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A GUIDE TO:

LOCAL GOVERNMENT

DISASTER PLANNING

Case No. 50-322-a-3 Official Exhibit No. 19

Disposition: Part of (GC Board, Party)

Rejected Received

IN THE MATTER OF:
LILCO

Date: 7-11-89 Witness: Reporter: DWS

No. Pages:

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PDR ADOCK 05000322
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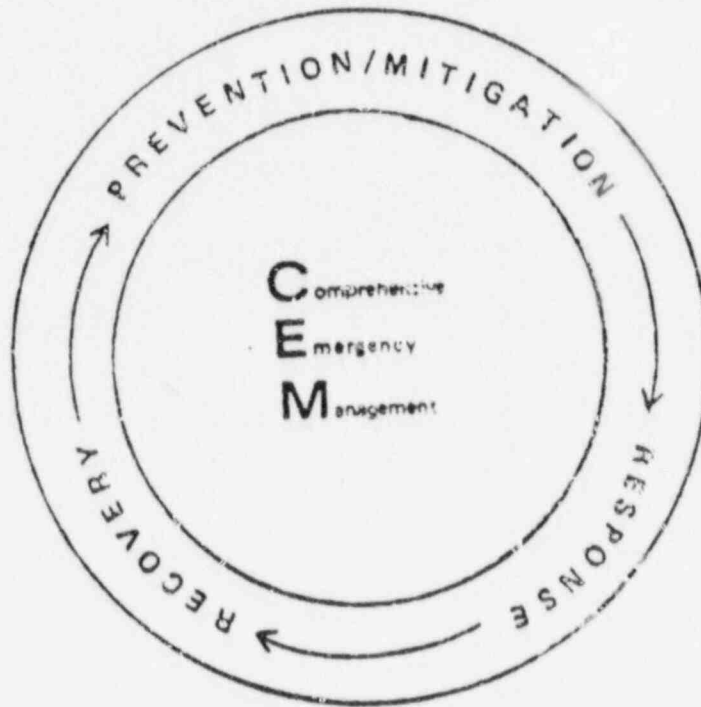


NEW YORK STATE
DISASTER PREPAREDNESS COMMISSION

A Guide to Local Government Disaster Planning

What will you do when some type of emergency or a disaster strikes your community? Who will you call? What people, machinery or other resources will you use? These are questions all community leaders should ask themselves because emergencies or disasters will occur. When they do, it is easier to cope with them if you have answered some of these questions. It makes it even easier if answers are written down; that is planning - written plans that simply put on paper who does what, what do they do it with, who directs the operation and where you operate from. Definitions of planning include, "an orderly arrangement of parts in terms of an overall design or objective"; "opposite of improvising".

Local government disaster planning is designed to prevent or mitigate disasters and their effects, to provide for effective response and to facilitate recovery. Comprehensive Emergency Management (CEM) refers to the concept that government can prepare to effectively utilize all of its resources before, during and after disasters to minimize their impact.



Local plans constitute an essential part of the statewide disaster preparedness program, and without local disaster planning, no state disaster program can be effective.

Local government emergency planning means hazard identification, assignment of responsibilities and authorities, identification of resources, and the coordination of responsibilities and authorities to utilize resources properly and efficiently to prevent or mitigate, respond to, or recover from a disaster.

planning effort should consist of prevention/mitigation, response and recovery phases which are interrelated.

The resources of a community are essential in order to react to an impending emergency, to recover from that emergency, and to bring full circle to prevention/mitigation in order to protect the community from the effects of an emergency.

Delineation of Responsibilities and Authorities

Each community must clearly identify responsibilities and state who in that community has the specific responsibility for prevention/mitigation, response to, and recovery from a disaster/emergency. This identification of who has what responsibilities provides the basis for the delegation of authority to carry out the responsibilities.

The names of the individuals involved should be listed with address and both home and business telephone numbers. If there is an alternate means of contacting these people, such as a "beeper" or a monitor, this should be noted.

An emergency notification listing and/or chain of command listing can be developed from this information.

Identification of Resources

An accurate, up-to-date comprehensive listing of local resources must be developed and maintained to properly deal with prevention/mitigation, response to, and recovery from a disaster/emergency.

- a. personnel
- b. materials
- c. machinery and equipment

These listings should be of your community and surrounding communities, public and privately owned.

What is available, how much is available, where it is located and who has to be contacted are the necessary questions that must be answered.

Coordination

The coordination of responsibilities and authorities to utilize resources will be dependent upon pre-planning.

1. the hazard identification
2. assignment of responsibilities and authorities to the various sections of the community
3. the identification of resources - what is available, how much, where located and who is to be contacted for the resource
4. the identification of a base of operations for the community (Emergency Operations Center)

8. Resource Allocation/Mutual Assistance: The management and mobilization of available resources can influence what effect disasters will have. When allocating resources, local government should consider the impact this will have on communities to cope with disasters. When local resources are clearly unable to handle situations, mutual assistance if properly planned for, will mitigate disaster effects.
 9. Technical Assistance: Many county government departments have specialized capabilities (i.e. engineering, scientific) which can be provided for guidance and support to communities faced with disasters. Due to the cost of such services, localities cannot always provide such assistance independently. The provision of county government technical assistance to communities can prevent/mitigate disasters.
 10. Training: Disaster plans require trained personnel to implement them. Local government can provide this training for emergency workers and public officials.
 11. Vulnerability Information: When the records of past disasters are compiled and studied, the evaluation may predict future vulnerability and frequency of such events. Some local governments have a formalized program of reporting information relating to specific types of disasters. This information can be used to determine the threat or likelihood of disasters.
- II. Designation of one agency per disaster should be done based on program relationship to the specific hazard. The designated agency should suggest if and what can be done to improve prevention/mitigation efforts for the specific hazard and/or the site(s) of the specific hazard.
- III. One agency should be designated as the contact point and coordinator of prevention/mitigation activities.
1. County level - Planning office is involved with many facets
 2. Town, Village level - Planning, zoning
 3. City level - Planning, zoning

7. Equipment

Special equipment and supplies used to combat the effects of a disaster.

- a. snow and ice removal supplies and equipment
- b. fire-fighting supplies and equipment
- c. radiological supplies and equipment
- d. biological supplies and equipment
- e. pumps
- f. generators (see Power Provision)
- g. water purification equipment
- h. earth-moving equipment
- i. mobile command centers

8. Evacuation

The movement of people out of a threatened area.

- a. movement of people over assigned routes
- b. identification of special needs of children, sick, elderly, handicapped and other groups which may be especially affected
- c. care and support of evacuees during and after evacuation

9. Food Provision

Activities necessary to bring food to humans and animals in a disaster-stricken area.

- a. storage of food
- b. availability of food
- c. donated food
- d. food stamps
- e. mass feeding
- f. animal food supplies
- g. airlifts of food to stranded humans and animals

10. Fuel Provisions

Activities necessary to bring needed fuel into a disaster-stricken area.

- a. fuel supply
- b. storage of fuel
- c. allocation of fuel
- d. transportation of fuel

11. Housing and Shelter

Temporary housing or shelter given to displaced disaster victims.

- a. mobile and modular homes
- b. rooms in private homes

I. Should recovery be viewed as a return to pre-disaster conditions or should it be viewed as an opportunity to improve the community?

II. Should a recovery committee be formed to consider:

1. Peoples' needs:

- a. crisis counseling
- b. clothing
- c. food
- d. housing, shelter
- e. transportation
- f. money

2. Community redevelopment:

- a. policy issues to be faced
- b. state resources
- c. federal resources

3. Whom do you contact for recovery aid during response?

4. Permanent or temporary recovery?

5. Timetable and steps to take to achieve goals?

III. Should recovery be planned so as to mitigate against similar disasters in the future?

IV. What are the communities' responsibilities under Executive Law 2-B?

Emergency Notification*

(Chain of Command)

	<u>Name</u>	<u>Address Business/Home</u>	<u>Telco # Business/Home</u>
1.	Chief Executive		
	Alternate I		
	Alternate II		
	Alternate III		
2.	Emergency Coordinator		
	Alternate I		
3.	Department Heads		
	Alternate I		
	Alternate II		
	Includes:		
	Attorney		
	Clerk		
	Operating Departments		
4.	Legislative Body		

*pursuant to Local Law for Continuity of Government as authorized by Section 27, Article 2-B of the New York State Executive Law.

COORDINATION

Coordination of local disaster preparedness forces and local civil defense forces in disasters (Executive Law 2-B, Section 26)

Upon the threat or occurrence of a disaster, the chief executive of a county may coordinate responses for requests for assistance made by the chief executive of any political subdivision within the county.

LINE OF SUCCESSION

Continuity of local governments (Executive Law 2-B, Section 27)

Every county, except those wholly contained within a city, every city, every town and every village shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision.

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