

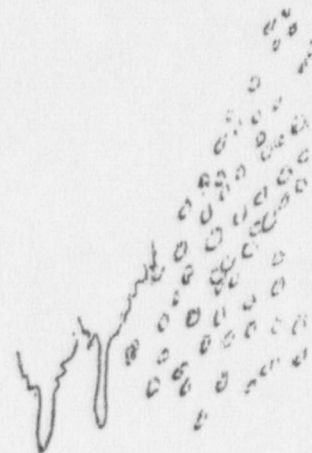
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SEVERE STORMS

EMERGENCY RESPONSE PLAN

FOR THE
TOWN OF
WEST NEWBURY



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G PDR

OFFICE OF EMERGENCY PREPAREDNESS
WEST NEWBURY CIVIL DEFENSE

NOVEMBER 1986

NUCLEAR REGULATORY COMMISSION

Docket No. 50-44306 Official Exh. No. 49
In the matter of Public Serv. Co. of New Hampshire
Staff IDENTIFIED 16625
Applicant ✓ RECEIVED
Intervenor REJECTED
Cont'g Off'r _____
Contractor Hartke DATE 3-23-89
Other _____ Witness _____
Reporter Donna Cook

SEVERE STORMS EMERGENCY RESPONSE PLAN
TOWN OF WEST NEWBURY, MASSACHUSETTS

THIS PLAN IS APPROVED FOR THE TOWN OF WEST NEWBURY.

5/18/87

DATE

5/18/87

DATE

5/18/87

DATE

Thomas J. [Signature]
CHAIRMAN, BOARD OF SELECTMEN

Thomas J. [Signature]
SELECTMAN

Steven J. [Signature]
SELECTMAN

PREFACE

This plan describes the preparation for and the extent of the emergency response required to effectively cope with the consequences of severe storms (hurricanes, snow, and tornadoes).

The mission of the West Newbury Civil Defense is to develop a crisis management capability that will protect life and property during a severe storm.

Section I provides general information on the West Newbury Civil Defense organization and its relationship to State agencies.

Section II provides a functional description of the emergency response to all severe storms.

Section III is a Glossary of technical terms and abbreviations used in the Plan and the Fan-Out Systems used in the Plan.

Section IV provides the Implementation Procedures for MCDA/OEP, Area I and responsible Town Departments.

DISTRIBUTION LIST

Area I C.D. Headquarters Tewksbury, Massachusetts	2
Board of Selectmen	3
Town Clerk	1
Civil Defense Director (P.I.O.)	2
Deputy Civil Defense Director (P.I.O.)	1
Communications Officer	2
Radiological Officer	2
Resources Officer	2
Medical Officer	2
Police Chief	2
Fire Chief	2
Superintendent of Highways	1
Superintendent of Schools	6
Croveland Police Dispatcher	1
Library	1
American Red Cross (Newburyport Chapter)	1
American Red Cross (Local representative)	1

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TOWN OF WEST NEWBURY

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SEVERE STORMS EMERGENCY RESPONSE PLAN

I. GENERAL

A. PURPOSE

- (1) The purpose of this plan is to:
 - a. Articulate the effects of a severe storm (hurricane, snow, tornado).
 - b. Provide for preparedness to lessen or eliminate damage to life and property.
 - c. Provide for return to normal conditions as quickly as possible.
 - d. Make apparent the need for a coordinated planning and response effort by local officials to alleviate any emergency situation.
 - e. Outline a course of action to satisfy those coordinated response efforts, along with methods of obtaining supplemental assistance from other sources.
 - f. Articulate policies and procedures that will be used in the event of a severe storm.
 - g. Define duties and responsibilities to various local government agencies which have the capabilities to protect life and property in the affected area.

B. AUTHORITY

General Laws of Massachusetts, Chapter 609, Acts of 1950, as amended, Section 13, authorizes the State coordination of disaster response efforts by local governing authorities who have primary authority and responsibility within their respective jurisdictions.

C. REFERENCES

- Town - West Newbury Comprehensive Emergency Management Plan
- State - Commonwealth of Massachusetts Comprehensive Emergency Response Plan, Massachusetts Civil Defense Agency/Office of Emergency Preparedness
- Massachusetts Emergency Broadcast System Operational Plan

SEVERE STORMS EMERGENCY RESPONSE PLAN

SITUATION:

West Newbury has a projected 1900 resident population of 11,000. In addition, special facilities that should be considered in developing emergency plans are: a public school system with approximately 1,500 students; three day care centers/nurseries with approximately 150 children; home day care and elderly housing. Principal highways in West Newbury are Interstate 45 and State Route 113. Route 1-45 runs North and South and is the primary route north to New Hampshire and South through Massachusetts. Route 113 runs East to Newburyport and Southwest to Davenport. Route 113 has access to I-95 just over the West Newbury town line to Newburyport.

1. ASSUMPTIONS:

1. Severe storms such as hurricanes are more prevalent during August, September and October with the month of September being the time when the larger number have caused destruction in Massachusetts.
2. Tornadoes and dangerous lightning may occur with severe thunderstorms during the summer months.
3. The potential for snow storms occurs during the winter months in Massachusetts.

2. Scope:

1. Types of storms: There are three types of storms which are considered in this plan:

a. Hurricanes

b. Thunderstorms

c. Tornadoes

2. Time Classifications:

a. Watch: Severe weather is expected to threaten the area within 36 to 48 hours.

b. Warning: Severe weather is expected to strike area within 24 hours.

3. Plan Implementation:

a. This Severe Storms Emergency Response Plan is implemented when a notice of a Severe Storm Watch is received.

CONFIDENTIAL - SECURITY INFORMATION AND UNCLASSIFIED PLAN

2. Station Identification (Continued):

- b. Inter-city protective action recommendations are provided through the Massachusetts Civil Defense Agency Office of Emergency Preparedness, designated for officials authorize and coordinate responses through the Town EOC.
- c. In the event of a rapidly developing situation, State and Town plans and procedures provide for immediate response by appropriate emergency management officials.
- d. Specific procedures for Town EOC officers and key Department Heads have been developed to define responsibilities based on those outlined in this plan. These procedures are included in Section IV of this plan.

[illegible]

1. Concept: The concept of operations detailed in this plan is based on three emergency phases:
- a. Increased Readiness Phase is that period of time during which all actions in preparation for emergency operations should be reviewed.
 - b. Emergency Phase is that period of time when emergency response activities are geared to minimize the effects of the severe storm on life and property.
 - c. The Recovery Phase is that period of time immediately following termination of the emergency classification level when actions are taken to restore the community to normal conditions.

c. Total responsibilities -

The rest of Test Secretary is responsible for:

- a. Identification and maintenance of an Emergency Response Plan and procedures capable of activation on a twenty-four hour basis.
- b. Establishing, equipping, and staffing an Emergency Operations Center (EOC) and a Transfer/Dispatch Center (TDC).

CIVIL DEFENSE EMERGENCY RESPONSE PLAN

2. Town Responsibilities (Continued):

- c. organization and coordination of all locally available staff, materials, supplies, equipment, facilities, and services necessary for emergency response and recovery.
- d. Identification of unmet needs and referral of the same to Massachusetts Civil Defense Agency/ Office of Emergency Preparedness, Area 1.
- e. Support of State and Federal Response personnel as local resources require.
- f. Supplementing the public alert system, including activation of local sirens according to procedure to ensure prompt and complete notification of people within the town.
- g. Providing continued Police, fire, and Emergency Medical Services (EMS) protection during the emergency and after an evacuation.
- h. Staffing traffic and access control points as necessary.
- i. Coordinating training for all Town personnel participating as emergency workers or performing key roles in plan implementation.
- j. Maintaining current lists of severely hearing-impaired, handicapped, and homebound people requiring special care including ambulance transportation.
- k. Coordinating and assisting in notification of special facilities such as schools and day care centers.
- l. Assessing and responding to the transportation needs of special facilities.
- m. Providing assistance to coordinate transportation and other supplemental resources.

3. State Assistance

Assistance in the form of personnel, equipment, supplies, services, and facilities may be provided when local resources are insufficient to cope with the effects of the emergency.

SEVERE STORMS EMERGENCY RESPONSE PLAN

4. Support Agencies -

The American Red Cross is responsible for preparing, and activating Mass Care Centers in the event of an evacuation.

5. EXERCISES AND DRILLS

1. An exercise simulates an emergency that would require response by local emergency response personnel. It is an event that tests the integrated capability and the major portion of the basic elements existing within emergency plans and organizations.

a. A full participation exercise to test the local emergency response plans will be conducted once every year. Exercises shall include mobilization of State and local personnel and resources and a thorough testing of the alert and notification systems, mechanically and administratively.

b. Deficiencies noted in exercises will be corrected and will be one basis for revision or update of this plan.

2. A drill is a supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an Exercise. Each organization shall conduct drills in addition to full participation in exercises.

a. Communication Drills

Communications with State and local governments shall be tested monthly. Communications drills shall also include the aspect of understanding the content of messages.

b. Medical Emergency Drills

A Medical Emergency drill that contains provisions for participation by the local support services (i.e., ambulance and medical treatment facilities) shall be conducted annually.

6. TRAINING

1. Training is necessary to ensure that emergency response personnel in the community are familiar with their responsibilities and proficient in their ability to carry out detailed procedures which may involve specific technical knowledge. A training program will provide for initial training and periodic retraining as at

CIVIL DEFENSE AGENCY EMERGENCY RESPONSE PLAN

1. TRAINING (Continued)

1. (Continued)
least on annual basis for all emergency response personnel identified in the Severe Storms Emergency Response Plan.
2. The local Civil Defense Director will schedule the appropriate individuals for specific courses. Training shall consist of:
 - (a) Recall activities within EOC.
 - (b) EOC activation
 - (c) Intercepting Procedure summary
 - (d) Record keeping
 - (e) Message Flow
 - (f) Twenty-four Hour Clock
 - (g) Practical application of EOC fundamentals and procedures

Elected officials, EOC officers and alternates, and Civil Defense Agency personnel will receive the above training.

3. Based on organizational and administrative factors, training outlines will be adapted to meet specific requirements.
4. Supplemental personnel (i.e., additional EOC manpower needs, etc.) will be provided training on at least an annual basis, where applicable.
5. Training records will be maintained by the Civil Defense Director including a list of courses offered, quarterly training schedules, and attendance rosters.
6. In addition to training specific to elements of the plan, the following courses will be scheduled for appropriate emergency response personnel:
 - a. Emergency operations simulation training.
 - b. Plans and operations.
 - c. Shelter management.

SEVERE STORMS EMERGENCY RESPONSE PLAN

J. PLAN MAINTENANCE AND UPDATE

1. The local Civil Defense Director will review annually and update as necessary, the West Newbury Severe Storms Emergency Response Plan.
2. The local Civil Defense Director will ensure that agency heads review plans and procedures to assure that they are complete and current and update telephone numbers quarterly and as needed.
3. The Medical Officer will maintain and update lists of Special Needs individuals.
4. The Superintendent of Schools will maintain and update the Severe Storms Emergency Response Plan for the school district.
5. The local Civil Defense Director will ensure that changes in the West Newbury Severe Storms Emergency Response Plan and supporting procedures are transmitted to the agencies or individuals on the Distribution List on page iv. Required information pertinent to changes will be recorded on the Record of Changes, page ii of this plan.

K. ORGANIZATION

1. General

- a. Effective implementation of the Town of West Newbury Severe Storms Emergency Response Plan requires a clear understanding of the responsibilities of the people and/or organizations involved.
- b. The organizational structure outlined in the following pages consists of existing government departments and offices and appropriate private organizations required for the planned emergency response or service activities. Participating organizations will plan for and carry out the activities for which they are responsible.

Specific responsibilities are detailed in the Implementing Procedures as set forth in Section IV of this Severe Storms Emergency Response Plan. The following Implementing Procedures have been developed:

- (1) MCDA/OEP, Area I

SEVERE STORMS EMERGENCY RESPONSE PLAN

1. General (Continued)

b. (Continued)

- (2) Police Dispatcher
- (3) Chairman, Board of Selectmen
- (4) Civil Defense Director
- (5) Police Chief
- (6) Communications Officer
- (7) Fire/EMS Officer
- (8) Superintendent of Schools
- (9) Superintendent of Highways
- (10) Resources Officer
- (11) Medical Officer
- (12) Public Information Officer

SEVERE STORMS EMERGENCY PLAN

II. EMERGENCY RESPONSEA. Command and Coordination

1. The Town of West Newbury is governed by a Board of Selectmen. Administrative control of the town is the responsibility of the Selectmen. During a severe storm, the Selectmen would be in direct charge of all emergency operations for the town. The Civil Defense Director will coordinate the Town response through the EOC. West Newbury's prime contact for information, recommendations, and resource support will be with Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I. In the event that the Governor declares a State of Emergency, Command and Coordination will be under his authority. The Governor may delegate authority to the Selectmen.
2. Emergency Operations Center
 - a. The West Newbury EOC is located in the Dr. John C. Page School Complex. The EOC is capable of 24-hour operation for a protracted period. This facility has ample space to accommodate all key town officials.
3. Activation
 - a. When notification of a Watch has been received, the Chairman, Board of Selectmen and Civil Defense Director will be placed on Standby status.
 - b. When notification of a Warning has been received, the Civil Defense Director, or in his absence, the Deputy Director, will convene a meeting of all Town officials responsible in an emergency. At this time, the Deputy Director and Communications Officer will report to the E.O.C.
 - c. Upon notification by the Selectmen to do so, the Civil Defense Director will fully activate the EOC.
 - d. Upon arrival at the EOC, the first responsibility is to activate and confirm the operability of the communications links between the EOC and State.
 - e. The EOC will serve as the central coordination point for local emergency response.
4. Key agencies will be represented at the EOC. The Chairman of the Board of Selectmen or his alternate will ensure adequate staffing on a 24-hour/day basis for a protracted period. If the Chairman of the Board of Selectmen is unavailable, a designated Selectmen will act as Alternate.

SEVERE STORMS EMERGENCY RESPONSE PLAN

- a. The following agency representatives and/or alternates will report to the EOC:
 - (1) Selectmen
 - (2) Civil Defense Director
 - (3) Deputy Civil Defense Director
 - (4) Communications Officer
 - (5) Police Chief
 - (6) Fire/EMS Officer
 - (7) Superintendent of Schools
 - (8) Superintendent of Highways
 - (9) Resources Officer
 - (10) Medical Officer
 - (11) Public Information Officer
5. Following is a listing of Emergency Operations Center Staffing Summaries. Specific responsibilities are identified in the Implementing Procedures.
 - a. Chairman of the Board of Selectmen.
 - (1) Request that the West Newbury Civil Defense Director obtain event status from Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I.
 - (2) Verify with the Civil Defense Director that notification of emergency response personnel has been accomplished.
 - (3) Assess EOC staffing requirements.
 - (4) Conduct staff meetings with key staff.
 - (5) Direct the emergency response teams' actions through the Civil Defense Director.
 - (6) Ensure that the Civil Defense Director forwards supplemental resource requests to Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I.

SEVERE STORMS EMERGENCY RESPONSE PLAN

(7) Ensure activation of the public alerting system if determined necessary.

(8) Approve all news releases specific to West Newbury.

b. Selectmen

Assist the Chairman of the Board of Selectmen in direction and control of West Newbury's emergency response actions.

c. Civil Defense Director

(1) Coordinate emergency response functions, through the EOC, as directed by the Chairman of the Board of Selectmen.

(2) Ensure notification of emergency response personnel has been accomplished.

(3) Maintain constant communications with the Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I.

d. Police Chief

(1) Provide security at the EOC.

(2) Support the Fire Department with route alerting, if required.

(3) Evaluate existing police equipment and manpower.

(4) Review Access and Traffic Control points along with available personnel and equipment.

(5) Ensure that traffic and access control points are staffed, if necessary.

(6) Maintain patrols in evacuated areas.

(7) Ensure officer staffing siren panel activates the public alert system at the direction of the Chairman, Board of Selectmen through the Civil Defense Director.

e. Communications Officer

(1) Establish and maintain emergency communications with internal and external agencies from the EOC.

SEVERE STORMS EMERGENCY RESPONSE PLAN

- (2) When the EOC is activated, maintain contact with Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I.
- (3) Notify appropriate officials of emergency classification levels (Watch, Warning, Termination) as required.

f. Fire/EMS Officer

- (1) Ensure notification of fire department personnel as required.
- (2) Initiate route alerting, if required.
- (3) Maintain fire coverage during the emergency.
- (4) Coordinate and maintain continuing emergency medical services during a severe storm.
- (5) Ensure that notification of hearing impaired has been initiated.

g. Superintendent of Schools

- (1) Notify West Newbury and Pentucket School building principals of the situation and inform them of any required protective actions. Instruct them to review and, if necessary, to implement their school plan. (See attachment.)
- (2) Notify day care center directors of the situation and inform them of required protective actions. Instruct them to review and, if necessary, to implement their respective procedures.
- (3) Contact all transportation providers if evacuation is anticipated or ordered.

h. Superintendent of Highways

- (1) Assess the impact of current and forecasted weather conditions on the road network and report findings to Civil Defense Director.
- (2) Provide manpower and/or equipment for emergency maintenance of evacuation routes, impediment removal, transportation, etc.
- (3) Provide equipment (i.e., barricades, traffic cones) in support of Access and Traffic Control.

SEVERE WEATHER EMERGENCY RESPONSE PLAN

i. Resources Officer

- (1) Evaluate the overall transportation requirements of the Town.
- (2) Update and maintain a list of individuals without automobiles who require transportation.
- (3) Determine overall deficiencies in transporter/equipment and report findings to Civil Defense Director.
- (4) Activate and provide staffing for Transportation Dispatch Center, if applicable.

j. Medical Officer

- (1) Assess emergency medical transportation needs and individuals with special needs (i.e., hearing impaired, mobility impaired, non-ambulatory, etc.).
- (2) Determine requirements for emergency medical transportation vehicles.

k. Public Information Officer

- (1) Formulate news releases specific to West Newbury as requested by the Selectmen.
- (2) Respond to or refer as appropriate press and public inquiries.

l. Alert and Notification

1. The Chairman, Board of Selectmen will declare the state of emergency based on information received from the National Weather Bureau, the Governor's pronouncements, and/or Area I information.
2. The Chairman, Board of Selectmen will notify the Civil Defense Director to activate the EOC.
3. Commercial telephone, available radio frequencies and/or tone-activated pagers will be used to notify key town officials and Civil Defense personnel.
4. The public alerting system (consisting of sirens and tone-activated radios) will be used to initiate public notification. The Selectmen have the authority to activate the public alerting system in West Newbury. Upon hearing the alerting signal, the

4. public should immediately turn on their local Emergency Broadcast System radio stations for further information. Local EBS stations include:

<u>Station</u>	<u>Frequency</u>	<u>Location</u>
WCC (primary EBS station 24-hour operation)	93.7 FM	Lawrence
WCC	1450 AM	Newburyport
WHB	1490 AM	Haverhill
WHB	92.5 FM	Haverhill

5. Special Route Alerting procedures will be implemented for notification of the severely hearing impaired.
6. In the event of a siren malfunction, mobile public address systems will be used to notify people to tune to their Emergency Broadcast System radio and/or television station. Two person teams will be assigned to each route alert sector to ensure notification of the general public affected by the failed siren.

C. Emergency Communications

1. The emergency communication systems provide for the transfer of information among the West Newbury EOC, local departments, and Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I. When the EOC is activated, all related communications will be transferred to the E.O.C. which is located at the Dr. John C. Page School complex. When activated, operations can be maintained 24 hours a day. The E.O.C. can communicate with all town departments.
2. External communications will be primarily with Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I. RACES may provide support and liaison capabilities to State and local agencies.
3. Communications System Description
The town of West Newbury is served by a sophisticated communications network.
The Police Department has 24-hour patrol coverage and is backed up by the Groveland Police Department which operates a 24-hour dispatch center. The

SEVERE STORMS EMERGENCY RESPONSE PLAN

3. Police Station is located in the Town Office Building and is equipped with the Northern Essex County Police Emergency Radio Network (NESPERN) and NOAA Initial Notification and Command and Control base stations. The Town Clerk's Office, also in the Town Office Building, is equipped with a remote for operating the Fire Department base station. The Fire Department has two fire stations one of which is equipped with a multi-channel base station. The Fire Department is dispatched by the Haverhill Control which is the fire mutual aid center for Northern Essex County and provides 24-hour dispatch coverage. The E.O.C. is located at the Dr. Page School Campus in a separate building from the school. These facilities are the focal points of emergency communications for West Newbury. The Civil Defense staff operations frequency for the Town is a VHF-HF frequency. The EOC is equipped with 2-meter and 3-meter base stations. The RACES network is the back-up system to Command and Control and will allow the West Newbury E.O.C. additional channels to communicate with Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area I and other communities. The Superintendent of Highways has a DFD channel for the Town which is a VHF-HF frequency. This frequency is available on all Fire Department radio equipment, all Civil Defense equipment and is programmed into the base stations at the EOC and the main fire station.

The West Newbury Civil Defense is equipped with a specially designed key telephone system. Sufficient lines have been added to accommodate additional phone traffic that may be associated with a severe storm. The West Newbury EOC can also communicate with the following agencies and municipalities:

- a. Groveland Police Department
- b. Georgetown Police Department
- c. Haverhill Police Department
- d. All area Fire Departments
- e. North Shore Civil Defense Council

4. PUBLIC INFORMATION AND EDUCATION

Public information has two meanings: It is a means whereby educational information is provided to the public for their use should an emergency occur and also it is the means by which information is provided to the public when an emergency occurs.

SEVERE STORMS EMERGENCY RESPONSE PLAN

- a. The first purpose will be accomplished by educational material to be provided to Town residents in the form of flyers and brochures.
- b. The second purpose will be accomplished through News Releases. During emergency periods, the Chairman, Board of Selectmen, has the responsibility for public information for West Newbury. The Civil Defense Public Information Officer will assist in gathering information for the use of the Chairman, Board of Selectmen, relative to issues relating to West Newbury.

E. DAMAGE ASSESSMENT

1. All reports of damage will be reported to the Civil Defense Director at the EOC.
2. Definitive actions to be taken will be the responsibility of the Chairman, Board of Selectmen.

F. PROTECTIVE RESPONSE1. General

- a. There are several actions that may be taken to protect the public in the event of a severe storm. The application of a particular action would depend upon a number of factors, such as time, wind direction and velocity, and weather conditions.
- b. Protective Actions are those actions taken in anticipation of, during, and after a severe storm.
- c. Protective Actions include: Access Control, Sheltering, Evacuation, and Food, Water, Milk, and Livestock Feed Control.

2. Access Control

- a. Access Control is required to prevent unauthorized personnel from entering possibly hazardous areas. It consists of the establishment of barriers and the assignment of personnel to prevent non-essential individuals from entering the area. It is also an effective means of reducing traffic congestion on key roadways.
- b. The West Newbury Police Department is responsible for carrying out Access Control on local roadways.

SEVERE STORMS EMERGENCY RESPONSE PLAN

3. Sheltering

- a. Well-built houses away from low-lying areas are probably the safest place to weather a storm. Mobile homes should be evacuated during severe storms.
- b. Advisory notices will be issued over local EBS radio stations and should be monitored by residents in their homes.
- c. Residents should familiarize themselves with precautionary measures provided to them in educational literature.

4. Evacuation:

In severe cases where homes become uninhabitable, evacuation to a Mass Care Center may be required.

- a. All persons should follow instructions given over the EBS or by other official means.
- b. Motorists must obey traffic control officers and should follow evacuation routes. Traffic and access control points are set up to help the entire evacuation process.
- c. Residents should consult their public information booklet and monitor EBS broadcasts for additional evacuation guidance.
- d. Evacuees requiring temporary housing should proceed to the Mass Care Center as indicated by the EBS pronouncements.

5. Food, Water, Milk, and Livestock Feed Control

Food, Water, Milk, and Livestock Feed Control is the protective action which involves controlling food, water, milk, and livestock feed supplies which may have become contaminated by flood waters or exposure to severe weather. Educational material will contain information on protective measures to cope with contamination.

G. EMERGENCY MEDICAL SERVICES

1. Emergency Medical Services involve the provision of medical treatment and ambulance services to the critically ill or injured prior to being transported or while enroute to a health facility. This includes establishing a coordinated communication link between fixed and mobile medical support facilities. These services may be required in conjunction with fire and rescue services.

SEVERE STORMS EMERGENCY RESPONSE PLAN

2. The Fire/EMS Officer has the responsibility to coordinate matters related to the medical care of ill or injured individuals.
3. Contracted ambulance service, in conjunction with the West Newbury Fire Department, provides emergency medical services to the Town of West Newbury.

II. LAW ENFORCEMENT

1. The purpose of Law Enforcement is to:
 - a. provide traffic direction and control;
 - b. insure citizen safety;
 - c. maintain law and order;
 - d. protect public and private property during emergency operations;
 - e. control access to risk areas; and
 - f. assist in notifying the general public, if called upon to do so.
2. Municipal police resources are adequate to maintain routine law enforcement activity and to carry out assigned access and traffic control responsibility in the event of an emergency.

I. SOCIAL SERVICES

1. The American Red Cross will provide and coordinate the resources essential to support evacuated people and to operate Mass Care Centers where the needs of the people can be met. Mass Care Centers provide for:
 - a. Registration and Inquiry
 - b. Temporary Shelter
 - c. Food, clothing and other appropriate support
 - d. Information or counseling in personal family problems

J. SCHOOL SERVICES

1. The Superintendent of Schools is responsible for the safety of school children.
2. The Superintendent will prepare and maintain plans to cover the sheltering and/or evacuation of school children.

SEVERE STORMS EMERGENCY RESPONSE PLAN

PUBLIC WORKS

The Superintendent of Highways of the Town of West Newbury is responsible for the provision of available resources (manpower and equipment) for the following response situations:

1. Road Maintenance and removal of impediments on vital roadways.
2. Providing equipment (i.e., barricades, traffic cones) in support of Access and Traffic Control.

FIRE AND RESCUE

1. The purpose of Fire and Rescue is to:
 - a. Limit the loss of life and property which could result from fire and other causes.
 - b. Assist with Search and Rescue efforts.
 - c. Rescue trapped and injured people.
 - d. Route alerting of the public in the event of siren failure.
 - e. Ensure notification to the hearing-impaired has been initiated.
2. Activities which are performed under this function include, but are not limited to:
 - a. Establishing communication with all municipal Fire Departments and disseminating information to them.
 - b. Alerting all fire fighters and bringing the department to full operational capacity, as needed.
 - c. Coordinating resources and assistance requirements with other agencies (e.g., water resources), supply of fire fighting equipment and Fire/Police assistance.
 - d. Rendering assistance in the emergency transport of the injured during an evacuation or other emergency operation.

TRANSPORTATION

1. The Civil Defense Resources Officer is responsible for evaluating the overall transportation requirements of the Town in conjunction with the Civil Defense Medical Officer

SEVERE STORMS EMERGENCY RESPONSE PLANS

1. and the Superintendent of Schools. An annual survey is conducted to identify individuals without transportation and individuals with special needs in the Town.
 - a. The Civil Defense Medical Officer will evaluate emergency medical transportation needs and individuals with special needs (i.e., hearing impaired, mobility impaired, non-ambulatory, etc.).
 - b. The Civil Defense Resources Officer is responsible for evaluating the transportation needs of individuals without automobiles.
 - c. The Superintendent of Schools will plan the transportation requirements of the schools and day care centers in West Newbury. West Newbury Department heads will use available resources to the extent possible.
 2. When additional resources (personnel and equipment) are required, the Department Heads will determine additional needs and forward requests to the Civil Defense Resources Officer at the West Newbury E.O.C.
 - a. The Civil Defense Resources Officer will consolidate information provided by Department Heads, compare requirements with available Town resources, and determine additional resources needed from external agencies. He will make these needs known to the Civil Defense Director.
 - b. The Civil Defense Director will ensure that all local resources available to the Town of West Newbury are committed before requesting assistance from the Selectmen from outside agencies.
 - c. Requests for support and resources will be directed to the Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area 1.
 3. Should an emergency be declared, schools and day care centers will conduct a survey and inform the Civil Defense Director, through appropriate E.O.C. officers, of their unmet needs.
 4. The Civil Defense Director will ensure that the Transportation Dispatch Center (TDC) is activated and staffed to coordinate transportation resources.
- N. RECOVERY:
1. Recovery operations commence as soon as the emergency has been terminated and involves the following considerations:

SEVERE STORMS EMERGENCY RESPONSE PLAN

- a. Determination of the recovery actions to be taken.
 - b. Dissemination of information on the appropriate recovery action.
2. The decision to initiate recovery operations rests with the Chairman, Board of Selectmen. . -
 3. The Board of Selectmen will ensure that all essential public services and utilities in West Newbury are operational.

GLOSSARY

ACCESS CONTROL: A system of establishing a perimeter around a special area on roads leading into it when a protective action has been ordered.

ADVISORY: A National Weather Bureau message giving storm location, intensity, movement and precautions to be taken.

ALERT:

WATCH: Severe storm is possible within 36 to 48 hours; stay alert, listen for advisories and be prepared to take action if advised to do so.

WARNING: Storm is expected to strike within 24 hours; listen to advisories and take recommended action.

INCREASED READINESS STAGE: Level of readiness where personnel are available for further instructions.

EMERGENCY: Notice that storm is imminent and Declaration of Emergency has been made.

BULLETIN: Similar to an Advisory.

DISPATCH CENTER (TRANSPORTATION): A designated location for assignment of transportation resources to specific tasks.

DRILL: The supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation of emergency preparedness. Drills are held regularly and often precede an exercise since they provide practice and skills vital to emergency preparedness.

EMERGENCY BROADCAST SYSTEM (EBS): A network of commercial radio stations which provide a link between responsible officials and the general public. EBS stations function in an emergency to provide information and instructions.

EMERGENCY OPERATIONS CENTER (EOC): A command, coordination, and communications center which is activated to coordinate implementation of protective actions and required support activity. EOC's are staffed and equipped for long-term operation.

EVACUATION: The relocation of people in response to a potential or actual risk.

EVACUATION ROUTE: Those roadways identified as the principal routes for vehicles to take to the established Mass Care Center.

GLOSSARY (Continued):

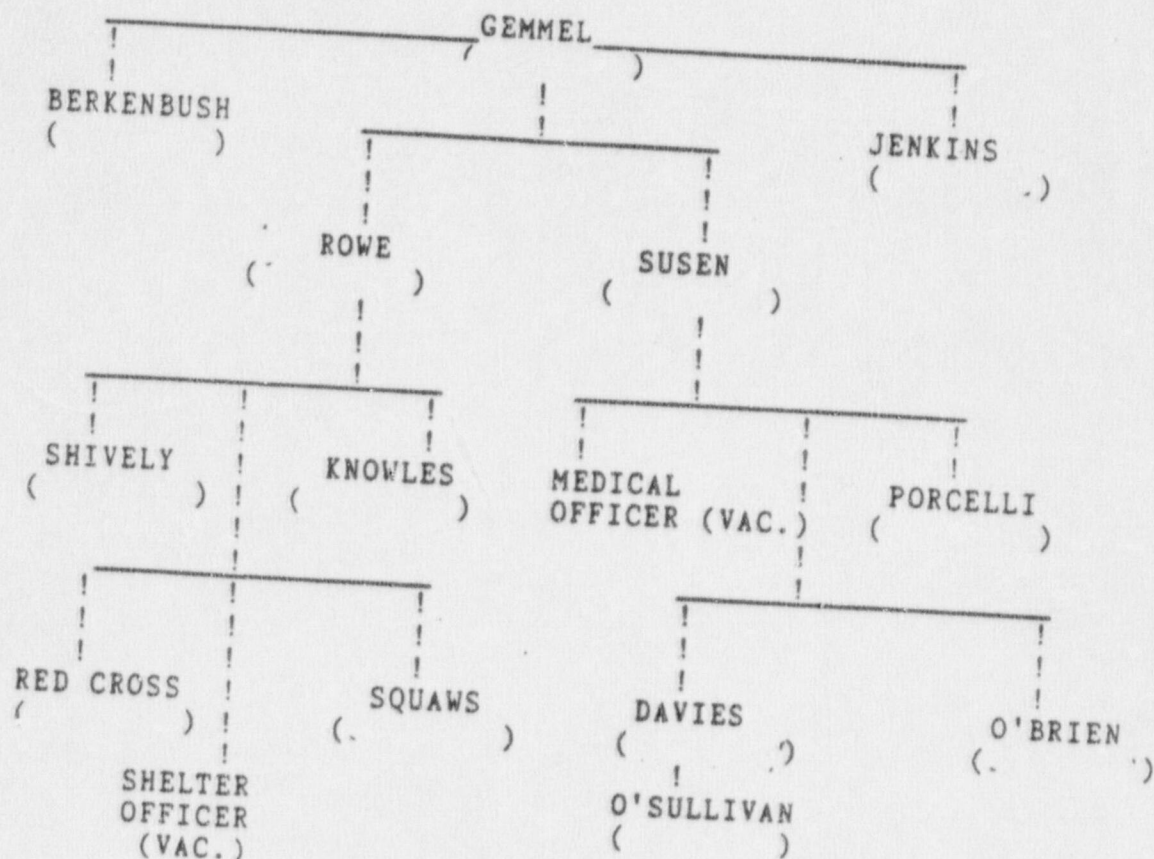
EMERGENCY MEDICAL SERVICES (EMS):	The emergency medical services which are the responsibility of the Fire and Ambulance services.
EXERCISE:	The activities that test all of the basic elements within the Severe Storms Emergency Response Plan in response to a simulated storm scenario.
HURRICANE CATEGORIES:	Category I: Winds of 74-95 mph; Surge: 4-5 feet. Category II: Winds of 96-110 mph; Surge: 6-8 feet. Category III: Winds of 111-155 mph; Surge: 9-12 feet. Category IV: Winds of 131-155 mph; Surge: 13-18 feet. Category V: Winds of 156+ mph; Surge: 18+ feet.
HURRICANE SEASON:	The six-month period from June 1 through November 30 considered to be Hurricane Season.
IMPLEMENTING PROCEDURES:	Specific instructions and information which detail emergency operations and define specific tasks for accomplishment by local officials and staff.
MCDA/OEP, AREA 1:	Massachusetts Civil Defense Agency/Office of Emergency Preparedness, Area 1, Headquarters, Tewksbury, Massachusetts.
MASS CARE CENTER:	Facilities available for providing emergency lodging and essential social services. Feeding may be accomplished within a Mass Care Center.
PROTECTIVE ACTIONS:	Actions taken to protect life and property during a severe storm.
RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES):	An emergency communications system operated by licensed amateur radio communications personnel.
ROUTE ALERTING:	A supplement to the public alert system implemented in the event of public alert system failure or to alert people or areas which may not be within the sound of the public alert system. Route alerting is accomplished by Route Alert Teams travelling in vehicles along assigned routes delivering the following message: "There is a (hurricane, snow storm, tornado) warning forecast. Please tune to your Emergency Broadcast Station."
SHELTERING:	Action by the public to remain indoors, away from doors and windows either at home or in public shelter.
SPECIAL FACILITIES:	Public and private schools, day care centers/nurseries or other facilities responsible for, or occupied by, special populations or groups.

GLOSSARY (Continued)

STANDBY STATUS: A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.

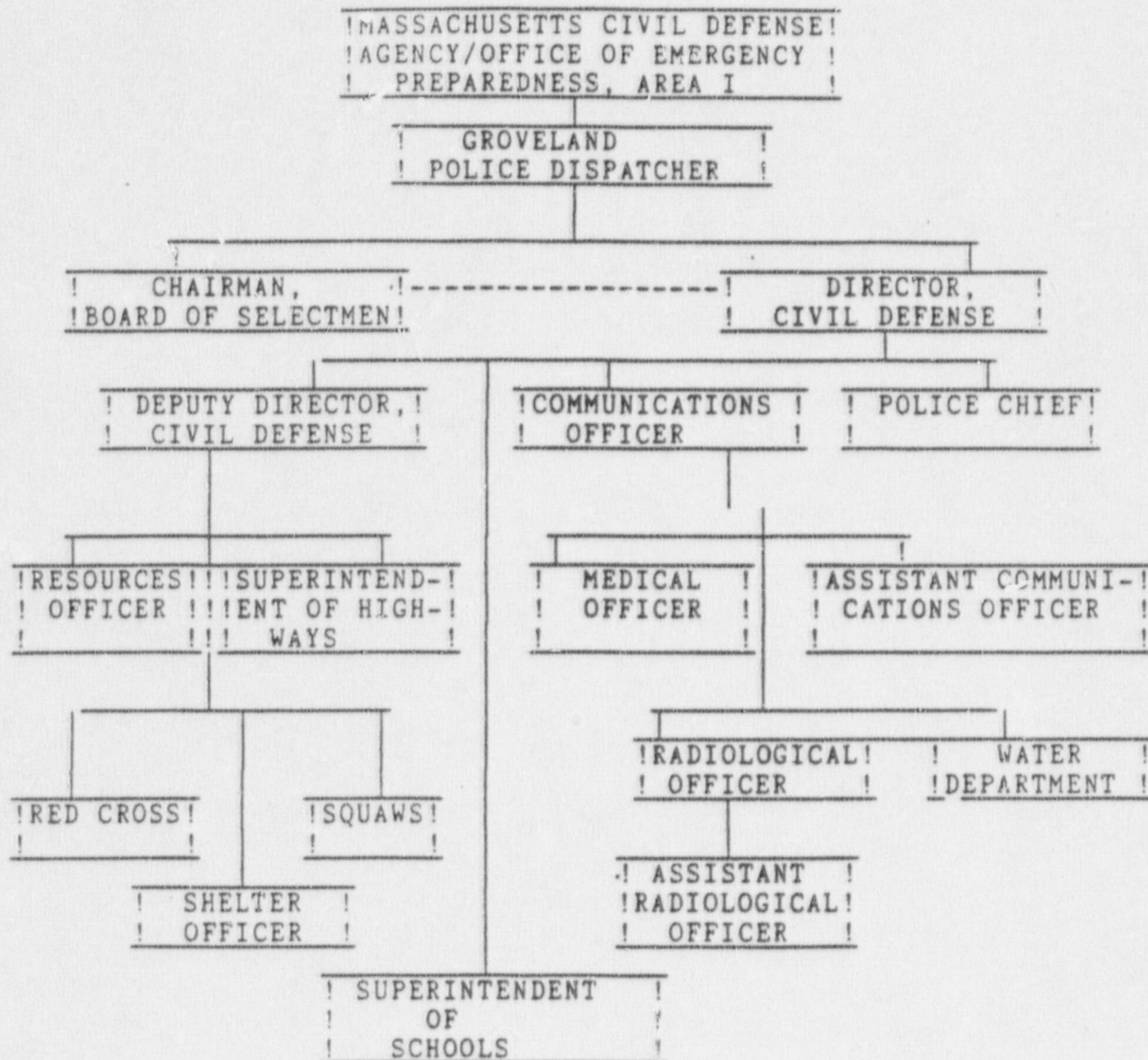
TRAFFIC CONTROL POINTS (TCP): Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.

WEST NEWBURY
CIVIL DEFENSE FAN-OUT SYSTEM



IN THE EVENT SOMEONE IS UNABLE TO CONTACT A PERSON ON
FAN-OUT, THEY SHOULD CALL THE NEXT LOWER PERSON.

NOTIFICATION SYSTEM FOR
SEVERE STORMS EMERGENCY RESPONSE PLAN



IN THE EVENT SOMEONE IS UNABLE TO CONTACT A PERSON ON
FAN-OUT, THEY SHOULD CALL THE NEXT LOWER PERSON.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES
FOR
MASSACHUSETTS CIVIL DEFENSE AGENCY/OFFICE OF
EMERGENCY PREPAREDNESS, AREA 1

WATCH

NAME: _____

TIME

- _____ 1. Notify the Groveland Police Dispatcher (373-1541) that a Severe Storm Watch has been issued which will affect Essex County.

This message is to be communicated to the Town of West Newbury.

- _____ 2. If storm does not escalate and there is a termination of watch, notify Groveland Police Dispatcher and request that this information be communicated to the Town of West Newbury.

3. Remarks/Actions Taken:

WARNING

- _____ 1. Notify the Groveland Police Dispatcher that a Severe Storm Warning has been issued which will affect Essex County.

This message is to be communicated to the Town of West Newbury.

- _____ 2. Stand by for notification that the West Newbury Civil Defense E.O.C. has been activated.

- _____ 3. Upon termination of Warning status, advise West Newbury Civil Defense E.O.C.

- _____ 4. Stand by for notice of deactivation of West Newbury Civil Defense E.O.C.

5. Remarks/Actions Taken:

SEVERE STORMS EMERGENCY RESPONSE PLAN

WATCH/WARNING

INITIAL NOTIFICATION FORM

1. This is _____
Name Title

at _____.

2. There has been a Watch/Warning for:

a. Hurricane

b. Snow Storm

c. Tornado

which is expected to affect Essex County.

3. Message received by: _____
Name Time Date

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
POLICE DISPATCHERWATCH

NAME: _____

TIME

- _____ 1. When notified, document:
- a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Notify primary contacts or alternates as follows:
by placing a call to their home or business phone numbers.
If person cannot be reached in 3 tries, use pagers/radios
to contact one primary or alternate for each position
listed below. Pager listings are given on page IV-5.
- Name/Title
- a. Chairman, Board of Selectmen
 - Thomas Pulkkinen Home Phone No.
Business Phone No.
 - Alternates:
 - Patricia Wells Home Phone No.
Knowles Business Phone No.
 - Steven Cashman Home Phone No.
Business Phone No.
 - b. Civil Defense Director:
 - Terry Gemmel Home Phone No.
Business Phone No.
 - Alternate:
 - William Rowe Home Phone No.
Business Phone No.
3. Remarks/Actions Taken:

SEVERE STORMS EMERGENCY RESPONSE PLAN

TIME WARNING
INCREASED READINESS PHASE

1. When notified, document:

a. Date: _____

b. Time Notified: _____

c. Notified by: _____

2. Notify primary contacts or alternates by placing a call to their home or business phone numbers. If person cannot be reached in 3 tries, use pagers/radios to contact one primary or alternate for each position listed below. Pager listings are given on page IV-5.

- a. Chairman, Board of Selectmen
Thomas Pulkkinen Home Phone No.
Business Phone No.

Alternates:

Patricia Wells	Home Phone No.
Knowles	Business Phone No.
Steven Cashman	Home Phone No.
	Business Phone No.

- b. Civil Defense Director:
Terry Gemmel
- Home Phone No.
Business Phone No. -

Alternate:
William Rowe

Home Phone No.
Business Phone No.

3. Stand by for notice that E.O.C. has been activated.

4. Refer all subsequent messages relative to the storm situation to the E.O.C.

5. Remarks/Actions Taken:

The figure consists of two separate line graphs. The left graph plots 'Rate of reaction' on the y-axis against 'Temperature (°C)' on the x-axis. The curve starts at a low rate at 10°C, rises to a peak at 30°C, and then declines at 40°C. The right graph also plots 'Rate of reaction' on the y-axis against 'Temperature (°C)' on the x-axis. This curve shows a continuous, steep upward trend from 10°C to 40°C, indicating that the rate of reaction increases exponentially with temperature in this range.

PLAIN TONES

2

1., Board of	1153.4	569.1
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Alternates - Selectmen

Wells-Knowles
Cashman

1251.4 569.1

1251.4	569.1
--------	-------

Civil defense director 1217.13 569.1

• 007, 011 Director, Civil Defense 1105.20 569.1

Communications Officer, Civil	1251.4	569.1
and Alternates		

Police Chief	1122.5	600.9
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665.9

Director Officer 1251.4 569.1

* 1151.4 569.1

Resources Officer	1251.4	569.1
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1251.4 569.1

Medical Officer	1251.4	569.1
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• Assistant Officer	1234.4	509.1
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TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
CHAIRMAN, BOARD OF SELECTMEN

WATCH

NAME _____

1. Document time notified:

a. Date: _____

b. Time Notified: _____

c. Source: _____

d. Details: _____

2. Advise Groveland Police Dispatcher (373-1541) of the location at which you can be reached for subsequent notifications.

3. Action Recommended:

4. Action Taken:

5. Remarks:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
CHAIRMAN, BOARD OF SELECTMEN

WARNING

NAME _____

TIME INCREASED READINESS PHASE

- _____ 1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Advise Groveland Police Dispatcher (373-1541) of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Contact Civil Defense Director to set up Planning Meeting with Department Heads.
- _____ 5. No further action required until escalation or termination.
- _____ 6. Assign members to Damage Assessment Team.
- _____ 7. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
BOARD OF SELECTMEN

EMERGENCY PHASE

1. Upon notification that severe storm is imminent and no declaration of emergency has been made by the Governor, declare local state of emergency.
2. Request the West Newbury Civil Defense Director to activate the E.O.C.
3. Ensure that the Groveland Police Dispatcher has notified the Emergency Response Personnel to report to the E.O.C.
4. Report to the E.O.C. and provide overall command and control of the emergency response organization.
5. Assess E.O.C. staffing requirements and ensure that the Civil Defense Director maintains 24-hour staffing of the E.O.C. (if necessary).
6. Review the procedures for Severe Storms Warning.
7. Consult with other key officials and determine what further actions should be taken.
8. Conduct periodic briefings with key personnel and department heads to assess each department's ability to respond to all possible protective actions.
9. Ensure that members of the emergency response organization implement their respective procedures for the protective actions required.
10. Instruct the Civil Defense Director to request assistance from MCDA/OEP, Area I, as needed.
11. If required, direct the Police Chief to activate the public alerting system.
12. Ensure that the Public Information Officer keeps the public informed of the events relative to West Newbury.
13. If you leave the E.O.C., assign an alternate to staff your position. Notify the Civil Defense Director of the change.
14. If no further action is required, stand by for notice of termination.

SEVERE STORM EMERGENCY RESPONSE PLAN

15. At the end of the emergency, provide copies of your logs and messages to the Civil Defense Director.
16. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
CIVIL DEFENSE DIRECTOR

WATCH

NAME _____

1. Document time notified:

a. Date: _____

b. Time Notified: _____

c. Source: _____

d. Details: _____

2. Advise Groveland Police Dispatcher (373-1541) of the location at which you can be reached for subsequent notifications.

3. Action Recommended:

4. Action Taken:

5. Remarks:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
CIVIL DEFENSE DIRECTOR

WARNING

NAME _____

TIME INCREASED READINESS PHASE

- _____ 1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Advise Groveland Police Dispatcher (373-1541) of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. At request of Selectmen, set up Planning Meeting with Department Heads.
- _____ 5. Notify remaining Selectmen, Deputy Director and Communications Officer to report to the E.O.C.
- _____ 6. Activate the Civil Defense fan-out procedures for stand-by status.
- _____ 7. Notify School Superintendent that a Storm Warning has been issued.
- _____ 8. No further action required until escalation or termination.
- _____ 9. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES

RESPONSIBILITIES OF THE
CIVIL DEFENSE DIRECTOR

EMERGENCY PHASE

1. Upon notification that severe storm is imminent and a declaration of emergency has been made by the Governor or by Selectmen, report to E.O.C.
2. Request that the Groveland Police Dispatcher to activate the pagers of Emergency Response Personnel and notify them to report to the E.O.C.
3. Contact MCDA/OEP, Area 1 and inform them of activation of E.O.C.
4. Review the procedures for Severe Storms Warning.
5. As other members of the E.O.C. staff arrive, instruct them to begin implementing their procedures for Warnings.
6. If any officer of the E.O.C. staff is delayed in arriving consider assigning the implementing procedure of the absent officer to another member of the staff.
7. Verify operability of all communications equipment.
8. Conduct an initial briefing for the E.O.C. staff.
9. Ensure the Fire/EMS officer has placed sufficient personnel on standby to notify the hearing-impaired in the event of a public alert system activation.
10. Request status reports from all E.O.C. officers. Ensure all E.O.C. officers have completed their actions for severe storm warnings.
11. Conduct periodic briefings on the storm and E.O.C. status for the Chairman, Board of Selectmen and other officials.
12. Assess the overall equipment, material and personnel needs with the Resources Officer. Report any deficiencies or unmet needs to MCDA/OEP, Area 1.
Unmet needs:

13. Call in additional Civil Defense staff, as necessary, to support operations.

SEVERE STORM EMERGENCY RESPONSE PLAN

14. Review local road and weather conditions with the Police Chief and Superintendent of Highways.
15. If evacuation of residents is required:
 - a. Verify with the Red Cross that the Mass Care Center has been activated.
 - b. Verify vehicle routes for transportation.
 - c. Notify Fire/EMS Officer to dispatch route alert teams to notify hearing-impaired residents.
 - d. Establish priorities for transportation of residents with special-needs.
 - e. Verify that Police have activated traffic and control access points.
 - f. Monitor progress of the evacuation to Mass Care Center.
16. On termination:
 - a. Notify the Chairman, Board of Selectmen, E.O.C. staff, and School Superintendent.
 - b. Instruct E.O.C. staff to notify their alternates and emergency workers placed on standby.
 - d. Ensure all completed logs and records of Town Departments and E.O.C. Staff are turned in.
 - e. Notify MCDA/CEP, Area 1 that the E.O.C. is being deactivated.
 - e. Inform the Chairman, Board of Selectmen when the E.O.C. is completely secured.
17. Remarks/Action Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
POLICE CHIEF

WATCH

NAME: _____

Not notified. No action required.

WARNING

TIME

INCREASED READINESS PHASE

- _____ 1. When notified, document:
- a. Date: _____
- b. Time Notified: _____
- c. Notified by: _____
- _____ 2. Advise Groveland Dispatcher of the location at which you
can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Stand by for notice of escalation or termination.
- _____ 5. Participate in Planning Meeting set up by Civil Defense
Director for Department Heads.
- _____ 6. No further action required until escalation.
- _____ 7. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLFMENTING PROCEDURES FOR
POLICE CHIEF

TIMEEMERGENCY PHASE

1. Upon notification that severe storm is imminent and state of emergency has been declared, report to the E.O.C.
2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.
3. Ensure that normal police functions are maintained.
4. If necessary, assign a police officer to man the siren panel in the West Newbury police station.
5. Review the locations of traffic and access control points.
6. Review personnel/equipment inventory, verify availability and report unmet needs to Civil Defense Director.
7. Assist Fire Department in route alerting, if requested.
8. Notify additional police department personnel to report to the Police Station. Make assignments as necessary.
9. Contact the Sergeant and arrange a schedule for continuous 24-hour coverage of the Police position at the E.O.C. Inform the Civil Defense Director of the schedule.
10. Discuss with the Chairman, Board of Selectmen, Civil Defense Director and other emergency personnel the protective actions to be implemented.
1. If evacuation is recommended:
 - a. Mobilize personnel to man traffic control and access control points.
 - b. Contact the Superintendent of Highways to determine if there are any potential roadway impediments which may preclude the use of the evacuation routes. If necessary, discuss with the Superintendent of Highways and the Civil Defense Director the use of alternate evacuation routes.
 - c. Coordinate with the Superintendent of Highways on the positioning of barricades for access control.
 - d. During and after the evacuation, maintain patrols to provide security for the evacuated area.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
POLICE CHIEF

EMERGENCY PHASE (CONTINUED)

- _____ 12. If required to leave the E.O.C., assign an alternate to the Police position. Notify the Civil Defense Director of this change.
- _____ 13. At the end of the emergency, provide copies of all messages to the Civil Defense Director.
- _____ 14. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
COMMUNICATIONS OFFICER

WATCH

NAME: _____

Not notified. No action required.
WARNING

TIME

INCREASED READINESS PHASE

- _____ 1. If notified by the Civil Defense Director, report to the E.O.C. at the Dr. John C. Page School Complex.
- _____ 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.

EMERGENCY PHASE

- _____ 1. Notify other communications personnel and have them report to the E.O.C.
- _____ 2. Install mobile communications equipment as required. Perform a communications check on all equipment and report any malfunctioning equipment to the Resources Officer. If necessary, discuss alternate plans with the Civil Defense Director.
- _____ 3. Notify the Civil Defense Director when the communications equipment is operational.
- _____ 4. When requested by the Civil Defense Director, provide updates to designated personnel.
- _____ 5. Establish and maintain communications with MCDA/OEP, Area 1 Headquarters over Civil Defense and/or amateur radio networks.
- _____ 6. Contact your alternate and arrange a schedule for continuous coverage of your position at the E.O.C. Inform the Civil Defense Director of the schedule.
- _____ 7. If you leave the E.O.C., assign an alternate to staff your position and notify the Civil Defense Director.
- _____ 8. Maintain status until notified otherwise by Civil Defense Director.
- _____ 9. At the end of the emergency, provide copies of your logs and messages to the Civil Defense Director.

10. Remarks/Action Taken:

IV-17

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
FIRE/EMS OFFICER

WATCH

NAME: _____

Notified. No action required.

WARNING

INCREASED READINESS PHASE

Not notified. No action required.

TIME

EMERGENCY PHASE

- | | | | | | |
|-------|---|----|---|----|--|
| _____ | 1. If notified by the Civil Defense Director, report to the E.O.C. at the Dr. John C. Page School Complex. | | | | |
| _____ | 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures. | | | | |
| _____ | 3. Ensure that normal fire protection and emergency medical services are maintained. | | | | |
| _____ | 4. Obtain an updated list of hearing-impaired individuals from the Medical Officer. Add and delete names from the Alert Sector Assignment Sheets in accordance with the updated list. | | | | |
| _____ | 5. Review personnel/equipment inventory, verify availability and report any unmet needs to the Resource Officer. | | | | |
| _____ | 6. Advise the Resource Officer of number of ambulances locally available to assist with evacuation of home-bound mobility impaired residents. | | | | |
| _____ | 7. Place sufficient personnel on standby to meet Route Alert requirements. | | | | |
| _____ | 8. If the public alert system is to be activated, then: <table border="0" style="margin-left: 20px;"> <tr> <td>a.</td> <td>Mobilize and dispatch route alert teams to notify hearing impaired residents.</td> </tr> <tr> <td>b.</td> <td>If any siren fails to activate, dispatch route alert teams to notify the area covered.</td> </tr> </table> | a. | Mobilize and dispatch route alert teams to notify hearing impaired residents. | b. | If any siren fails to activate, dispatch route alert teams to notify the area covered. |
| a. | Mobilize and dispatch route alert teams to notify hearing impaired residents. | | | | |
| b. | If any siren fails to activate, dispatch route alert teams to notify the area covered. | | | | |
| _____ | 9. If required to leave the E.O.C., appoint the next available person in line of succession to staff the E.O.C. Notify the Civil Defense Director of this change. | | | | |

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
FIRE/EMS OFFICER

- _____ 10. Maintain status until notified otherwise by Civil Defense Director.
- _____ 11. At the end of the emergency, provide copies of logs and messages to the Civil Defense Director.
- 12. Remarks/Action Taken:

FIRE/EMS OFFICER RESOURCE INVENTORY

	NORMAL INVEN- TORY	CURRENTLY AVAIL- ABLE	NUMBER REQUIRED					UNMET NEEDS	COMMENTS
			ROUTE	EOC	SUPPORT	TRANS	TRAFFIC		
PERSONNEL									
Garden St. Station	3								
Central Fire Station	3								
Rescue	3								
EQUIPMENT									
SCBA'S	14								
PA'S	4								
VEHICLES									
Ladder(s)	1								
Pumper(s)	2								
Tanker(s)	1								
Forestry	2								
Boat(s)	1								
Rescue	1								

FIRE/EMS OFFICER

ROUTE ALERTINGI. Purpose

The purpose of route alerting is to supplement the public alert system for notification of the hearing-impaired or in the event of a full or partial failure of the public alert system.

II. General

- A. The Town of West Newbury is divided into 5 sectors. Each sector can then be further divided into subsectors if the situation warrants.
- B. Route alert teams, consisting of two members, are assigned to notify selected populations within a given sector or sectors.
- C. The following factors were considered in the designation of the various sectors:
 - 1. Definable boundaries
 - 2. Coverage area of sirens in the public alert system
 - 3. The ability of one route alert team to notify the entire population within a sector in 45 minutes from the time of dispatch.
- D. When route alerting is necessary, the number of teams dispatched and each team's assignment is predicated on the ability to complete the route alerting within 45 minutes from the initiation of the notification sequence.

III. Procedures

- A. To mobilize Route Alert Teams:
 - 1. Instruct route alert individuals to report to the E.O.C.
 - 2. Assign two individuals to each team and a vehicle to each team.
 - 3. Record the information on Route Alert Team Instruction Sheet (Tab 1).
 - 4. Issue Route Alert Sector Maps (Tab 4) and pre-formatted messages (Tab 3) to each team.
 - 5. Verify operability of each team's communication and alerting equipment.
 - 6. Review Route Alert Team instructions (Tab 1) with the teams.

FIRE/EMS OFFICER

ROUTE ALERTING (Continued)

2. To dispatch Route Alert Teams:
 1. Determine the number of teams required to complete notification sequence within 45 minutes. Mobilize additional personnel as required.
 2. Make individual team assignments using Alert Sector Assignment Sheets (Tab 2).
 3. Verify that each team has required equipment as listed on their respective instruction sheet.
 4. Dispatch teams to complete assigned notifications.

TAB 1

ROUTE ALERT TEAM
INSTRUCTIONS

Team Members

Leader: _____ Assigned Sector(s): _____
 Assistant: _____ Vehicle Assigned: _____

Required Equipment

_____ Bullhorn or megaphone with PA	_____ Alert Sector Assign-
_____ Hearing-impaired Message (Tab 3)	_____ ment Sheet (Tab 2)
_____ (at least one hearing-impaired resident)	_____ Sector Maps (Tab 4)
_____ Portable radio in vehicle	
_____ with radio	

NOTE: ENSURE THAT YOU HAVE ALL ITEMS PRIOR TO BEING DISPATCHED FOR A ROUTE ALERTING ASSIGNMENT.

INSTRUCTIONS:

1. For notification of hearing-impaired residents:
 - a. Receive sector assignment(s) from the Fire Chief.
 - b. When dispatched, record dispatch time on assignment sheet and commence notification of hearing-impaired residents within the assigned sector as follows:
 - (1) Proceed to address of every hearing-impaired resident indicated on the assignment sheet.
 - (2) Upon arrival at each residence, contact the individual listed on the assignment sheet and provide them with a copy of the Hearing-impaired Message. Record on the Alert Sector Assignment Sheet the time the person was notified.
 - (3) Before leaving the residence, allow time for the individual to read the message and inform you if they require assistance.
 - (4) If assistance is requested, notify the Fire Chief at the E.O.C.
 - c. Upon completion of all notifications, record the time on the Alert Sector Assignment Sheet. Return completed reports to the Fire Chief at the E.O.C.
2. If notification of the entire population (within a sector) is required, then:
 - a. Receive sector assignments from the Fire Chief.

ROUTE ALERT TEAM - INSTRUCTIONS (Continued)

TAB 1

- b. When dispatched, record dispatch time on assignment sheet and commence route alerting as follows:
 - (1) Drive slowly along designated roads, periodically activating the vehicle siren and making the following announcement on the PA system or bullhorn:

"THERE IS AN EMERGENCY DECLARED DUE TO A SEVERE (HURRICANE, SNOW STORM, TORNADO). PLEASE TUNE TO YOUR EMERGENCY BROADCAST STATION WCGY, 93.7 FM."
 - (2) Complete Steps 1.b.(1) through 1.b.(4) for any hearing-impaired residents shown on your Alert Sector Assignment Sheet.
- c. Notify the Fire Chief of completion. Return completed reports to the Fire Chief at the E.O.C.

TAB 2

ALERT SECTOR _____
 ASSIGNMENT SHEET

Time Dispatched: _____
 Time Completed: _____

Notify: ☐ Hearing-Impaired Residents ☐ Other

☐ All Members of the Public

HEARING-IMPAIRED RESIDENTS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TIME NOTIFIED</u>
-------------	----------------	----------------------

ALL MEMBERS OF THE PUBLIC:

TIME COMPLETED

OTHER:

<u>NAME</u>	<u>ADDRESS</u>	<u>TIME NOTIFIED</u>
-------------	----------------	----------------------

TAB 3

ROUTE ALERT TEAM

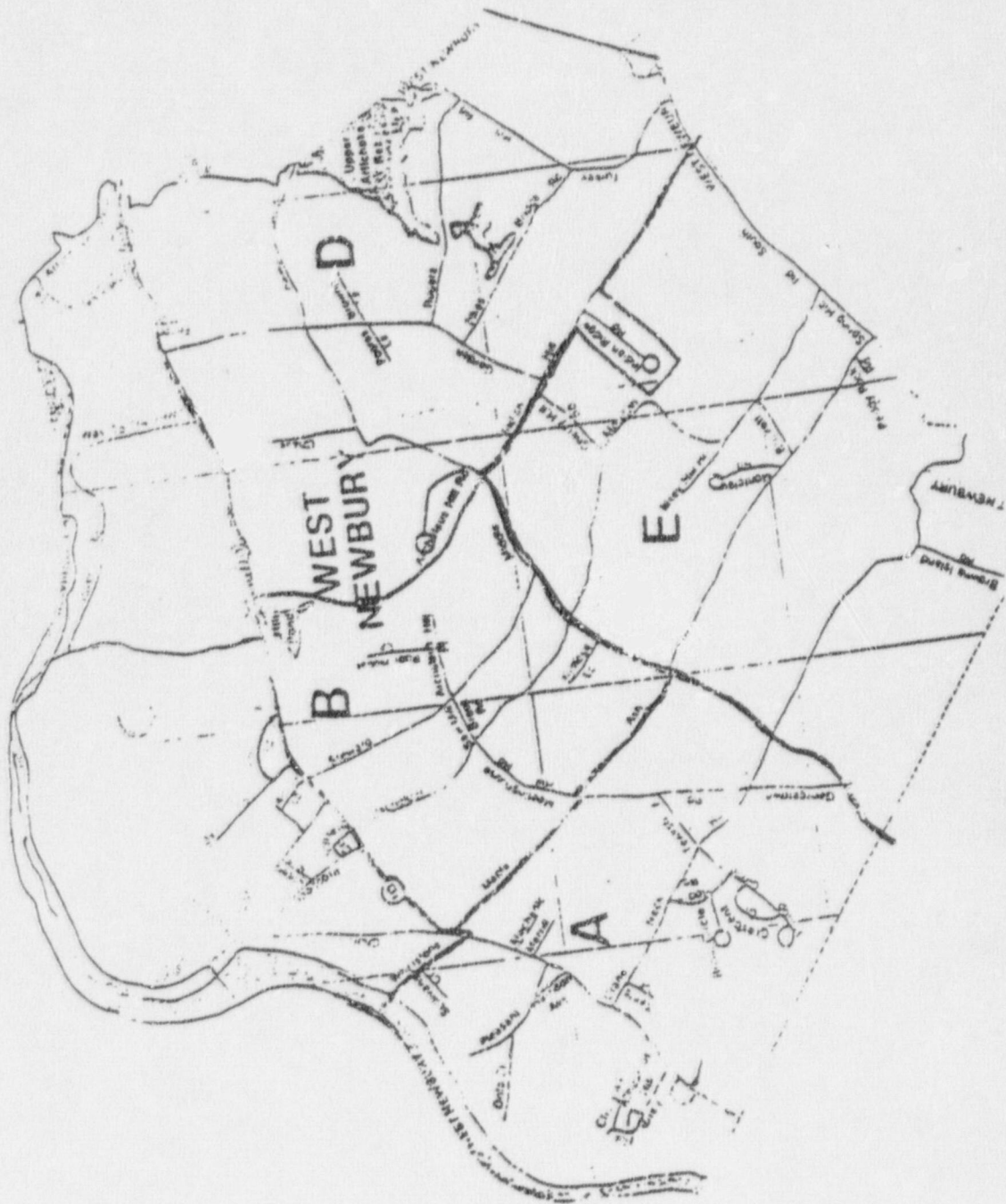
MESSAGE FOR HEARING-IMPAIRED

"THERE IS AN EMERGENCY DUE TO A (HURRICANE, SNOW STORM, TORNADO).

PLEASE CONTACT A RELATIVE, FRIEND, OR NEIGHBOR SO THAT YOU CAN RECEIVE IMPORTANT INFORMATION BEING BROADCAST OVER THE EMERGENCY BROADCAST SYSTEM.

"PLEASE REVIEW YOUR PUBLIC INFORMATION BROCHURE FOR ACTIONS TO HELP YOU PREPARE FOR THE EMERGENCY.

"IF YOU DO NOT HAVE A RELATIVE, FRIEND, OR NEIGHBOR NEARBY TO ASSIST YOU IMMEDIATELY, PLEASE TELL THE INDIVIDUAL WHO GAVE YOU THIS INFORMATION."



1-A-7

Draft 2
1/86

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SUPERINTENDENT OF SCHOOLS

WATCH

NAME: _____

Not notified. No action required.
WARNING

TIME INCREASED READINESS PHASE

1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
2. Advise Civil Defense Director of the location at which you can be reached for subsequent notifications.
3. Review procedures for Severe Storm Warnings.
4. Stand by for notice of escalation or termination.
5. Participate in Planning Meeting set up by Civil Defense Director for Department Heads.
6. No further action required until escalation.
7. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SUPERINTENDENT OF SCHOOLS

EMERGENCY PHASE

TIME

A. SCHOOL IN SESSION

- _____ 1. Upon notification a severe storm is imminent and state of emergency has been declared, report to the E.O.C.
- _____ 2. Maintain log of activities and document messages in accordance with E.O.C. procedures.
- _____ 3. Inform your alternate, Page School and Pentucket School building Principals of your location at E.O.C. and request all further notifications or instructions be made to you there.
- _____ 4. Notify the following Day Care Centers that a Severe Storm Warning is in effect:
 - a. Kindergarten Early Intervention Program
Shelly Gross Phone No.
 - b. Children's Castle
Janis Kidgley Phone No.
or
Jana Parenteau Phone No.
 - c. Puddleduck Place
Evelyn Faye Phone No.
 - d. Essex North Christian
School
Pamela Jo Brady Phone No.
- _____ 5. Inform Civil Defense Director of status of school notifications.
- _____ 6. If necessary, notify school bus contractor and request they:
 - a. Place drivers on standby.
 - b. Inventory and refuel transportation equipment.
 - c. Report to you the number of buses available for dispatch to West Newbury schools.
- _____ 7. Contact schools and Day Care Centers to:
 - a. Order Public Schools and recommend Day Care Centers cancel all special or extracurricular activities.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SUPERINTENDENT OF SCHOOLS

TIME

7. b. Order Public Schools and recommend Day Care Centers implement parent pick-up procedures.
- c. Confirm all schools have necessary resources and report any unmet needs to the Civil Defense Director.
8. If early dismissal is called for, implement normal procedures.
9. If necessary, request Civil Defense Director secure traffic control from Police Chief.
10. Request schools provide periodic reports on unmet needs. Report to Civil Defense Director.
11. Contact your alternate, arrange a schedule to ensure 24-hour continuous coverage of the school position at the E.O.C. Inform Civil Defense Director of the change.
12. At the end of the emergency, provide copies of logs and messages to Civil Defense Director.
13. Remarks/Actions Taken:

EMERGENCY PHASE

A. SCHOOL NOT IN SESSION

1. Upon notification that severe storm is imminent and state of emergency has been declared, report to the E.O.C.
2. Maintain log of activities and document messages in accordance with E.O.C. procedures.
3. Inform your alternate, Page School and Pentucket School building principals of your location at E.O.C. and request all further notifications or instructions be made to you there.
4. Notify the following Day Care Centers that a Severe Storm Warning is in effect:
 - a. Kindergarten Early Intervention Program
Shell, Cross Phone No.
 - b. Children's Castle
Janet Edgley Phone No.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SCHOOL SUPERINTENDENT

TIME

4. c. Puddleduck Place
Evelyn Faye Phone No.
- d. Essex North Christian
School
Pamela Jo Brady Phone No.
5. Inform Civil Defense Director of status of all Day Care Center's notifications.
6. Contact Day Care Centers and recommend cancellation of all special events and extracurricular activities.
7. Recommend Day Care Centers implement parent pick-up procedures.
8. Confirm all Day Care Centers have necessary resources; report any unmet needs to Civil Defense Director.
9. Maintain status until notified of termination.
10. At the end of the emergency, provide copies of logs and messages to Civil Defense Director.
11. Remarks/Actions Taken:

EMERGENCY PHASE
C. EVACUATION

1. Assist Civil Defense Director in preparations for Red Cross takeover of school for Mass Care Center.
2. Maintain status until notified otherwise by Civil Defense Director.
3. Advise Civil Defense Director of your replacement when you leave the E.O.C.
3. At the end of the emergency, provide copies of logs and messages to Civil Defense Director.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SUPERINTENDENT OF SCHOOLS

4. Remarks/Actions Taken:

INSTITUTION NOTIFICATION CALL LIST

<u>TIME CONTACTED</u>	<u>NAME/TITLE</u>	<u>TELEPHONE</u>
_____	1. Dr. J. L. Page School Carol Hendrick	
	2. Pentucket Junior High School Betty Allen	
	3. Pentucket Senior High School Michael McLaughlin	
	4. Kindergarten Early Intervention Program Shelly Cross	
	5. Children's Castle Janis Ridgley or	
	6. Puddleduck Place Evelyn Faye	
	7. Essex North Christian School Pamela Jo Brady	
	8. Whittier Regional Richard Kay	
	9. Essex Agricultural School Raymond Potter	

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
SUPERINTENDENT OF HIGHWAYS

WATCH

NAME _____

Not notified. No action required.

TIME _____

WARNING

- _____ 1. When notified, document:
- a. Date: _____
 - b. Time notified: _____
 - c. Notified by: _____
- _____ 2. Advise Civil Defense Director of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Stand by for notice of escalation or termination.
- _____ 5. Participate in Planning Meeting set up by Civil Defense Director for Department Heads.
- _____ 6. No further action required until escalation.
- _____ 7. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
GOVERNMENT OF HIGHWAYS

TIMEEMERGENCY PHASE

- _____ 1. Upon notification that severe storm is imminent and state of emergency has been declared, report to E.O.C.
- _____ 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.
- _____ 3. Review personnel/equipment inventory, verify availability and report unmet needs to the Civil Defense Resources Officer.
- _____ 4. Notify Highway Department personnel to report to the highway scene.
- _____ 5. Review location of access control points.
- _____ 6. If weather conditions are inclement to the extent that conditions of road could be questionable, dispatch crews to assess the conditions of the evacuation routes.
- _____ 7. As crews report in on road conditions, relay this information to the Chairman, Board of Selectmen and Civil Defense Director. Provide periodic updates on road conditions to the Chairman, Board of Selectmen and Civil Defense Director.
- _____ 8. Provide manpower and equipment for removal of any traffic impediments to maintain roads. As necessary, request State resources through the Civil Defense Resources Officer.
- _____ 9. If evacuation is recommended:
 - a. Establish access control points.
 - b. Assess the road conditions of the evacuation routes. Assign crews to remove any traffic impediments. If the routes cannot be cleared, advise Civil Defense Director at the E.O.C.
- _____ 10. If required to leave the E.O.C., assign an alternate to your position. Notify the Civil Defense Director of the change.
- _____ 11. Continue activities until notified of termination of emergency.
- _____ 12. At the end of the emergency, provide copies of all messages to the Civil Defense Director.
- _____ 13. Remarks: _____

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
RESOURCES OFFICER

WATCH

NAME: _____

Not notified. No action required.

WARNING

TIME

INCREASED READINESS PHASE

- _____ 1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Advise Civil Defense Director of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Stand by for notification of escalation or termination.
- _____ 5. No further action required until escalation.
- _____ 6. Remarks/Actions Taken:

TIME

EMERGENCY PHASE

- _____ 1. If notified by the Civil Defense Director, report to the E.O.C. at the Dr. John C. Page School Complex.
- _____ 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.
- _____ 3. Assist the Civil Defense Director in activating the E.O.C.
- _____ 4. Update the list of people without automobiles requiring transportation assistance in the event of evacuation.
- _____ 5. Compile a list of the unmet transportation needs for the Town of West Newbury by contacting the School Superintendent and Civil Defense Medical Officer.
- _____ 6. Based on the information provided by the Medical Officer, inform the Civil Defense Director of the homebound-mobility impaired residents requiring transportation.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
RESOURCES OFFICER

TIME

- _____ 7. Based on discussions with E.O.C. staff members, compile a list of the the unmet needs for equipment, material and personnel for the Town of West Newbury.
- _____ 8. As requested, assist the Civil Defense Director in coordinating with MCDA/OEP, Area 1 to resolve any unmet needs.
- _____ 9. Contact your alternate and arrange for continuous 24-hour coverage of your position in the E.O.C. Inform the Civil Defense Director of the change.
- _____ 10. If evacuation is recommended:
 - a. Contact the Medical Officer and the Superintendent of Schools to update the unmet transportation needs. Submit copy of data to Civil Defense Director.
 - b. As required, assist Civil Defense Director in obtaining additional transportation resources through MCDA/OEP, Area 1.
- _____ 11. Continue activities until notified of termination of Warning.
- _____ 12. At the end of the emergency, provide copies of logs and messages to the Civil Defense Director.
13. Remarks/Action Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
MEDICAL OFFICER

WATCH

NAME: _____

Not notified. No action required.

WARNING

TIME

INCREASED READINESS PHASE

- _____ 1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Advise Civil Defense Director of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Stand by for notification of escalation or termination.
- _____ 5. No further action required until escalation.
- _____ 6. Remarks/Actions taken:

TIME

EMERGENCY PHASE

- _____ 1. If notified by the Civil Defense Director, report to the E.O.C. at the Dr. John C. Page School Complex.
- _____ 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.
- _____ 3. Update the list of hearing-impaired individuals. Provide a copy of this list to the Fire/EMS Officer for use in route alerting.
- _____ 4. Update the list of homebound-mobility impaired individuals requiring transportation assistance in the event of evacuation and provide this list to the Resources Officer.
- _____ 5. Coordinate with the Resource Officer and Fire/EMS Officer on the transportation needs of the homebound-mobility impaired residents.
- _____ 6. Review procedures for Severe Storm Warnings.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
MEDICAL OFFICER

- _____ 7. If you leave the E.O.C., assign an alternate to staff your position. Notify the Civil Defense Director of this change.
- _____ 8. Stand by for notice of termination.
- _____ 9. At the end of the emergency, provide copies of logs and messages to the Civil Defense Director.
- 10. Remarks/Action Taken:

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
PUBLIC INFORMATION OFFICER

WATCH

NAME: _____

Not notified. No action required.

WARNING

TIME

INCREASED READINESS PHASE

- _____ 1. When notified, document:
 - a. Date: _____
 - b. Time Notified: _____
 - c. Notified by: _____
- _____ 2. Advise Civil Defense Director of the location at which you can be reached for subsequent notifications.
- _____ 3. Review procedures for Warning.
- _____ 4. Stand by for notification of escalation or termination.
- _____ 5. No further action required until escalation.
- _____ 6. Remarks/Action Taken:

TIME

EMERGENCY PHASE

- _____ 1. If notified by the Civil Defense Director, report to the E.O.C. at the Dr. Page School complex.
- _____ 2. Maintain a log of activities and document messages in accordance with E.O.C. procedures.
- _____ 3. Consult with the Chairman, Board of Selectmen and the Civil Defense Director for a briefing on the current status and the level of West Newbury's response.
- _____ 4. Based upon information received from the E.O.C., prepare News Releases for the media concerning the status of the town's activities.
- _____ 5. Verify with the Civil Defense Director the accuracy of the information contained in the news releases.

TOWN OF WEST NEWBURY
IMPLEMENTING PROCEDURES FOR
PUBLIC INFORMATION OFFICER

TIME

- _____ 6. Submit News Releases to the Chairman, Board of Selectmen or his designee for approval.
- _____ 7. Monitor radio station WCGY 93.7 FM for update information and instructions given to the public.
- _____ 8. Continue to prepare updated News Releases as required throughout the emergency.
- _____ 9. Check with the Civil Defense Director to ensure a replacement is available to sustain 24-hour operational capability.
- _____ 10. If you leave the E.O.C., assign an alternate to staff your position. Inform the Civil Defense Director of the change.
- _____ 11. At the end of the emergency, provide copies of logs and messages to the Civil Defense Director.
- 12. Remarks/Actions Taken:

TOWN OF WEST NEWBURY
PUBLIC INFORMATION OFFICER
BRIEFING FORM

(Information the PIO may use to brief the news media.)

1. Briefing #: _____ Date: _____ Time: _____

2. Emergency Classification Level:

At _____ the West Newbury Emergency Response Organization
(date/time)

was notified by _____ that at _____ a Severe Storm
(by whom) (date/time)

WATCH - WARNING - EMERGENCY
(CIRCLE ONE)

was declared. This information was verified by MCDA/OEP, Area 1 at
(date/time)

3. E.O.C. Information:

The West Newbury E.O.C. was activated at _____. The following
(date/time)
town officials are present at the E.O.C.:

☐ Selectman _____
Name

☐ Selectman _____
Name

☐ Selectman _____
Name

☐ Civil Defense Director ☐ Public Information Officer

☐ Deputy Director, C.D. ☐ Communications Officer

☐ Police Chief ☐ Resources Officer

☐ Fire/EMS Officer ☐ Superintendent of Highways

☐ Medical Officer ☐ Superintendent of Schools

Others: _____

GUIDE FOR PREPARING RELEASES FOR THE NEWS MEDIA

The following form is a guide for release of information to the news media. The form should be periodically updated as activities within West Newbury.

NOTE: REMEMBER TO PROVIDE INFORMATION CONCERNING ONLY WEST NEWBURY'S ACTIVITIES.

1. Identify yourself and town.

Public Information Officer Town of West Newbury
(Name)

2. Briefly indicate what happened and where.

The Town of West Newbury was notified at _____ of a Severe Storm
(time)
(Watch/Warning/Emergency).

3. Status of local emergency response workers.

Our Emergency Operating Center was activated at _____. All emer-
(time)
gency response services have arrived at the E.O.C. Communications
have been established with the MCDA/OEP, Area 1 Emergency Operating
Center.

4. Status of schools and other institutions.

We notified the Superintendent of Schools at _____ of the emergen-
(time)
cy. The Superintendent of Schools has informed me that the schools
will be closed today. The Superintendent of Schools (will notify/
has notified) the local radio stations of the schools closing.
Provide similar information concerning other institutions within
your town.

5. Status of Public Notification System.

Prepare a brief statement that the system has been activated and the
status of notifying those special needs people within the town.

6. Indicate the latest recommended protective action received from the State or the Selectmen for the public.

Prepare a brief statement as to the latest recommended protective
action; i.e., none, shelter or evacuation to Mass Care Center.

7. If shelter or evacuation was recommended, prepare a brief statement on the status.

Shelter was recommended for the public. All local residents are off
the streets and in their homes or public buildings. If evacuation
has been recommended, provide status of evacuation, i.e., traffic

GUIDE FOR PREPARING RELEASES FOR THE NEWS MEDIA (Continued):

control points are manned by emergency personnel and the residents are sheltered at Mass Care Center located at the Dr. Page School.

- c. Provide the news media with any other local activities concerning the emergency situation.

Reminder: .

Provide only information concerning the activities within West Newbury.

PUBLIC INFORMATION RELEASE FORM

Date: _____
Time: _____
Subject: _____

Release No. _____

Release:

This release contains information specific to the Town of West Newbury.

Date Time

Drafted by: _____
Town PIO

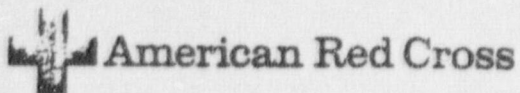
Accuracy
verified by: _____
Civil Defense Director

Approved by: _____
Chairman, Board of Selectman

EOC MASTER MESSAGE LOG

DATE:

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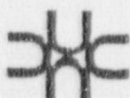


Greater Newburyport Chapter
31 Green Street
Newburyport, Mass. 01950
617-462-8243

AMERICAN RED CROSS DISASTER STATEMENT

- a. The charter for the Red Cross provides that the Red Cross should continue and carry on a system of National and International relief in time of peace in mitigating and suffering caused by pestilence, famine, fire, flood and other great national calamities, and to devise and carry on measures for preventions of same.
- b. The Red Cross will alert their personnel pre-assigned for service at the West Newbury Shelter Area.
- c. The Red Cross will carry out their traditional services to the victims of disaster by providing food, clothing, shelter, medical care, household furnishings, building and repair of homes or providing financial assistance for such purposes, as well as rehabilitation. The cardinal principle of relationships between Civil Defense and the Red Cross and other private relief organizations should be that so long as such private organizations are able to assist the victims of disaster utilizing private funds raised for such purpose, public funds should not be spent in competition with private relief organizations.
- d. Civil Defense Welfare Service personnel may assist in the Red Cross natural disaster services as requested by the local head of the Red Cross under direction of the American Red Cross.

This is the same statement we have with the Newburyport Civil Defense.



A MERRIMACK VALLEY UNITED FUND MEMBER AGENCY