recommendation   | Tia Hooper, EMD<br>Town of Henniker |
| 16 | 2017 | Insert Chapter 5 Continuity of Government per State Recommendation  | Tia Hooper, EMD<br>Town of Henniker |
| 17 | 2017 | Insert of Protection of Government Resources per State Recommendation   | Tia Hooper, EMD<br>Town of Henniker |
| 18 | 2017 | Insert Chapter 7 Administration per State Recommendation  | Tia Hooper, EMD<br>Town of Henniker |
| 19 | 2017 | Updated Agreements of Understandings in Chapter 7 per State Recommendation  | Tia Hooper, EMD<br>Town of Henniker |
| 20 | 2017 | Insert and update Expenses and Record-Keeping section in Chapter 7 per State Recommendation                               | Tia Hooper, EMD<br>Town of Henniker |
| 21 | 2017 | Insert Consumer Protection Section per State Recommendation   | Tia Hooper, EMD<br>Town of Henniker |
| 22 | 2017 | Insert and added Anti-Discrimination and Emergency Responder Liability Section Per State Recommendation                   | Tia Hooper, EMD<br>Town of Henniker |
| 23 | 2017 | Insert Chapter 8 Plan Development and Maintenance per State Recommendation  | Tia Hooper, EMD<br>Town of Henniker |
| 24 | 2017 | Insert Critiques and updated Per State Recommendation   | Tia Hooper, EMD<br>Town of Henniker |
| 25 | 2017 | Insert and update Annex A Emergency Support Functions 4-13 (updates include Public Information, Volunteers and Donations, | Tia Hooper, EMD<br>Town of Henniker |

Town of Henniker – Local Emergency Operations Plan (LEOP)

|    |      |   |  |
|----|------|---|--|
|    |      | and merger of ESF 16 into ESF 11  |  |
| 26 | 2017 | Insert ESF# 1   | Tia Hooper, EMD<br>Town of Henniker    |
| 27 | 2017 | Insert ESF# 2   | Tia Hooper, EMD<br>Town of Henniker    |
| 28 | 2017 | Insert and update ESF# 14   | Tia Hooper, EMD<br>Town of Henniker    |
| 29 | 2017 | Insert and update ESF# 15   | Tia Hooper, EMD<br>Town of Henniker    |
| 30 | 2017 | Removal of ESF# 16  | Tia Hooper, EMD<br>Town of Henniker    |
| 31 | 2017 | Insert Annex EOC<br>Activation Procedure                                    | Tia Hooper, EMD<br>Town of Henniker    |
| 32 | 2017 | Insert Role Definitions for<br>EMD, Fire Chief, Police<br>Chief, Road Agent | Tia Hooper, EMD<br>Town of Henniker    |
| 33 | 2017 | Insert OHRV Trail systems<br>to Transportation Services                     | Tia Hooper, EMD<br>Town of Henniker    |
| 34 | 2022 | Updated Lead and Support<br>Responsibility Table 1-1                        | Stef Costello, EMD<br>Town of Henniker |
| 35 | 2022 | Updated Hazard Mitigation<br>Plan Information                               | Stef Costello, EMD<br>Town of Henniker |
| 36 | 2022 | Updated Organizational<br>Chart Figure 5                                    | Stef Costello, EMD<br>Town of Henniker |
| 37 | 2022 | Table 2.1 Updated   | Stef Costello, EMD<br>Town of Henniker |
| 38 | 2022 | Table 2-2 Updated   | Stef Costello, EMD<br>Town of Henniker |
| 39 | 2022 | Figure 5 Updated  | Stef Costello, EMD<br>Town of Henniker |
| 40 | 2022 | Updated language for ESF<br>2   | Stef Costello, EMD<br>Town of Henniker |
| 41 | 2022 | Deleted Figure 8  | Stef Costello, EMD<br>Town of Henniker |
| 42 | 2022 | Tables 1-7 in Appendix D<br>Added   | Stef Costello, EMD<br>Town of Henniker |
| 43 | 2022 | ESF 1-14 Lead and<br>Support Agencies Updated                               | Stef Costello, EMD<br>Town of Henniker |

Town of Henniker – Local Emergency Operations Plan (LEOP)

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|----|------|---|--|
| 44 | 2022 | ESF-6 Added alternate shelter locations and warming and cooling centers | Stef Costello, EMD<br>Town of Henniker |
| 45 | 2022 | Department designation succession plan                                  | Stef Costello, EMD<br>Town of Henniker |
| 46 | 2022 | Appendix E moved to Appendix F  | Stef Costello, EMD<br>Town of Henniker |
| 47 | 2022 | Appendix E: Local Resources Added                                       | Stef Costello, EMD<br>Town of Henniker |
| 48 | 2022 | Appendix F: Key Contact Info added                                      | Stef Costello, EMD<br>Town of Henniker |

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## PROPOSAL FOR CHANGES, CORRECTIONS, ADDITIONS & DELETIONS FORM

**To:     Emergency Management Director**  
**Town of Henniker Emergency Management**  
**18 Depot Hill Road**  
**Henniker, NH 03242**

**Re:     Local Emergency Operations Plan**

### Proposal for Changes, Corrections, Additions & Deletions

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

Identify One:

Base Plan \_\_\_\_           Annex\_\_\_\_                   ESF Appendix (No.\_\_\_\_) \_\_\_\_

Incident Specific Annex/Documents \_\_\_\_\_

Section:

Paragraph/Subparagraph:

Page Number:

Currently Reads:

Proposed Change:

Other Comments:

Submitted by (Name):

Agency/Organization:

Contact (Phone or e-mail):

Date:

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# CHAPTER I - INTRODUCTION

## Purpose and Scope

### Purpose:

The Local Emergency Operation Plan (LEOP) establishes policies and procedures. It describes strategies, assumptions, objectives, and how this plan supports the five phases of emergency management (Prevention, Mitigation, Preparedness/Protection, Response and Recovery), what Federal operations the LEOP follows: National Incident Management System (NIMS), Incident Command System (ICS), Emergency Support Function (ESF), Department of Homeland Security's (DHS) National Response Framework (NRF).

The LEOP establishes interagency and multi-jurisdictional mechanisms for Local Government involvement in coordination of incident support activities. This includes coordination structures and processes for disasters or other emergencies requiring:

- Emergency support to residents and visitors;
- Support of other local governments;
- The exercise of direct Local authorities and responsibilities, as appropriate under the law;
- Public and private-sector incident management integration; and
- Coordination, administration, and integration of emergency management plans and programs of Federal and State agencies.

### Scope:

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

## Construct of Plan

*This Plan is organized to align with the operational structure and makeup of the Local Emergency Operations Center (EOC). This Plan provides general information as well as specific operational roles and responsibilities for select EOC sections, groups, and ESFs.*

The LEOP includes the following:

### 1. Base Plan

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

### 2. Annex A: Emergency Support Functions (ESFs)

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

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

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

- Public Safety and Law Enforcement (ESF #13)
- Volunteer and Donation Management (ESF #14)
- Public Information (ESF #15)

### 3. Annex B-D: Incident/Hazard Specific:

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

### 4. Attachments/Appendices:

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

## Phases of Emergency Management:

Emergency management operations are carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery. This LEOP primarily considers the response phase, but does address other phases as appropriate.

### 1. Prevention

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

### 2. Mitigation

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

### 3. Preparedness / Protection

Preparedness/Protection actions are pre-emergency activities that attempt to prepare organizations to effectively respond to disasters or emergencies. This phase involves training, exercising, planning, and resource identification and acquisition. When these tactics are



**Figure 1: Phases of Emergency Management**

effectively created, and implemented before an event there may be a reduction in the cascading events of a disaster or emergency.

#### **4. Response**

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

#### **5. Recovery**

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

### **Incident Management Activities**

#### **1. National Incident Management System (NIMS) / Incident Command System (ICS)**

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

#### **2. Local Emergency Operations Center (EOC) Activation for Monitoring**

- a. Day-to-day operational response is activated through Police, Fire, and Rescue, via their respective dispatching agencies
- b. Local, county, and state departments/agencies and/or dispatch will notify the EMD that an incident has occurred, or has potential to occur, that threatens or impacts the Town. The EMD will gather information for on-going situational awareness and notify ESF's, as appropriate.
- c. The EMD, in coordination with local departments, will make the decision to activate the EOC and determine the level of activation.

- d. If EOC activation is determined to be necessary, the EMD will notify appropriate ESF agencies of the activation and request designated personnel to report to the EOC or to remain on stand-by.
- e. WebEOC, a software management tool, will be utilized to provide continuous situational awareness.

## Emergency Support Functions

**ESF #1 – Transportation:** addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. In addition, ESF #1 supports evacuation and re-entry operations for threatened/involved areas and the transportation of response personnel, materials, goods, and services to emergency sites.

**ESF #2 – Communications and Alerting:** addresses the provision of communication resources and coordination to support local collaboration and information sharing. ESF #2 is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration, and repair of some communication infrastructure.

**ESF #3 – Public Works and Engineering:** addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

**ESF #4 – Firefighting:** addresses fire suppression in rural, urban, and wild-land settings that result from naturally occurring, technological, or man-made disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection.

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

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

**ESF #7 – Resource Support:** addresses support to local entities involved in emergency response and recovery. This support includes locating, procuring, and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors.

**ESF #8 – Health and Medical:** addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical support for local health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs of the affected communities in coordination with local emergency medical personnel; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

**ESF #9 – Search and Rescue (SAR):** addresses the provision of guidance and organization of Local agencies that may be employed during SAR operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location, recovery, and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

**ESF #10 – Hazardous Materials (HAZMAT):** addresses different types of hazardous materials. In a hazardous materials event, responsibilities include:

- providing a coordinated local response in accordance with ICS;
- assisting in the assessment of, response to and recovery from hazardous materials incidents;
- ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and
- advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

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

**ESF #12 – Energy:** addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact residents. This ESF also provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

**ESF #13 – Public Safety and Law Enforcement:** addresses response and recovery activities and it can include the following:

- maintaining law and order within legal authority;
- assisting with the dissemination of alerts, warnings and notifications;
- coordinating law enforcement activities from EOCs and command centers as needed to manage resources and personnel;
- staffing for roadblocks, traffic control points and other sites;
- conducting law enforcement investigations;
- providing evacuation/relocation support;
- providing communications to support agencies; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and,
- maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

**ESF #14 – Volunteer and Donations Management:** addresses the support of local jurisdictions in the restoration of communities, damaged by a disaster or emergency, by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF will also be the liaison for those voluntary organizations that provide disaster services within the community, so that capabilities and resources will be effectively integrated with other local, State, and federal agencies to meet the needs of the disaster or emergency.

**ESF #15 – Public Information:** addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is also responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, and oversight of public inquiry lines established in or for the support of emergency management activities.

**TOWN OF HENNIKER - ESF LEAD AND SUPPORT RESPONSIBILITIES (Table 1-1)**

Agency Lead and Support Responsibilities (Table 1-1)

| Agency / Organization           | ESF #1 Transportation | ESF #2 Communications & Alerting | ESF #3 Public Works & Engineering | ESF #4 Fire Fighting | ESF #5 Emergency Management | ESF #6 Mass Care, Housing & Human Services | ESF #7 Resource Support | ESF #8 Health and Medical | ESF #9 Search & Rescue | ESF #10 Hazardous Materials | ESF #11 Agriculture, Cultural and Natural Resources | ESF #12 Energy | ESF #13 Public Safety & Law enforcement | ESF #14 Volunteers & Donations | ESF #15 Public Information |
|---------------------------------|-----------------------|----------------------------------|-----------------------------------|----------------------|-----------------------------|--|-------------------------|---------------------------|------------------------|-----------------------------|---|----------------|---|--------------------------------|----------------------------|
| Emergency Management Director   | S                     | L                                | S                                 | S                    | L                           | L  | S                       | S                         | S                      | S                           | S   | S              | S                                       | S                              | S                          |
| Board of Selectmen              | S                     | S                                |                                   |                      | S                           | S  | L                       | S                         |                        | S                           | S   | L              |   | L                              | L                          |
| Police Department               | L                     | L                                | S                                 | S                    | S                           | S  | S                       | S                         | S                      | S                           | S   | S              | L                                       |                                | S                          |
| Fire Department                 | S                     | L                                | S                                 | L                    | S                           | S  | S                       | L                         | L                      | L                           | S   | S              | S                                       | S                              | S                          |
| Rescue Department               | S                     | L                                | S                                 | S                    | S                           | S  | S                       | L                         | L                      | L                           | S   |                |   |                                | S                          |
| Highway Department              | L                     | S                                | L                                 | S                    | S                           | S  | S                       | S                         | S                      | S                           | S   | S              | S                                       |                                | S                          |
| Town Administrator              | S                     | S                                | S                                 |                      | S                           | S  | S                       |                           |                        |                             | S   | S              |   | S                              | S                          |
| Health Officer                  | S                     |                                  |                                   |                      | S                           | S  |                         | S                         |                        |                             | L   |                |   |                                |                            |
| Welfare Administrator           |                       |                                  |                                   |                      | S                           | S  |                         |                           |                        |                             |   |                |   |                                |                            |
| Transfer Station/Parks          | S                     |                                  | S                                 |                      | S                           | S  | S                       | S                         |                        | S                           |   |                |   | S                              |                            |
| Cogswell Spring Water Works     |                       | S                                | S                                 | S                    | S                           | S  |                         |                           |                        | S                           |   |                |   |                                |                            |
| New England College             | S                     | S                                | S                                 |                      | S                           | S  | S                       | S                         |                        | S                           |   |                | S                                       | S                              | S                          |
| Henniker Community School/SAU24 | S                     | S                                | S                                 |                      | S                           | S  | S                       |                           |                        |                             | S   |                | S                                       | S                              | S                          |
| Building Inspector              |                       |                                  | S                                 |                      | S                           |  |                         | S                         | S                      |                             |   |                |   |                                |                            |

Legend: S-Supporting L-Lead

## Chapter 2 - Situation and Planning Assumptions

### Situation

#### 1. Geography, Climate and Population

The Town of Henniker is located in the southern portion of Merrimack County in south-central New Hampshire. The first permanent settler arrived and settled in 1761 and the town was incorporated on November 10, 1768.

The Town of Henniker is 44.8 square miles and is bordered by the Towns of Bradford and Warner to the north, the Town of Hopkinton to the east, the Towns of Weare and Deering to the south, and the Town of Hillsborough to the west. It is located approximately 17 miles from the city of Concord; 35 miles northeast of the City of Keene, and is 30 miles northwest of the City of Manchester, New Hampshire.

Henniker is primarily a residential community with limited industrial, manufacturing, and limited agricultural activities. The population is comprised of common laborer force, professional trades-people, educators, retirees, and students. The current US Census 2020 population is 6,185 citizens (per the 2020 us census), an increase of 27.9% since 2010.

Henniker has both water and sewer facilities within the village area. Commercial development is mainly concentrated in the center of Town and around the Route 202/9 bypass exits. The Contoocook River, which originates in the Town of Rindge and empties into the Merrimack River in Concord, bisects Henniker in a west-east direction through the middle of the Town and connects to the Hopkinton-Everett Reservoir. This flood control area can expand and flood over 1000 acres in Henniker. When this controlled flooding occurs, several Henniker roads are closed including River Road, Ramsdel Road, and Old Concord Road. The southern part of Henniker (Craney Hill area) has some hills that are over 1000 feet in elevation and the northern part of Henniker (Mink Hill Area) has hills that are over 1000 feet in elevation. The downtown area is located in a valley between the Craney Hill Area and the Mink Hill Area. There are several ponds, streams, and brooks also within Henniker

#### 2. Government and Higher Education

The Town of Henniker has a five-member Board of Selectmen form of government. Other Boards and Committees include the following:

- Planning Board,
- Zoning Board of Adjustments,
- Conservation Commission,
- Water and Sewer Commissions,
- Athletics,
- Azalea Park /Riverwalk Committee,
- Budget Advisory Committee,
- Community Center Activities,

## Town of Henniker - Local Emergency Operation Plan

- Concert Committee,
- Historic District Commission,
- Economic Development Committee,
- Currier & Ives Scenic Byway Council,
- Energy Committee, Highway Safety Committee,
- Municipal Records Committee,
- OHRV Committee,
- Road Management Committee,
- Spirit of Henniker Organizational Committee,
- Safety and Loss Prevention Committee, and
- Trails Committee.

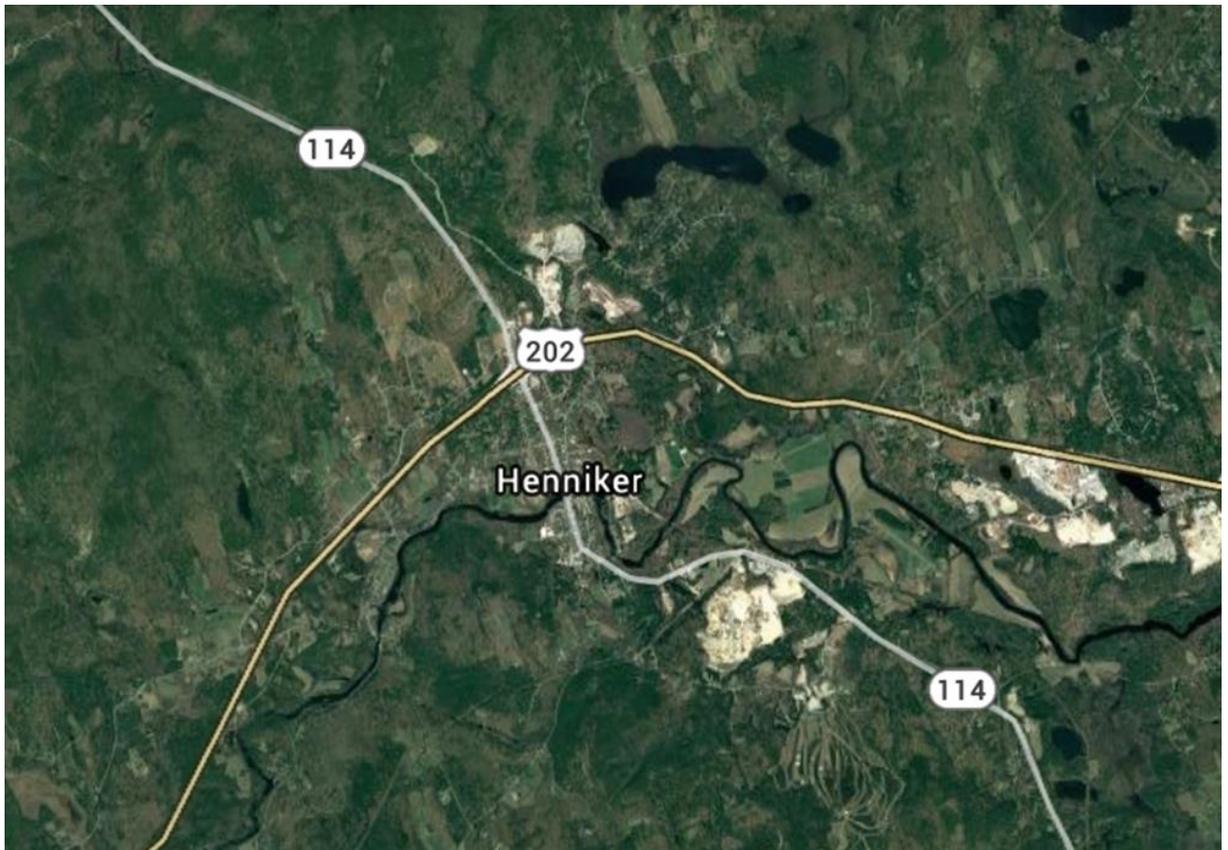


Figure 2: Image: Town of Henniker with major roadways, RT 202/9 and RT 114.

### 3. Transportation Systems

- Air Service** – The nearest public use airport is the Concord Municipal airport. Larger airports are the Manchester-Boston Regional Airport, Portsmouth International Airport at Pease Airforce Base and Boston Logan Airport.
- Rail Service** – There is no rail service in the Town of Henniker
- Road System**- State Routes 202/9, 114 provide primary access to the Town of Henniker. Route 202/9 connects to Hillsborough to the west and Hopkinton to the east. Route 114

## Town of Henniker - Local Emergency Operation Plan

connects to Warner and Bradford to the north and Weare to the South. The town has no local public transportation system.

- d) **Utilities** - Electricity is provided by EverSource, Cable by Comcast and TDS; and Gas/Propane are provided by a number of private corporations.
- e) **OHRV Trail System** – The Town of Henniker has access to a large OHRV Trail system, which provides vital access to first responders during large-scale weather emergencies where normal transportations systems are restricted due to debris or power lines. The local ATV Club maintains the OHRV trail system, and maps are available for purchase. The Henniker Police, Fire, and Rescue Departments have access to ATV's, town equipment, to utilize this transportation system for emergency response.

## Hazard Analysis

The Following Hazard analysis is a summary of the hazard risks for the Town of Henniker. The Hazard Mitigation Report Committee analyzed and rated the severity and probability of the hazards that are the prime consideration for the Town of Henniker. The Hazard Mitigation Plan was approved by the Henniker Board of Selectmen December 3<sup>rd</sup>, 2019 and by FEMA in December 16<sup>th</sup>, 2019. The hazard analysis and assessment study is located in Appendix C, Hazard Analysis and Assessment in the Administrative Appendices.

### Hazard Mitigation GOALS

1. **To reduce the risk of injury and the loss of life in the Town from all natural hazards, severe weather, and disasters and from impacts of secondary hazards (human and technological).**
2. **To reduce the risk of potential damages in Town to public and private property, critical facilities, infrastructure, New England College, historic resources, the natural environment, and the economy, from all natural hazards and disasters.**

*Figure 3: Source: Henniker Hazard Mitigation Committee*

Town of Henniker - Local Emergency Operation Plan

Table 2-1: Main Hazard Categories and Specific Hazards

| Main Hazard Category        | Specific Hazards Included   |   |  |   |
|-----------------------------|---|---|--|---|
| <b>EARTH</b>                | <b>DROUGHT</b>  | <b>EARTHQUAKE</b>   |  | <b>LANDSLIDE</b><br>Soil, Rockslide or Excavation Areas               |
| <b>EXTREME TEMPERATURES</b> | <b>EXTREME TEMPERATURES</b><br>Excessive Heat, Heat Wave, Cold or Wind Chill  |   |  |   |
| <b>FIRE</b>                 | <b>WILDFIRE</b><br>Brushfire, Outdoor Fires or Accidental   |   | <b>LIGHTNING</b>   |   |
| <b>FLOOD</b>                | <b>INLAND FLOODING</b><br>Rains, Snow Melt, or Flash Floods   |   | <b>RIVER HAZARDS</b><br>Ice Jams, Scouring, Erosion, Channel Movement or Debris          |   |
| <b>PUBLIC HEALTH</b>        | <b>PUBLIC HEALTH</b><br>Infectious Diseases, Air & Water Quality, Biological, Addiction, Arboviral or Tick-borne              |   |  |   |
| <b>SOLAR STORMS</b>         | <b>SOLAR STORMS AND SPACE WEATHER</b><br>Solar Winds, Geomagnetic Storms (Aurora Borealis), Solar Radiation or Radio Blackout |   |  |   |
| <b>WIND</b>                 | <b>HIGH WIND EVENTS</b><br>Wind, Thunderstorms, Hail, Downbursts, Tornadoes or Debris   |   | <b>TROPICAL AND POST-TROPICAL CYCLONES</b><br>Hurricanes, Tropical Storms or Tree Debris |   |
| <b>WINTER</b>               | <b>SEVERE WINTER WEATHER</b><br>Snow, Ice, Blizzard or Nor'Easter   |   | <b>AVALANCHE</b>   |   |
| <b>TECHNOLOGICAL</b>        | <b>AGING INFRASTRUCTURE</b><br>Bridges, Culverts, Roads, Pipes or Underground Lines   | <b>DAM FAILURE</b><br>Water Overtop, Breach, Beaver, etc. | <b>FIRE</b><br>Vehicle, Structure, Arson or Conflagration                                | <b>HAZARDOUS MATERIALS</b><br>Haz Mat Spills, Brownfields or Trucking |
|                             | <b>LONG TERM UTILITY OUTAGE</b><br>Power, Water, Sewer, Gas, Internet, Communications or Live Wire Danger                     |   |  |   |

**Town of Henniker - Local Emergency Operation Plan**

| <b>Main Hazard Category</b> | <b>Specific Hazards Included</b>  |  |   |   |
|-----------------------------|---|--|---|---|
| <b>HUMAN</b>                | <b>TRANSPORTATION CRASH</b><br><br>Vehicle, Airplane, Helicopter, Rail, Interstate, Pedestrian or Bicycle | <b>MASS CASUALTY INCIDENT</b><br><br>As a result of any hazard event | <b>TERRORISM/VIOLENCE</b><br><br>Active Shooter, Hostage, Public Harm, Civil Disturbance/Unrest, Politically Motivated Attacks, Incendiary Devices, Sabotage or Vandalism | <b>CYBER EVENT</b><br><br>Municipal Computer Systems Attack, Cloud Data Breach, Identity Theft, Phishing, Ransomware or Virus |

**Table 2-2: Highest Overall Risk Hazards Scored in Henniker**  
**Source: Chapter 4 Town of Henniker Hazard Mitigation Plan 2019**

| <b>Hazard Event</b>               | <b>Overall Risk</b><br>1 - 16 | <b>CONCERN</b> |
|-----------------------------------|-------------------------------|----------------|
| <b>Severe Winter Weather</b>      | <b>14.7</b>                   | <b>HIGH</b>    |
| <b>Tropical and Post Tropical</b> | <b>14.7</b>                   | <b>HIGH</b>    |
| <b>High Wind Events</b>           | <b>14.7</b>                   | <b>HIGH</b>    |
| <b>Extreme Temperatures</b>       | <b>12.0</b>                   | <b>HIGH</b>    |
| <b>Lightning</b>                  | <b>12.0</b>                   | <b>HIGH</b>    |
| <b>Inland Flooding</b>            | <b>10.7</b>                   | <b>HIGH</b>    |
| <b>Public Health</b>              | <b>10.7</b>                   | <b>HIGH</b>    |
| <b>Wildfire</b>                   | <b>9.3</b>                    | <b>HIGH</b>    |
| <b>Dam Failure</b>                | <b>9.0</b>                    | <b>HIGH</b>    |
| <b>River Hazards</b>              | <b>8.0</b>                    | <b>HIGH</b>    |

## Chapter 3 - Roles and Responsibilities

### Town of Henniker

The Emergency Management Director has the responsibility for the development and implementation of emergency management programs designed to provide for rapid and effective response to an emergency situation. The EMD plans for the protection of life and property within the community. Local department heads and non-governmental organizations (NGOs) work with the EMD during the development of local emergency plans and should be prepared to provide response resources.

### State of New Hampshire

The New Hampshire Department of Safety, State Emergency Operations Center (SEOC) is responsible for the following areas:

- Modifying normal operations and redirecting resources to assist and support local governments in saving lives, relieving human suffering, sustaining survivors, protecting property and reestablishing essential services.
- Coordinating actions necessary to respond to an emergency and coordinating the links between local governments, neighboring states, federal response, and the resources of the international Emergency Management Group (Provinces of Quebec, New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland/Labrador, Canada).
- Unifying the efforts of government, volunteers, and the private sector for comprehensive approach to reducing the impacts of emergencies/disasters.
- Obtaining State Declaration of Emergency, if the situation warrants, from the Governor of New Hampshire and requesting immediate federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of the state and local government.

### Federal Government

The Department of Homeland Security, Federal Emergency Management Agency (DHS/FEMA) is responsible for the following areas of planning and operations:

- Supporting state and local governments in planning, preparedness, mitigation, response, and recovery operations;
- Coordinating federal aid for a Presidentially Declared Disaster (PDD) and emergencies by implementing the NRF;

## Town of Henniker - Local Emergency Operation Plan

- Coordinating emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents and attack; and,
- Ensuring continuity of government and coordinating mobilization of resources during national security emergencies.

### Private Sector

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

Certain organizations are required by existing law and regulation to bear the cost of planning and response to disasters or other emergencies, regardless of cause. In the case of a catastrophic incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available, in accordance with their plans, to address the consequences of incidents at their own facilities or emergencies for which they are otherwise responsible.

### Non-governmental and Volunteer Organizations (NGOs)

NGOs collaborate with other agencies and organizations, first responders, and all levels of government to provide relief services to sustain life, reduce physical and emotional distress and promote recovery of disaster victims when assistance is not available from other sources. Private relief organizations have a two-fold responsibility. 1) The first responsibility is to cooperate and coordinate with government agencies to help ensure broad and thorough coverage of relief. 2) to provide relief to support local government agencies or not provided by the government, or on a complementary and supplementary basis.

### Primary Responsibilities

The primary responsibilities of the key elected and appointed officials are as follows:

#### 1. Director, Emergency Management (EMD)

The EMD oversees and coordinates the local-level planning, preparation, exercise, response and mitigation of terrorist threats, natural, human-caused disasters, and other emergencies.

#### 2. Local Chief Executives

The Board of Selectmen is the Town's chief executive branch and is responsible for the administration of the operations and management of prudential affairs of the Town. The Town Administrator reports to the Board of Selectmen and is responsible for day-to-day operations.

#### 3. Other Agencies and Departments

Local agency and department/division heads and their staffs should develop plans, trainings, internal policies, and procedures to meet prevention, preparedness, mitigation, response, and recovery needs as identified in the LEOP. Training should be multi-level, interagency training accompanied by exercises to develop and maintain necessary capabilities.

#### 4. Emergency Support Function (ESF) Agencies

Each ESF has delineated Lead and Support Agencies. The designations denote key roles in the execution of the specified function. A support agency for an ESF should have specific capabilities and resources to support the ESF Lead Agency in executing the ESF mission. Specific responsibilities are articulated in the individual ESF Annexes.

### Facilities and Response Resources

#### 1. Incident Command Post (ICP)

The command function is directed by the Incident Commander (IC) at the Incident Command Post (ICP). The IC is the person in charge at the incident and who must be fully qualified to manage the response. The Incident Command Structure and the EOC function together with the same goals, but function at different levels of responsibility. The incident Commander is responsible for on-scene response activities, and the EMD is responsible for the entire community-wide response to the event.

#### 2. Local Emergency Operations Center (EOC)

The Town of Henniker maintains an EOC as part of the town's Emergency Preparedness and Response Program, at the Henniker Fire and Rescue Department Complex. The EOC is where department heads, government officials, and volunteer agencies gather to coordinate their response to an emergency event. Officials responsible for responding to major emergencies and disasters assemble to direct and control the jurisdiction's response. The EOC goes into operation when the EMD decides that the situation is serious enough to require a coordinated and other-than-routine response. The EMD will then notify the Chairman of the Board of Selectmen that the EOC has been activated. Security and maintenance of the EOC facilities will be carried out in accordance with SOPs/SOGs. In the event the Primary EOC is threatened, an alternate EOC may be activated at the Henniker Police Department.

#### Alternate Local EOC

If the situation requires, an alternate EOC can be established at the Henniker Police Department. In addition, an alternate EOC could be established virtually (i.e. WebEOC, E-mail, cell phone, etc.).

## Chapter 4 - Concept of Operations

It is a premise of emergency management that all incidents begin locally and initial response is by local jurisdictions. It is only after local emergency response resources are depleted, or local resources do not exist to address a given disaster or emergency, that State emergency response resources and assistance are to be requested by local authorities. Police, Fire, EMS, Emergency Management, Public Health, Public Works, Environmental Agencies, and other personnel are often the first to arrive and the last to leave an incident site.

### Operational Policies

Protection of life and property and relief of human distress are the primary objectives of local government in emergency situations.

The EMD, police, fire and rescue officials are expected to assume direct control of the emergency operations of all government and non-government resources that are by law, subject to their authority.

### Coordination

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

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

### Local Emergency Operations Center (EOC)

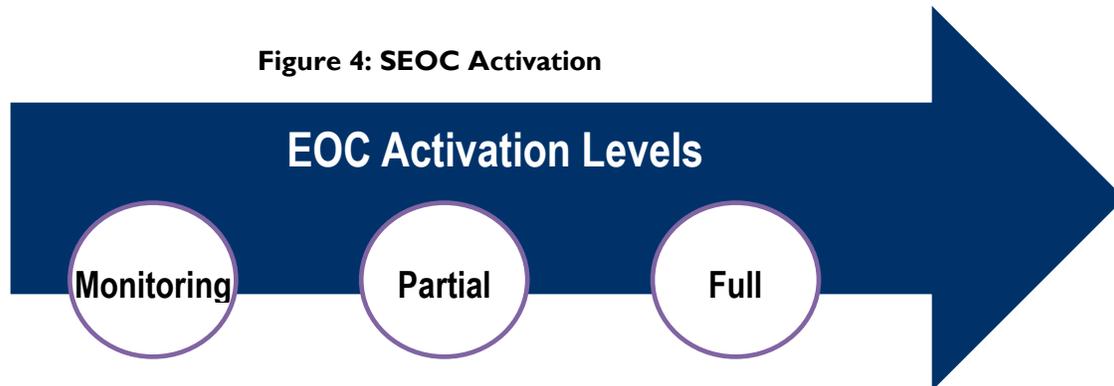
The Primary EOC for the Town of Henniker is located at the Henniker Fire/Rescue Building, 216 Maple Street. Alternate locations are the Henniker Police Station at 340 Western Avenue and the Town Hall at 18 Depot Street.

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

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

## Town of Henniker - Local Emergency Operation Plan

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



### Organization and Assignment of Responsibilities

The EOC provides a central location from which Local government can provide interagency coordination and executive decision-making in support of incident response. The Town of Henniker EOC is organized in an ICS format. The EOC positions include the EMD, Public Information Officer, Operations Chief, Planning Chief, Logistics Chief, and Admin/Finance Chief.

### General

In response to incidents that requires activation of the EOP and subsequently the Emergency Operations Center (EOC) the Emergency Management Director (EMD), upon recommendation of the Police or Fire Chief will determine the extent of the town's emergency response and activate appropriate ESFs accordingly. The extent of the 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. Submit request for state assistance
- 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 the EOC activation level.

## Command and Control

This section is comprised 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 Deputy EMD is the primary person assigned to the Command and Control Section of the EOC and will ensure the following upon activation:

1. Coordinate all emergency response functions in the EOC, per RSA 21-P: 39
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.

## Operations Section

This section is comprised of elements that, when either partially or fully activated, will provide emergency support functions to support local operations during an emergency/disaster. Each ESF is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions.

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

## Logistics Section

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

## Administration and Finance Section

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

## Situational Awareness and Reporting

The EOC utilizes multiple sources for situational awareness, including WebEOC, local responders, social media, field reports, media outlets, and short wave radios.

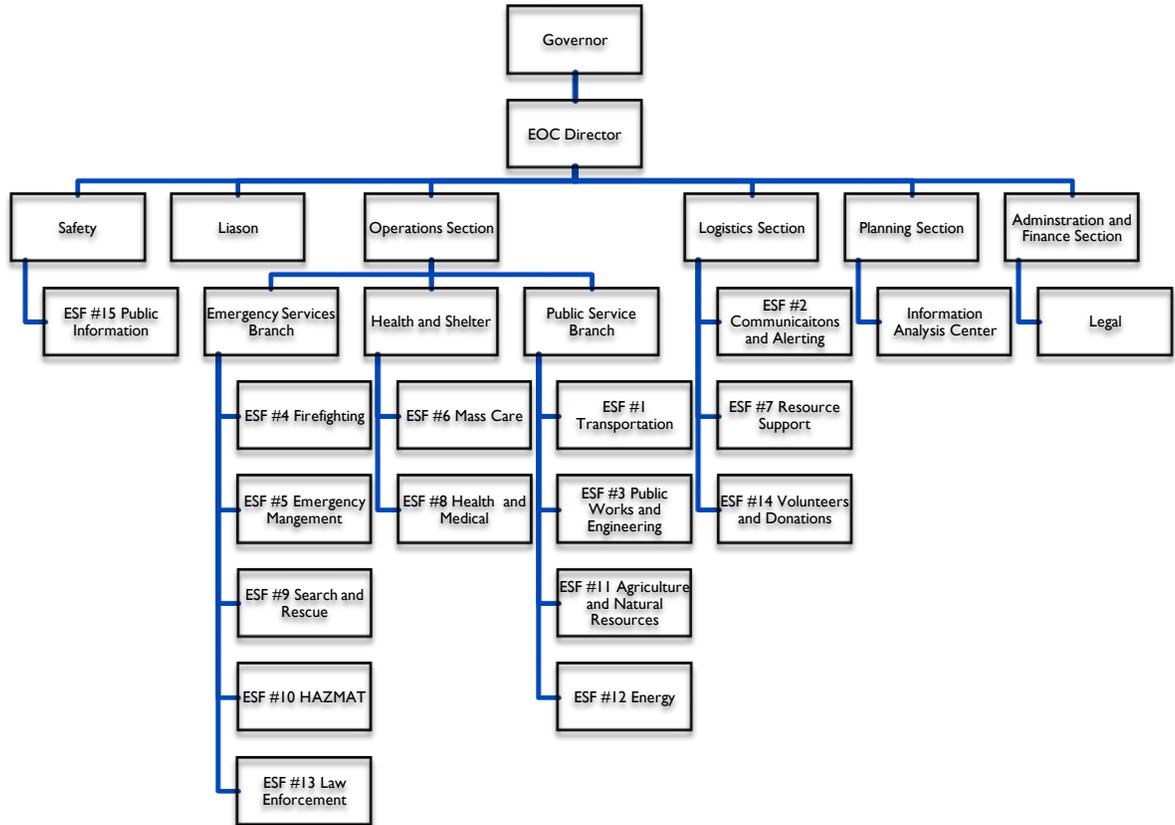


Figure 5: Emergency Operations Center Organizational Chart

## **Chapter 5 - Continuity of Government (COG)**

The occurrence of a disaster or emergency could impede the ability of local government to function. This section should include a variety of activities designed to ensure the preservation of government, as it exists, and the continued ability of local governments to provide protection and essential services to the public.

### **Lines of Succession**

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

Per RSA 669:63, vacancies in the Board of Selectmen shall be filled by appointment made by the remaining selectmen. Whenever the selectmen fail to make such appointment, the superior court or any justice thereof, on petition of any citizen of the town, and after such notice as the court shall deem reasonable, may appoint a suitable person to fill the vacancy.

Police and Fire maintain internal lines of succession, based upon rank. The Town will be developing a Continuity of Operations Plan.

### **Protection of Government Resources**

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 Henniker establishes and maintains the capability to provide response and recovery functions during emergencies or disasters.

The Emergency Management Director is responsible for developing, maintaining, and exercising a Continuity of Operations (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.

### **Alternate Operations Facilities**

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

Town of Henniker – Local Emergency Operations Plan (LEOP)

characteristics of the facility. Insert alternate/continuity facilities, along with the processes and procedures to provide mission essential functions identified above.

## Chapter 6 - Training and Exercises

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

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

### Training

Training is offered to local emergency management personnel in several categories, to include radiological response. Each training opportunity is designed for specific disciplines and/or assignments and is delivered in the most convenient manner possible.

### Exercises

The Town of Henniker does not have a formal exercise program. However, the Town of Henniker has developed routine training with Educational Facilities. Training is based upon the current exercise recommendations of DHS/FEMA and the Homeland Security Exercise and Evaluation Program (HSEEP). Each exercise varies in activities and resources. Some require simple preparations and execution, while others may be more complex and require greater efforts and resources. These exercises not only focus on the actions of participating personnel, but they also may reveal gaps in the planning or preparedness aspects of emergency management.

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

## Chapter 7 - Administration

### Interface with Local and State

In most situations, requests for Federal assistance will be made through the Local Emergency Management Agency to NH Homeland Security and Emergency Management (HSEM) then to DHS/FEMA. When incident requests exceed the capability of the State, with the approval of the Governor, the Command Staff will coordinate activities with the lead federal agency(ies) under the provisions of the National Response Framework (NRF).

Once the local EOC is activated, the EMD will notify the NH State EOC immediately at (800) 852-3792, or via WebEOC. Whenever possible, the EOC should establish contact to the State EOC via WebEOC.

### Agreements and Understandings

All agreements and understandings entered into for the purchase, lease or otherwise for the use of equipment and services will be in accordance with law and procedures. The declaration of a State of Emergency by the Local Elected Official may suspend selected rules and regulations that impede emergency response and/or recovery operations.

Local, State and International Mutual Aid agreements (EMAC/IEMAC, etc.) may also be activated as the situation warrants.

### Reports and Records

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

### Expenditures and Record-Keeping

Each agency is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement. This should be in accordance with the established federal program guidelines or standard cost accounting procedures, if the latter is acceptable by the reimbursing federal agency.

During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed, or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. (See current Purchasing Policy by the Board of Selectmen.) Departures from normal methods should be stated in the State of Emergency declarations, or as specified in the EOP and its supporting documents.

Emergency response agencies 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.

## **Consumer Protection**

The NH Department of Justice (DOJ), Office of the Attorney General (AG), Consumer Protection, and Anti-Trust Bureau will monitor emergency activities to provide protection to consumers. Complaints may be initiated by calling the Bureau at (603) 271-3641 or by filing a complaint electronically.

## **Protection of the Environment**

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

## **Non-discrimination**

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

## **Emergency Responder Liability**

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

## Chapter 8 - Plan Development and Maintenance

### Development

Each department/agency with emergency management responsibility is responsible for the development and maintenance of appropriate planning documents that address responsibilities assigned in this Plan including, but not be limited to: SOPs, implementing procedures and/or operational guidelines.

The Local Emergency Management Agency will ensure appropriate distribution of the LEOP Base Plan and any changes thereto. Distribution of annexes/appendices and changes will be accomplished by the designated department/agency with primary responsibility for the annex/appendices. Public access to portions of this Plan may be posted on the local Emergency Management website.

### Maintenance

This Plan is a living document and is the principal source of documentation concerning the jurisdictions emergency management activities. Designated departments/agencies of local government have the responsibility for developing and maintaining a portion of this Plan. Overall coordination of this process will be performed by the Local Emergency Management Director (EMD) or designee.

1. The EMD will authorize and issue changes to this Plan, as necessary and until the Plan is superseded. The Plan will be reviewed annually and be subject to revision annually, unless disasters or other emergencies or other events dictate otherwise.
2. The EMD will be responsible for maintenance of this Plan, including revisions, as required. Authorized representatives may recommend changes and will provide information concerning capability changes that affect their emergency management responsibilities. Users, reviewers and other appropriate individuals may also recommend changes. AARs and similar feedback will be considered in the maintenance and update of the Plan.
3. Lead local agencies are responsible for participating in the annual review of the Plan. The Local Emergency Management Agency will coordinate review and revision efforts, and will ensure that the Plan is updated, as necessary, based on lessons learned during actual events, exercises, as well as changes in organization, technology, and/or capabilities.
4. Agencies and organizations have the responsibility for maintaining annexes, appendices, SOPs, implementing procedures, job aids, notification lists, and resource data to ensure prompt and effective response to emergencies. Agency resource data must be accessible to agency representatives at the Local EOC. These agencies/organizations are also expected to conduct and/or participate in training activities designed to enhance their ability to accomplish their responsibilities, as assigned by this Plan.

5. All changes, revisions, and/or updating will be forwarded to the Board of Selectmen for review and approval. Upon approval, the LEOP will be distributed to all departments and holders of the previous plan.

## **Critiques**

Following each EOC activation, exercise, etc. in which this ESF has been activated, an After-Action Report (AAR) should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF response activities when updated. AARs should entail both written and verbal input from all appropriate participants, including field personnel. An evaluation of the IP or critique comments will provide additional opportunity for changes, additions, or revisions of the EOP content.

## Chapter 9 - Supporting Documents

### Supporting and Related Documents

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

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

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

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

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

Other:

- a) The NIMS provides a core set of doctrine, concepts, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels.
- b) Agency-Specific Plans - Created to manage single hazards or contingencies under the purview of the responsible department or agency.
- c) Operational Supplements - Are typically detailed plans relating to specific disasters or other emergencies or events. Operational supplements routinely are developed to support planned significant events.
- d) Regional Plans - Typically are operational supplements to state plans and provide region-specific procedures and guidance.
- e) Local Multi-Hazard Mitigation Plans - Developed by local communities to provide a framework for understanding vulnerability to and risk from hazards, and identifying the pre-disaster and post-disaster mitigation measures to reduce the risk from those hazards. Multi-hazard mitigation planning requirements were established by Congress through the Stafford Act, as amended by the Disaster Mitigation Act of 2000.
- f) Private-Sector Plans - Developed by privately owned companies or organizations. Some planning efforts are mandated by statute (e.g., nuclear power plant operations), while others are developed to ensure business continuity, mission accomplishment, etc.

Town of Henniker – Local Emergency Operations Plan (LEOP)

- g) Volunteer and Non-Governmental Organization Plans - Created to support local, State, regional and federal emergency preparedness, response and recovery operations. Planning includes a continuous process of assessment, evaluation, and preparation to ensure that the necessary authorities, organization, resources, coordination and operation procedures exist to provide effective delivery of services to disaster clients, as well as to provide integration into planning efforts at all government levels.
- h) Procedures - Provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations. These documents fall into five basic categories:
  - i) Overviews that provide a brief concept summary of an incident management function, team or capability;
  - j) SOPs, standard operating guidelines (SOGs), or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP/SOG) or a number of interdependent functions (i.e., operations manual);
  - k) Field operations guides (FOGs) or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;
  - l) Point of contact (POC) lists; and
  - m) Job aids, such as checklists or other tools for job performance or job training

## Appendix A: Emergency Support Functions (ESF)

**ESF #1 – Transportation:** addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. In addition, ESF #1 supports evacuation and re-entry operations for threatened/involved areas and the transportation of response personnel, materials, goods, and services to emergency sites.

**ESF #2 – Communications and Alerting:** addresses the provision of communication resources and coordination to support local collaboration and information sharing. ESF #2 is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration, and repair of some communication infrastructure.

**ESF #3 – Public Works and Engineering:** addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

**ESF #4 – Firefighting:** addresses fire suppression in rural, urban, and wild-land settings that result from naturally occurring, technological, or man-made disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection.

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

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

**ESF #7 – Resource Support:** addresses support to local entities involved in emergency response and recovery. This support includes locating, procuring, and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors.

**ESF #8 – Health and Medical:** addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical support for local health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs of the affected communities

in coordination with local emergency medical personnel; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

**ESF #9 – Search and Rescue (SAR):** addresses the provision of guidance and organization of Local agencies that may be employed during SAR operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location, recovery, and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

**ESF #10 – Hazardous Materials (HAZMAT):** addresses different types of hazardous materials. In a hazardous materials event, responsibilities include:

- providing a coordinated local response in accordance with ICS;
- assisting in the assessment of, response to and recovery from hazardous materials incidents;
- ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and
- advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

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

**ESF #12 – Energy:** addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact residents. This ESF also provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

**ESF #13 – Public Safety and Law Enforcement:** addresses response and recovery activities and it can include the following:

- maintaining law and order within legal authority;
- assisting with the dissemination of alerts, warnings and notifications;
- coordinating law enforcement activities from EOCs and command centers as needed to manage resources and personnel;
- staffing for roadblocks, traffic control points and other sites;
- conducting law enforcement investigations;
- providing evacuation/relocation support;
- providing communications to support agencies; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and,
- maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

**ESF #14 – Volunteer and Donations Management:** addresses the support of local jurisdictions in the restoration of communities, damaged by a disaster or emergency, by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF will also be the liaison for those voluntary organizations that provide disaster services within the community, so that capabilities and resources will be effectively integrated with other local, State, and federal agencies to meet the needs of the disaster or emergency.

**ESF #15 – Public Information:** addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is also responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, and oversight of public inquiry lines established in or for the support of emergency management activities.

## Emergency Support Function #1: Transportation

### Lead Agency(ies):

Highway Department

Emergency Management Director

Police Department

### Support Agencies:

Fire Department

Rescue Department

School District

Other Non-Government Organizations

Transfer Station/Parks

## I. Introduction

### A. Purpose

The purpose of Emergency Support Function #1 – Transportation (ESF #1) is to provide the resources (i.e., human, technical, equipment, facility, materials, and supplies) to support emergency transportation needs during an emergency/disaster situation.

### B. Scope

ESF #1 resources will be provided through requests directly to the local Emergency Operations Center (EOC). Resources may be obtained from local departments, contractors, vendors, suppliers, regional, State and Federal government, and public and private organizations. Resources obtainable by ESF #1 will be used to assist the following:

1. Monitoring, controlling and assessment of the transportation infrastructure.
2. Identify and repair and restoration of damaged transportation systems.

3. Coordinating vehicular traffic flow during an emergency situation.
4. Developing, maintaining, and coordinating transportation routes for evacuation and surge including access to incident-specific critical sites, such as reception centers, shelter facilities, supply, and medical distribution points.
5. Developing emergency refueling and maintenance facilities.
6. Evacuating persons from threatened areas or immediate danger, including those with access and functional needs, livestock, and household pets.
7. Logistical transporting of personnel, equipment, materials, and supplies, including the management of transportation staging areas and assets.
8. Prioritizing and initiating emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure.
9. Assisting in the design and implementation, as requested, of alternate transportation services (mass transit, etc.). This may occur through use of bus company contracts, emergency medical services ambulances, agreements with air and rail, or other vendor provided support.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

The Town of Henniker is responsible for the management of transportation needs and will coordinate transportation requirements, excluding state and federal road systems that are not within their authority. The need for immediate restoration of the transportation system for response and recovery activities may exceed local capabilities and State and Federal governmental assistance may be required to supplement efforts.

An evacuation may be recommended when all or any part of the community is affected and may involve all or any portion of the population. A NH Supreme Court ruling on November 6, 2008 reaffirmed that Fire Officials have the right to require evacuations during an emergency. RSA 154:7, II(b) (2002) gives a fire department responding to a "fire, service call, or other emergency" authority to "order any persons to leave any building or place in the vicinity of such scene for the purpose of protecting such persons from injury or remove persons interfering with duties."

Major Evacuation Routes are State Routes: 114 & 202/9

## **B. PLANNING ASSUMPTIONS**

1. Most localized systems and activities will be hampered by damaged transportation infrastructure. There may be a shortage of fuel (NH DOT maintains fuel sites throughout the state).
2. Alternate routes may need to be established to bypass damaged infrastructure.
3. Large number of evacuees may need to be moved out of the impacted area. Specialized transportation/assistance may be needed to evacuate some of the individuals.
4. Evacuation of household pets may be required and will be coordinated with ESF #6 – Mass Care, Housing, and Human Services. This effort may require specialized transportation assets.
5. Large numbers of evacuees from an impacted area may need to be accommodated.
6. Area transportation infrastructure/resources may be impacted. The damage may diminish the effectiveness and efficiency of the response and recovery efforts.
7. Temporary routes may need to be established for residents who are allowed to return to an evacuated area for a finite period of time.
8. Fixed or mobile maintenance may be needed for response vehicles.
9. Vehicles, equipment, etc. may need to be towed from evacuation routes.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

1. The Road Agent or designee is responsible for coordinating ESF #1 activities in the EOC.
2. Status of committed and uncommitted resources are tracked during activation of the EOC.
3. Unified Command is used to manage assets in the field due to the number and variety of government and private sector organizations that may be involved.
4. The EOC and emergency responders shall meet the needs of Functional Needs Populations. This group includes people who do not have access to or cannot operate a motor vehicle due, but not limited to: disabilities, age, addictions, and legal restrictions. This group also includes, but is not limited to; individuals with developmental, medical, physical, or sensory disabilities, durable medical equipment and service animals. Most non-drivers and people from zero vehicle households can function independently once evacuated to safety. In general, close collaboration and the development of unique strategies to meet the needs of these of transportation dependent people will occur.
5. The School District is responsible for assisting the EMD with coordination of buses.

## **IV. ORGANIZATION**

## A. Operational Facilities/Sites

ESF #1 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid). A listing of the teams and facilities through which ESF #1 may have to function follows:

- A. **Evacuation, Sheltering and Staging Areas** – In coordination with other ESFs, developing and maintaining transportation routes for evacuation and surge of populations. Identifying and maintaining routing from staging areas, reception areas, and shelters (human and animal). Identifying and maintaining special routing for special equipment or other special needs that may occur prior to, during, or after an incident.

## V. PHASED ACTIVITIES

### A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Ensure ESF #1 Agencies are sufficiently trained and capable of fulfilling responsibilities of ESF #1.
2. Developing, testing, and maintaining manual or automated listings of transportation resources.

### B. RESPONSE ACTIVITIES

1. Assigning and scheduling sufficient personnel to cover an activation of the EOC for an extended period of time.
2. Providing updates and briefings for any new personnel reporting for ESF #1 duty.
3. Maintaining and updating WebEOC as appropriate.

### C. RECOVERY ACTIVITIES

1. Assigning and scheduling sufficient personnel to assist the EOC during the recovery period.

## VI. ROLES & RESPONSIBILITIES

### A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #1 Lead and Support Agencies activities include:

1. EOC staff maintains and updates WebEOC as needed.

2. Accessing available and obtainable transportation resources. The committed and uncommitted status of such resources is continuously tracked during an activation of the EOC.
3. Providing available resources including specialized transportation and personnel, vehicular traffic management and control devices and signage, motor vehicles of all types, repair/service, refueling, parking, storage and staging facilities, mapping and communication capabilities, equipment and personnel for fulfilling ESF missions.
4. Notifying organizations of any pertinent information that may impact the ability of the appropriate ESF to carry out their missions/tasks including traffic flow information, highway/road closure or obstruction information and availability of engineering and fuel availability.

## **B. EQUIPMENT AND FACILITIES**

The following is the transportation equipment and facilities pool from which certain and specific resources from the ESF #1 associated agencies are referenced and assigned. In addition, Appendix C contains a resource listing that includes ESF 1 equipment and resources.

1. Buses of various types and sizes, with drivers.
2. Passenger and utility vans, with and without drivers.
3. Trucks and/or trailers with drivers/operators. Vehicles to transport both light and complicated/heavy equipment/cargo.

## **VII. REFERENCES**

### **A. ANNEXES**

None

### **B. MAPS**

A general road map is included in Base Plan

## Emergency Support Function #2: Communications

### Lead Agency(ies):

Town Administrator

Police Department

Fire & Rescue Departments

### Support Agencies:

Emergency Management Director

Highway Department

Cogswell Spring Water Works

New England College

Henniker Community School

## I. INTRODUCTION

### A. PURPOSE

This ESF addresses the provision of communication resources and coordination to support local collaboration and information sharing.

### B. SCOPE

The Town's emergency function under this ESF consists overall collection and coordination of data activities at the local EOC in order to formulate response and recovery actions. This also includes the coordination of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

## II. SITUATION AND PLANNING ASSUMPTIONS

## **A. SITUATION**

The Police, Fire, Rescue, and Highway Department currently maintain radio networks for conducting day-to-day operations. Fire, Police, Rescue, and Highway departments are equipped with interoperable radios to communicate with all mutual aid entities. Merrimack County Sheriff's Office dispatches for the Henniker Police Department, and Concord Fire Alarm dispatches for Fire and EMS. The EOC uses a local ground channel during EOC operations. Public Information is shared through local media, School notifications, social media, and NH 911 Emergency Notification Systems.

## **B. PLANNING ASSUMPTIONS**

Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, and coordination between the local and State government and response agencies.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

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

### **B. NOTIFICATION & ACTIVATION**

Merrimack County Dispatch is responsible for notification of law enforcement responders. Concord Fire Alarm is responsible for the notification of fire and rescue first responders. In the event of large scale incident, the effects the community, the Emergency Management Director will assist in setting up the EOC and requesting resources from the State of NH.

### **C. ORGANIZATION**

The Fire and Police Departments utilize Capital Area Fire Compact and Merrimack County Dispatch respectively for dispatching. The Town also has one local frequency that is used during EOC and local operations.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. The EMD will be responsible for maintaining the ENS information for the Town of Henniker.

### **B. RESPONSE ACTIVITIES**

1. Fire, EMS, and Police will utilize their dispatching organizations for emergency response communications.
2. The EMD will prepare and activate public information systems to send messages to residents and will send notifications via social media.
3. Gathering and generating information that will be needed for periodic briefings, situation reports or the development of incident action plans.

### **C. RECOVERY ACTIVITIES**

1. Assigning and scheduling sufficient personnel to assist the EOC during the recovery period.

## **V. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION:**

ESF #2 Lead and support activities will include:

1. All ESF #2 lead and support agencies will provide available, trained personnel to serve as ESF #2 representatives in the EOC, as capable.
2. Providing real-time assessment of communication capabilities and infrastructure including damages, outages, repairs, etc.
3. Ensuring accessible communication methods for Functional Needs populations.
4. Dispatching agencies will maintain notification procedures and lists for Fire, Police, EMS, and other Town Departments.

5. EMD will activate the ENS as appropriate.

## **VI. REFERENCES**

### **A. MUTUAL AID AGREEMENTS**

Contracts with Merrimack County Sheriff's Office

Capital Area Fire Mutual Aid Compact

Police Mutual Aid Agreements

Keasarge Area Fire Mutual Association

## Emergency Support Function #3: Public Works and Engineering

### Lead Agency(ies):

Highway Department

### Supporting Agencies

Police Department

Fire Department

Fire Inspector

Building Inspector

Water Department

Sewer Department

Emergency Management Director

Transfer Station/Parks

## I. Introduction

### A. Purpose

The purpose of Emergency Support Function #3 - Public Works & Engineering (ESF #3) is to utilize the resources (i.e., human, technical, equipment, facility, materials, supplies) of local and state agencies and contractors to provide technical advice, evaluation, engineering services, potable water, emergency power, public land, and debris management in order to meet goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities during an emergency/ disaster situation.

### B. SCOPE

ESF #3 resources will be provided through requests directly to the local Emergency Operations Center. Resources may be obtained from local and state agencies, contractors, vendors, suppliers, and public and private associations or groups. Resources obtained by ESF #3 will be used to assist with:

1. Identifying obstructions and damage to critical infrastructure and facilities (i.e., roads, bridges, water, electrical, natural gas, sewage, dams, hazardous materials and hazardous waste sites);
2. Repairing and restoring damaged critical infrastructure, facilities, and public systems;
3. Facilitating demolition or stabilization of damaged public and private structures to support search and rescue and/or protect the public's health and safety; and
4. Developing and initiating emergency collection, sorting, disposal routes, and disposal sites for debris clearance from public and private property.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

The Town of Henniker is responsible for the management of public works and engineering needs within Town boundaries, excluding state and federal government facilities that are not within their authority. Public Works services are coordinated by the full-time Highway Department and contracted personnel. The Highway Department is responsible for many of the day-to-day services residents depend on including streets and roads. The Sewer Department is responsible for sewer collection system and the wastewater treatment facility. The Cogswell Spring Water Works is responsible for public water distribution system and fire hydrants. NH DOT maintains a district shed on State Shed Road in Henniker. The Private sector entities incorporate their own emergency operations planning and facilities for damage restoration activities.

### **B. PLANNING ASSUMPTIONS**

1. Most localized systems and activities will be hampered by damaged infrastructure and disrupted distribution and communications systems. There may be a shortage of fuel.
2. There may be a need for a significant number of personnel with engineering and construction skills and equipment.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

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

## **B. NOTIFICATION AND REPORTING**

### **1. Notification**

- a. Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF activities from the EOC.
- b. WebEOC will be utilized to notify the State EOC and provide continuous situational awareness.

### **2. Event Reporting**

- a. Lead and support agencies shall compile damage assessments and report to EMD

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Establishing operational needs for restoration of public works services during an emergency.
2. Consulting with developed plans (or begin development of plans), for the distribution/assignment of specialized equipment and personnel.

### **B. RESPONSE ACTIVITIES**

1. Coordinating debris removal, reduction, and disposal operation (includes infectious waste).
2. Providing for temporary construction of emergency routes necessary for passage of emergency response personnel, construction of firebreaks, etc. as requested.

### **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents

## **IV. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION:**

1. Local damage assessment team to conduct damage and safety assessment.
2. Coordinate restoration of public infrastructure and utilities.
3. The Highway Department will coordinate transportation activities with the EMD.
4. Provide equipment and personnel to implement public works function.
5. Provide emergency debris clearance to allow access for emergency personnel and equipment.
6. Collect status information and share with the Emergency Management Director such as:
  - a. Status of debris removal
  - a. Status of critical facilities
  - b. Status of emergency access routes
  - c. Unmet needs
  - d. Status of public utility restoration

## **V. REFERENCES**

### **A. MUTUAL AID AGREEMENTS**

NH Public Works Mutual Aid  
KV Partners & Assoc. Contract  
NH Public Works Mutual Aid Agreement  
Highway Mutual Aid Agreement

## Emergency Support Function #4: Fire-Fighting

### **Lead Agency(ies):**

Fire Department

### **Support Agencies:**

Police Department

Rescue Department

Road Agent

Emergency Management Director

Cogswell Springs Water Works

Capital Area Mutual Aid Compact Coordinator

Henniker Fire Auxiliary

Other Non-Governmental Organizations

## **I. INTRODUCTION**

### **A. Purpose**

To provide a coordinated response of local resources for the mitigation of wild land fires, urban/rural fires, structural fire, and incident of a magnitude that require the expertise of the firefighting community resulting from a natural, man-made or technological disaster.

### **B. Scope**

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

## **II. SITUATION**

The fire suppression functions include fire safety, fire surveillance, and reporting procedures and fire- fighting for all types of fires.

The Fire & Rescue Departments are a combination part-time paid and full time organization with approximately 50 members headed by a paid-on call Fire Chief and a paid on-call Rescue Chief and both departments are more than equipped to perform its assigned functions as any community of comparable size. It is a member of the Capital Area Mutual Aid Fire Compact and Kearsarge Area Fire Mutual Association. The Fire Station does have a back-up power system.

The Henniker Fire & Rescue Departments contain the largest single source of manpower in the municipality, 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 Henniker Fire Department maintains guidelines fire suppression and regularly trains its personnel in those procedures and coordination with other emergency services is standard procedure through the Capital Area Fire Mutual Aid Compact.

In the event of an actual nuclear attack, major firestorms can be expected in the immediate ground zero area for a radius of five to ten miles. Fire-fighting activity in these areas will, of necessity, be confined to the outer perimeter of the ground zero area to contain damage within the area and prevent the spread of fire to otherwise undamaged areas.

### **III. CONCEPT OF OPERATIONS**

#### **A. GENERAL**

1. The Henniker Fire Department is the primary agency responsible for local operations to mitigate the effects of urban and wild land incidents in the Town of Henniker.
2. Unified Command will be utilized when possible to manage ESF# 4 Assets.

#### **B. ORGANIZATION**

##### **Fire Department**

Delegation of authority within the fire department is through the normal chain of command:

- Chief
- Deputy Chief
- Assistant Deputy Chief
- Captain
- 1<sup>st</sup> Lieutenant
- 2<sup>nd</sup> Lieutenant

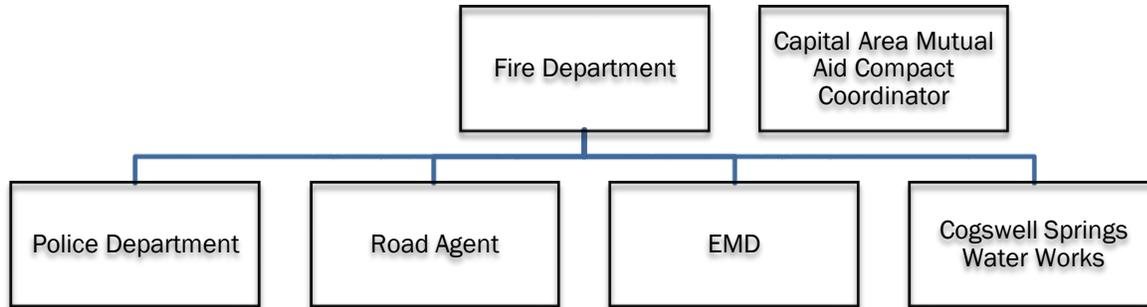
##### **Rescue Department**

Delegation of authority within the Rescue Squad is through the normal chain of command:

- Rescue Chief
- Deputy Rescue Chief

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

Figure 4-1: Functional Organizational Structure of ESF#4



## C. NOTIFICATION AND ACTIVATION

Upon notification to the Fire Department of an emergency requiring implementation of this LEOP, the senior fire official will notify and request the EMD to activate and coordinate ESF activities from the EOC.

## IV. PHASED ACTIVITIES

### A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Maintain personnel and equipment in a state of readiness
2. Monitor weather conditions that contribute to increased fire danger
3. Develop procedures to protect the public from fires, including evacuation strategies.
4. Develop preplans and fire prevention activities.

### B. RESPONSE ACTIVITIES

1. Assign and schedule sufficient personnel during activation of this ESF.
2. Assess the situation and report to EOC, to include:
  - a. Impact and type of exposure to the affected population, including probable direction and time of travel of the fire (if wildland or rural);
  - b. Potential impact on human health, welfare, cultural resources, safety and the environments
  - c. Types, availability, and location of response resources, technical support, and firefighting and cleanup services needed; and,
  - d. Priorities for protecting human health, safety, welfare, resources and environment.
3. Supporting fire investigation and inspections.
4. Assist in evacuation of individuals and animals in impacted areas.
5. Providing support for any requirements the incident requires.

6. Providing monitoring of any contaminated areas and consult with appropriate support agencies to provide access and egress control to contaminated areas.

## **C. RECOVERY ACTIONS**

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES AND RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Contain wildland and urban fires.
2. Disburse personnel and equipment.
3. Implement existing operating procedures and mutual aid agreements.
4. Require evacuations per RSA 154:7 II(b).
5. Disseminate emergency warning to the general public.
6. Coordinate emergency transportation routes.
7. Monitor water supply for fire suppression.
8. Inspection of buildings.
9. Provide EMS and transporting.

### **B. ACTIVITIES THAT SHOULD/MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

#### **The Fire & Rescue Department:**

- Receive the notification of an actual or impending emergency and disseminate it to the Selectmen and the Emergency Management Director
- Implement the Incident Command System
- Disseminate emergency warnings to the general public (Via PIO)
- Assist the Police Department in establishing and manning traffic control points for the evacuation and relocation of the endangered population
- Assist owners or operators of commercial and industrial facilities which may require special fire protection to plan for such special procedures as may be required for facility protection
- Perform such other functions for the protection of life and property as deem necessary in time of emergency

#### **The Fire Department:**

- Assist in training fire personnel in radiological monitoring to provide the department with this capability
- Extinguish and/or contain all fires
- 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
- Maintain ESF-4 in an up-to-date condition

- Train personnel for multi-hazard response and discipline

### **The Rescue Department:**

- Maintain an up-to-date inventory of personnel and equipment
- Provide emergency medical treatment functions

### **The Road Agent:**

- Provide equipment and personnel support during wild land and other large-scale fire-fighting operations, as needed.
- Maintain transportation routes to provide access to emergency response vehicles.

### **The Police Department:**

- Assist in the implementation of ESF-4.
- Provide equipment and personnel support during wild land and other large-scale fire-fighting operations, as needed
- Coordinate traffic control

### **The Cogswell Springs Water System:**

- Provide equipment and personnel support during wild land and other large-scale fire-fighting operations, as needed
- Provide water resources through the municipal water system where applicable.

## **VI. REFERENCES**

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

- Fire & Rescue Department Standard Operating Guidelines
- Police Department Standard Operating Procedures
- New Hampshire EMS Patient Care Protocols

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

- Capital Area Mutual Aid Fire Compact
- Kearsarge Area Mutual Aid Fire Association
- Merrimack County Sheriff's Department Police Dispatch

## Emergency Support Function # 5 Emergency Management

### Lead Agency(ies):

Emergency Management Director

### Support Agencies:

Town Administrator

Board of Selectman

Fire & Rescue Department

Police Department

Road Agent

Health Officer

Water Department

Sewer Department

Transfer Station/Parks

Henniker Community School

New England College

Henniker Fire Axillary

Other non-governmental organizations

## 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 and initiate communications for state resources when requested.

### 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 and Federal and other resources and to disseminate for adequate response activities.

2. **Reports** to consolidate information, document response activities, and to provide essential information to local, state, and 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 specialist, as needed.

## II. SITUATION AND PLANNING ASSUMPTIONS

### A. SITUATION

Henniker Town officials are responsible for developing, coordinating, and implementing emergency response plans, including the activation of local mutual aid compacts. They are also responsible for the management of resource needs, excluding the instances when the State and/or Federal governments may exercise their respective authorities over issues related to State and/or Federal assets. The impact of an emergency may exceed the capabilities of local jurisdictions and the State, thus requiring assistance from the Emergency Management Assistance Compact (EMAC), International Emergency Assistance Compact (IEMAC), and the federal government to supplement efforts.

### B. PLANNING AND ASSUMPTIONS

- A significant disaster could severely damage the local area infrastructure.
- A significant disaster could quickly overwhelm the ability and capabilities of the Town to respond effectively, requiring state or federal support.
- The local EOC is organized in accordance with the National Incident Management System (NIMS).

## III. CONCEPT OF OPERATIONS

### A. GENERAL

Typically, the activities of ESF-5: Emergency Management 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. 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.
3. The various support agencies to ESF-5 will gather, disseminate, and transmit data to ESF-5. ESF-5 will collect, summarize, analyze, display, and disseminate critical elements to the operational support of the local EOC. Such elements include but are not limited to:
  - a. Boundaries of the disaster area
  - b. Social/economic/political impacts
  - c. Jurisdictional boundaries
  - d. Status of transportation system
  - e. Status of communications system
4. 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.

## **B. NOTIFICATION AND REPORTING**

In response to an event that would cause the activation of the local EOC, the EMD would normally initiate notification procedures.

Upon determination of an impending or actual incident of disastrous proportions, or once notified by the senior fire office of activation of response plans, the EMD will request agency representatives to implement ESF- 5 activities from the EOC. Deployment of personnel and resources will take place in accordance with established mobilization guidelines. Notification and activation of designated personnel and resources will be the responsibility of Concord Fire Alarm and Merrimack County Sheriff's Department.

## **C. ORGANIZATION**

The EMD or Deputy EMD is the primary person assigned to the EOC and coordinates Town wide emergency response. The EMD will notify the appropriate ESF departments and request designate personnel to report the EOC.

## **IV. PHASED ACTIVITIES**

### **1. PREVENTION/PREPAREDNESS ACTIVITIES**

- Maintaining, reviewing, and updating on a periodic basis, the staff's contact information for all agencies involved in emergency response and EOC activities.
- Reviewing the After-Action Reports (AAR) and comments from previous incidents to develop and implement remedial strategies, as necessary.
- Planning the location and use of any potential mobilization sites, staging areas and distribution points.
- Maintain situational awareness and evaluate staffing needs as appropriate.

## **2. RESPONSE ACTIVITIES**

- Activating the appropriate ESFs and agencies that may be required for incident response.
- Maintaining operational status of the EOC.
- Assigning personnel to staff the EOC.
- Establish a briefing schedule (i.e. every 12 hours) and media briefing schedule.
- Coordinating and documenting initial damage assessment including key resources and critical infrastructure, businesses and individual homes.
- Working with ESF #15 for public notification activities including activation of the Emergency Notification System (ENS), as appropriate.
- Log and track local, state, and federal response actions and request to support operational elements.
- Maintain status boards, maps, and charts critical to the operation of the local EOC.
- Obtain technical advice, as needed.
- Prepare planning reports and develop special reports describing specific actions, priorities, or contingency planning requirements as requested.

## **3. RECOVERY ACTIVITIES**

- Coordinating local recovery strategies and activities.
- Collect data for reimbursement, such as personnel hours, equipment, and material used.
- Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.
- Maintain Situation Awareness and evaluate staffing needs as appropriate.

## **4. DEACTIVATION**

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD in coordination with the Chair, Board of Selectmen. Full deactivation would occur at the termination of the operational elements at the local EOC.

## **IV. ROLES AND RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Provide overall coordination of information and planning activities at the EOC.
2. Utilize EOC and ICS forms and checklists.
3. Conduct EOC briefings according to a predetermined schedule.
4. Provide support for all administration, management, prevention, planning, training, preparedness, recovery and mitigation/redevelopment activities associated with the local response.
5. Develop operating procedures, situational awareness reports, Incident Action Plans and Operating Goals to implement Preparedness/Response/Recovery/Mitigation functions.
6. Maintain and update WebEOC as needed.

### **B. ACTIVITIES THAT SHOULD/MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

#### **Each department should:**

- Maintain and test its own equipment
- Train its own people
- Establish routine procedures

#### **The Chair, Board of Selectmen:**

- Assist the EMD with organizing and controlling the Emergency Communications Network
- Support the Emergency Management Director/Office in establishing, equipping and staffing an Emergency Operations Center (EOC)
- Issue the Declaration of a State of Emergency, if required.
- Coordinate financial support for emergency response and recovery operations.
- Issue emergency evacuation decisions based on the recommendations of Department Heads and Emergency Management Director
- Assist the Emergency Manager in providing emergency public information and instructions, if requested.
- Assist the Emergency Manager in coordinating emergency shelter, feeding, and clothing.
- Provide leadership for disaster mitigation programs.
- Assume and/or designate responsibilities of the building inspector

#### **Emergency Management Director:**

- Coordinate field department and EOC staff
- Disseminate emergency public information and instructions to the Town Administrator/Board of Selectmen for media distribution
- Investigate areas of potential financial assistance for communications
- Conduct test exercises of a multi-department nature and assisting departments to conduct their own test exercises

## Town of Henniker – Local Emergency Operations Plan (LEOP)

- Assist as needed in coordination of emergency operations and communication
- Assist other departments as need by requesting state resources to aid in providing for the protection of life and property.
- Maintain the Emergency Operation Plan.
- Request and coordinate all government assistance, as required
- Gather and analyze all information and instructions for the general public to be released by the Chair, Board of Selectmen
- Provide information on existing and potential resources.
- Provide and coordinate administrative support for the EOC.
- Coordinate the rations of essential community resources and supplies, with the assistance of the Chair, Board of Selectmen
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP)

### **Police Department:**

- Provide emergency operations training for its own personnel.
- Conduct its own test exercises, assisted by the Emergency Management Director as needed.
- Protect life and property, assisted by all departments.
- Provide crowd control.
- Disperse its own equipment and manpower to strategic locations, as necessary.
- Coordinate regional police mutual aid.
- Coordinate all emergency traffic control procedures within the community.
- Receive warnings from the National Alert and Warning System (NAWAS) point and alerting local officials. Developing a public warning plan and system.
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP).

### **Fire & Rescue Department:**

- Conduct emergency operations training for its personnel.
- Conduct test exercises, assisted by the Emergency Management Director as needed
- Assist the Police Department in providing crowd control.
- Disperse its own equipment and manpower to strategic locations, as necessary.
- Provide a monitoring capability for radiological accidents or incidents.
- Contain and extinguish fires.
- Coordinate regional fire mutual aid.
- Coordinate rescue operations and emergency medical services.
- Supervise emergency operations in hazardous materials accidents or incidents.
- Receive warnings from the National Alert and Warning System (NAWAS) point and alerting local officials. Developing a public warning plan and system.
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP).

### **Road Agent:**

## Town of Henniker – Local Emergency Operations Plan (LEOP)

- Provide emergency operations training for members of its own staff, assisted by the Emergency Management Director as needed
- Assist in the protection of life and property.
- Disperse its own equipment and manpower to strategic locations.
- Coordinate state highway mutual aid.
- Keep streets clear of debris.
- Coordinate with the Transfer Station Superintendent to provide refuse disposal.
- Assist the Police Department with emergency transportation.
- Coordinate restoration of utility, water & sewer services.
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP).
- Coordinate with consultants, contractors and other agencies all emergency repairs to essential community structures.

### **As directed by the Board of Selectmen, the Health Officer:**

- Enforce public health standards.
- Assist in coordinating emergency shelter and feeding.
- Direct inoculation or immunization.
- Coordinate emergency health care planning.
- Coordinate the establishment of a temporary morgue, if needed.
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP).

### **Building Inspector:**

- Assist the EMD in damage assessment activities.
- Collect and provide ESF status information for inclusion in the Situation Report (SITREP).

### **Town Administrator:**

- Provide population data.
- Protect all town records not already archived.

### **Town Treasurer/Finance Director:**

- Maintain records of emergency expenditures with the assistance of the Town Administrator and Emergency Management Director.
- Advise the Chair, Board of Selectmen on the disbursement of town funds.
- Provide and maintain ESF status information for inclusion in the Situation Report (SITREP).

### **Town Attorney:**

- Advise the Chairman, Board of Selectmen on legal matters pertaining to the appropriation and use of private property
- Maintain a liaison between other agencies legal departments as needed.

### **School Board:**

- Coordinate with school principals and the Superintendent to provide emergency operations training for its own personnel, assisted by the Emergency Management Director, and in accordance with State, Federal and School District policies.
- Coordinate with school principals and the Superintendent to conduct test exercises, as coordinated by the Emergency Management Director, and in accordance with State, Federal and School District policies.
- Assist school principals and the Superintendent with coordinating regional school mutual aid with SAU #24
- Assist school principals and the Superintendent with coordinating emergency operations planning in all public schools and maintain an up-to-date school department emergency implementation plan (Comprehensive Emergency Management Planning for Schools - CEMPS).
- Provide and maintain ESF status information for inclusion in the Situation Report (SITREP).
- Coordinate emergency operations with the Emergency Management Director to ensure optimal use of resources
- Serve as a liaison between the Town and School District, as required

## **V. REFERENCES**

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

Fire & Rescue Department Standard Operating Guidelines

Police Department Standard Operating Procedures

New Hampshire EMS Patient Protocols

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

Capital Area Mutual Aid Fire Compact

Kearsarge Area Mutual Aid Fire Association

Merrimack County Sheriff's Department Police Dispatch

### **C. Plans**

School District EMP

American Red Cross NH State Disaster Plan

## **Emergency Support Function # 6 Mass Care, Housing, & Human Services**

### **Lead Agency(ies):**

Emergency Management Director

### **Support Agencies:**

Town Administrator

Board of Selectman

Fire & Rescue Department

Police Department

Road Agent

Health Officer

Transfer Station/Parks

Henniker Community School

New England College

Henniker Fire Auxiliary

Other non-governmental organizations

## **I. Introduction**

### **A. PURPOSE**

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

### **B. SCOPE**

The purpose of Emergency Support Function #6 -Mass Care, Housing, and Human Services (ESF #6) is to provide coordinate Mass Care (human and household pet sheltering, feeding, and essential personal needs) during disasters or emergencies. Coordination of local, regional and State resources to meet the basic human needs of mass care, emergency assistance, and human services to populations impacted before, during, and after an emergency situation. ESF #6 includes the provision of sheltering household pets. Mass Care services are provided on a short-term basis and when a more long-term approach is required, activities will move into the Long-Term Community Recovery plan.

## II. Situation and Planning Assumptions

### A. SITUATION

1. The Town of Henniker has established the Henniker Community School as a local emergency shelter. The local shelter is NOT pet friendly. If the local shelter was inoperable, residents and visitors would be directed to a regional shelter for overnight sheltering.
2. Disasters or emergencies requiring activation of ESF #6 are affected by a number of factors to include evacuation displacing large numbers of individuals, families, and household pets, as well as functional needs population groups (e.g. disabled, elderly, and children) who have lost their immediate support. This can include tourists, students, and foreign visitors separated from loved ones by a sudden-impact disaster or emergency necessitating the need to be evacuated from affected areas.
3. Cooling and warming shelters include the Henniker Community School, White Birch Community Center and the Henniker Community Center

### B. PLANNING ASSUMPTIONS

- a. The number in need of shelter and mass care services is scalable depending upon the emergency.
- b. Emergency situations may require the provision of short-term warming/cooling shelter at the Library.
- c. Through public education, animal owners will know how to prepare themselves and their household pets for an emergency/disaster situation.
- d. DHHS will coordinate with Volunteer NH to access support of other NGOs.

## **II. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- Activation of this ESF #6 will be made by the Emergency Management Director.
- The EMD will notify the State EOC of shelter needs through WebEOC.
- The Emergency Management Director will determine if sheltering operations at the local shelter are warranted or needed based on conditions. The EMD will coordinate with volunteers to have them assist with the operation and staffing of the shelter prior to shelter operations beginning.
- The EMD will advise the public through the Emergency Alert System and social media on the shelter locations(s), the procedures to follow when evacuating and recommend 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 evacuees.
- The Town of Henniker will direct residents and transients to nearby regional shelters, if necessary and if large-scale operations are not required.
- Prior to opening an emergency shelter or issuing an evacuation recommendation, the Emergency Management Director will advise the Chairman, Board of Selectmen on the shelters that are available and the status of same and request that the Red Cross be notified to assist. Shelter operations personnel will be requested to report.
- The Emergency Management Director will request cots and blankets from State Emergency Management and/or other sources, if needed, and arrange for pick-up by the Road Agent.

### **B. NOTIFICATION AND ACTIVATION**

- Activation of this ESF #6 will be made by the Emergency Management Director.
- The EMD will notify the State EOC of shelter needs through WebEOC.

### **C. ORGANIZATION**

- Reception and Sheltering Areas
- In coordination with other ESFs, identify and maintain routing information to/from reception areas, and shelters. Identify routing for special equipment, or other special needs that may occur prior to, during or after an incident.

## **IV. PHASED ACTIVITIES**

## **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Plan and prepare notification systems to support this ESF #6.
2. Coordinate with public and private partners on preparedness activities

## **B. RESPONSE ACTIVITIES**

1. Coordinate with the State EOC and regional shelters.
2. Coordinate with ESF 1 to provide transportation to regional shelters, as necessary.
3. Track the status of committed, and uncommitted resources at the local EOC.

## **C. RECOVERY ACTIVITIES:**

1. Coordinate with State and Federal agencies for assistance related to housing, loans, and grants for individuals, etc.
2. Collect data for reimbursement, such as personnel hours, equipment, and material used.
3. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION:**

ESF #6 Lead and Support Agencies activities include but are not limited to:

- Coordinating mass shelter and feeding for impacted populations.
- Providing resource support for the ESF #6 mission to include, but not limited to: housing and human service activities associated with quarantine and isolation procedures, as required.
- Assisting in identifying and assessing the requirements for food, feeding, and critical emergency needs of the impacted population.
- Providing mass feeding.
- Assistance for clothing and basic essential items.
- Coordinate the replacement of prescriptions lost in the disaster.
- Assisting in providing information about federal and other resources available for additional assistance to the impacted population.

### **B. ACTIVITIES THAT SHOULD/MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

#### **Emergency Management Director:**

- Coordinate shelter operations
- Develop and maintain shelter plan
- Coordinate feeding operations with the ARC, as needed

## Town of Henniker – Local Emergency Operations Plan (LEOP)

- Identify and secure use permission of those buildings to be designated as shelters
- Advise the Health Officer on the occupying of and emerging from shelters based on monitored radioactivity data from local, state and federal sources
- Investigate and coordinate training opportunities for shelter managers and monitors, and distribute shelter management guidance materials to interested volunteers
- Coordinate the delivery and/or pick-up of cots and blankets from ARC and any other sources

### **The Board of Selectmen:**

- If needed, assess on-hand food supplies available in local markets and, arrange for delivery to shelters
- Assist in the implementation of this ESF.

### **Fire & Rescue Departments:**

- Advise the Health Officer of the facilities providing the best protection from radioactivity
- Advise on which facilities provides the best fire protection
- Coordinate medical and first aid care for evacuees during shelter operations

### **Police Department:**

- Provide security at the shelters

### **Henniker Community:**

- Prepare the schools for sheltering evacuees
- Make available on-hand food supplies

### **Road Agent:**

- Serve as the primary resource for gathering and delivering shelter equipment and supplies

### **Health Officer:**

- Inspect the health safety aspects of shelters

### **The Town Administrator:**

- Assist the Selectmen and EMD in the implementation of this ESF.

### **New England College:**

- Provide shelter facilities in coordination with the EOC.

## **V. REFERENCES**

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

- Fire & Rescue Department Standard Operating Guidelines
- Police Department Standard Operating Procedures
- New Hampshire EMS Patient Protocols

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

- Capital Area Mutual Aid Fire Compact
- Kearsarge Area Mutual Aid Fire Association
- Merrimack County Sheriff's Department Police Dispatch

## **C. Plans**

- Henniker Community School EMP
- New England College EMP
- Capital Area Public Health Network
- American Red Cross NH State Disaster Plan

## Emergency Support Function # 7: Resource Support

### Lead Agency(ies):

Board of Selectmen

### Support Agencies:

Road Agent

Fire & Rescue Departments

Police Department

Town Administrator

Henniker Community School

Finance Director

Waste Water Management

Transfer Station/Parks

Cogswell Springs Water Works

New England College

Health Officer

Emergency Management Director

## I. INTRODUCTION

### A. PURPOSE

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

### B. SCOPE

ESF #7 provides or coordinates provision of services, equipment, and supplies to support the effective and expedient operations associated with a disaster or an emergency; and for the approval and

acquisition of equipment and supplies not available through normal purchasing channels and ordering timeframes.

When activated, resources will be provided through requests made directly to ESF #7 at the local EOC. As a primary course of action, ESF #7 will obtain resources through coordination with other ESFs, agency/state contractors, vendors, and suppliers. Resources may also be obtained from agency-related local, State, regional, national, public and private associations or groups.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

The Town of Henniker 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 minimal levels of essential survival resources such as food, water, housing, medical care, fire, and police protection, etc.

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

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

### **B. PLANNING ASSUMPTIONS**

1. The Town of Henniker will expend resources at the local and regional (mutual aid) level prior to making a request to the State.
2. The EMD will maintain inventories and have a working knowledge of the resources readily available within their jurisdictions.
3. Documenting the time equipment was transferred, rented, leased or otherwise used, will be done by both the donating and receiving agency.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

1. All equipment requests and inventories will be made by utilizing NIMS Resource Typing to the greatest extent possible.

2. Mutual aid agreements will be activated and utilized prior to requesting ESF #7 activities from the State.

## **B. NOTIFICATION AND ACTIVATION**

1. In response to an event that would cause for the activation of the local EOC and resource support, the EMD would initiate notification.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Maintaining personnel, listings and resource contacts in a state of readiness appropriate to existing and anticipated emergency conditions.

### **B. RESPONSE ACTIVITIES**

1. Assessing impact and initial reports to identify potential resource needs.
2. Planning for and establishing relief resources to replace or rotate with committed resources for extended operations.
3. Establishing and maintaining a tracking and accounting system for all acquired resources, including management reports.

### **C. RECOVERY ACTIVITIES**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

### **D. MITIGATION**

Refer to the Town Of Henniker Hazard Mitigation Plan

## **V. ROLES AND RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

ESF #7 Lead and Support Agencies activities include:

1. Coordinating requests for additional personnel, equipment, and services.
2. Reporting Department resource shortfalls to the EOC.
3. Acquiring private resources as needed and authorizing the expenditures necessary for acquisition.
4. Implement mutual aid resources.

## **B. ACTIVITIES THAT SHOULD/MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

### **Emergency Management Director:**

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

### **(Chairman) Board of Selectmen:**

- Incorporate activities in this ESF through the Incident Command System where applicable.
- Assume overall control of resource allocation
- Issue such orders and/or proclamations necessary to conserve essential on-hand resources
- Approve the utilization of private resources as are needed and authorize the expenditure of funds necessary for acquisition
- Authorize expenditures needed to procure resources
- Authorize the release of excess resources to neighboring communities and/or the State

### **Town Administrator:**

- Assist in the implementation of this ESF.

### **Health Officer:**

- Assist the Fire & Rescue Department with maintaining a liaison with medical equipment

### **Road Agent:**

- Maintain liaison with local contractors, consultants, and equipment dealers
- Participate in the NH Public Works Mutual Aid System
- Assist EMD in maintaining a listing of construction equipment and personnel available locally

### **Fire & Rescue Departments:**

- Maintain liaison with the Health Officer, as required.

## Town of Henniker – Local Emergency Operations Plan (LEOP)

- Provide personnel and equipment in the implementation of this ESF.
- Maintain a cache of fire-fighting supplies and EMS equipment.
- Maintain liaison with medical equipment and pharmaceutical suppliers.

### **Henniker Community School:**

- Coordinate with the EOC for provision of school buses for emergency student transportation, as needed
- Provide facilities for use as shelters, as needed

### **Town Treasurer/Finance Director:**

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

### **Town Attorney:**

- Advise the Chairman of the Board of Selectmen on legal matters pertaining to the appropriation and use of private property, if necessary.

### **Police Department:**

- Provide personnel and equipment in the implementation of ESF 7.

### **Waste Water Department:**

- Provide personnel and equipment in the implementation of ESF 7.

### **Cogswell Springs Water Works:**

- Provide personnel and equipment in the implementation of ESF 7.

### **Transfer Station/Parks:**

- Provide personnel and equipment in the implementation of ESF 7.

### **New England College:**

- Assist in the implementation of this ESF by working in coordination with the EOC

## **VI. References**

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

Fire & Rescue Department Standard Operating Guidelines

Police Department Standard Operating Procedures

New Hampshire EMS Patient Care Protocols

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

Capital Area Mutual Aid Fire Compact

Kearsarge Area Mutual Aid Fire Association

Merrimack County Sheriff's Department Police Dispatch

## **C. Plans**

Henniker Community School EMP

New England College EMP

## Emergency Support Function # 8: Health and Medical Services

### Lead Agency(ies)

Fire and Rescue Departments

### Support Agencies:

Board of Selectmen

Emergency Management Director (EMD)

Police Department

Road Agent

New England College

## 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.

### B. SCOPE

ESF #8's responsibilities include, but are not limited to: ensuring and coordinating state medical resources to supplement and support disrupted or overburdened local medical service personnel and facilities; to ensure continued provision of safe food and water supplies; to perform deceased identification and mortuary services operations (fatality management); to provide on-going behavioral health needs to victims, clients, and response workers; and relieving personal suffering and trauma, with a recognition of functional needs populations and the unique services they may require.

Activities associated with ESF #8 include (but are not limited to) the following:

1. HEALTH AND MEDICAL CARE refers to emergency medical services (including field operations and first responders), resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, hospitals, clinics, planning, and operation of facilities and services.
2. PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; and laboratory testing.
3. BEHAVIORAL HEALTH, to include crisis counseling and psychological first aid, refers to the professional personnel, services, and facilities to relieve mental health and/or substance abuse problems caused or aggravated by a disaster or its aftermath.
4. DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the identification, registration, certification, and disposition of human remains.
5. Chemical, Biological, Radiological, and Nuclear (CBRN) MONITORING/ACCIDENT ASSESSMENT/PROTECTIVE ACTIONS refers to the monitoring of chemical, biological, radiation and nuclear contamination, assessing the impact upon the population, food, water, and based on findings, making recommendations for protective actions to ensure the public's safety.
6. MASS-CASUALTY INCIDENT refers to any incident in which emergency medical service resources, such as personnel and equipment are overwhelmed by the number and severity of casualties.
7. MASS FATALITY refers to an incident where the number of deaths overwhelms the capabilities of the Chief Medical Examiner's Office and local mortuary providers.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

In most emergency or disaster situations, there may be a sudden and prolonged need of the public for health and medical care. Demand for skilled health professionals is often high in the aftermath of a disaster or emergency, stressing the entire healthcare system from patient transport to hospital-based medical care, and from pharmaceutical services to laboratory testing. Some incidents may also necessitate the need for fatality management. Additionally, disasters impact populations of all types and with different functional

needs. This necessitates a careful approach to ensuring access to health, emotional, and medical care for the "at risk" populations.

## **B. PLANNING ASSUMPTIONS**

1. All emergencies/disasters have a public health related component, and problems related to health and medical can take multiple forms within an incident or be singular in nature.
2. The Chief Medical Examiner (OCME) is the State's Lead agency in a mass fatality incident.
3. The OCME must be contacted prior to the removal of any human remains from an incident scene. During a mass fatality incident, the OCME may have insufficient personnel, equipment and storage capacity to handle significant numbers of deceased individuals.
4. Depending upon the type and magnitude of the disaster, the safety of the food and water supply may be jeopardized. Likewise, the lack of sanitation services may pose a threat to the public from a communicable disease perspective.
5. CBRN incidents may require specialized response.
6. In radiological and other CBRN events, the extent of contamination must be defined and monitored, and assessments must be made on the impact to the public, food, water, and agriculture. Furthermore, protective actions (e.g. sheltering in place, evacuation) and decontamination strategies must be identified to ensure the public's safety and well-being. Refer to the Town's Radiological Emergency Response Plan.
7. The population of persons with Functional Needs include, but is not limited to, those who are not self-sufficient or do not have or have lost adequate support from caregivers, family, or friends and need assistance with, but not limited to:
  - a. Activities of daily living such as bathing, feeding, going to the toilet, dressing and grooming;
  - b. Managing unstable, chronic, terminal, or contagious health conditions that require special observation and ongoing treatment;
  - c. Managing medications, intravenous (IV) therapy, tube feeding, and/or regular vital signs;
  - d. Medical readings;
  - e. Dialysis, oxygen, and suction administration;
  - f. Managing wounds, catheters, or ostomies; and,
  - g. Operating power-dependent equipment to sustain life.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

The Town of Henniker has a responsibility to provide health and medical treatment for casualties caused by a disaster situation and to provide procedures for the handling of fatalities. The Town of Henniker is a member of the Capital Area Public Health Network (CAPHN), which is a collaborative of municipal and health and human service agencies in the region. Through the CAPHN, who has developed a regional plan to address public health emergencies. This Plan is on file with the Henniker Emergency Management Director.

A public health emergency can be caused by natural disasters, biological terrorism, chemical terrorism/accidents, radiological terrorism/accidents, or naturally occurring communicable disease outbreaks. During these events, the Multi-Agency Coordinating Entity (MACE) will ensure each agency within the region provides resource and status information, and will coordinate the efforts of the local EOCs within the region. The local EOCs will be responsible for supporting the MACE in coordination, communications, resource dispatching and tracking, information collection, analysis and dissemination. In a public health emergency, the local EOC and the MACE will maintain communication links and the MACE will maintain communications with the State EOC.

## **B. NOTIFICATION AND ACTIVATION**

1. As identified in the Capital Area Regional Public Health Emergency Annex, activation of the MACE is triggered when:
  - a. A municipality within the CAPHN experiences a public health emergency and calls the MACE for assistance.
  - b. More than one municipality within the CAPHN is affected by a public health emergency.
  - c. The State contacts CAPHN and requests that the MACE, the Neighborhood Emergency Help Center (NEHC), a Point of Dispensing (POD) or the Alternate Care Site (ACS) be activated.
  - d. A threat outside of the CAPHN is likely to affect the CAPHN.

## **C. ORGANIZATION**

The CAPHN serves as the Multi-Agency Coordination Entity (MACE) and coordinates local and regional resources during large-scale public health emergencies within the Region.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Participate in preparedness activities with CAPHN.

### **B. RESPONSE ACTIVITIES**

1. Staff the Emergency Operations Center as appropriate to the needs of the emergency.
2. Enlist the support of local health officer, public health network, human service agencies and where appropriate state and federal agencies.

3. Where mutual aid or compacts exist, notify counterparts in neighboring towns and initiate any request for assistance that may be necessary.
4. Initiate the States Disaster Behavioral Health Response Team if appropriate.
5. If there is a public health emergency, the Henniker EOC will communicate with and submit resources requests to the regional Multi Agency Coordination Entity.

### **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Coordinate public health emergencies with the MACE.
2. Provide emergency medical treatment functions.
3. Coordinate emergency public health and medical functions.
4. Assess the medical capabilities on hand.
5. Establish medical procedures for evacuees at the shelter(s).
6. Provide situational reports containing the number, type, and severity of casualties to the EMD.
7. Perform all administrative and operational functions of the EMS Service.
8. Coordinate medical assistance with area Hospitals, if necessary.
9. Coordinate special population support.
10. Make requests for medical assistance, equipment, supplies, and health manpower, as appropriate through the MACE.
11. Liaison with the state Health & Human Services department.

### **B. ACTIVITIES THAT SHOULD/MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

#### **Emergency Management Director:**

- Assist the Health Officer and the Fire & Rescue Department in coordinating medical functions.
- Provide situation reports containing the number, type, and severity of casualties to the State EOC.
- Coordinate with health care facilities on the release of names of casualties and proper notification of next of kin.
- Make requests for medical assistance, equipment, supplies, and health manpower, as appropriate through local EOC.

#### **Rescue:**

## Town of Henniker – Local Emergency Operations Plan (LEOP)

- Provide emergency medical treatment functions.
- Coordinate emergency health and medical functions with the Health Officer.
- Assess the Medical capabilities on hand.
- Coordinate medical assistance with area hospitals, if needed.
- Perform all administrative and operational functions of the EMS service.
- Provide situational reports containing the number, type, and severity of casualties to the EMD.
- Coordinate special population support.

### **Health Officer:**

- Coordinate all health functions
- Establish medical procedures for evacuees at the shelter(s).
- Maintain direct contact with the Fire & Rescue Departments
- Act as liaison with the state Health & Human Services Department
- Coordinate implementation of public immunization
- Establish a temporary morgue
- Assist in public education initiatives.

### **Police Department:**

- Provide security and escorts, as required (e.g., Strategic National Stockpile (SNS), mass medication centers) Identify and ensure access routes are available.
- Coordinate with law enforcement agencies from non-impacted areas in the state for the provision of security and restricting access at health and medical facilities within effected area.
- Provide emergency transportation of blood, health/medical personnel, and medications, if needed.
- Coordinate isolation and quarantine orders.

### **Road Agent:**

- Assist in the transportation of medical supplies and medical patients if necessary.

### **New England College:**

- Coordinate with EOC
- Make the NEC facilities available if needed

## **VI. REFERENCES**

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

Fire & Rescue Department Standard Operating Guidelines

Police Department Standard Operating Procedures

New Hampshire EMS Patient Protocols

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

Capital Area Mutual Aid Fire Compact

Kearsarge Area Mutual Aid Fire Association

Merrimack County Sheriff's Department Police Dispatch

Capital Area Public Health Network

## **C. Plans**

Henniker MCI Plan

## Emergency Support Function # 9: Search and Rescue

### Lead Agency(ies)

Fire and Rescue Departments

### Support Agencies:

Emergency Management Director

Police Department

**Non-Municipal Support:** New Hampshire Fish & Game

## I. INTRODUCTION

### A. PURPOSE

The purpose of Emergency Support Function #9-Search and Rescue (ESF #9) is to provide assistance in the coordination and effective utilization of all available resources in the

conduct of Search and Rescue (SAR), to include swift water and flood operations during an emergency/disaster situation.

### B. SCOPE:

Search and Rescue consists of two components:

- Rural and/or Wild land Search and Rescue activities include, but are not limited to emergency incidents involving missing persons, the recovery of victims, locating boats lost in or around inland and coastal waters, water rescue, swift water, flood recovery, locating individuals lost in forest or wildlands, locating downed aircraft, extrication, if necessary, and providing first-aid treatment to victims.
- Urban/Structure Search and Rescue is the process of locating, extricating, recovery, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by an emergency or hazardous event when they cannot remove themselves. Additionally, this may include swift water and flood recovery.

## II. SITUATION AND PLANNING ASSUMPTIONS

### A. SITUATION

Search and Rescue (SAR) accounts for lost or trapped humans and household pets. The wide range of and easy access to outdoor recreational activities in the State and the large number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year. In addition, use of civil aircraft within the State continues to increase. The wildland - urban interface situation, which has greatly affected the fire services, has also impacted SAR. People become lost in wild land and suburban areas only a few minutes travel from their home. Additionally, weather related incidents often result in SAR as individuals are stranded, stuck or displaced by the effects of ice, snow, and other types of scenarios.

In addition, most structures in New Hampshire are not built to withstand the effects of major disasters including large, urban fires, seismic activities, building collapses due to heavy snowfall and flooding. Collapsing structures endanger individuals who are unable to escape, trapping them within the confines of the debris.

SAR operations are primarily initiated by local jurisdictions in accordance with local plans. NH Fish and Game has authority to "conduct search and rescue operations in woodlands and inland waters and to provide security at the sites thereof, and to enforce recovery of expenses under RSA 206:26-bb" according to NH RSA 206:26. Requests for additional

resources, including special skills, expertise, or equipment are coordinated through requests to the State.

## **B. PLANNING ASSUMPTIONS**

1. SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continues to grow.
2. Missing persons are at risk from the elements or trapped in dangerous situations/structures and need to be located as soon as possible.
3. Some SAR activities will result as a request from and coordination with ESF #4 - Firefighting.
4. The various types and venues of search and rescue operations require the expertise personnel and equipment of a variety of different agencies.
5. SAR missions may be required in incidents that occur quickly or develop over a period of time.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

ESF-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. NH Fish and Game

has authority to "conduct search and rescue operations in woodlands and inland waters and to provide security at the sites thereof, and to enforce recovery of expenses under RSA 206:26-bb" according to NH RSA 206:26.

## **B. NOTIFICATION AND ACTIVATION**

The incident commander will initiate the activation of this ESF. Notification and activation of designated personnel and resources will be the responsibility of the responding agencies.

In response to an event that would cause the activation of the local EOC, the EMD request would normally initiate notification procedures.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Maintain SAR resource contact information.
2. Purchase SAR equipment as our mission evolves.

### **B. RESPONSE ACTIVITIES**

1. Coordinate search and rescue operations.
2. Request activation of specialized mutual aid teams (i.e. Swiftwater, Urban SAR, etc.).
3. Collect and maintain situational information (i.e. Number of victims, unmet needs, allocated and requested SAR resources, etc.).

### **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. 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 the coordination capabilities between local, state, and federal officials to initiate recovery efforts.

## **V. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Advise dispatch to notify NH Fish and Game of SAR events.
2. Coordinate and provide collapsed building rescue.
3. Provide investigative services in missing persons cases.
4. Provide direction and control at the EOC.
5. Coordinate with ESF Fire Fighting to provide personnel, equipment and technical assistance.
6. Provide medical assistance in search missions.

### **B. ACTIVITIES THAT MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

#### **Fire & Rescue Departments:**

- Coordinate with the Police Department to search & rescue operations
- Coordinate and provide collapsed building rescue
- 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- 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

- Contact the NH Homeland Security and Emergency Management to activate federal search and rescue teams

### **Police Department:**

- Coordinate with the Fire & Rescue Department to conduct search and rescue operations.
- Collect and maintain the following ESF status information and coordinate with ESF- 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
- Coordinate with ESF-Firefighting, to provide manpower, equipment, and technical assistance for large-scale search and rescue efforts in the appropriate setting.
- Advise Merrimack County Dispatch to notify NH Fish & Game of any search and rescue event.
- Provide investigative services in missing persons cases

### **Emergency Management Director:**

- Coordinate search and rescue operations with local and state authorities.
- Provide direction and control at the Emergency Operations Center.

### **Road Agent:**

- Provide manpower and personnel in search and rescue operations

## **VI. REFERENCES**

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

Fire & Rescue Department Standard Operating Guidelines  
Police Department Standard Operating Procedures  
New Hampshire EMS Patient Care Protocols

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

Capital Area Mutual Aid Fire Compact

Kearsarge Area Mutual Aid Fire Association

Merrimack County Sheriff's Department Police Dispatch

## Emergency Support Function #10: Hazardous Materials

### Lead Agency(ies):

Fire and Rescue Departments

### Support Agencies:

Police Department

Road Agent

Emergency Management Director

Health Officer

Henniker Waste Water Department

Cogswell Springs Water Works

### Non-Municipal Support:

Central New Hampshire Hazardous Materials Team

NH Department of Environmental Services

## I. INTRODUCTION

### A. PURPOSE

The purpose of Emergency Support Function #10 -Hazardous Materials (ESF #10) is to provide local support in response to, and management of, an actual or potential release of hazardous materials, and oil spills from a natural, manmade, technological disaster, or a terrorist event. ESF #10 also promotes coordination between federal, state and local governments and the private sector during a hazardous material incident. Provide a coordinated local response and mitigate potential effects of a hazardous materials incident resulting from a natural, man-made, technological disaster or a terrorist incident.

### B. SCOPE

The local scope under this function shall include actions taken through the application of equipment, and technical expertise to control and contain HazMat incidents during response and recovery. The regional scope includes the Central New Hampshire Hazardous Materials Team (CNHHMT) in containment of HazMat incidents. The N.H. Dept. of Safety, Division of Fire Safety (DFS) / Fire Marshal

is the State Lead Agency for ESF #10, but it is recognized that, the Department of Environmental Services (DES) has significant responsibilities, expertise and resources and upon concurrence with DFS may assume the responsibilities of the Lead Agency. Pursuant to its authority under RSA 146-A:4, for incidents involving oil spills that threaten surface water or groundwater, DES will serve as the Lead Agency with respect to cleanup operations. The local scope under this function shall include actions taken through the application of equipment, and technical expertise to control and contain Haz-Mat incidents during response and recovery.

ESF #10 also has significant responsibility in incidents involving radiological materials.

Certain strategies, activities, and responsibilities for these types of events are outlined in the local Radiological Emergency Response Plan (RERP).

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

The Town of Henniker is host to major State and Federal roadways, which pose a major threat because of the volume and variety of hazardous materials being transported over them.

For purposes of this appendix, the following definitions apply:

- "Hazardous Materials" is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, radiological, nuclear or explosive substances, whether accidentally or intentionally released
- "Oil" means petroleum products and their by-products of any kind, and in any form including, but not limited to, petroleum, fuel, sludge, crude, oil refuse or oil mixed with wastes and all other liquid hydrocarbons regardless of specific gravity and which are used as motor fuel, lubricating oil, or any oil used for heating or processing. The term "oil" shall not include natural gas, liquefied petroleum gas or synthetic natural gas regardless of derivation or source; (RSA 146-A:2).

### **B. PLANNING ASSUMPTIONS**

1. Local government has the responsibility for the protection and well-being of its residents and visitors. However, owners and operators are responsible for costs related to response, containment and cleanup. Consequently, local governments, through the designated response agencies, will respond to hazardous material incidents of all types and sizes; make initial assessments as to the severity/magnitude of the situation; and take appropriate first responder protection measures to prevent loss of life, minimize injuries, and property damage.
2. ESF #10 will utilize established HAZMAT organizations, processes, and procedures.

### **III. CONCEPT OF OPERATIONS**

#### **1. GENERAL**

Unified Command will be used to manage ESF #10 assets in the field due to the number and variety of government and private sector organizations that may be involved.

#### **2. NOTIFICATION AND ACTIVATION**

- Upon notification of an incident, the Henniker Fire Department will be requested to activate and coordinate ESF activities.
- The Henniker Fire Department will implement existing operating procedures, mutual aid agreements, vendor contracts, and notification as required.
- Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

### **IV. PHASED ACTIVITIES**

#### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Preparing an inventory of existing threats using Superfund Amendments and Re- Authorization Act (SARA) Title III, Tier II information.
2. Maintaining personnel and equipment in a state of readiness.
3. Assuring response personnel obtain appropriate training and equipment.
4. Based upon hazardous conditions, conducting hazardous materials incident prevention and safety education activities for the public.

#### **B. RESPONSE ACTIVITIES**

- a. A Fire Department designee will locate at the local EOC as soon as possible after notification.
- b. Assisting in evacuation of individuals and animals in impacted area
- c. Providing personal protective equipment recommendations, as the incident requires.
- d. Determine initial and ongoing activities through established intelligence gathering procedures.

- e. 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.

## **b. RECOVERY ACTIVITIES:**

- a. Initiation of recovery operations will occur when feasibly possible and will follow prescribed HazMat response operation protocols.
- b. Collect data for reimbursement, such as personnel hours, equipment and material used.
- c. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

# **V. ROLES AND RESPONSIBILITIES**

## **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

- Ensure the use of National Incident Management System (NIMS) and Incident Command
- Coordinate with ESF-Transportation and ESF-Public Works and Engineering, during HazMat scenarios involving transportation incidents.
- Monitor contamination of water and sewer systems.
- Coordinate the provision of site security and access control during HazMat operations.
- Provide and assist in the evacuation of areas impacted by HazMat incidents.
- Ensure the health and safety of emergency responders and volunteers.
- Disseminate recommendations for personal protective actions.
- Collect and maintain the following ESF status information and coordinate with ESF- Emergency Management to ensure inclusion into the Situation Report (SITREP):
  - Status of local and regional HazMat response activities (i.e., containment, cleanup and disposal).
  - Status of evacuation or Shelter-in-Place orders and personal protective actions.
  - Staffing and resource capabilities and shortfalls.
  - Unmet needs (staff, equipment, etc.)
  - Allocation of HazMat resources.
  - Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
  - Plume modeling information.
  - Coordinate with ESF-Health and Medical Services the health and safety of response personnel.

## **B. ACTIVITIES THAT MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

### **Fire & Rescue Departments:**

- Ensure use of the Incident Command System (ICS) during all Haz-Mat incidents in town.
- Coordinate local activities during Haz-Mat incidents
- Coordinate with ESF-1, Transportation and ESF-3, Public Works and Engineering, during Haz-Mat scenarios involving transportation.
- Ensure appropriate communication links are established with local or field elements, regional Haz-Mat teams and other agencies, as required.
- Establish and maintain a database of entities that sell, manufacture, store, and/or transport extremely hazardous substances in town.
- Coordinate with ESF-7, Resource Support in the identification and acquisition of additional Haz-Mat 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).
  - Status of local and regional Haz-Mat response activities (i.e., containment, cleanup, and disposal).
  - Status of evacuation or Shelter-in-Place orders and personal protective actions.
  - Staffing and resource capabilities and shortfalls.
  - Allocation of Haz-Mat resources.
  - Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
  - Plume modeling information
  - Coordinate with ESF-8 Health and Safety of response personnel.

### **Emergency Management Director:**

- Provide direction and control at the Emergency Operations Center.

### **Police Department:**

- Coordinate site security and access control during hazardous material operations.
- Provide traffic control.

### **Road Agent:**

- Assist in the identification of critical facilities.

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

### **Cogswell Springs Water Works:**

- Coordinate with the Fire Department on water supply and contamination.

### **Henniker Waste Water Department:**

- Assist in the implementation of this ESF.

### **Health Officer:**

- 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.

## **VI. REFERENCES**

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

Fire & Rescue Department Standard Operating Guidelines  
Police Department Standard Operating Procedures  
New Hampshire EMS Patient Care Protocols

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

Capital Area Mutual Aid Fire Compact  
Central New Hampshire Hazardous Materials Response Team  
Kearsarge Area Mutual Aid Fire Association  
Merrimack County Sheriff's Department Police Dispatch

### **C. Plans**

Hazardous Material Hazard Specific Plan

# Emergency Support Function # 11: Agricultural, Cultural, and Natural Resources

**Lead Agency(ies):**

Health Officer

**Support Agencies:**

Emergency Management Director

Town Administrator

Fire Department

Police Department

Rescue Department

Health Officer

Fire Auxiliary

Highway Department

Transfer Station/Parks

## I. INTRODUCTION

### A. PURPOSE

The purpose of Emergency Support Function #11 – Agriculture, Natural and Cultural Resources (ESF #11) is to support State and local authorities' efforts to respond to incidents caused by all-hazards, including: providing evacuation of livestock, controlling and eradicating outbreaks of highly contagious or economically devastating animal or zoonotic diseases (i.e. transmitted between animals and people); coordinating with ESF #6 – Mass Care, Housing and Human Services and ESF #8 – Health and Medical to ensure the safety and security of the commercial food supply; protecting natural and cultural resources; and providing for the safety, of livestock during an emergency.

### B. SCOPE

ESF #11 provides the mechanism for coordination of state, local, and private resources to control and to eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, a highly infective exotic plant disease, or an economically devastating plant pest infestation when such occurrences become a significant emergency in New Hampshire. This includes occurrences in both domestic and wild flora and fauna, and further includes the welfare of animals, mainly livestock, during a disaster or emergency situation. ESF #11 also provides for protection of natural and cultural resources prior to, during, and/or after an incident in New Hampshire.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

Agricultural, cultural and natural resource emergencies could involve crops, agricultural wastes/discharge, nurseries, pesticides, orchards, maple groves, animal feeds, animal welfare, injured/displaced animals, dead animals, zoonotic disease, public health, wild animal, natural resource and other related issues. These emergencies could also place the state's economy and access to food at risk.

### **B. PLANNING ASSUMPTIONS**

1. An emergency or disaster may adversely affect agricultural livestock or poultry; domestic plants or crops; and / or the wild flora or fauna of New Hampshire.
2. Lives of animals may be threatened. As well, the disruption of evacuation or the interruption/destruction of the various businesses involving animals may occur.
3. Substantial damage to domestic or wild plants/crops would have significant and long lasting negative impacts on the state's economy through disruption of food supply, trade, and tourism.
4. A natural, accidental, or intentional (agro terrorism) introduction of a disease may threaten domestic and/or wild animals or plants.
5. Any zoonotic disease, naturally occurring or intentionally introduced, may threaten public health as well as animal health.

### **III. CONCEPT OF OPERATIONS**

#### **A. GENERAL**

1. The EMD will oversee operations for this ESF and coordinate with the appropriate State agencies.
2. ESF #11 ensures that animal/veterinary issues in natural disasters are supported. These efforts are coordinated by N.H. Dept. of Agriculture, Markets, and Food (DAMF).
3. Ensuring the safety and security of the commercial food supply: Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. These efforts are coordinated by DHHS and DAMF subject to their respective statutory authorities.
4. Providing for the safety and well-being of livestock.

### **IV. PHASED ACTIVITIES**

#### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Developing plans for the protection of animal and plant health and security, including the response to an outbreak of a highly contagious animal/zoonotic disease, and outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation whether accidentally or intentionally introduced.

#### **B. RESPONSE ACTIVITIES**

1. Assessing the situation, as requested, to include: the nature, type, amount and location of agricultural, animal or cultural or natural resources in jeopardy or affected, potential and type of exposure; probable direction and time of travel of the contaminants; and the potential impact on human health, welfare, cultural resources, safety, and the environment.
2. Providing animal and livestock safety through coordination, as needed, of emergency animal control, sheltering, rescue and stabling for livestock, poultry, rescue and transportation to shelter.
3. Coordinating integration of veterinary medical assistance teams.
4. Coordinating with the appropriate local, state and federal agencies to ensure the proper disposal of wastes associated with incidents, including ESF #10- HAZMAT.
5. Providing Protective Action Requirements (PAR), as the incident requires.

6. Support monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.

### **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES & RESPONSIBILITIES**

1. Coordinate with NH Department of Agriculture, Markets, and Foods.
2. Developing and maintaining a database of veterinary medical and non-veterinary medical volunteers and agencies that will provide care assistance.
3. Coordinating communication with ESF #14 concerning the storage of animal and plant-related donated goods preceding a potential disaster and preparation for hay, food, and non-medical large animal supplies.
4. Assisting in the preparation for storing of donated animal-related relief supplies including hay, food, non-medical supplies. Coordinate with NH Fish and Game for consultation, technical assistance, and response to animal health issues involving wildlife and wildlife diseases (disease outbreak, bio-terrorist attack, waste, and carcass disposal, technological accident).

## **VI. REFERENCES**

None

## Emergency Support Function # 12: Energy

### Lead Agency(ies):

Board of Selectmen

### Support Agencies:

Fire Department

Police Department

Highway Department

Emergency Management Director

## I. INTRODUCTION

### A. PURPOSE

The purpose of Emergency Support Function #12 – Energy (ESF #12) is to provide a coordinated response in the restoration of energy services, support emergency response and recovery efforts, and normalize community functions in a disaster area. Support includes, but is not limited to, assessing energy and non-energy utility system damages as well as supplies and requirements to restore such systems and obtaining information on deliverable fuels, supplies and infrastructure.

### B. SCOPE

ESF #12's primary responsibility is to closely coordinate with regulated fuel (electric) utilities and non-regulated, deliverable fuels such as fuel oil, propane gas, kerosene, and transportation fuel utilities operating in the state to ensure the integrity of energy supply systems are maintained during emergency situations; that any damages incurred are repaired; and that services are restored in an efficient and expedient manner.

## II. SITUATION AND PLANNING ASSUMPTIONS

### A. SITUATION

Damage to an energy system may have a rippling effect on supplies, distribution, or other transmission systems. ESF #12 oversight includes the transporting, generating, transmitting, conserving, building, and maintenance of energy system components.

## **B. PLANNING ASSUMPTIONS**

1. The occurrence of a major disaster could destroy or damage portions of the state's energy and non-energy systems as well as interfere with energy supplies.
2. Widespread and prolonged electric power failures have occurred in past major disasters and may lead to public and private infrastructure impacts that could severely compromise public safety and jeopardize lives.
3. The transportation, media, and telecommunications infrastructure may be impacted.
4. The private sector normally takes the lead in the rapid restoration of infrastructure related services after an event. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes.
5. Owners and operators of private, and public utilities systems shall be responsible for the maintenance and activation of emergency response plans for appropriate allocation of resources (personnel, equipment, and services) to maintain or restore utility service under their control.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

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

### **B. NOTIFICATION AND ACTIVATION**

Upon determination by the EMD of an impending or actual Energy incident requiring evacuation capabilities or posing a significant threat to the Town of Henniker, the EMD will request agency representatives to activate from the EOC.

### **C. ORGANIZATION**

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.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Monitoring weather and hazardous conditions that contribute to increased danger to the public health and safety.
2. Developing and maintaining a database of contact information for ESF #12 resources.

### **B. RESPONSE ACTIVITIES**

1. Assessing the situation, as requested, to include:
  - a. Impact of incident upon energy system damages and requirements for restoration;
  - b. Energy supply and demand;
  - c. Response and recovery needs of impacted systems;
  - d. Plans to assist federal, state, local and private sector officials in establishment of priorities to repair damage to infrastructure; and,
  - e. Restoration priorities and schedules established.
2. Providing safety information for the public in coordination with PIO.

### **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES & RESPONSIBILITIES**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Determine the energy status of affected areas.
2. Coordinate with utility companies.

3. Determine possible energy needs for response.
4. Town Administrator/Board of Selectmen to coordinate the energy needs and status for the Town.
5. Prioritize resource requests and allocations.
6. Determine priority restoration for critical facilities
7. Provide for the safety of personnel.
8. Provide back-up power and communications.

## **B. ACTIVITIES THAT MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

### **Board of Selectmen:**

- Coordinate the energy needs and status for the town.
- Determine the possible energy needs for emergency responders.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report.
  1. Status of energy systems
  2. Status of Critical Facilities
  3. Areas without energy
  4. Unmet needs (staff, equipment, ect.)
  5. Staffing and resource capabilities, and shortfalls
  6. Coordinate with ESF-Health & Medical Services the health and safety of response personnel

### **Town Administrator:**

- Coordinate with the EMD on the energy needs and status for the town.
- Prioritize resource request and allocations, as needed
- Assess fuel and electrical power damage, energy supply, and demand, and assist in identifying requirements for restoration.
- Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.

### **Emergency Management Director:**

- Provide direction and control of the EOC in the implementation of this ESF.

### **Police Department:**

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

**Fire Department:**

- 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.

**Road Agent:**

- 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.
- Provide assistance to energy suppliers in obtaining equipment, specialized personnel, and transportation to repair or restore energy systems.

**VI. REFERENCES**

None

**Emergency Support Function # 13: Public Safety and Law Enforcement**

**Lead Agency(ies):**

Police Department

**Support Agencies:**

Fire Department

Highway Department

Emergency Management Director

Fire Inspector

## **I. INTRODUCTION**

### **A. PURPOSE**

The purpose of Emergency Support Function #13 – Public Safety and Law Enforcement (ESF #13) is to establish procedures for the command, control, and coordination of all State law enforcement personnel and equipment to support local law enforcement agencies and state activities during emergencies.

### **B. SCOPE**

Local law enforcement officials are responsible for enforcement of laws, traffic control, investigation of crimes, and other public safety activities within their jurisdictions.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

The Police Department has 10 Officers, consisting of 7 full-time police officers, 3 part-time, and 2 administrative assistants. 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 and has officers on duty 24 hours a day. The Police Department has Standard Operating Procedures (SOPS) for normal operations in all areas of law enforcement and it may give mutual aid assistance to neighboring communities or receive assistance from those communities, the Merrimack County Sheriff's Department and/or New Hampshire State Police. New Hampshire State Police provides specialized law enforcement services (i.e. tactical response). Hillsborough Police Department is the back-up dispatching agency. The Police Station has emergency back-up power.

## **B. PLANNING ASSUMPTIONS**

The Henniker Police Department and support agencies will coordinate with all supporting departments/agencies, municipalities, districts, mutual aid compacts and state and federal organizations who may support ESF #13 to ensure operational readiness prior to, during or after an incident, emergency, or disaster. The emergency may require HAZMAT, Search & Rescue, investigations and other specialized responses that may rely upon assistance from ESF #13.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

The Chief of Police is responsible for law enforcement activities within the Town of Henniker and will retain incident command and control. Some incidents may require Unified Command with the Henniker Fire Department. When State law enforcement personnel and equipment are committed, a member of the NH State Police (NHSP) will be assigned to coordinate state activities with the local law enforcement officer in charge.

### **B. NOTIFICATION AND ACTIVATION**

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
- Notify the Town Administrator and the Emergency Management Director of the state of readiness and request outside assistance, if necessary
- Report to the EOC when requested by the Emergency Management Director
- Disburse personnel and equipment to strategic locations or in concert with EOC decisions.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Provide trained personnel.

2. Establish operational protocols and procedures for law enforcement and security services.

## **B. RESPONSE ACTIVITIES**

1. Assessing the situation, as requested, to include:
  - a. Potential impact on human health, welfare, cultural resources, safety and the environment;
  - b. Types, availability, and location of response resources, technical support, and firefighting and cleanup services needed; and,
  - c. Priorities for protecting human health, safety, welfare, resources, environment.
2. Supporting requests for investigations and inspections as needed.
3. Assisting in evacuation of individuals and animals in impacted areas.
4. Providing public safety and law enforcement information for the public in coordination with PIO/JIC.
5. Assisting, as requested, to help provide temporary access/egress and security of critical facilities/key resources (as requested) and emergency routes as necessary for passage of emergency response personnel and evacuees or surge populations.
6. Assisting with security for response personnel, as requested.

## **C. RECOVERY ACTIVITIES:**

1. Collect data for reimbursement, such as personnel hours, equipment, and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

## **V. ROLES & RESPONSIBILITIES**

1. Provide necessary law enforcement services.
2. Provide emergency crowd and traffic control.
3. Activate law enforcement mutual aid.

## **VI. REFERENCES**

### **A. MOUS/LOAS**

The Police Department maintains mutual aid agreements with all contiguous towns and . The Merrimack County Sheriff's Department exercises concurrent jurisdiction and NH State Police has limited authority within the provisions of state RSAs. Federal law enforcement agencies exercise their authority as detailed in the United States Code.

## **Emergency Support Function# 14: Volunteer and Donations**

**Lead Agency(ies):**

Board of Selectmen

Emergency Management Director

**Support Agencies:**

Fire Department

Rescue Department

Henniker Fire Department Auxiliary

Non-Governmental Organizations

## **I. INTRODUCTION**

### **A. PURPOSE**

The purpose of Emergency Support Function #14 – Volunteer and Donations Management (ESF #14) is to facilitate and coordinate communication and activities of volunteers and voluntary agencies responding to a declared state emergency, and to describe the processes used to ensure the most efficient and effective recruitment and use of unaffiliated volunteers, unaffiliated organizations and unsolicited donated goods, services and monies to support organizations prior to, during and after incidents/emergencies requiring a state response. The primary function of the agencies associated with ESF #14 is to coordinate the provision of donated resources to meet the needs of the impacted area during a state response.

### **B. SCOPE**

ESF #14 provides the coordination and delivery of volunteer efforts, organizations, and donations by facilitating the expeditious delivery of donated goods, services and funding available within the network of New Hampshire Voluntary Organizations Active in Disaster (NHVOAD) agencies.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. SITUATION**

A significant natural or man-made event beyond the capability of local jurisdictions to respond may result in an impact on local manpower and resources necessitating an organized recruitment effort, and/or an overwhelming public response that may require an organized utilization and coordination of volunteers and donations. Preplanned volunteer and donations management strategies will reduce problems associated with spontaneous, unaffiliated volunteer response, identifying sources for specialized volunteer needs and assist in the coordination of offers of unsolicited goods and services.

The Town of Henniker should coordinate with voluntary agencies, community and faith based organizations, volunteer centers, and private-sector entities through local Community Voluntary Organizations Active in Disasters (VOADs) to participate in preparedness activities, including planning, establishing appropriate roles and responsibilities, training, and exercising. A primary responsibility is coordinating local resources and establishing a structure responsible for receiving, recruiting, tasking, training, and employing the full range of goods and services that may be donated and/or required during an emergency.

## **B. PLANNING ASSUMPTIONS**

1. Once emergency conditions are known, individuals and relief organizations from inside and outside the impacted area will begin to collect materials, funds, and supplies to assist the devastated area.
2. Individuals and organizations will feel compelled to go to or donate to the area with offers of assistance. Similarly, the impact of the emergency will be such that current resources are overwhelmed and services will be sought from outside sources. When these situations occur, a need for an organized response is imperative. Multiple collection and distribution/staging areas may be required.
3. Non-useful and unwanted donations should be expected. These items would include but are not limited to; unsorted or dirty clothing, used mattresses, highly perishable or outdated food products and worn out or cast-off items. To prevent an overabundance of these items, coordination through Volunteer NH is essential. In the event that these items need to be disposed of, the State of NH will assist in the provision for proper disposal.
4. Local volunteer resources will experience a deficit in some, if not all areas. This will necessitate state and possibly federal assistance.

## **III. CONCEPT OF OPERATIONS**

### **A. GENERAL**

A coordinating group comprised of the Emergency Management Director, Board of Selectmen, School representatives, voluntary organizations and State agencies will be activated to facilitate the provision of volunteers and donations based on assessed needs.

## **B. 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 report to the EOC.

## **IV. PHASED ACTIVITIES**

### **A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Identify processes for volunteer recruitment, donation receipt, tracking, and acknowledgement.
2. Identify prospective staging areas for volunteers and donations.

### **B. RESPONSE ACTIVITIES**

1. Determine volunteers and donation needs and available resources
2. Maintaining accurate records of all volunteers utilized.
3. Maintain log of volunteer and donation actions.

### **C. RECOVERY ACTIVITIES:**

1. Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate volunteer/donation needs. Those requirements would include but are not limited to personnel and donated items.

## **V. ROLES & RESPONSIBILITIES**

1. Conduct just-in-time training for volunteers.
2. Manage a system to log, track, and assign volunteers.
3. Coordinate with the EMD to request/delegate volunteer resources.
4. Ensure the sanitation of donated items.
5. Credential volunteers, as required.

## **VI. REFERENCES**

None

## **Emergency Support Function #15: Public Information**

### **Lead Agency(ies):**

Chairman of the Board of Selectman

Town Administrator

Emergency Management Director

**Support Agencies:**

Town Administration

Police Department

Fire & Rescue Departments

Road Agent

New England College

Henniker Community School

## **I. INTRODUCTION**

### **A. PURPOSE**

The purpose of this 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 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**

The citizens of Henniker will need to have and be asked to 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/Public Information Officer (PIO). Also a method of handling rumors should be established to avoid misinformation being spread.

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

The community is served multiple radio stations including: WNEC 91.7, WFTN 94.1, WGIR 101.1 FM or 610 AM, WLNH 98.3, WOKQ 97.5, WHDQ 106.1, WHOM 94.9, WJYY 105.5, WNHI 101.5, WNNH 99.1, WNTK99.7, and WEVO 89.1. There are multiple newspapers that cover Henniker including The New Englander, The Village, The Argus Champion, The Concord Monitor, and The Union Leader. There several TV stations who cover Henniker including WMUR 9, WHDH 7, WCVB 5, Fox 25, and New England Cable News. Most families have access to local area electronic and print media.

Because of the possible impact on Henniker, local officials also need to be informed of events happening outside the community.

## **B. MEANS OF DISSEMINATION:**

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

- Emergency Alert System (EAS)
- Television
- Radio
- Cable TV not participating in EAS
- Newspaper
- Specially printed materials
- TDD/TTY via 911
- Hot Lines
- Internet/Town Website ([www.henniker.org](http://www.henniker.org))

- Social Media such as Facebook and Twitter

In addition to these resources, back-up means can also be utilized including a vehicle mounted public address system, and door-to-door notifications.

## C. AUDIENCE

The target audience for emergency public information messages consists of people directly affected by the emergency. First priority should be given to providing information needed immediately for the protection of life and property, such as evacuation route 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.

# 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:**

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

### **State Information Support Structure:**

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

State emergency public information will be coordinated through the State's Emergency Operation Center (EOC). If a Joint Information Center (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.

**Federal Information Support Structure:**

The State will coordinate with Federal agencies to provide federal-level information to the public following a natural or technological emergency or disaster, as deemed necessary. The Federal government will assist with locating and managing the operations of a JIC, if requested.

## **C. NOTIFICATION AND ACTIVATION**

- In response to an event that would require activation of the local EOC, the EMD would notify Concord Fire Alarm and Merrimack County Dispatch to initiate notification.
- Upon activation, the ESF 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**

### **A. ACTIVITIES ASSOCIATED WITH FUNCTION**

1. Conduct just-in-time training for volunteers.
2. Manage a system to log, track and assign volunteers.
3. Coordinate with the EMD to request/delegate volunteer resources.
4. Ensure the sanitation of donated items.
5. Credential volunteers, as required.

### **B. ACTIVITIES THAT MAY BE CARRIED OUT, BUT ARE NOT LIMITED TO**

**Chairman of the Board of Selectmen:**

Town of Henniker – Local Emergency Operations Plan (LEOP)

- Act as the primary contact person for the media unless he/she designates someone else to act as the PIO to disseminate emergency information and instructions to the public;
- Authorize the activation of the local area EAS.
- Gather and analyze all public information and instruction;
- Prepare news releases for the Chairman;
- Arrange regular media briefings by the Chairman;

**Emergency Management Director:**

- Establish an emergency media center, if necessary;
- Establish a rumor control system.

**All Department Heads and On-scene Commanders will:**

- Refer media questions to the EOC and/or the Media Center as much as possible.

**V. REFERENCES**

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

- Fire & Rescue Department Standard Operating Guidelines
- Police Department Standard Operating Procedures
- New Hampshire EMS Patient Care Protocols

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

- Capital Area Mutual Aid Fire Compact
- Kearsarge Area Mutual Aid Fire Association
- Merrimack County Sheriff's Department Police Dispatch

**Appendix B: Acronyms**

| Acronym | Definition                      |
|---------|---------------------------------|
| AAR     | After Action Report             |
| ADA     | Americans with Disabilities Act |

Town of Henniker – Local Emergency Operations Plan (LEOP)

| Acronym | Definition  |
|---------|---|
| AFN     | Access and Functional Needs                               |
| AG      | Office of Attorney General                                |
| ARES    | Amateur Radio Emergency Service                           |
| CBRNE   | Chemical, Biological, Radiological, Nuclear and Explosive |
| CFR     | Code of Federal Regulations                               |
| COG     | Continuity of Government                                  |
| COOP    | Continuity of Operations                                  |
| CPG     | Comprehensive Preparedness Guide                          |
| CY      | Calendar Year   |
| DES     | NH Department of Environmental Services                   |
| DHS     | Department of Homeland Security (Federal)                 |
| DOJ     | Department of Justice (Federal)                           |
| EMAC    | Emergency Management Assistance Compact                   |
| EMAP    | Emergency Management Accreditation Program                |
| EMD     | Emergency Management Director                             |
| EMS     | Emergency Medical Services                                |
| EOC     | Emergency Operations Center                               |
| EPZ     | Emergency Planning Zone                                   |
| ERP     | Emergency Response Plan                                   |
| ESF     | Emergency Support Function                                |
| FEMA    | Federal Emergency Management Agency                       |
| FOG     | Field Operating Guide                                     |
| HAZMAT  | Hazardous Materials                                       |
| HSEEP   | Homeland Security Exercise and Evaluation Program         |

Town of Henniker – Local Emergency Operations Plan (LEOP)

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

Town of Henniker – Local Emergency Operations Plan (LEOP)

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

## Appendix C: Authorities and References

### EMERGENCY MANAGEMENT STATUTES:

#### **State of New Hampshire, Chapter 21-P: Department of Safety, Homeland Security and Emergency Management**

**SECTION 21-P: 34 Purpose:** The emergency management powers are conferred upon the governor and upon other executive heads of governing bodies of the state; the creation of local organizations for emergency management in the political subdivisions of the state is authorized.

#### **SECTION 21-P: 35 Definitions:**

**"Emergency Management"** means the preparation for and the carrying out of all emergency functions, including but not limited to emergency response and training functions, to prevent, minimize, and repair injury or damage resulting from the occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or human cause, including but not limited to fire, flood, earthquake, windstorm, wave actions, technological incidents, oil or chemical spill, or water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, terrorist act, or riot.

**"Local organization for emergency management"** means an organization created in accordance with the provisions of this subdivision by state, county, or local authority to perform local emergency management functions.

**"Political subdivision"** means counties, cities, towns, and duly established village precincts.

**"State of emergency"** means that condition, situation, or set of circumstances deemed to be so extremely hazardous or dangerous to life or property that it is necessary and essential to invoke, require, or utilize extraordinary measures, actions, and procedures to lessen or mitigate possible harm. Federal Statutes

#### **SECTION 21-P: 39 LOCAL ORGANIZATION FOR EMERGENCY MANAGEMENT**

- I. Each political subdivision of the state shall establish a local organization for emergency management in accordance with the state emergency management plan and program. Each local organization for emergency management shall have a local director who shall be appointed and removed by the county commissioners of a county, the city council of a city, or, and who shall have direct responsibility for the organization, administration and operation of such local organization board of selectmen of a town for emergency management, subject to the direction and control of such appointing officials. Each local organization shall have jurisdiction only within its respective political subdivision, and the director appointed by that political subdivision shall be responsible to his or her appointing authority. The appointing authority may appoint one of its own members or any other citizen or official to act as local director and shall notify the state director in writing of such appointment. If a local director is removed, the state director shall be notified immediately. Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized.

- II.* Until a local director has been appointed, the chief elected official shall be directly responsible for the organization, administration, and operation of such local organization for emergency management.
- III.* In carrying out the provisions of this subdivision, each political subdivision in which any disaster as described in RSA 21-P:35, V occurs may enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision may exercise the powers vested under this section in the light of the exigencies of the extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law, excepting mandatory constitutional requirements, pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditure of public funds.
- IV.* In carrying out the provisions of this subdivision, each political subdivision in which any disaster as described in RSA 21-P:35, V occurs may meet at any place within or without the territorial limits of such political subdivision and shall proceed to establish and designate by ordinance, resolution, or other manner, alternate or substitute sites or places as the emergency temporary location or locations of such government where all or any part of the public business may be transacted and conducted during the emergency situation. Such sites or places may be within or without the territorial limits of such political subdivision, but shall be within this state.

**SECTION 21-P:41 Immunity and Exemption**

- I.* All functions under this subdivision and all other activities relating to emergency management are hereby declared to be governmental functions. Neither the state nor any of its political subdivisions nor any agency of the state or political subdivision, nor any private corporations, organizations, or agencies, nor any emergency management worker complying with or reasonably attempting to comply with this subdivision, or any order or rule adopted or regulation promulgated pursuant to the provisions of this subdivision, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity. The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this subdivision, under the workers' compensation law, or under any retirement law, nor the right of any such person to receive any benefits or compensation under any act of Congress.
- II.* Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency management worker who shall, in the course of performing his or her duties as such, practice such professional, mechanical, or other skill during an emergency.
- III.* As used in this section the term "emergency management worker" includes any full or part-time paid, volunteer, or auxiliary employee of this state, other states, territories, possessions, the District of Columbia, the federal government, any neighboring country, or of any political subdivision of such entities, or of any corporation, agency or organization, public or private, performing emergency management services at any place in this state subject to the order or control of, or pursuant to a request of, the state government or any of its political subdivisions.
- IV.* Dentists licensed in this state, nurses registered in this state, student nurses undergoing training at a licensed hospital in this state, or emergency medical care providers licensed under RSA 153-A,

during any emergency, shall be regarded as authorized emergency management workers and while so engaged may practice, in addition to the authority granted them by other statutes, administration of anesthetics; minor surgery; intravenous, subcutaneous, and intramuscular procedures; and oral and topical medication under the general but not necessarily direct supervision of a member of the medical staff of a legally incorporated and licensed hospital of this state, and to assist such staff members in other medical and surgical procedures.

- V. Any emergency management worker, performing emergency management services at any place in this state pursuant to agreements, compacts or arrangements for mutual aid and assistance, to which the state or one of its political subdivisions is a party, shall possess the same powers, duties, immunities, and privileges the worker would ordinarily possess if performing his or her duties in the state or political subdivision in which normally employed or rendering services.
- VI. Any emergency management worker shall:
  - a. If the worker is an employee of the state, have the powers, duties, rights, and privileges and receive the compensation incidental to his or her employment;
  - b. If the worker is an employee of a political subdivision of the state, whether serving within or without such political subdivision, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to his or her employment; and
  - c. If the worker is not an employee of the state or one of its political subdivisions, be entitled to the same rights as to compensation for injuries as are provided by law for the employees of this state. The emergency management personnel shall, while on duty, be subject to the operational control of the authority in charge of emergency management activities in the area in which they are serving, and shall be reimbursed for all actual travel and subsistence expenses incurred under orders issued by the director.

**SECTION 21-P: 47 Penalty.**

If any person violates or attempts to violate any order, rule, or regulation made pursuant to this subdivision, such person shall be guilty of a misdemeanor.

## Appendix D: Hazard Assessments

### Natural Hazards – Town of Henniker

Natural hazards are those that are a result from acts of nature, such as hurricanes, earthquakes, tornadoes, severe winter storms, wildfires, and pandemics.

Table 1: Earth Hazard Risk Assessment – Town of Henniker

Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019

| Natural, Technological, Human Hazard Categories                                 | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16)  |
|---|---|---------------------------|---|--|----------------------|
| <b>DROUGHT</b>  | 4<br><b>HIGH</b>                            | 1<br>LOW                  | 2<br>MEDIUM                                       | 2<br>MEDIUM                              | 6.7<br><b>MEDIUM</b> |
| <b>EARTHQUAKE</b>   | 4<br><b>HIGH</b>                            | 1<br>LOW                  | 1<br>LOW  | 1<br>LOW                                 | 4.0<br><b>LOW</b>    |
| <b>LANDSLIDE</b>  | 2<br><b>MEDIUM</b>                          | 1<br>LOW                  | 1<br>LOW  | 1<br>LOW                                 | 2.0<br><b>LOW</b>    |
| <b>EXTREME TEMPERATURES</b><br>Excessive Heat, Heat Wave, or Cold or Wind Chill | 4<br><b>HIGH</b>                            | 3<br>HIGH                 | 3<br>HIGH   | 3<br>HIGH                                | 12.0<br><b>HIGH</b>  |
| <b>WILDFIRE</b><br>Brushfire, Outdoor Fires or Accidental                       | 4<br><b>HIGH</b>                            | 3<br>HIGH                 | 2<br>MEDIUM                                       | 2<br>MEDIUM                              | 9.3<br><b>HIGH</b>   |
| <b>LIGHTNING</b>  | 4<br><b>HIGH</b>                            | 4<br>HIGH                 | 3<br>HIGH   | 2<br>MEDIUM                              | 12.0<br><b>HIGH</b>  |
| <b>INLAND FLOODING</b><br>Rains, Snow Melt or Flash Floods                      | 4<br><b>HIGH</b>                            | 2<br>MEDIUM               | 4<br>HIGH   | 2<br>MEDIUM                              | 10.7<br><b>HIGH</b>  |
| <b>RIVER HAZARDS</b><br>Ice Jams, Scouring, Erosion, Channel Movement or Debris | 4<br><b>HIGH</b>                            | 1<br>LOW                  | 3<br>HIGH   | 2<br>MEDIUM                              | 8.0<br><b>HIGH</b>   |

## Public Health Hazards – Town of Henniker

Public Health hazards are those, which result from diseases that can cause epidemics transmitted through food, water, environment, or personal contact. An epidemic could also result from bioterrorism, whereby an infectious agent is released into a susceptible population. Drug addiction is reportedly high in New Hampshire and is considered a public health hazard.

**Table 2: Public Health Hazard Vulnerability Matrix– Town of Henniker**

**Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019**

| Natural, Technological, Human Hazard Categories   | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16)        |
|---|---|---------------------------|---|--|----------------------------|
| <b>PUBLIC HEALTH</b><br>Infectious Diseases, Air & Water Quality, Biological, Addiction, Arboviral, or Tick-borne | 4<br><b>HIGH</b>                            | 4<br>HIGH                 | 2<br>MEDIUM                                       | 2<br>MEDIUM                              | <b>10.7</b><br><b>HIGH</b> |

## Solar Storm Hazards – Town of Henniker

Solar Storm hazards are those, which result from solar storms and space weather is a new addition to the Hazard Mitigation and LEOP plans and can refer to solar flares, coronal mass ejections, high-speed solar wind, or geomagnetic storms. Solar activity can occur for as short a duration as a few minutes to several hours and create resulting effects on the Earth for weeks. When a geomagnetic storm occurs, high speed solar winds penetrate the Earth’s magnetosphere and can decrease the Earth’s magnetic field for several hours

**Table 3: Solar Storm Hazard Vulnerability Matrix- Town of Henniker**

**Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019**

Town of Henniker – Local Emergency Operations Plan (LEOP)

| Natural, Technological, Human Hazard Categories   | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16) |
|---|---|---------------------------|---|--|---------------------|
| <b>SOLAR STORMS AND SPACE WEATHER</b><br>Solar Winds, Geomagnetic Storms (Aurora Borealis), Solar Radiation or Radio Blackout | 2<br><b>MEDIUM</b>                          | 1<br>LOW                  | 2<br>MEDIUM                                       | 2<br>MEDIUM                              | 3.3<br><b>LOW</b>   |

### Wind Hazards – Town of Henniker

Wind hazards are significantly high winds occur especially during hurricanes, tornadoes, downbursts, winter storms, and thunderstorms any time of the year. Falling objects and downed power lines are dangerous risks associated with high winds. Property damage and downed trees are common during high wind occurrences. All utilities, including power lines, are at risk and their damage or destruction would create a hazard to the Town. A communications interruption or failure resulting from damage to telecommunications towers could affect the capabilities of emergency personnel to respond to the hazard event. Often with wind events, precipitation accompanies, increasing the danger of the hazard.

Table 4: Wind Hazard Vulnerability Matrix– Town of Henniker

Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019

| Natural, Technological, Human Hazard Categories                                       | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16) |
|---|---|---------------------------|---|--|---------------------|
| <b>HIGH WIND EVENTS</b><br>Wind, Thunderstorms, Hail, Downbursts, Tornadoes or Debris | 4<br><b>HIGH</b>                            | 4<br>HIGH                 | 4<br>HIGH   | 3<br>HIGH                                | 14.7<br><b>HIGH</b> |

## Tropical and Post-Tropical Cyclone Hazards – Town of Henniker

Hurricane season begins on June 1 and continues through the end of November. August and September are the most active hurricane months. It is not uncommon for New England to be impacted by a hurricane more than once in a season. River and flooding due to heavy rains is a risk to Henniker during hurricanes. Numerous hurricane events in recent history have occurred in the State, region, and the local area surrounding Henniker that may have also had an impact on the Town.

**Table 5: Tropical Weather Hazard Vulnerability Matrix– Town of Henniker**

Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019

| Natural, Technological, Human Hazard Categories  | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16)       |
|--|---|---------------------------|---|--|---------------------------|
| <b>TROPICAL AND POST-TROPICAL CYCLONES</b><br>Hurricanes, Tropical Storms or Tree Debris | 4<br><b>HIGH</b>                            | 3<br>HIGH                 | 2<br>MEDIUM                                       | 2<br>MEDIUM                              | <b>9.3</b><br><b>HIGH</b> |

## Winter Weather Hazards – Town of Henniker

Ice and snow events typically occur during the winter months and can cause loss of life, property damage, and tree damage. Severe winter storms, including Nor'easters, typically occur during January and February.

**Table 6: Winter Weather Hazard Vulnerability Matrix Town of Henniker**

Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019

Town of Henniker – Local Emergency Operations Plan (LEOP)

| Natural, Technological, Human Hazard Categories                   | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16) |
|---|---|---------------------------|---|--|---------------------|
| <b>SEVERE WINTER WEATHER</b><br>Snow, Ice, Blizzard or Nor'Easter | 4<br>HIGH                                   | 4<br>HIGH                 | 3<br>HIGH   | 4<br>HIGH                                | 14.7<br>HIGH        |
| <b>AVALANCHE</b>  | 1<br>LOW                                    | 1<br>LOW                  | 1<br>LOW  | 1<br>LOW                                 | 1.0<br>LOW          |

### Dam Failure Hazards – Town of Henniker

Dam breach and the resulting failure cause rapid loss of water that is normally impounded by the dam. These kinds of floods are extremely dangerous and pose a significant threat to both life and property as they are quick, unexpected, and if they occur during a flooding event, dam failures can overload an already burdened water channel.

Table 7: Dam Failure Hazard Vulnerability Matrix– Town of Henniker

Source: Chapter 4 Town of Henniker Hazard Mitigation Committee 2019

| Natural, Technological, Human Hazard Categories           | Probability of Occurrence in 10 Years (1-4) | Human Injury Impact (1-4) | Essential Services or Infrastructure Impact (1-4) | Property Damage or Economic Impact (1-4) | OVERALL RISK (1-16) |
|---|---|---------------------------|---|--|---------------------|
| <b>DAM FAILURE</b><br>Water Overtop, Breach, Beaver, etc. | 3<br>HIGH                                   | 2<br>MEDIUM               | 4<br>HIGH   | 3<br>HIGH                                | 9.0<br>HIGH         |

## Appendix E: Town Resource List

Locally available sources for supplies/equipment:

Harvester Market- (603) 428-3912 (Food, household supplies)

College Convenience (603) 995-4048 (Food)

Edmunds Ace Hardware: (603) 428-3265 (Hardware Store)

Michie Corp: (603) 428-3218 (Pre-cast/Redi-Mix Concrete, large equipment)

Central Concrete: (603) 428-7900 (Pre-cast/Redi-Mix Concrete, large equipment)

Henniker Crushed Stone: (603) 428- 7756 (Stone, gravel, construction materials, large equipment)

Goss Lumber: (603) 428-7314 (Lumber and building supplies)

Patenaude Lumber: (603) 428-3224 (Lumber and building supplies)

Ayer and Goss: (603) 428-8833 (Fuel oils, propane, gasoline and diesel pumps)

Pats Peak Ski Area (603) 428-3245 (Large equipment)

## Appendix F: Key Contact List

### ADMINISTRATION - Town Hall, 18 Depot Hill Road

- |  |  |
|--|--|
| 1) Diane Kendall - Town Administrator<br><a href="mailto:Diane.kendall@henniker.org">Diane.kendall@henniker.org</a><br>w) 603-428-3221 x 105<br>c) 603-562-9022<br>f) 603-428-4366 | 2) Russ Roy - Finance Director<br><a href="mailto:russ.roy@henniker.org">russ.roy@henniker.org</a><br>w) 603-428-3221 x 104<br>c) 603-848-3356<br>h) 603-938-5089<br>f) 603-428-4366 |
|--|--|

### FIRE - 216 Maple Street

- |   |  |
|---|--|
| 1) Jim Morse - Fire Chief<br><a href="mailto:hennikerfirechief@gmail.com">hennikerfirechief@gmail.com</a><br>m<br>Station) 603-428-7552<br>c) 603-344-4333<br>f) 603-428-7628 | 2) Varyl French - Deputy Chief<br><a href="mailto:vfrench@mcttelecom.com">vfrench@mcttelecom.com</a><br>Station) 603-428-7552<br>c) 603-848-5954 |
|---|--|

### RESCUE - 216 Maple Street

- |  |  |
|--|--|
| 1) Greg Aucoin - Rescue Chief<br><a href="mailto:hennikerrescuechief@gmail.com">hennikerrescuechief@gmail.com</a><br>Station) 603-428-7552<br>c) 603-748-9502<br>h) 603-428-7550 | 2) Steve Meade - Rescue Deputy Chief<br>Station) 603-428-7552<br>c) 603-547-7827 |
|--|--|

### HEALTH OFFICER

- 1) Greg Aucoin - Health Officer  
[hennikerrescuechief@gmail.com](mailto:hennikerrescuechief@gmail.com)  
Town Hall voicemail) 603-428-3221 x 106  
Station) 603-428-7552  
c) 603-748-9502  
f) 603-428-7628

**POLICE - 340 Western Avenue**

- |  |   |
|--|---|
| <p>1) Matthew French - Chief of Police<br/><a href="mailto:hpd.mfrench@tds.net">hpd.mfrench@tds.net</a><br/>w) 603-428-3213<br/>c) 603-748-4648<br/>f) 603-428-7509<br/>Dispatch) 603-428-3212</p> | <p>2) Lt. Michelle Dandeneau<br/><a href="mailto:Mdandeneau@hennikerpd.com">Mdandeneau@hennikerpd.com</a><br/>w) 603-428-3213<br/>c) 603-724-4614</p> <p>3) Sgt. Matt Mitchell<br/><a href="mailto:mmitchell@hennikerpd.com">mmitchell@hennikerpd.com</a><br/>w) 603-428-3213<br/>c) 603-731-4238</p> |
|--|---|

**ANIMAL CONTROL - 340 Western Avenue**

- 1) Shannon Camara  
Dispatch) 603-428-3212

**HIGHWAY - 209 Ramsdell Road**

- |  |  |
|--|--|
| <p>1) Leo Aucoin - Superintendent<br/><a href="mailto:roadagent@henniker.org">roadagent@henniker.org</a><br/>w) 603-428-7200<br/>c) 603-582-7443</p> | <p>2) Justin Johnson - Assistant Superintendent/Mechanic<br/>w) 603-428-7200<br/>c) 603-660-0824</p> |
|--|--|

**TRANSFER STATION/PARKS & PROPERTIES - 1393 Weare Road**

- |   |  |
|---|--|
| <p>Marc Boisvert - Transfer Station<br/>1) Manager<br/><a href="mailto:hennikertransfer@tds.net">hennikertransfer@tds.net</a><br/>w) 603-428-7604<br/>c) 603-296-7207</p> | <p>2) Matt Bumford - Assistant Manager<br/>w) 603-428-7604<br/>c) 603-748-3407</p> |
|---|--|

**WASTEWATER - 199  
Ramsdell Road**

- |  |  |
|--|--|
| 1) Ken Levesque - Superintendent<br><a href="mailto:Ken.Levesque@henniker.org">Ken.Levesque@henniker.org</a><br>w) 603-428-7215<br>c) 603-848-5384<br>h) 603-224-4684<br>f) 603-428-8312 | 2) Richard Slager - Chief Operator<br><a href="mailto:wwtplab@tds.net">wwtplab@tds.net</a><br>w) 603-428-7215<br>c) 603-738-3645 |
|--|--|

**WATER (COGSWELL SPRING) - 146 Davison  
Road**

- Jim Donison -  
1) Superintendent  
[jim.donison@henniker.org](mailto:jim.donison@henniker.org)  
w) 603-428-3237  
c) 603-496-5305

**EMERGENCY MANAGEMENT**

- Stefanie Costello - Emergency Mgmt.  
1) Director  
[townofhennikeremd@gmail.com](mailto:townofhennikeremd@gmail.com)  
c) 603-748-1152

**WELFARE - (Grange) 21 Western  
Avenue**

- 1) Carol Conforti-Adams  
[carol.conforti-adams@henniker.org](mailto:carol.conforti-adams@henniker.org)  
w) 603-428-8369 (Grange)  
w) 603-428-3221 x 107 (Town Hall)  
c) 603-731-2660  
h) 603-938-2562

**BUILDING INSPECTOR**

- 1) Bob Garside  
[bob.garside@henniker.org](mailto:bob.garside@henniker.org)  
work cell) 603-748-7189  
personal) 508-517-0986

**TUCKER FREE LIBRARY - 31 Western  
Avenue**

- 1) Lynn Piotrowicz - Director  
[LynnPiotrowicz@tuckerfreelibrary.org](mailto:LynnPiotrowicz@tuckerfreelibrary.org)  
w) 603-428-3471  
f) 603-428-7106  
c) 603-540-0947

## Appendix G: 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 a 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 stuff (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)

**Transspecies 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 warnings 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.