



TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

UPDATE 2014

Approved by the

GREENLAND BOARD OF SELECTMEN

OCTOBER, 2014

This project was partially funded by an EMPG Grant from

NEW HAMPSHIRE

HOMELAND SECURITY EMERGENCY MANAGEMENT

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- | | |
|------------------------|--------------|
| 1. Draft #1 | October 2007 |
| 2. Annual Concurrence | April 2008 |
| 3. Annual Concurrence | May 2009 |
| 4. Annual Concurrence | April 2010 |
| 5. ESF Update | October 2010 |
| 6. Annual Concurrence | March 2011 |
| 7. Annual Concurrence | March 2012 |
| 8. Annual Concurrence | March 2013 |
| 9. Annual Concurrence | March 2014 |
| 10. Entire Plan Update | October 2014 |

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STATEMENT OF PROMULGATION

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

This plan, its annexes and appendices have been approved by a vote of the Greenland Board of Selectmen as the official Local Emergency Operations Plan for the Town of Greenland.

Approved by the Board of Selectmen

John Penacho
Chairman, Board of Selectmen

15 Dec 2014
Date

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Town of Greenland

Local Emergency Operations Plan Update 2014

ANNUAL CONCURRENCE

This page shall be executed annually by the members of the governing body at their first organizational meeting, and/or after major revisions to the plan.

REVIEWED AND APPROVED

DATE: 15 Dec 2014

SIGNATURE: [Signature]

TYPED NAME: Kenneth N. Fernald
Emergency Management Director

**CONCURRENCE OF APPROVAL
BOARD OF SELECTMEN**

1. SIGNATURE: [Signature]
TYPED NAME: John Penacho, Chairman

2. SIGNATURE: [Signature]
TYPED NAME: Vaughan Morgan, Vice Chairman

3. SIGNATURE: [Signature]
TYPED NAME: Mo Sodini, Selectman

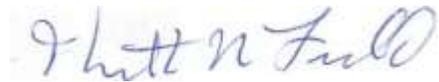
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FOREWORD

The purpose of the Greenland Local Emergency Operation Plan is to make each organization and department aware of its responsibility in all-hazard emergency operations. This plan, upon being implemented by the community government, will provide the basis for coordinating protective actions prior to, during and after any type of disaster. It was prepared to conform to guidelines established by the Federal Emergency Management Agency, U.S. Nuclear Regulatory Commission, Federal Energy Regulatory Commission and the New Hampshire Emergency Management Agency and is in concert with the State of New Hampshire Emergency Management Plan. The Chairman of the board of Selectmen shall inform the public of the existence of said Plan.



Kenneth N. Fernald, Director
Emergency Management

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**TOWN OF GREENLAND, NH
NIMS RESOLUTION**

Adoption of the National Incident Management System (NIMS) as the Basis for Incident Management in the Town of Greenland, NH.

WHEREAS, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the National Incident Management System (NIMS), has been identified by Homeland Security Presidential Directive-5 as being the requisite incident management system for all levels of government and all political subdivisions in the United States; and

WHEREAS, NIMS provides a consistent nationwide platform to enable all government, private sector and non-governmental organizations "to work together during domestic incidents regardless of cause, size or complexity; and

WHEREAS, the Town of Greenland, NH acknowledges that emergency planning and response to incidents can best be accomplished by employing standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and pre-determined facilities during emergencies or disasters; and

WHEREAS, use of the Incident Command System (ICS) provides responders with a common terminology and principles for incident command and control, and is an integral part of incident management activities throughout the Town of Greenland, NH and

WHEREAS, implementation of the NIMS standardized procedures for managing personnel, communications, facilities, and resources will enable the Town of Greenland, NH to be eligible for state and federal funding to enhance local emergency preparedness, agency readiness, first responder safety, and incident management processes;

NOW, THEREFORE, The Board of Selectmen for the Town of Greenland, NH hereby order and direct as follows:

1. The Town of Greenland, NH hereby adopts NIMS as the common foundation for incident management, coordination and support activities.
2. All town departments, offices and agencies responsible for managing and/or supporting incident response and disaster operations shall incorporate into their planning, training, and operations the NIMS as prescribed by the United States Department of Homeland Security.
3. The Town of Greenland, NH hereby adopts ICS for command and control of all incident response operations. All employees of the Town of Greenland, NH are hereby directed to render such aid and assistance as is required for the implementation of the foregoing policy.

By the Greenland Board of Selectmen, 12/22/08

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Section I.

Introduction

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

The **LEOP** describes the basic mechanisms and structures by which the Town of Greenland would respond to potential and/or actual emergency situations. To facilitate an emergency response, the **LEOP** contains functional Emergency Support Functions (ESFs) designed to implement and sustain a functional approach to emergency response and assistance. Each ESF is assigned a primary agency, which has been selected based upon statutory authority, resources and capabilities in the particular functional area. Other agencies have been designated as support agencies for one or more of the ESFs based upon their resources and capabilities to support the functional areas.

A. Purpose

The primary purpose of the **LEOP** is to initiate, coordinate, and sustain an effective Town response to disasters and emergency situations. The **LEOP** is designed to:

1. Identify planning assumptions, assess hazard potentials, and develop policies;
2. Establish a concept of operations built on an interagency coordination and the Incident Command System (ICS) in order to facilitate a timely and effective Town response;
3. Assign specific functional responsibilities to appropriate Town departments and agencies; and
4. Coordinate actions necessary to respond to an emergency and coordinate the links between local, State and Federal governments.

B. Scope

The extent of the **LEOP** is as follows:

1. The **LEOP** applies to all Town departments and agencies which are tasked, in this **LEOP**, or by executive order to provide response and recovery activities in an emergency or disaster situation.
2. Under the **LEOP**, the State is the State of New Hampshire; local governments are the local jurisdictions within the State; and Federal refers to the Federal government.
3. Response activities include those actions that support local government in its efforts to save lives, protect public health and safety, and protect property. The identified actions

and activities described in the *LEOP*, and carried out under the functional ESFs, are based upon existing State statutory authorities and provisions and as identified in the administrative ESFs of the *LEOP*.

C. Structure

The Components of the *LEOP* consists of the following:

1. The Basic Plan describing the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State in response to an emergency situation.
2. Functional ESFs to the *LEOP* delineate primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures to implement functions.
3. Administrative Appendices to the *LEOP*, are: A. List of Acronyms/Abbreviations; B. Terms and Definitions; C. Emergency Authorities and Directives; Hazard Analysis and Assessment, and E. Disaster Assistance Protocols for establishing assistance guidelines during a recovery phase operation of a disaster.
4. Hazard-Specific ESFs to the *LEOP* are located in Appendix D.
5. Hazard-Specific Plans are located, as indicated, in the following Annex's:
 - A. Hazardous Material Plan
 - B. Hazard Mitigation Plan
 - C. Radiological Emergency Response Plan
 - D. Terrorism Plan
 - E. Seacoast Public Health Region Emergency Health Plan
 - F. Greenland Central School Emergency Plan
 - G. Seacoast Public Health Region Shelter Plan

D. ESF Descriptions

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

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

ESF-3, Public Works & Engineering – Provides emergency warning, information and guidance to the public. Facilitates the requirements and resources needed to provide for backup capability for all means of communication.

ESF-4, Fire Fighting – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat forest/wild land or urban incidents; provide incident management assistance for on-scene incident command and control operations.

ESF-5, Emergency management - Emergency Management is responsible for planning, coordinating and supporting the overall activities of the ***LEOP*** and the EOC.

ESF-6, Mass Care & Shelter – Manages and coordinates sheltering, feeding, and first aid for disaster victims. Provides for temporary housing, food, clothing, and special human needs in situations that do not warrant mass-care systems. In the event the local jurisdiction does not have an established Volunteers Active in Disasters (VOAD), this ESF can serve as the likely alternative for managing the receipt and distribution of donated goods and services. Provides assistance in coordinating and managing volunteer resources.

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

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

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

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

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

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

ESF-13, Law Enforcement & Security – Provides for the protection of life and property by enforcing laws, orders, and regulations, including the movement of persons from threatened or hazardous areas. Provides for area security, traffic, and access control.

ESF-14, Public Information – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance. Coordinates a system to minimize rumors and misinformation during an emergency.

ESF-15, Volunteers and Donations – Manages the receipt and distribution of donated goods, volunteers, and services to support response operations and relief effort in a disaster.

ESF-16, Animal Health – Provides for a coordinated response in the management and containment of any communicable disease resulting in an animal health emergency.

Section II.

Situations and Assumptions

A. Situation

The Town of Greenland is located in the seacoast of New Hampshire. The resident population of Greenland at the 2010 census was 3,549, and a 2012 estimate put the number at 3,653. The total area of the Town is 13.3 square miles, of which 10.5 is land and 2.8 water, principally Great Bay.

Principal highways in Greenland are State Routes 33 and 151. Route 33 runs east/west and is the primary route east to Portsmouth and west to Exeter. Route 151 runs generally north/south from the town to U.S. 1, in Hampton. Interstate 95 runs through Greenland, but there are no access ramps within the town. A map of Greenland is located at the Greenland Emergency Operations Center (EOC), showing key facilities, evacuation routes, siren locations, and traffic control points.

There is one rail lines that passes through Greenland. Daily freight traffic includes multiple tank cars of LPG. The community also in the flight pattern for Portsmouth International Airport at Pease.

1. Greenland faces a wide array of risks which may pose a significant threat to the population and property within the Town. These include natural, technological, and/or national security emergencies or disasters.
2. Depending upon the extent and nature of the disaster or emergency, a potential condition exists that may severely hamper the economic and physical infrastructure of the Town and/or affect the regional area.
2. During an emergency or disaster, the Town will take immediate and appropriate actions to determine, direct, mobilize, and coordinate the response movement. The Town will activate the necessary functions to redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities.
3. A catastrophic disaster may overwhelm local governments in providing a timely and effective response to meet the needs of the situation.

B. Assumptions

The assumption is that there are many emergency situations that may directly produce severe consequences within the Town of Greenland and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

1. The Town is primarily responsible for first response to all emergencies.

2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage may occur with little or no warning.
4. Depending upon the severity of the situation, local governments may be quickly overwhelmed with the emergency and require state support.
5. Federal assistance may be readily available through FEMA resources; and
6. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate federal assistance.

C. Hazard Analysis and Assessment

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

Section III.

Concepts of Operations

A. General

It is the responsibility of the Town of Greenland to provide for an emergency management program that meets the needs of those who might be affected by an emergency or disaster.

The Selectmen are ultimately responsible for protecting lives and property in an emergency or disaster situation. They, in conjunction with the Emergency Management Director, shall activate the disaster response and recovery aspects of the *LEOP* and are the authority for the deployment and use of any function to which the plan applies. Therefore, the following applies:

1. Departments have been grouped together under the Emergency Support Functions (ESFs), either as primary or support, to facilitate the provisions of the response actions of the Town. These functional ESFs are summarized on pages 1-3 and 1-4, ESF Descriptions. Each ESF has been assigned a number of functions in support of a response to an emergency situation. The designated primary Department, with the assistance of one or more of the support Departments, is responsible for managing the activities of the ESF and ensuring the missions are carried through.
3. Specific functional missions, organizational structures, response actions, and primary and support Departments responsibilities are described in the ESFs to the *LEOP*.

B. Local Emergency Operation Implementation

The *LEOP* and the Greenland Emergency Response Team (ERT) may be activated:

1. On direction of the Board of Selectmen
2. On direction of the Emergency Management Director
3. On direction of the Town Administrator
4. On direction of the Fire Chief or Police Chief
5. On direction of the NH Emergency Management Homeland Security
6. On proclamation by the Governor that an emergency exists.

Upon activation of the *LEOP*, the Emergency Operations Center, located at the Town Municipal Complex will be opened and staffed as outlined in **Section 3, D, Organization and Responsibilities.**

C. Phases of Operations

The *LEOP* is concerned with many types of hazards that Greenland may be exposed to. Therefore, four phases of management (emergency operations time frames) are considered:

1. *Mitigation*

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

2. *Preparedness*

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

3. *Response*

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

4. *Recovery*

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

D. Organization and Responsibilities

1. *Organization*

The members of the Emergency Response Team (ERT) authorized to implement the *LEOP* under emergency or disaster conditions consists of the Selectmen, Emergency Management Director, Town Administrator, and/or Fire or Police Chief.,

A directive to implement the **LEOP** may also come from NH HSEM, or by the Governor of NH.

Upon activation of the **LEOP**, the Greenland Emergency Response Team, and/or their representative will report to the EOC.

2. Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be located at the Greenland Town Office Complex, at 575 Portsmouth Avenue. This facility will serve as the center of government during any emergency or disaster. The alternate EOC will be located at the Greenland Central School, located on Post Road, or as directed by the Selectmen.

3. Greenland Emergency Response Team (ERT)

The EOC will be staff by the ERT consisting of the following:

1. Selectmen
2. Town Administrator
3. Emergency Management Director
4. Police Chief
5. Fire Chief
6. Town Clerk
7. Property Maintenance Supervisor
8. RADEF Officer (If needed for Radiological emergency)
9. Health Officer (Dependent on type of event)

The level of staffing will be determined by the Selectmen, Town Administrator or Emergency Management Director, dependent upon the scope of the incident.

Dependent on the nature of the incident, the Health Officer may be requested to respond to the EOC.

4. Command and Control

Upon activation of the Greenland **LEOP**, the primary responsibility of Command and Control rests with the Board of Selectmen, Town Administrator and Emergency Management Director.

Command and Control responsibilities are outlined below:

1. Ensuring the emergency organization is activated in a timely manner;
2. Directing facility activation and continued operation;
3. Implementing protective actions for both emergency workers and the public;
4. Making timely decisions during emergency situations;
5. Providing EOC briefings on a periodic basis and reviewing significant status with the state;

6. Reviewing planned response activities for adequacy and proper interface with other on-going emergency activities;
7. Obtaining additional resources as is necessary to address the response effort locally, and
8. Providing follow-up assurances that activities have been successfully completed (i.e. equipment repaired, traffic control established, fire extinguished, etc.).

These responsibilities, as well as other more specific functions are identified in the appropriate ESFs.

E. Alert Notification

As outlined in Appendices D, *Hazard Analysis and Assessment*, there are any number of situations that may threaten life and/or property in the Town of Greenland. Operation of this plan commences when the Greenland Selectmen Chair, Emergency Management Director, Town Administrator, and/or Fire or Police Chief, or a designated representative, determine that the severity or length of the situation warrants plan implementation, to reduce threat to life and/or property damage to a minimum.

The initial alert of a threatening situation may come from:

1. The National Weather Service
2. Rockingham Dispatch for a Seabrook Station incident and other Fire and Police emergencies.
3. The Fire or Police Officer in Charge at an emergency scene
4. The Seacoast Public Health Region
5. The State of New Hampshire Office of Homeland Security Emergency Management
6. The Governor of the State of New Hampshire
7. By Order of the Federal Government

Once the determination to activate the **LEOP** has been made, the following steps will be taken:

1. Alert and order the mobilization of the Town Emergency Response Team
Notification of the ERT Staff will be by phone, Code Red and radio.
2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the incident.
3. Alert the general population of the impending or actual emergency situation via Code Red or other means as needed.
4. Arrange for the evacuation of threatened areas as required.
5. Establish temporary shelter, food and medical for the evacuees as necessary, including evacuees from threatened areas outside the Town of Greenland's geographical boundaries.

6. Notify those public and private agencies dedicated to the relief of distress and suffering, ie; Red Cross and Salvation Army, and establish liaison as necessary.
7. Alert NH Homeland Security Emergency Management Office for assistance and coordination with other State agencies with disaster capabilities.

NOTE: Interface With Other Agencies – Local, State and Federal

Any emergency situation may require interface with other jurisdictions, Local, State or Federal. An Emergency Telephone Listings Manual is located at the Greenland EOC and is updated quarterly. It contains phone numbers for all agencies of other jurisdictions with whom the Town of Greenland may be required to communicate.

Additionally, the EOC has two-way radio communication with Rockingham Dispatch, the NH HSEM EOC in Concord, as well as the Amateur Radio Emergency Services (ARES) network. Both the Fire and Police Departments have Mutual Aid agreements with other communities in the area.

F. Continuity of Operations

1. Disasters can interrupt, paralyze and/or destroy the ability of local governments to continue to carry out essential functions/services and emergency operations. Therefore, it is imperative that the Town of Greenland be capable of sustaining mitigation, preparedness, response, and recovery functions during emergencies/disasters.
2. In order to ensure effective emergency operations, the following will apply:
 - a. The Town of Greenland shall provide the capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - b. All Departments and Agencies having responsibilities as outlined in the **LEOP**, will have designated and trained personnel available for EOC deployment and 24 hour staffing capabilities.
 - c. In the event that the EOC at the Town Complex becomes untenable the decision to relocate to the alternate EOC will be made by the Selectmen and/or Emergency Management Director or their designee. The alternate EOC will be at the direction of the Selectmen.

G. Continuity of Government (COG)

1. Should a vacancy occur during or immediately following a disaster, a line of succession for continuity of the Town government is outlined below. That succession takes place when the Town is operating under an emergency proclamation when the vacancy occurs, and the first available successor will occupy that position.

- a. Selectmen, Chair
 - b. Selectmen
 - c. Selectmen
 - d. Selectmen
 - e. Selectmen
 - f. Town Administrator
 - g. Town Clerk
 - h. Emergency Management Director
2. Heads of all departments will designate successors to ensure continuity of leadership and operations. A line of succession at least four deep will be established for each department. Successors will be able to assume the roles and responsibilities for their department. A copy of each department's line of succession will be kept as an attachment to their SOP/SOGs.
 3. In the event that a disaster reduces the number of Select Board members, those members available for duty shall have full authority to act in all matters of the Board. Quorum requirements for the board shall be suspended for the period of the emergency, and where the affirmative vote of a specified proportion of the Board is required for approval of an ordinance or other action, the same proportion of those Board members available shall be sufficient. As soon as practicable, Board members available shall act in accordance with state law to fill existing vacancies on the Board.
 4. Other elected officials of the Town shall designate temporary interim successors to their position should it become vacant during a disaster or emergency.

H. Recovery and Deactivation

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

1. Ensure that all health and safety issues are resolved prior to full deactivation;
2. That all vital services and facilities are re-established and operational;
3. Partial deactivation of the *LEOP*, in particular functional ESFs, may occur only when all issues within the specific function are resolved;
4. Recovery operations may be initiated during response operations;
5. Deactivation of the response operation may be followed by the recovery operation; and
6. Final deactivation of all operational activities will only occur with authority from the Board of Selectmen, and in coordination between the Emergency Management Director and other Department heads.

Section IV.

Plan Management

A. Development

The Emergency Management Director will direct the coordination in the development of this *LEOP*. The development of the ESFs, standard operating procedures (SOPs), alerting and notification lists, and resource inventories, shall be developed by the primary and support agencies within the functional ESFs described.

In addition, the development will include the coordination between State, Federal, and local governments to ensure the necessary link with all jurisdictions having emergency response capabilities is met.

B. Maintenance

All primary and support agencies, with emergency responsibilities, shall integrate their planning efforts in the maintenance, implementation, and exercising of the *LEOP*. Hence:

1. The Emergency Management Director will conduct the overall plan review and revision on an annual basis. He/she shall establish a document control system for all emergency planning documents.
2. Review of the functional ESFs by the respective primary and support agencies will be conducted every two years; standard operating procedures (SOPs) yearly, resource inventories and notification/recall lists on a six (6) month basis. Review procedures following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within forty-five (45) days.
3. Major changes that affect the Situation and Assumptions and Concept of Operations will be made as required. The department head shall approve major changes. Authority to review and/or update routine documents such as standard operating procedures (SOPs), notification and recall lists, and resource inventories, shall be made by the primary and support agencies.
4. All changes, revisions, and/or updating shall be forwarded to the Board of Selectmen for review, approval, and distribution to all holders of the *LEOP*.

C. Training and Exercises

1. The Emergency Management Director is responsible for the following:
 - a. Coordinating multi-department training as it applies to the *LEOP* including conducting ESF specific training on annual basis, or as required
 - b. Insuring all revisions to the plan are communicated.
 - c. After-Action critiques following an actual emergency or training will be held within 14 days of the event.

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SECTION V.

Authorities and References

A. Statutes, Regulation and Authority

Authority for this Plan and Annexes is contained in:

1. U.S. Public Laws 81-920 & 93-288
2. NUREG-0654/FEMA-REP-1
3. State of New Hampshire Revised Statutes Annotated, as amended
4. Applicable local ordinances

Additionally, hazard-specific Annexes may contain supplemental authorities and regulations.

B. References

1. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
2. Federal Emergency Management Agency, State and Local Guide 101 (SLG-101), Guide For All-Hazard Emergency Operations Planning, September 1996.
3. Federal Emergency Management Agency CPG 1-9A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
4. Federal Response Plan, April 1999.
5. Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
6. Federal Emergency Management Agency, CPG 1-20, Guide for EOC Operations.
7. State of New Hampshire, Department of Safety – Division of Fire Safety and Emergency Management, Emergency Operations Plan (EOP), currently under revision.
8. Federal Emergency Management Agency, FEMA 321, Public Assistance Policy Digest, October 2001.
9. Federal Emergency Management Agency, FEMA 322, Public Assistance Guide, July 2001.

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SECTION VI.

Emergency Support Functions Descriptions

ESF-1, Transportation

ESF-2, Communications and Alerting

ESF-3, Public Works & Engineering–

ESF-4, Fire Fighting

ESF-5, Emergency management

ESF-6, Mass Care & Shelter

ESF-7, Resource Support

ESF-8, Health and Medical Services

ESF-9, Search & Rescue

ESF-10, Hazardous Materials

ESF-11, Food

ESF-12, Energy

ESF-13, Law Enforcement & Security

ESF-14, Public Information

ESF-15, Volunteers and Donations

ESF-16, Animal Health

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ESF-1, TRANSPORTATION/EVACUATION

Primary Agency: Emergency Management

Support Agencies: Transportation Officer
Fire Department
Police Department
Board of Selectmen
Mass Care & Shelter Coordinator
Property Maintenance Supervisor

I. Introduction

A. Purpose

To provide a coordinated response in the management of transportation needs if residents of parts of, or the whole of, the Town of Greenland, require evacuation for any reason.

B. Scope

This ESF provides for the management and coordination of transportation requests and assets to facilitate evacuation under the discretion of the lead agency and with the assistance of support agencies. The ESF will assess, assist in providing and administer transportation requests. ESF-1 will also provide assistance to ESF-6, Mass Care & Sheltering.

II. Concept of Operations

A. General

ESF-1 will provide local transportation support including:

- Management and coordination of local emergency transportation needs resulting from actual or impending emergencies situations.
- Utilization of established transportation and evacuation procedures as well as resources from non-predetermined sources. (Annex H)
- Access and prioritize transportation requests.
- Allocate transportation resources to requests.
- Coordinate with Mass Care and Sheltering in determining sheltering locations.
- Coordinate with the Property Maintenance Supervisor in assessing damage or impairment to roads, highways and bridges.
- Documentation of transportation needs and reporting to the State EOC, if applicable.
- Providing updates to the Greenland Emergency Management Director and EOC Staff.

B. Organization

This ESF will be composed of a Transportation Officer and assistance as needed. Once the ESF is operational at the EOC, it shall function under the direction and control of the Emergency Management Director.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring evacuation capabilities, the Transportation Officer will implement ESF-1 from the EOC.
2. ESF-1 may be activated at the request of the Emergency Management Director when an emergency condition exists and requires the support of ESF-1.
3. Upon activation, the Transportation Officer will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Transportation Officer designee will locate at the EOC as soon as possible after the notification and activation of ESF-1.
2. The Transportation Officer will:
 - a. Update support agency staff and monitor activities.
 - b. Determine transportation needs and available resources.
 - c. Maintain complete logs of actions taken, reports and transportation resources needs and capabilities.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the transportation needs required to re-enter the affected areas. Those requirements will include personnel and vehicle capabilities.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Identify transportation needs to facilitate evacuation.
2. Maintain accurate accounting of transportation resources.
3. Contact Transportation Providers and maintain Letters of Agreement if necessary.
4. Serve as a liaison between the Transportation Provider and EOC contacts with communities requiring transportation assistance.

IV. References

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan
3. Town of Greenland RERP
4. Greenland Central School Emergency/Crisis Response Plan
5. Greenland LEOP, Annex H

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet
7. Transportation Worksheets

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Transportation Officer

This attachment serves as a checklist and/or procedures for the Transportation Officer in the event of an emergency condition that would cause activation of the **LEOP** and this ESF. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-1 activation. _____
- Confer with the EMD on the emergency situation and if the Evacuation Plan Annex H, should be implemented. -----
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EMD on the emergency situation. -----
- Determine if Greenland Central School or any Day Care centers are open. _____

- Ascertain with EMD where evacuees will be going. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need of evacuation vehicles (i.e. buses, ambulances, evac bed, buses, etc.). _____
- Assist the EMD in compiling lists of available vehicles. _____
- Coordinate and prioritize vehicle assignments for all evacuations. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Assist in the coordination of evacuation routes with other EOC personnel. _____
- Upon deactivation insure all paper work and documentation related to Transportation for the event is collected and turned over to the EMD. _____

ESF-2, COMMUNICATIONS AND ALERTING

Primary Agency: Emergency Management

Support Agencies: Town Administrator
Fire Department
Police Department
Board of Selectmen

I. Introduction

A. Purpose

To provide for communications and alerting in the event of an emergency or disaster.

B. Scope

This ESF provides for the utilization of communication personnel and equipment, including Local, State, Federal and volunteer resources, essential to coordinate and disseminate information before, during and after an impending or actual emergency. Primary means of communication within the community will be via “Code Red”.

II. Concept of Operations

A. General

ESF-2 will manage and coordinate communications and alerting activities during existing or potential emergency conditions, using established communication organization, processes and procedures. Responsibility for communication needs assessment and documentation rests with Greenland Emergency Management.

B. Organization

ESF-2 will be composed of a Communication Officer and assistance by both radio and telephone personnel as needed. Once ESF-2 is operational at the EOC and Fire Department Dispatch, it shall function under the direction and control of the Emergency Management Director.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring communication capabilities, the Communication Officer will implement ESF-2 from the EOC.
2. ESF-2 may be partially or fully activated at the request of the Emergency Management Director, when an emergency condition exists and requires the support ESF-2.
3. Upon partial activation of ESF-2 the Communication Officer will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

1. If the Emergency requires immediate notification of the residents or businesses in any area of the community or the community as a whole, Code Red may be instituted by any of the Code Red designees. If time permits the decision on a time to implement and the message to be broadcast via Code Red will be determined by the ERT.
2. The Communication Officer or designee will locate at the EOC as soon as possible after the notification and activation of ESF-2.
3. The Communication Officer will:
 - a. Determine communication needs and available resources and report same to EMD.
 - b. Establish and maintain contact with NH HSEM EOC via WebEOC.
 - c. Establish and maintain radio contact with NH HSEM EOC via Low Band frequency.
 - d. Insure a licensed Ham Radio operator is available to operate ARES/RACES network radio if required.
 - e. Maintain complete logs of actions taken, reports and communication resources, needs and capabilities.

E. Recovery Actions

Once recovery efforts have been initiated, ESF-2 will assist, coordinate, and facilitate the communication needs required to re-enter the affected areas. Those requirements may include both personnel and vehicle communication capabilities. This also may require a Code Red message to residents effected by the emergency.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Identify communication needs to insure ongoing contact with Local and State agencies.
2. Activate Low Band and ARES/RACES network as necessary.
3. Maintain accurate accounting of communication equipment resources.
4. Conduct monthly test of all radio equipment.

IV. References

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Communication Officer

This attachment serves as a checklist and/or procedures for the Communication Officer in the event of an emergency condition that would cause activation of the **LEOP** and this ESF. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-2 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need for activation of Low Band and/or ARES/RACES systems. _____
- Assist the EMD as needed. _____
- Coordinate and prioritize message flow between radio dispatch and EOC. _____
- Establish and maintain contact with NH HSEM as conditions warrant. _____
- Provide necessary information as to current Greenland status. _____

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- Conduct frequent State EOC briefings to determine current status. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Upon deactivation insure all paper work and documentation related to Communication for the event is collected and turned over to the EMD. _____

ESF-3, PUBLIC WORKS AND ENGINEERING

Primary Agency: Property Maintenance Supervisor/Building Inspector

Support Agencies: Board of Selectmen
Town Administrator
Fire Department
Police Department

I. Introduction

A. Purpose

To provide a coordinated response in the management of all Public Works and Engineering resources and expertise needed in surveying and assessing damage and initiating emergency repair of public highways and bridges, public buildings and critical facilities; emergency ice, snow and debris removal; and emergency demolition of unsafe structures.

B. Scope

ESF-3 provides for the management and coordination of resources necessary to insure that the highways and bridges are maintained and/or repaired to provide movement of emergency vehicles and facilitate evacuation if necessary. ESF-3 also provides for surveying and inspection of buildings and demolition of building deemed a threat to public safety. ESF-3 includes responsibilities related to ESF-1 Transportation.

II. Concept of Operations

A. General

ESF-3 will provide support to the **LEOP** response efforts following an emergency or disaster that jeopardizes or has the potential to jeopardize critical infrastructure. Responsibility for ESF-3, rests with the Property Maintenance Supervisor and Building Inspector. Priority of tasking will be determined jointly with the EOC staff.

B. Organization

Neither the Property Maintenance Supervisor have any staff. Hiring of additional resources to provide support for either ESF-3 position will be managed by the Board of Selectmen.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident that may require Public Works support, the Property Maintenance Supervisor will report to the EOC. The Building Inspector will be called as necessary as determine by the ERT.
2. ESF-3 may be activated at the request of the Emergency Management Director when an emergency condition exists that requires the support of ESF-3.

D. Emergency Response Actions

Immediately following the implementation of ESF-3, attention should be directed towards but not limited to the following:

1. Establish communications with appropriate contractors.
2. Emergency clearing of debris to allow passage of emergency personnel and equipment and/or evacuation.
3. Temporary construction of emergency access routes necessary for passage of emergency response personnel and/or evacuation.
4. Emergency restoration of critical public utility services
5. Emergency stabilization or demolition of damaged structures or facilities determined to be an immediate threat or hazard to public safety.
6. Coordinate for additional Public Works or Engineering resources as needed.
7. Update support agency staff and monitor activities.
8. Maintain complete logs of actions taken and resources utilized.
9. Provide status updates to NH HSEM.
10. Determine additional outside resources, if any, needed to accomplish the tasks of ESF-3.

E. Recovery Actions

Once recovery efforts have been initiated, ESF-3 will assist, coordinate, and facilitate the evaluation and repair of the infrastructure to safely re-enter the affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Identify and maintain a list of qualified private contractors and engineers.
2. Maintain accurate accounting of resources used.
3. Assist in the coordination of the response function of this ESF.
4. Provide operational support in management of this ESF.

IV. References

1. The State of NH Emergency Operations Plan
2. Greenland Radiological Emergency Response Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Public Works & Engineering

This attachment serves as a checklist and/or procedures to be followed in the event of an emergency condition that would cause activation of the **LEOP** and ESF-3. Responsibility for this ESF resides with the Board of Selectmen.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-3 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need and type of contractors. _____
- Coordinate and prioritize assignments for maintaining infrastructure. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Assist in the coordination of evacuation routes with other EOC personnel. _____
- Upon deactivation insure all paper work and documentation related to Public Works. for the event is collected and turned over to the EMD. _____

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ESF-4, FIRE FIGHTING, SEARCH & RESCUE

Primary Agency: Fire Department
Support Agencies: Emergency Management Director
Police Department
Property Maintenance Supervisor

I. Introduction

A. Purpose

To provide a coordinated response in the mitigation of structural fires, wild land fires and hazardous materials incidents resulting from a natural or technical disaster. ESF-4 is also used for Search & Rescue operations.

B. Scope

ESF-4 provides for the management and coordination of resources necessary to suppress and control fires or hazardous material incidents, and conduct Search & Rescue operations. ESF-4 will also provide assistance to ESF-1, Transportation.

II. Concept of Operations

A. General

ESF-4 will manage and coordinate the activities of the Fire Department in fire, hazardous materials incidents, and Search & Rescue. ESF-4 will utilize established fire and Hazmat organizations, processes and procedures and mutual aid agreements. Responsibility for situation assessment and determination of resources needed will primarily rest with incident commanders in coordination with the EOC and appropriate agencies.

B. Organization

ESF-4 is organized under the structure of the Greenland Fire Department. Upon implementation of the **LEOP** and ESF-4, it shall function under the direction and control of the Fire Department chain of command in coordination with the Emergency Management Director and EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending, or actual incident requiring fire department capabilities, the Fire Chief or his designee will implement ESF-4 from the EOC.
2. ESF-4 may be activated at the request of the Emergency Management Director or Police Department, when an emergency condition exists and requires the support of ESF-4.
3. Upon activation of ESF-4, the Fire Chief will implement existing operating procedures and notifications as outlined in existing protocols.

4. Deployment of personnel and resources will take place within the frame work of the Incident Commander in coordination with the EOC direction and control decision-making process.

D. Emergency Response Actions

1. The Fire Chief or designee will locate at the scene of the Incident and assume the position of Incident Commander.
2. If the Incident involves a Hazardous Material the Fire Chief or his designee will determine as soon as practical if an evacuation of the area is required and the appropriate safety distance.
3. If an evacuation is required the Fire Chief or his designee will request that the EOC be opened to coordinate the Evacuation, Transportation and Sheltering.
4. The Fire Chief will:
 - a. Determine incident needs and available resources.
 - b. Control and Extinguish all fires
 - c. Perform Search & Rescue operations.
 - d. Coordinate Fire Mutual Aid support.
 - e. Provide personnel to other emergency services to augment their capabilities, if available.
 - f. Dispatch personnel to assist the Police Department in establishing and manning traffic control points, as required.
 - g. Begin emergency communication procedures.
 - h. Coordinate with the Transportation Officer in support of ESF-1.
 - i. Maintain complete logs of actions taken.

E. Recovery Actions

Once recovery efforts have been initiated, ESF-4 will assist, coordinate, and facilitate the needs required to safely re-enter the affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Train personnel in all aspects of fire, rescue and hazardous material incidents.
2. Maintain fire and ambulance Mutual Aid agreements.
3. Maintain listing of all Fire Department resource.
4. Maintain a data base of all hazardous material located in the community.

IV. References

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan
3. Mutual Aid Agreements.
4. The Greenland Radiological Emergency Response Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Fire Chief

This attachment serves as a checklist and/or procedures for the Fire Chief in the event of an emergency condition that would cause activation of the **LEOP** and ESF-4. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-4activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional mutual aid support. _____
- Confer with the EMD on the emergency situation. _____

-
- Review status reports from other Departments and/or State agencies. _____
- Determine the need of Fire Department response. _____
- Assist the EMD as necessary. _____
- Coordinate with Transportation Officer on evacuation need. _____
- Establish and maintain contact with NH HSEM as conditions warrant.
Provide necessary information as to current Greenland status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance beyond normal mutual aid agreements are
being channeled through NH HSEM. _____
- Assist in the coordination of evacuation routes with other EOC personnel. _____
- Upon deactivation insure all paper work and documentation related to Firefighting/
Search & Rescue for the event is collected and turned over to the EMD. _____

ESF-5, EMERGENCY MANAGEMENT

Primary Agency: Emergency Management Director

Support Agencies: Board of Selectmen
Town Administrator
Police Chief
Fire Chief

I. Introduction

A. Purpose

Emergency Support Function (ESF) #5 – Emergency Management is responsible for coordinating and supporting overall activities of the Greenland Emergency Response Team. ESF #5 provides the core management and administrative functions in support of EOC.

B. Scope

ESF #5 serves as the support ESF for all incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to coordination, planning and support for operations involving potential and actual incidents. This includes alert and notification, deployment and staffing of resources, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State and Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

II. Concept of Operations

A. General

ESF #5 provides a trained and experienced staff to fill management positions of the Emergency Response Team in the EOC, if activated or established.

ESF #5 and the ERT, when activated, monitors potential or developing incidents and supports the efforts of field operations and coordinates operations and situational reporting to the State.

B. Organization

1. ESF #5 will be staffed by the ERT consisting of the following:

1. Selectmen
2. Town Administrator
3. Emergency Management Director
4. Police Chief
5. Fire Chief
6. Town Clerk
7. Property Maintenance Supervisor

2. ESF #5 will insure the EOC is staffed with other personnel as necessary to support the ERT.

C. Notification

1. ESF #5 may receive the initial alert of a threatening situation from:

1. The National Weather Service
2. Rockingham Dispatch for a Seabrook Station incident and other Fire and Police emergencies.
3. The Fire or Police Officer in Charge at an emergency scene
4. The Seacoast Public Health Region
5. The State of New Hampshire Office of HSEM
6. The Governor of the State of New Hampshire
7. By Order of the Federal Government

D. Emergency Response Actions

The emergency response actions of this ESF are as follows:

1. The initial actions are the activation of the ESF with the determination of staff requirements at the EOC in order to collect and process incoming information.
2. Collect and process information on the disaster or emergency situation for use by the state EOC and FEMA.
3. Prepare briefings and reports based on input from other EOC operational elements.
4. Maintain current status and element boards, maps, and charts critical to the operation of the EOC.
5. Provide or secure technical advice as needed to the operational staff.
6. Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements, as requested by the operational staff.
7. Log and track state, local and federal response actions and requests to support the operational elements.
8. Provide to NH HSEM the necessary information, briefings and reports to enhance and coordinate the response and recovery efforts of the state and federal governments. Form ***Federal/State Point of Contact*** worksheet provides the communications link with FEMA.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the needs required to re-enter the affected areas. .

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

B. Standard Operating Procedures/Checklist

Emergency Management Director

This attachment serves as a checklist and/or procedures for the Emergency management Director in the event of an emergency condition that would cause activation of the **LEOP** and ESF-5. Reports directly to the Board of Selectmen.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-5 activation. _____
- Maintain an Event Log of position activities. _____
- Confer with the Board of Selectmen on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the level of response needed. _____
- Coordinate with all ESF's to insure needs are being met. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance beyond normal mutual aid agreements are being channeled through NH HSEM. _____
- Assist in the coordination of Public Information with other ERT personnel. _____
- Upon deactivation insure all paper work and documentation from all ESF's related to the event is collected held as legal documents. _____

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ESF-6, MASS CARE AND SHELTER

- Primary Agency:** Board of Selectmen
- Support Agencies:** Emergency Management Director
Mass Care & Sheltering Coordinator
Town Administrator
Red Cross
Fire & Police Departments
School Board
Health Officer

I. Introduction

A. Purpose

To coordinated the provisions of mass care, shelter, feeding and emergency first aid following a disaster or other events requiring activation of this plan.

B. Scope

The Town of Greenland has a responsibility to provide for the sheltering and feeding of its citizens under various conditions. There may be circumstance where the Town lacks the ability to do so. ESF-6 provides for the management and coordination of agencies involved in providing mass sheltering, feeding and emergency first aid in response to those situations.

II. Concept of Operations

A. General

ESF-6 will manage and coordinate the activities required to carry out the responsibilities of mass sheltering and feeding of individuals in time of emergencies. ESF-6 will utilize established protocols with the Red Cross and other agencies, and coordinate such activities with ESF-11, *Food & Water*.

The Emergency Management Director, in coordination with the Board of Selectmen will advise the public through Code Red and the Emergency Alert System of the shelter location(s) the procedures to be followed when evacuating and recommend that evacuees bring non-perishable food with them if requested.

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

B. Organization

This ESF will be composed of a Mass Care & Sheltering Coordinator. It shall function under the direction and control of the Board of Selectmen.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident that

may require the sheltering or feeding of the citizens of Greenland, ESF-6 will be implemented.

2. ESF-6 may be activated by the Emergency Management Director when an emergency condition exists and requires the support of ESF-6.
3. Upon activation, the Board of Selectmen will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

Upon direction of the Board of Selectmen the, Mass Care & Sheltering Coordinator, or their designee will:

1. Advise the public as necessary.
2. Assume control of the shelter plan.
3. Coordinate feeding.
4. Coordinate with Seacoast Public Health Region and the Red Cross.
5. Coordinate the requisition of cots and blankets from NH HSEM and other sources.
6. Assess on-hand food supplies available in local markets.
7. Notify the Health Officer to report to EOC.
8. Coordinate medical and first aid care for evacuees during sheltering operations.
9. Update support agency staff and monitor activities.
10. Maintain complete logs of actions taken.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the process required for citizens to re-enter the affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

The Board of Selectmen, through the Mass Care & Sheltering Coordinator, is responsible for:

1. Identifying buildings to be used for sheltering.
2. Develop and maintain a sheltering plan.
3. Developing a mass feeding plan.
4. Developing and maintaining Letters of Agreement in support of this ESF.
5. Coordinating planning with the Health Officer.

IV. References

1. The State of NH Emergency Operations Plan
2. American Red Cross Services Program (ARC 3000 Series)
3. ARC NH State Disaster Plan
4. Seacoast Public Health Region Shelter Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Mass Care & Sheltering Coordinator

This attachment serves as a checklist and/or procedures for the Mass Care & Sheltering Coordinator in the event of an emergency condition that would cause activation of the *LEOP* and this ESF-6. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the *LEOP*, ESF-6 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the level of Mass Care Or Sheltering needed. _____
- Assist the EMD in compiling lists of available shelters _____
- Coordinate with ESF-1, vehicle assignments if evacuations required. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Assist in the coordination with other EOC personnel if Mass Care is required. _____
- Upon deactivation insure all paper work and documentation related to Mass Care and Sheltering for the event is collected and turned over to the EMD. _____

ESF-7, RESOURCE SUPPORT

Primary Agency: Emergency Management

Support Agencies:

I. Introduction

A. Purpose

THE FUNCTIONS AND ACTIVITIES OF ESF-7 ARE COVERED AS PART OF: ESF-1, ESF-3, ESF-4, ESF-6, ESF-8, ESF-10, and ESF-12

B. Scope

II. Concept of Operations

A. General

B. Organization

C. Notification

D. Emergency Response Actions

E. Recovery Actions

F. Deactivation

III. Responsibilities

IV. References

V. Attachments

A. Forms

B. Standard Operating Procedures/Checklist

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ESF-8, HEALTH AND MEDICAL SERVICES

Primary Agency: Fire Department

Support Agencies: Emergency Management Director
Health Officer
Board of Selectmen
Police Department

I. Introduction

A. Purpose

To provide a coordinated response in the delivery of comprehensive medical and health services to disaster victims and emergency personnel.

B. Scope

ESF-8 provides for the management and coordination of necessary to support health and medical services in a disaster area. Areas of support are: personnel and equipment for direct medical care; ambulance services; monitoring health information; inspection and control of sanitation measures; disease vector and epidemic control and immunization.

II. Concept of Operations

A. General

ESF-8 provides for medical treatment for casualties caused by a disaster; protection for citizens from bio-hazards; coordination with hospitals regarding mass casualties; providing of sanitation needs; arrangements for post disaster recovery and arrangements for handling fatalities. Because of the complexity of natural and man-made medical and health emergencies, decisions will have to be made at the time of the incident based on the situation assessment and the resources available.

B. Organization

Once ESF-8 is operational at the EOC, it shall function under the direction and control of the Fire Chief, Emergency Management Director and Health Officer. Decisions will be made in coordination with the EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring evacuation capabilities, the Fire Chief and/or Emergency Management Director will implement ESF-8 from the EOC.
2. Upon activation, ESF-8 will implement existing operating procedures and notifications as outlined in existing protocols.
3. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Fire Chief or his designee will locate at the EOC as soon as possible after the notification and activation of ESF-8, and
2. The Fire Chief or his designee will:
 - a. Insure appropriate staffing levels of medical personnel.
 - b. Update support agency staff and monitor activities.
 - c. Advise EOC staff of situations beyond capabilities of local resources.
 - d. Determine transportation needs and available resources.
 - e. Maintain complete logs of actions taken.
3. The Emergency Management Director will:
 - a. Initiate the Seacoast Area All Hazards Health Plan if conditions warrant such action.
 - b. Advise the Health Officer to report to the EOC.
 - c. Determine with the EOC staff the resources needed for the recovery, identification of fatalities and establishment of a temporary morgue if necessary.
 - d. Coordinate with State Health officials as required

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the health and sanitation needs required to safely re-enter the affected areas. Coordination with State and Federal authorities maybe required.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. The Fire Chief is responsible for:
 - a. The training of all Fire Department medical personnel.
 - b. Insuring all Fire Department Medical equipment is in readiness.
 - c. Maintaining appropriate Mutual Aid agreements.
2. The Emergency Management Director is responsible for:
 - a. Maintaining the Greenland information to the Seacoast Area All Hazards Health Plan.

3. The Health Officer is responsible for:
 - a. Serve as a liaison between the Local Government and State and Federal Health authorities.

IV. References

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan
3. Seacoast Area All Hazards Health Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

1. Procedures to be followed dependent on type of health hazard
2. Upon deactivation insure all paper work and documentation related to the event is collected and turned over to the EMD.

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ESF-9, SEARCH AND RESCUE

Primary Agency: Fire Department

Support Agencies:

I. Introduction

A. Purpose

THE FUNCTIONS AND ACTIVITIES OF ESF-9 ARE COVERED AS PART OF: ESF-4, ESF-12

B. Scope

II. Concept of Operations

A. General

B. Organization

C. Notification

D. Emergency Response Actions

E. Recovery Actions

F. Deactivation

III. Responsibilities

IV. References

V. Attachments

A. Forms

B. Standard Operating Procedures/Checklist

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ESF-10, HAZARDOUS MATERIALS

Primary Agency: Fire Department
Emergency Management Director

Support Agencies: Police Department
Board of Selectmen
Health Officer
Transportation Officer
Mass Care & Sheltering Coordinator

I. Introduction

A. Purpose

To provide a coordinated response and mitigate potential effects of a hazardous materials incident resulting from a natural, man-made, technological disaster.

B. Scope

This ESF provides for the coordination of the activities of responding departments and/or agencies required to control and contain HazMat incidents. This includes the equipment and technical expertise that will be utilized during response and recovery.

II. Concept of Operations

A. General

ESF-10 will manage and coordinate the HazMat activities surrounding existing or potential disaster conditions. This will be accomplished by utilizing established HazMat organizations, processes and procedures. Incidents resulting from Terrorism or Pandemic will be handled in accordance with the respective annexes to the Greenland **LEOP**.

B. Organization

ESF-10 will be organized under the structure of the Greenland Fire Department. Once the ESF is operational at the EOC, it shall function under the direction and control of the Fire Chief in coordination with the Emergency Management Director and support of the EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring fire department capabilities, the Fire Chief or his designee will implement ESF-10 from the EOC.
2. ESF-10 may be activated at the request of an the Emergency Management Director, or Police Department, when an emergency condition exists and requires the support of ESF-10

3. Upon activation of ESF-10, the Fire Chief will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the Incident Commander in coordination with the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Fire Chief or designee will locate at the EOC as soon as possible after the notification and activation of ESF-10.
2. Fire Chief will:
 - a. Notify Emergency Management Director of the state of readiness of department.
 - b. Check all equipment.
 - c. Determine incident needs and available resources.
 - d. Control the HazMat situation.
 - e. Perform rescue operations in coordination with ESF-9.
 - f. Coordinate HazMat and Fire Mutual Aid support.
 - g. Determine if situation requires evacuation of homes or businesses and if so coordinate with the Transportation Officer and Mass Care and Sheltering Coordinator.
 - h. Coordinate with the Police Department (ESF-13) in establishing and manning traffic control points, as required.
 - i. Begin emergency communication procedures.
 - j. Maintain complete logs of actions taken.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Train personnel in all aspects of fire, rescue and hazardous material incidents.
2. Maintain HazMat and Fire Mutual Aid agreements.
3. Maintain listing of all Fire Department resource.
4. Maintain a data base of all hazardous material located in the community.

IV. References

1. Greenland LEOP, Annex A, Hazardous Materials Plan
2. The State of NH Emergency Operations Plan
3. Mutual Aid Agreements.

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

1. Procedures to be followed dependent on type of hazard.
2. Upon deactivation insure all paper work and documentation related to the event is collected and turned over to the EMD.

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ESF-11, FOOD AND WATER

Primary Agency: Emergency Management

Support Agencies: Board of Selectmen
Town Administrator
Mass Care & Sheltering Coordinator
Health Officer
School Board
Red Cross
Fire Department
Police Department

I. Introduction

A. Purpose

To secure or prepare for distribution of safe food and water to areas affected by and emergency or disaster.

B. Scope

This ESF provides for the coordination of the activities that will be undertaken to: identify the food and water assistance needs in the aftermath of an emergency or disaster; obtain the appropriate supplies; arrange transportation of supplies to designated site; and/or assist in authorization of emergency food stamp assistance.

II. Concept of Operations

A. General

1. ESF-11 will coordinate the supply of food and portable water to designated sites and coordinate such activities with ESF-6, Mass Care and Sheltering, and ARC.
2. All requests for food and water, including types of food, amount and destination locations will be processed through the Greenland EOC.
3. The Health Officer will be responsible for insuring that food and portable water are safe for human consumption.

B. Organization

ESF-11 will be composed of a Mass Care and Sheltering Coordinator with assistance as needed. Once the ESF is operational at the EOC, it shall function under the direction and control of the Board of Selectmen, in coordination with the Emergency Management Director, Health Officer and Transportation Officer.

C. Notification

1. Upon determination by the Greenland EOC staff that an impending or actual incident may require sheltering or feeding of victims, the Mass Care and Sheltering Coordinator will implement ESF-11 from the EOC.
2. ESF-11 may be activated at the request of the Emergency Management Director when an emergency condition exists and requires the support of ESF-11.
3. Upon activation, the ESF-11 the Mass Care and Sheltering Coordinator will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Mass Care & Sheltering Coordinator or designee will locate at the EOC as soon as possible after the notification and activation of ESF-11.
2. The Mass Care & Sheltering Coordinator will:
 - a. Update support agency staff and monitor activities.
 - b. Determine the critical needs of the affected population in terms of number of people, their locations, and usable food preparation facilities for congregate feeding.
 - c. Coordinate shipment of food and water to needed sites with the Transportation Officer.
 - d. Coordinate feeding operations.
 - e. Insure in conjunction with the Health Officer that all food and water is fit for human consumption.
 - f. Coordinate with the ARC and NH HSEM on needs beyond the capabilities of the Town of Greenland.
 - g. Maintain complete logs of actions taken, reports and transportation resources needs and capabilities.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the needs required to re-enter the affected areas. This will include the determination that power and water is available in affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC. Deactivation will require that proper disposal of surplus perishables is ensured.

III. Responsibilities

1. Identify and catalog sources of food and portable water.
2. Identify storage facilities for food and water supplies.
3. Identify facilities with capabilities for mass cooking.
4. Develop SOPs with Health and Transportation Officers in regard to this ESF.
5. Maintain Letters of Agreement with other agencies needed in carrying out responsibilities of this ESF.
6. Serve as a liaison between the other providers and the EOC.

IV. References

1. NH ARC Disaster Plan
2. The State of NH Emergency Operations Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet
7. Current Food Inventories List
8. Current Facilities Listing

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Food & Water

This attachment serves as a checklist and/or procedures for the Mass Care & Sheltering Coordinator in the event of an emergency condition that would cause activation of the **LEOP** and this ESF. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-11 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____

-
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need of food and portable water. _____
- Assist the EMD in compiling lists of needs. _____
- Coordinate and prioritize distribution of food and water. _____
- Establish and maintain contact with NH HSEM as conditions warrant.
Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NHOEM. _____
- Upon deactivation insure all paper work and documentation related to the event
is collected and turned over to the EMD. _____

ESF-12, ENERGY

Primary Agency: Board of Selectmen

Support Agencies: Town Administrator
Emergency Management
Fire Department
Police Department

I. Introduction

A. Purpose

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

B. Scope

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

II. Concept of Operations

A. General

This ESF, following a disaster and once activated, will assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration. The ESF will coordinate closely with State, Federal, and private utility officials to establish priorities to repair damaged facilities, and coordinate providing temporary, alternate, or interim sources of emergency fuel and power.

B. Organization

This ESF will be managed by the Board of Selectmen in coordination with the EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring that could or has resulted in a disruption of energy capabilities, the Selectmen will implement ESF-12 from the EOC.
2. ESF-12 may be activated at the request of the Emergency Management Director when an emergency condition exists and requires the support of ESF-12.

D. Emergency Response Actions

1. The Board of Selectmen and/or their designee will locate at the EOC as soon as possible after the notification and activation of ESF-12.

2. The Board of Selectmen will:
 - a. Update support agency staff and monitor activities.
 - b. Implement existing operating procedures and notifications as outlined in existing protocols.
 - c. Determine with input from other EOC staff members the energy status of the affected areas.
 - d. Determine with input from other EOC staff members the supply and availability of fuel and power for emergency operations including shelters.
 - e. Provide accurate assessment of energy supplies, demands and requirements for repair and restoration of energy systems to the NHOEM EOC.
 - f. Maintain complete logs of actions taken, reports and resource needs and capabilities.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the restoration of the energy needs required to re-enter the affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Coordinate activities necessary to provide adequate fuel and energy to the Town of Greenland.
2. Assure, where appropriate, that each department has secured and is maintaining its own fuel reserve.
3. Entering into and maintaining Letters of Agreement with fuel suppliers.
4. All energy related activities will be coordinated through this ESF.

IV. References

1. The New Hampshire Planning and Disaster Reference
2. The State of NH Emergency Operations Plan
3. The New Hampshire Energy Emergency Response Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Energy Checklist

This procedure and checklist describe the functions and responsibilities of this ESF.

- Receive notification of disaster occurrence, or impending emergency situation, and report to the EOC. _____
- Receive briefing on current disaster/emergency status from the EOC staff. _____
- Initiate and maintain a chronological event log. _____
- Determine appropriate staffing pattern based upon the severity of the disaster. Implement the ESF. _____
- Notify, monitor, and coordinate the activities of affected public utilities involved in the existing/potential disaster conditions. Ensure that their emergency response plans are activated. _____

-
- Coordinate with support agencies and other operational elements of the EOC on the collection and assessment of data relevant to the disaster and energy related issues. _____
- Establish communication with NH HSEM counterpart and provide status briefing. -----
- Provide the State EOC operational staff with current status reports, damage assessment data, and technical assistance. _____
- Provide and/or ensure proper report and informational forms are being completed in a timely manner. _____
- Ensure that status and informational boards within the EOC are complete, accurate, and up to date, regarding public utilities and energy status. _____
- Assist in resource requests for energy related items for local and State distribution. _____
- Upon deactivation insure all paper work and documentation related to Energy for the event is collected and turned over to the EMD. _____

ESF-13, LAW ENFORCEMENT

Primary Agency: Police Department

Support Agencies: Emergency Management Director
Fire Department
Board of Selectmen

I. Introduction

A. Purpose

To provide for effective coordinated of law enforcement operations during emergency or disaster situations.

B. Scope

ESF-13 provides for the management and coordination of the resources necessary to effectively deal with the law enforcement problems associated with emergencies /disasters, whether technological or natural. This ESF is designed to address issues outside of law enforcement's day to day duties. ESF-13 will also in providing assistance to ESF-1, Transportation, ESF-4, Fire Fighting and ESF-9, Search and Rescue.

II. Concept of Operations

A. General

ESF-13 will manage and coordinate the activities of the Police Department. The Police Department will be the lead agency in response to terrorist events, hostage situations and provide security and support in all other emergencies that threaten life and property. Responsibility for situation assessment and determination of resources needed will primarily rest with incident commanders in coordination with the EOC and appropriate agencies.

B. Organization

ESF-13 is organized under the structure of the Greenland Police Department. Upon implementation of the **LEOP** and ESF-13, it shall function under the direction and control of the Police Department chain of command, in coordination with the Emergency Management Director and EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring police department capabilities, the Police Chief or his designee will implement ESF-13 from the EOC.

2. ESF-13 may be activated at the request of the Emergency Management Director, or Police and/or Fire Department when an emergency condition exists and requires the support of ESF-13.
3. Upon activation of ESF-13, the Police Chief will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the framework of the Incident Commander in coordination with the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Police Chief or designee will locate at the EOC as soon as possible after the notification and activation of ESF-13.
2. The Police Chief will:
 - j. Notify Emergency Management Director of the state of readiness of department.
 - k. Determine incident needs and available resources
 - l. Establish necessary communications with field operations.
 - m. Coordinate with the Fire Department in support of ESF-13, Search and Rescue.
 - n. Coordinate Law Enforcement Mutual Aid support.
 - o. Coordinate with the Transportation Officer in support of ESF-1.
 - p. Provide necessary security in effected areas and critical facilities, including the EOC.
 - q. Establishing and maintain traffic control points, as required.
 - r. Control access to effected areas.
 - s. Assist in warning (mobile units)
 - t. Provide update briefings to EOC staff.
 - u. Assist other emergency services as directed by the EOC staff.
 - v. Relocate prisoners if necessary.
 - w. Maintain records of all actions.

E. **Recovery Actions**

Once recovery efforts have been initiated, ESF-13 will assist, coordinate, and facilitate the needs required to safely re-enter the affected areas.

F. **Deactivation**

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. **Responsibilities**

1. Prepare plans (SOPs) to deal with projected law enforcement requirements.
2. Train personnel in all aspects of ***LEOP*** and ESF-13 requirements.
3. Maintain Law Enforcement Mutual Aid agreements.
4. Maintain listing of all Police Department resources.

IV. **References**

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan
3. Mutual Aid Agreements.

V. **Attachments**

A. **Forms**

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Law Enforcement Checklist

This attachment serves as a checklist and/or procedures for the Police Chief in the event of an emergency condition that would cause activation of the **LEOP** and ESF-13. Works in conjunction with the Emergency Management Director and EOC staff.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-13 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional mutual aid support. _____
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need of Police Department response. _____
- Assist the EMD as necessary. _____
- Coordinate with Transportation Officer on evacuation routes. _____
- Establish and maintain contact with Rockingham County Dispatch and provide necessary information as to current Greenland status. _____
- Ensure local requests are being processed in a timely manner. _____
- Access security needs and provide assistance where needed. _____
- Assist in the coordination of re-entry to affected areas. _____
- Upon deactivation insure all paper work and documentation related to the event is collected and turned over to the EMD. _____

ESF-14, PUBLIC INFORMATION

Primary Agency: Board of Selectmen

Support Agencies: Emergency Management Director
Town Administrator
Police Department

I. Introduction

A. Purpose

To provide official information to the residents of Greenland, before, during and after an emergency or disaster.

B. Scope

This ESF provides for the coordination and dissemination of information and instructions to the general public before, during and after an emergency or disaster. The release of timely and accurate information is critical in maintaining public safety. Code Red and all other available media outlets will be utilized as appropriate for the situation.

II. Concept of Operations

A. General

ESF-14 will manage and coordinate the activities of communicating information to the residents of Greenland in emergency situations. This information may be required prior, during and after an emergency or disaster. Media personnel may attempt to obtain information from other sources, which may lead to confusion and endanger the general public. Therefore, only approved information will be considered official.

B. Organization

This ESF will function under the control of the Board of Selectmen. They will appoint a Public Information Officer (PIO) who will coordinate the release of official information. All information released will be approved by the Board of Selectmen or their designee in coordination with the Emergency Management Director and the EOC staff.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident requiring the release of information the Selectmen will implement ESF-14 from the EOC.

2. ESF-14 may be activated at the request of the Emergency Management Director when an emergency condition exists and requires the support of ESF-14.
3. Upon activation of ESF-14, the PIO will implement existing operating procedures and notifications as outlined in existing protocols.
4. Deployment of a Field Incident Command PIO will take place within the framework of the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Public Information Officer or designee will locate at the EOC as soon as possible after the notification and activation of ESF-14.
2. The PIO will:
 - a. Update support agency staff and monitor activities.
 - b. Determine the need and type of information to be released.
 - c. Coordinate the collection and evaluation of information for the public.
 - d. Determine the appropriate media outlet for the release of information.
 - e. Coordinate information for public release with other emergency service.
 - f. All releases of information and/or instruction will be cleared with the approval of the EOC staff.
 - g. Monitor news coverage and citizen inquires and take appropriate measures to address rumor control.
 - g. Maintain complete logs of actions taken and information released.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the information needed for the public to re-enter the affected areas.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

1. Identify and establish liaison with media outlets available for use.
2. Prepare emergency information packets for release during emergencies.
3. Maintain accurate accounting of transportation resources.

IV. References

1. The New Hampshire RERP
2. The State of NH Emergency Operations Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Public Information Officer

This attachment serves as a checklist and/or procedures for the PIO in the event of an emergency condition that would cause activation of the **LEOP** and this ESF. Reports directly to the Board of Selectmen.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-14 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- _____
- Confer with the EMD on the emergency situation. _____

- Review status reports from other Departments and/or State agencies. _____
- Determine the need for information release. _____
- Determine Media type for release. _____
- Coordinate with other agencies in release of information. _____
- Establish and maintain contact with NH HSEM as conditions warrant.
Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Upon deactivation insure all paper work and documentation related to the event
is collected and turned over to the EMD. _____

ESF-15, VOLUNTEERS AND DONATIONS

Primary Agency: Board of Selectmen

Support Agencies: Town Administrator
Emergency Management Director
Police Chief
Fire Chief

I. Introduction

A. Purpose

To coordinated the activities of volunteer groups and individuals offering their services or donations in times of emergency or disasters.

B. Scope

ESF-15 provides for the management and coordination of the use of volunteer groups and individuals in providing services in times of emergency or disasters. It also provides for the collection and distribution of donations given by individuals and organizations not associated with emergency or disaster relief.

II. Concept of Operations

A. General

ESF-15 will manage and coordinate the provision of donated resources to meet the needs of the impacted area. ESF-15 will not be activated in all emergencies or disasters, but only in response to a verifiable need within the impacted area.

B. Organization

This ESF when needed will function under the control of the Board of Selectmen in coordination with the Emergency Management Director and the EOC staff. If activated it will function from the EOC.

C. Notification

1. Upon determination by the Greenland EOC staff that support from this ESF is required, coordination will begin under the direction of the Board of Selectmen.
2. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

1. The Board of Selectmen or their designee will locate at the EOC as soon as possible after the notification and activation of ESF-15.
2. They or their designee will:
 - a. Inventory, update and maintain a database of offers of services, goods and monetary donations.
 - b. Work with the EOC staff regarding available donated resources.
 - c. Maintain complete logs of actions taken, resources and monetary donations received and allocated.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the needs required to re-enter the affected areas. .

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

The Greenland Board of Selectmen is the primary agency to implement and coordinate this ESF in conjunction with the EOC staff.

1. Identify and collect all pertinent information and data.
2. Maintain accurate records.
3. Provide staff as necessary to accomplish objectives of the ESF.

IV. References

1. The State of NH Emergency Operations Plan

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report

3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Volunteer and Donation Checklist

This attachment serves as a checklist and/or procedures for the Board of Selectmen in the event of an emergency condition that would cause activation of the **LEOP** and this ESF.

- Receive notification of an emergency event or impending event that would warrant the **LEOP**, ESF-15 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EMD on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need for volunteer services and/or donations _____
- Coordinate the usage of volunteer services and/or donations. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Upon deactivation insure all paper work and documentation related to the event is collected and turned over to the EMD. _____

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ESF-16, ANIMAL HEALTH

Primary Agency: Emergency Management Director

Support Agencies: Board of Selectmen
Police Department
Fire Department
SPCA
Health Officer

I. Introduction

A. Purpose

To provide for the protecting and sheltering of household pets, (dogs and cats) in the event of and emergency or disaster.

B. Scope

The Town of Greenland has a responsibility to help provide for the protection and sheltering g of pets (dogs and cats) that belong to town residents. ESF-16 provides for the management and coordination of agencies involved in providing this care during an emergency or disaster.

II. Concept of Operations

A. General

The following shall apply:

1. An owner is responsible for the care, sheltering, feeding and transportation of their pet.
2. During the short-term absence of an owner, pets will remain at home supplied with adequate food and water.
3. During a large scale emergency, a pet owner may become incapacitated, unable to fulfill their responsibility to care for their pet, or forced to seek shelter in a Mass Care facility.
4. Mass Care facilities opened within the area during an evacuation, or other large scale emergencies, do not permit animals, other than those used for special needs assistance (service animals).
5. Because unattended pets may pose a risk to themselves and to the general public, the Town of Greenland, during such large scale emergencies, will implement this plan for animal disaster relief.
6. Greenland has limited assets to care for animals during a disaster; therefore the assistance of local veterinarians, state agencies, federal agencies and volunteer organizations will be heavily relied upon. (See Appendix A, this ESF)

7. Because of the wide variety of domestic and exotic animals that are maintained as pets, resources do not exist at the Town to provide adequate shelter for each species. Households having pets other than dogs or cats should make arrangements for their care as part of their family emergency planning.

The Emergency Management Director, in coordination with the Board of Selectmen will advise the public through the Emergency Alert System of the shelter location(s) the procedures to be followed, and recommend what type of pet supplies should be brought to the animal shelter.

B. Organization

This ESF will be organized under the Emergency Management Director in coordination with the Board of Selectmen.

C. Notification

1. Upon determination by the Greenland EOC staff of an impending or actual incident that may require the protecting and sheltering of pets of the citizens of Greenland, ESF-16 will be implemented.
2. The Emergency Management Director may activate ESF-16 when an emergency condition exists that requires the support of ESF-16.
3. Upon activation, the Emergency Management Director and/or the Board of Selectmen will implement existing procedures and notifications as outlined in existing protocols.
4. Deployment of personnel and resources will take place within the frame work of the EOC direction and control decision making process.

D. Emergency Response Actions

Upon direction of the Emergency Management Director and/or the Board of Selectmen or their designee will:

11. Advise the public as necessary.
12. Assume control of ESF-16.
13. Coordinate with the SPCA.
14. Coordinate with other animal shelters.
15. Update support agency staff and monitor activities.
16. Advise and update the State EOC of actions taken.
17. Maintain complete logs of action taken.

Support of the Police Department may be required in caring out this ESF.

Support of the Fire Department may be required in the rescue of pets.

E. Recovery Actions

Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate the process required for citizens to reclaim their pets and re-enter the affected areas. The Health Officer may be required to assist in the proper disposal of dead animals.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the direction of the Emergency Management Director. Full deactivation would occur at the termination of the operational elements at the EOC.

III. Responsibilities

The Emergency Management Director is responsible for:

1. Identifying animal sheltering facilities.
2. Identify Veterinarians that could be used in support of this ESF.
3. Developing and maintaining Letters of Agreement in support of this ESF.
4. Coordinating planning with the Health Officer.

V. References

1. The State of NH Emergency Operations Plan
2. SPCA
3. Appendix A to the Greenland LEOP

V. Attachments

A. Forms

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. Emergency Shift Change
6. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

B. Standard Operating Procedures/Checklist

Animal Health

This attachment serves as a checklist and/or procedures to be followed in the event of an emergency condition that would cause activation of the **LEOP** and this ESF. Reports directly to the Emergency Management Director.

- Receive notification of an emergency event or impending event that would warrant the LEOP, ESF-16 activation. _____
- Maintain an Event Log of position activities. _____
- If situation warrants, request additional support staff. _____
- Confer with the EOC staff on the emergency situation. _____
- Review status reports from other Departments and/or State agencies. _____
- Determine the need of protecting or sheltering of pets. _____
- Determine the need for veterinarian support. _____
- Establish and maintain contact with NH HSEM as conditions warrant. Provide necessary information as to current Greenland status. _____
- Conduct frequent State EOC briefings to determine current status. _____
- Ensure local requests are being processed in a timely manner. _____
- Ensure that requests for assistance are being channeled through NH HSEM. _____
- Upon deactivation insure all paper work and documentation related to the event is collected and turned over to the EMD. _____

APPENDIX A

**(Pet Boarding Facilities) to
Greenland LEOP**

PET BOARDING				
KENNEL	ADDRESS	PHONE	ANIMALS	CAPACITY

VET	ADDRESS	PHONE	ANIMALS	CAPACITY

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HAZARD-SPECIFIC ANNEXES

- A. Hazardous Materials Plan
- B. Hazard Mitigation Plan (under separate cover at EOC)
- C. Radiological Emergency Response Plan (under separate cover at EOC)
- D. Terrorism Plan
- E. Seacoast Public Health Hazard Plan (under separate cover at EOC)
- F. Greenland School Emergency Plan
- G. Seacoast Public Health Region Shelter Plan (under separate cover with Seacoast Public Health Plan at EOC)
- H. Multi-Hazard Evacuation Plan

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TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX A

HAZARDOUS MATERIALS PLAN

This plan addresses health and safety protection for the

Town of Greenland, NH

The Town of Greenland is Vulnerable to Hazardous Material Incidents That Occur Within or Adjacent to The Town.

Transportation of Hazardous Materials through the Town by truck occur on the principal highways in Greenland. These are:

- State Routes 33 and 151. Route 33 runs east/west and is the primary route east to Portsmouth and west to Exeter. Route 151 runs generally north/south from the town to U.S. 1, in Hampton.
- Interstate 95 runs north/south through Greenland, but there are no access ramps within the town.

There is a major truck stop in the community with as many as 200+ vehicles with various cargos in the parking area at one time

There is one rail lines that passes through Greenland. Daily freight traffic includes multiple tank cars of LPG.

The community also is in the flight pattern for Portsmouth International Airport at Pease. Aircraft include USAF ANG Tankers, transient military aircraft, heavy commercial aircraft, and General Aviation aircraft of all types.

There are two large gas pipe lines that run through the community.

Date prepared: October 2014

Latest update: October 2014

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- I. Introduction
- II. Pre-Emergency Planning and coordination with Outside parties
- III. Personnel Roles, Lines of Authority, Training, and Communications
- IV. Emergency Recognition and Prevention
- V. Safe Distances and Places of Refuge
- VI. Site Security and Control
- VII. Evacuation Routes and Procedures
- VIII. Decontamination
- IX. Emergency Medical Treatment and First-Aid
- X. Emergency Alerting and Response Procedures
- XI. Critique of Response and Follow-up
- XII. PPE and Emergency Equipment

ATTACHMENTS	Appendix – A	Resource & Equipment Inventory
	Appendix – B	Decontamination Equipment
	Appendix – C	Decontamination Plans (I & II)
	Appendix – D	Emergency Assistance Phone Numbers.

This plan works in conjunction with the following plans:

- ESF 1, Transportation, Greenland Local Emergency Response Plan
- ESF 5, Emergency Management, Greenland Local Emergency Operations Plan
- ESF 6, Mass Care & Sheltering, Greenland Local Emergency Operations Plan
- ESF 10, Hazardous Materials, Greenland Emergency Operations Plan
- Greenland Radiological Emergency Response Plan
- Seacoast Public Health Region Shelter Plan

I. INTRODUCTION

This emergency plan is meant to be in compliance with OSHA 29 CFR 1910.120(q).

“An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives and OSHA personnel.”

This plan shall be reviewed and updated anytime there are any changes in the plan. If there are no changes, the plan will be reviewed on an annual basis.

This plan covers Non Seabrook Station Incidents.

II. PRE-EMERGENCY PLANNING & COORDINATION WITH OUTSIDE PARTIES

The Greenland Fire Department will maintain a MSDS file of all reports concerning the presence of hazardous materials regulated under Sara Title III, their locations, and the designated facility coordinators for those locations within the Town of Greenland. This Hazardous Materials file will be kept in the Greenland Fire Department Dispatch Room.

This plan also contains an inventory listing of the Town of Greenland’s Resources & Equipment.
See Appendix A – Resource & Equipment Inventory.

A listing of emergency assistance telephone numbers for outside agencies. See Appendix D – Emergency Assistance Phone Numbers.

A copy of the Greenland Hazardous Materials Plan will be kept in Greenland Fire Dispatch.

III. PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING AND COMMUNICATIONS

The policy for all Greenland personnel when confronted with a hazardous materials incident is to:

- A. Immediately report the situation to the Rockingham Dispatch and request that the local Fire Department and Police Departments be notified
- B. Attempt to safely assess hazards that are present in the situation whenever possible, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present.
- C. Implement traffic and crowd control procedures when necessary.
- D. Carry out an evacuation of the immediate area if the situation is too critical to await emergency services personnel.

The Chief of the Greenland Fire Department, or in their absence, the ranking Fire Officer, shall serve as incident commander for hazardous materials emergencies provided they have Incident Command Training or, unless relieved of command by the Local Chief Executive under a declared state of emergency. Control of the incident scene will be passed to other agencies as appropriate when the immediate threat to life and property has ceased, and the Greenland Fire Department has returned to service.

Fire fighters responding to a hazardous materials emergency will perform their routine emergency response duties, and perform only those specialized hazardous materials response functions for which they have received training as prescribed by OSHA regulations.

The incident commander shall not permit any member of the Fire Department to perform any job function that he has not been adequately trained to perform. All members of the Fire Department shall be trained in the First Responder Operations Level. Those attaining a higher level of competence: Hazardous Material Technician, Hazardous Materials Specialist, or On Scene Incident Commander, shall be permitted to perform functions up to and including all those to which they have been trained. Training shall be conducted by the Fire Department Training Personnel and supplemental training through courses offered by NH State Fire Academy (*or equivalent*), other governmental and private concerns. Training shall be based on the duties and functions to be performed by each responder in the following response levels as set forth in OSHA 1910.120. **Scene Management**

The incident commander will implement all aspects of the incident command system.

- A. A command post shall be established.
- B. The command post shall be located upwind at a safe distance from the incident. This distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and weather conditions.
- C. All appropriate personnel shall be advised of the command location, and radio communications shall be maintained between Incident Command and field units.
- D. A Safety Officer shall be appointed.
- E. A public information officer (PIO) shall be appointed.

IV. EMERGENCY RECOGNITION AND PREVENTION

Incident Classification

1. Criteria for Level I: (Controlled Emergency Condition)

- a. Incident that can be controlled by the Greenland Fire Department.
- b. Single jurisdiction and limited agency involvement.
- c. Does not require evacuation, except for the structure or affected facility.
- d. Confined geographic area.
- e. No immediate threat to life, health, or property.
- f. Involves material of known properties.
- g. Activation of Emergency Operations Center not required.

2. Criteria for Level II: (Limited Emergency Condition)

- a. Potential threat to life, health, or property.
- b. Expanded geographic scope.
- c. Limited evacuation of nearby residents or facilities.
- d. Involvement of two or three jurisdictions.
- e. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
- f. Specialists or technical team called to the scene (i.e. HazMat Team.)
- g. Combined emergency operations such as firefighting and evacuation, or containment and emergency medical care.
- h. Activation of Emergency Operations Center Required.**
- i. Notification of NH State EOC**
- j. Notification of Seacoast Chief Officers Haz Mat Start Team**

Level II trained firefighters may assist in the handling of such incidents. Determination of appropriate assistance shall be made in concert with the incident commander and available fire personnel.

3. Criteria for Level III: (Full Emergency Condition)

- a. Serious hazard or severe threat to life, health, and property.
- b. Large geographic impact.
- c. Major community evacuation.
- d. Multi-jurisdictional involvement.
- e. State and Federal involvement.
- f. Specialists and technical teams deployed.
- g. Extensive resource management and allocation.
- h. Multiple emergency operations.
- i. Activation of Emergency Operations Center Required.**
- j. Notification of NH State EOC**
- k. Notification of Seacoast Chief Officers Haz Mat Start Team**

Level II trained firefighters may assist in the handling of such incidents. Determination of appropriate assistance shall be made in concert with the incident commander and available fire personnel.

V. SAFE DISTANCES AND PLACES OF REFUGE

Safe distances will be determined by the On-Scene Incident Commander if the hazardous materials incident is a transportation incident or at a fixed site facility other than those listed.

In the event that large numbers of individuals must be evacuated notification will be made to the State EOC, American Red Cross and to the Seacoast Public Health region.

VI. SITE SECURITY AND CONTROL

The On-Scene Commander will assign a site security and control officer, which could include but not be limited to the Greenland Police, State Police, Rockingham County Sheriff's Department, and/or Mutual Aid Police Departments or other responsible person or persons as needed to perform site security and control.

VII. EVACUATION ROUTES AND PROCEDURES

In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Incident Commander unless a State of Emergency has been declared, in which case the order shall be issued by the Local Chief Executive.

Notification to the public will be made using Code Red, radio and television broadcasts, mobile public address systems, and door to door canvassing as appropriate.

Evacuation routes shall be selected to avoid exposure to the hazardous material.

In the event that large numbers of individuals must be evacuated, notification will be made to the American Red Cross and the Seacoast Public Health Region. Refer to ESF 1 & ESF 6, of the Greenland LEOP.

VIII. DECONTAMINATION

Decontamination procedures at a hazardous materials incident shall be the responsibility of the incident commander (officer in charge) or an individual so appointed. Decontamination shall be conducted for all personnel, their personal protective equipment, apparatus and any equipment other than disposable items. The disposable items will be handled through a third party certified in their respective field and general accepted public health practices.

The decontamination stations and process should be confined to the Contamination Reduction Zone. Steps for dry decontamination (not using water) are outlined in **Plan 1**. Steps for wet decontamination are outlined in **Plan 2**. See Appendix -C for Decontamination Plans.

IX. EMERGENCY MEDIAL TREATMENT AND FIRST-AID

A minimum of one ambulance shall be on standby at the scene of a hazardous materials emergency. Available medical personnel shall include at least one EMT.

In the event that emergency response personnel require first aid to exposure to hazardous materials, such treatment will follow standard medical protocols and information from Material Safety Data Sheets.

In the event that emergency personnel receive treatment at a hospital, information on the nature of the hazardous material involved will be provided to hospital personnel.

X. EMERGENCY ALERTING AND RESPONSE PROCEDURES

First responders will follow basic chemical identification procedures as per training such as checking for:

- A. Placards, panels, labels
- B. Type vehicle involved

C. Wind direction

D. Presence of fire, spilled liquids, or vapor leaks.

E. Verbal information

F. Shipping documents

G. Reference materials or agencies

XI. CRITIQUE OF RESPONSE AND FOLLOW-UP

A post incident critique will be held as soon as is practical to evaluate the response to the incident. This post incident critique will be held as soon as is practical to evaluate the response to the incident and make recommendations with regard to additional planning, training and/or equipment. No media representation will be allowed at the critique.

XII. PPE AND EMERGENCY EQUIPMENT

Personal protective equipment shall meet at a minimum; the criteria contained in 29 CFR 1910.156(e) when worn while performing firefighting operations beyond the incipient stage for any incident.

**APPENDIX – A
RESOURCE & EQUIPMENT INVENTORY**

GREENLAND FIRE DEPARTMENT EMERGENCY RESOURCES & EQUIPMENT

Personnel

- 9 Firefighters (FF only)
- 10 Firefighters/Emergency Medical Technicians
- 9 Emergency Medical Technicians (non-firefighters)
- 8 Support Personnel

Total: 36

Equipment/Apparatus

(All have mobile radios, electronic sirens and loud speakers)

- Tanker 1: 1,250 GPM pump with 3,000 gallon tank
- Engine 2: 1,500 GPM pump with 500 gallon tank and 3000' of large diameter hose on a reel.
- Engine 3: 1,500 GPM pump with 1,000 gallon tank and 30 gallon Foam tank.
- Ambulance: 1 Basic Life Support Unit
Self-Contained
- Breathing Apparatus: 13 Units, plus 10 spare tanks
- Utility Truck With forestry equipment
- Utility Trailer With salvage equipment

Note: Fire Department is a member of the Mutual Aid - Interstate Emergency Unit

GREENLAND EOC EMERGENCY EQUIPMENT

1. Copies of the Town of Greenland Radiological Emergency Response Plan and the Local Emergency Operations Plan
2. The New Hampshire State Emergency Plan, Annex R, "Radiological Emergency Response Plan"
3. Copies of Special Facilities Plans
4. Seabrook Station Traffic Management Manual, Volume 41
5. Maps (showing key facilities, evacuation routes, siren locations, traffic and access control points)
6. Status Boards (10-mile EPZ map, event log, emergency classification board)
7. Street Maps
8. Radiological Monitoring Equipment
9. Communications Equipment
10. Message and log forms
11. Office Supplies
12. Map Kit
13. Special Needs List
14. NHRERP Emergency Phone List

APPENDIX – A

GREENLAND COMMUNICATIONS EQUIPMENT INVENTORY

- Base Station Radio
 - 1 Command and Control
 - 2 Fire Department
 - 1 Police Department
- Police Department
 - 8 multichannel portables
 - 2 multichannel mobiles
 - 4 pagers
- Fire Department/EM/DPW
 - 10 multichannel portables
 - 7 multichannel mobiles
 - 35 pagers
 - 1 Zetron encoder
 - 1 2 meter base station radio (ARES)
 - 1 Low Band HSEM

RADIOLOGICAL EQUIPMENT IN THE GREENLAND EOC

The radiological equipment needs of the Town of Greenland are as follows:

- 42 TLDS
- 42 0-200 mR dosimeters
- 42 0-20 rem dosimeters
- 4 Dosimeter chargers**
- KI tablets for 42 emergency workers (4 tablets per emergency worker)
- 2 CDV 700 or equivalent survey instruments (found in 777-1 Kits)
- 30 Dosimetry/KI Log Forms

4 CDV 777-1 Kits

- A storage container
- Appropriate instructions, procedures and log forms.

The Town of Greenland dosimetry may be contained in the following kit types:

777 Kit contains:	777-1 Kit contains:	777-A Kit contains:
1 each CDV-700 w/headset	1 each CDV-700 w/headset	1 each CDV-700 w/headset
2 each CDV-715	1 each CDV-715	1 each CDV-715
1 each CDV-750	1 each CDV-750	1 each CDV-717
6 each CDV-742	6 each CDV-742	1 each CDV-750
		6 each CDV-742
Belts, batteries, and literature	Belts, batteries, and literature	Belts, batteries, and literature

APPENDIX – A

GREENLAND POLICE DEPARTMENT EMERGENCY RESOURCES AND EQUIPMENT

Personnel

- 1 Chief
- 6 Officers
- 4 PT
- 11 TOTAL

Vehicles (All have mobile radios, electronic sirens, and loud speakers)

- 5 Cruisers
- 1 Motorcycles

Prisoner Detention Capability

- 3 Holding Cells
- Prisoners are detained at Rockingham County Jail.

Traffic Control Devices

- 10 Flares
- 0 Barricades

Additional traffic control equipment used for designated traffic/access control points is described in the Seabrook Station Traffic Management Manual

GREENLAND PUBLIC WORKS EMERGENCY RESOURCES AND EQUIPMENT

Equipment

- Town Owned
 - 1 Dump Truck
 - 2 Snow Plows (not with truck)
 - 2 Chain Saws
- Rented
 - Dump Truck

Personnel

- 1 Property Maintenance Supervisor
- Other personnel are hired on an "as needed" basis – approximately seven for each winter storm

Contractors Hired on an "as needed" basis” with yearly contract.

Note: Town of Greenland is a member of Public Works Mutual Aid.

APPENDIX – C

DECONTAMINATION PLANS (I & II)

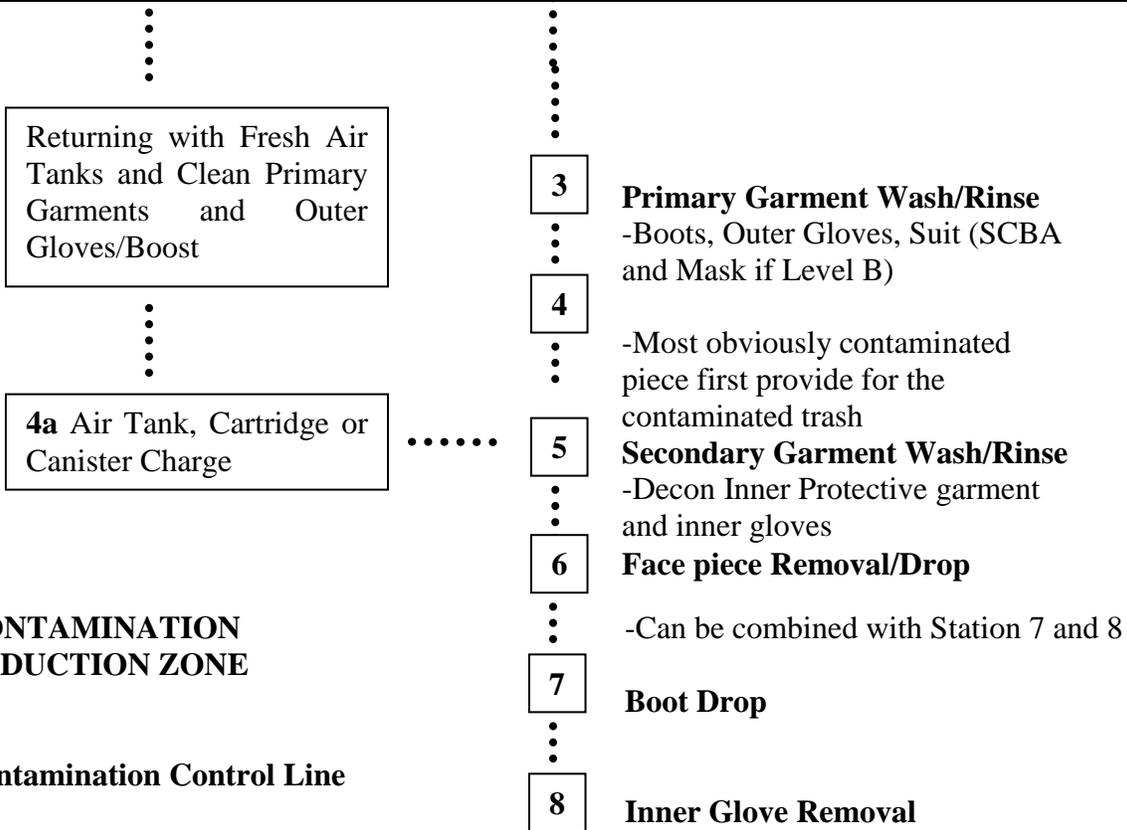
PLAN I

Nine Step Personnel Decontamination Plan

EXCLUSION OR HOT ZONE



HOT LINE



CONTAMINATION REDUCTION ZONE

Contamination Control Line

SUPPORT/CLEAN ZONE



PLAN II

Eight Step Dry Decontamination Plan for Personnel

EXCLUSION OR HOT ZONE

- 1** Contaminated Tools and Equipment Drop
- ⋮
- Plastic Sheet
- 2** Contaminated Trash Drop

HOT LINE

⋮

Returning with Fresh Air
Tanks and Clean Primary
Garments and Outer
Gloves/Boost

⋮

3a
Air Tank Charge

- 3** Boot and Glove Wash/Rinse
-SCBA and Mask if Level B)
- ⋮
- 4** Primary Garment Removal/Drop
-Most obviously contaminated piece
first
- ⋮
- 5** Face Piece Removal/Drop
-Can be combined with Station 6 & 7
- ⋮
- 6** Boot Drop

**CONTAMINATION
REDUCTION ZONE**

- 7** Inner Glove Removal
- ⋮

Contamination Control Line

SUPPORT/CLEAN ZONE

- ⋮
- Shower **8** Clothing Change

APPENDIX – D

EMERGENCY RESPONSE PHONE LIST – AS OF 1/19/2015

TOWN OF GREENLAND EMERGENCY RESPONSE PHONE LIST			
Position/Name	Phone		
	Home	Cell	Work
Board of Selectmen			
John Penacho, Chairmen	373-0007	988-8542	430-7241
Vaughan Morgan, Vice Chair	436-0281	235-2676	
Kevin Forrest	373-8530	912-257-8284	
Mo Sodini	431-2090	765-7904	
John Vitale	436-9315	817-7733	
Town Administrator			
Karen Anderson	926-1907	765-7896	431-7111
Emergency Management Director			
Tim Collins	436-5006	793-6573	
Police Chief			
Tara Laurent			431-4624
Fire Chief			
Ralph Cresta		235-7676	436-3200
Town Clerk			
Marge Morgan	436-0281	235-3516	431-7111
Property Maintenance Supervisor			
Paul Hayden		661-3877	431-7111
Greenland Central School			
Peter Smith, Principle			431-6723



TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX B

HAZARD MITIGATION PLAN

UNDER SEPARATE COVER AT EOC

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TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX C

RADIOLOGICAL EMERGENCY RESPONSE PLAN

UNDER SEPARATE COVER AT EOC

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Town of Greenland

Local Emergency Operations Plan

ANNEX D

TERRORISM PLAN

TERRORISM ANNEX

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TERRORISM ANNEX

Primary Agency: Board of Selectmen
Police Department
Emergency Management Director

Support Agencies: Fire Department
Health Officer

I. Introduction

A. Purpose

The purpose of the Terrorism Annex is to provide a crisis and consequence management plan for responding to and recovering from a terrorist-initiated incident.

B. Scope

This Terrorism Annex supplements the *LEOP* already in effect and is intended to be used in conjunction with any and all existing Emergency Support Functions (ESFs) that may need to be implemented in the course of responding to or recovering from such an incident.

C. Structure

1. The Terrorism Annex to the Greenland, NH *LEOP* is a compendium on the management of terrorist incidents. It focuses on the management of the event, as well as linkage to the response and recovery actions to terrorist incident(s).
 - a. **Response actions** include measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.
 - i) The laws of the United States assign primary authority to the Federal Government to prevent and respond to acts of terrorism; State and local governments provide assistance as required.
 - ii) Response actions are predominantly law enforcement oriented and address both initial and continuing actions associated with the terrorist event.
 - iii) Based on the situation and type of terrorist event, a State or a State/Federal initial and continuing response may be supported by State-designated shared lead agencies, technical operations, additional State and Federal assets, all of which may operate concurrently.

- b. **Recovery actions** include measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the terrorism event.
 - i) The laws of the United States assign primary authority to the States to respond both initially and on a continuing basis to the recovery requirements of terrorism; the Federal Government provides assistance as required.
 - ii) Recovery actions can, and often do, operate concurrently with Response Actions.

II. Hazard Identification and Analysis

A. Terrorism Hazards

Terrorism involves the use or threatened use of criminal violence against people, institutions, livestock, food sources or facilities to achieve a political or social objective through fear and intimidation, rather than direct confrontation. Unlike a disaster caused by nature or an accident involving hazardous materials, it requires the deliberate and premeditated action of a person or group to occur.

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life, or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States, or of any State or other subdivision of the United States, in which it occurs and is intended to intimidate, or coerce the civilian population, influence a government, or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 1 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Every community in the United States is vulnerable to the growing threat from terrorist events – especially the threatened use of chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material. These incidents, as well as suicide bombings, have increased dramatically, in both frequency and severity, since the 1970s.

Hazard Agents

- Chemical agents might be deployed because of their direct toxic effects on humans, animals, and the environment. The chemical agents most likely to be used in a terrorist attack include cyanide, mustard gas, sarin, tabun, and VX nerve gas.
- Biological agents are bacteria or viruses that could be used to cause and spread disease among the population. The biological agents or diseases most likely to be used in a terrorist attack include anthrax, brucellosis, bubonic plague, cholera, glanders, pneumonic plague, smallpox, tularemia, Q fever, Venezuelan equine encephalitis (VEE), viral encephalitis, and viral hemorrhagic fever.
- Biological toxins are poisons produced by biological organisms. Biological toxins that might be used in a terrorist attack include botulinum, ricin, T2 mycotoxins, and staphylococcal enterotoxin B.

- Nuclear/radiological materials can be used in the form of nuclear weapons, nuclear material dispersed via conventional explosives, and attacks on nuclear facilities.
- The use of explosives by terrorists can result in collapsed buildings, bridges, overpasses, and other infrastructure. Such explosives range in size, complexity, and damage capability from small, homemade pipe bombs to military weapons.
- Other technology, including computers and cyber-terrorism, can be used in terrorist attacks.

B. Hazard Analysis and Assessment

While any person or place could be affected by a terrorist incident, attacks are most likely to target facilities or areas where there are large concentrations of people, structures, or facilities political significance, and infrastructure whose damage or destruction would significantly impair the ability of the community to function normally. Special security measures may be warranted to protect potential targets in Greenland such as:

- Critical infrastructure/transportation; major highways, bridges, overpasses, railroads and railroad crossings;
- Trucking/transport facilities and equipment;
- Government facilities;
- Places of assembly, i.e. facilities and locations where large numbers of people gather could be terrorist targets;
- Facilities with large numbers of people, including schools, and shopping malls;
- Domestic water supply;
- Dams;
- Fuel farms and gasoline distribution lines;
- Propane and natural gas facilities, including pipelines and storage farms.

A summary of Greenland's Hazard Analysis and Assessment can be found in the Administrative Appendices of the *LEOP* (Appendix D).

III. Situation and Planning Assumptions

A. Situation

1. Until such time as an incident is determined to be an act of terrorism, response operations will be implemented under the Greenland *LEOP* Basic Plan and ESF components.

2. The Greenland Board of Selectmen, based on the advice of the Police Chief and/or Emergency Management Director, may implement increased readiness operations.
3. An act of terrorism directed at, or in the vicinity of the Town of Greenland, may produce major consequences that would overwhelm the capabilities of the Town almost immediately.
4. Operations may involve geographic areas that spread across political boundaries. Unified command will almost certainly be required.
5. Local, State, and Federal responders will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding agencies, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which will impede the overall response if adequate coordination is not established.
6. If appropriate personal protective equipment is not available, entry into a contaminated area, i.e., a hot zone, may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for the possibility of secondary devices.
7. The situation may not be recognized until there are multiple casualties. Most chemical and biological agents cannot be detected by methods used to detect explosives and firearms, and most agents can be carried in containers that look like ordinary items.
8. There may be multiple events, i.e., one event in an attempt to influence another event's outcome.
9. Responders are placed at higher risk of becoming casualties. In addition to the risk of becoming contaminated before recognizing the agent involved, first responders may be targets for secondary releases or explosions.
10. The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical.
11. Contamination of critical facilities and large geographic areas may result. Victims may carry a chemical or biological agent unknowingly to public transportation facilities, businesses, residences, or medical facilities without knowing they are contaminated.

B. Planning Assumptions

1. No single agency at the local, state, federal or private level possesses the authority and the expertise to act unilaterally on the full array of issues associated with response to threats or acts of terrorism, particularly if CBRNE/WMD, Cyber and/or Agro-terrorism are involved.

2. Local, State, and Federal responders may define working perimeters that may overlap to some degree. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which may impede the overall response if adequate coordination is not established.
3. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with CBRNE material. It is possible that the perimeter will be closed until the CBRNE agent is identified or the effects of the CBRME material has degraded to levels that are safe for responders.
4. Although this annex takes into consideration the most probable scenarios relating to the primary categories of terrorism incidents, no assumptions should be made to the annex being all inclusive of every conceivable situation that a terrorism incident could create. Emergency responders will assess the situation and determine the best course of action based upon their training and prescribed policies, plans, and procedures.

IV. Concept of Operations

A. General

1. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures, and guides.
 - a. The Greenland Board of Selectmen will maintain the Town's lead responsibility for response management to threats or acts of terrorism.
 - b. The Emergency Management Director has responsibility for all recovery actions, as directed by the Chairman, Board of Selectmen.
2. The Greenland **LEOP – Terrorism Annex** provides graduated flexible response and recovery actions to the full range of incidents.
3. An act of terrorism exceeding the local capability to resolve automatically goes to the state level for assistance.

B. Organization

1. **Functional Organization** – The structure of the Greenland EOC staff remains as outlined in the **LEOP** Basic Plan. Direction and control remains with the Board of Selectmen with implementation and coordination conducted by the Emergency Management Director.

2. *Interagency Coordination*

Under the Basic Plan of the Greenland *LEOP*, the Emergency Management Director is responsible to ensure that emergency response tasks/activities are coordinated among all the ESFs/response agencies and across all levels of government, as appropriate.

3. *Specialized Teams/Units*

- a. **Seacoast Hazardous Materials Response Team:** A regional technical level hazardous material team, whose skills and resources could be used to mitigate the affects of a terrorist incident in the southwest New Hampshire region. May respond in conjunction with the State Police Bomb Squad – Explosives Disposal Unit.
- b. **NH National Guard WMD – Civil Support Team (CST):** A team of Reservists and other military personnel.
- c. **State Police Bomb Squad – Explosives Disposal Unit:** A team of State Police with specialized training for explosive incidents response. May respond in conjunction with the Seacoast Hazardous Materials Response Team. The Explosives Disposal Unit is dispatched directly through the local police, or the regional Hazardous Materials Response Team.

4. *Operational Facilities/Sites*

- a. **FBI – Joint Operations Center (JOC) –** A centralized operations center established by the FBI Field Office/Resident Agent during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.
 - i) The location of the JOC will be based upon the location of the incident and current threat specific information.
- b. **Joint Information Center (JIC) –** A combined public information center that serves two or more levels of government or Federal, State, and local agencies. During a terrorist incident, the FBI will establish and maintain this facility.
- c. **Greenland Emergency Operations Center located at the Town Municipal Complex.**

C. Warning

- 1. Every incident is different. There may or may not be warning of a potential terrorist incident. Factors involved range from intelligence gathered from various law enforcement, or intelligence agency sources to an actual notification from the terrorist organization, or individual.

2. The warning or notification of a potential terrorist incident could come from many sources; therefore, open but secure communication among local, state, and federal law enforcement agencies and emergency response officials is essential.
3. The Greenland Chairman, Board of Selectmen will be notified by State official of any suspected terrorist threats or incidents in the Town of Greenland.
4. The FBI will notify state and local law enforcement officials regarding potential terrorism threats.

D. Notification and Activation

1. Upon receiving information from the FBI of a potential terrorist threat, the NH State Police/Office of the Attorney General, based on the advice of the FBI, will notify the Homeland Security Advisor and the appropriate State and local agencies as the situation warrants.
2. The Chairman, Board of Selectmen will partially/fully activate the local EOC, based upon specific threat information received. The decision to partially/fully activate the EOC will be based on the advice of the Homeland Security Advisor for New Hampshire.
3. The State EOC will be fully activated upon the receipt of information that the US Department of Homeland Security (US DHS) has raised the threat level to **Red**. The local EOC will be activated, if there is specific information targeting locations in Greenland.
4. In the event the threat level is raised to **Orange**, the State EOC would be activated upon receipt of threat-specific information (e.g., governmental facilities are being targeted).
5. Based upon the information received, the Chairman, Board of Selectmen will determine, in coordination with the Police Chief and Emergency Management Director, the operational level and staffing of the Greenland EOC.
6. The Terrorism Annex to the Greenland **LEOP** may be activated by the Police Chief or Emergency Management Director when a developing emergency situation exists that requires the support of this annex.

E. Communications

1. **ESF-2, Communications and Alerting** is tasked with the responsibility to establish and maintain a secure communications capability for the Town, which includes voice, data, video, and fax.
2. Under the Greenland **LEOP ESF-2, Communications and Alerting** will coordinate measures to ensure communications interoperability among the response agencies.

F. Plan Implementation

1. Response Actions

- a. Local Co-Primary Agencies' assignment for Response Actions is the Greenland Emergency Management Director and Police Chief, in cooperation with the Chairman, Board of Selectmen, for general threats or acts of terrorism within the Town of Greenland.
- b. State Lead Agency assignment for Response Actions is the Department of Justice (DOJ) Office of the Attorney General (AG)/NH State Police for general threats, or acts of terrorism within the State of New Hampshire.
- c. Response actions specific to certain types of terrorist acts can require a shared lead responsibility with additional agencies, which have the skills and resources that can assist in defining, responding to, and managing the event. Such shared responsibilities would be:
 - 1) Biological, Nuclear, Radiological, and food and product tampering terrorist acts shared lead is with Department of Health and Human Services (DHHS).
 - 2) Chemical, Incendiary and Explosive terrorist acts shared lead is the Department of Safety – Fire Marshal's Office.
 - 3) Agro-terrorist acts shared lead is the Department of Agriculture, Markets and Food.
 - 4) Cyber-Terrorism shared lead is the Department of Administrative Services, Division of Information Management.
- d. Federal Actions:
 - i) Upon determining that a terrorist incident is credible, the FBI Special Agent in Charge (SAC), through the FBI Headquarters, will initiate liaison with other Federal agencies to activate their operations centers. The responsible FEMA region(s) may activate a Regional Operations Center (ROC) and deploy a representative(s) to the affected State(s). When the responsible FEMA region(s) activates a ROC, the region(s) will notify the responsible FBI Field Office(s) to request a liaison. If the FBI activates the Strategic Information and Operations Center (SIOF) at FBI Headquarters, then other Federal agencies, including FEMA, will deploy a representative(s) to the SIOC, as required. Once the FBI has determined the need to activate a Joint Operations Center (JOC) to support the incident site, federal, state and local agencies may be requested by FEMA to support the Consequence Management Group located at the JOC.

2. ***Recovery Actions***

- a. The Greenland Emergency Management Director shall ensure that the Greenland ***LEOP*** is adequate to recover from the consequences of terrorism.
- b. The Greenland Chairman, Board of Selectmen and Emergency Management Director, with the support of all agencies in the Greenland ***LEOP***, shall act in support of the response team, until such time as the Department of Justice/Attorney General/NH State Police shall transfer the Lead Agency role to HSEM.

G. Incident Phases

1. ***Pre-Incident***

- a. A credible or significant threat may be presented in verbal, written, intelligence-based or other form.
- b. In response to a credible or significant threat involving CBRNE/WMD/Cyber or Agro-terrorism, the Greenland Chairman, Board of Selectmen initiates a threat assessment process that involves close coordination with local, state and federal agencies with technical expertise, in order to determine the viability of the threat from a technical, as well as tactical and behavioral standpoint.
- c. The Greenland Police Department maintains a contact listing of local, federal and state law enforcement agencies. State and federal agencies may provide the initial notification of a threat or occurrence of terrorism to local and state law enforcement authorities.

2. ***Trans-Incident (Situations involving a transition from a threat to an act of terrorism)***

- a. The Emergency Management Director, in cooperation with the Greenland Police Department, contact local, State and Federal agencies and provide the initial notification to other law enforcement authorities, state agencies, as well as the FBI of the conformed presence of an explosive device. WMD, Cyber or Agro-terrorism threat, capable of causing a significant destructive event, prior to actual injury or property loss (e.g., a significant threat).
- b. If an act of terrorism becomes imminent, and causes the Governor to direct HSEM to implement a ***State EOP***, then HSEM will initiate procedures to activate additional ESFs and a Disaster Field Office (DFO) if necessary. Coordination will be conducted from the designated State facility.
- c. As the situation warrants, the Chairman, Board of Selectmen will coordinate with the Emergency Management Director, or his/her designee, regarding the need to activate the Town's Continuity of Operations (COOP) and/or Continuity of Government (COG) plans, as appropriate.

3. ***Post-Incident***

- a. An incident is defined as follows:
 - i) The detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-terrorism agent, or other destructive event, with or without warning, that results in limited injury or death (e.g., limited consequences/State and local response and recovery;
 - ii) Or the detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-terrorism agent or other destructive event, with or without warning, that results in substantial injury or death (e.g., major consequences /Federal response).
- b. Once an incident has occurred, the Greenland Emergency Management Director will provide a liaison to the local EOC and/or the FBI JOC, as needed.
- c. The NH State Police will contact local, state, and federal agencies of the detonation of an explosive device, using a CBRNE WMB, introduction of an Agro-terrorism agent, or other destructive event.
- d. It is feasible to have recovery operations begin while response operations are continuing. The Emergency Management Director will coordinate with the appropriate local, state, and federal agencies in determining when recovery operations will commence. Recovery operations include, but are not limited to, the following activities/functions:
 - i) Site Decontamination
 - ii) Site Demolition or Restoration
 - iii) Memorial Services
 - iv) Victim Compensation and Disaster Assistance
 - v) Temporary Housing Assistance
 - vi) Long-term Medical Monitoring and Surveillance
- e. The Greenland Police Department will coordinate with the NH State Police and FBI to determine the appropriate point at which the scene will transition from the response and search and rescue phase, to a criminal investigation phase.
- f. The Greenland Police Department, in coordination with the NH State Police will coordinate with DOJ to initiate victim assistance programs, as appropriate.

4. ***Deactivation***

- a. If an act of terrorism does not occur, the responding elements will deactivate when the Greenland Chairman, board of Selectmen, in consultation with the NH State Police and the Governor, issues a cancellation notification to the appropriate ESF agencies.

- b. If an act of terrorism does not occur, the responding elements will deactivate when the EMO, in consultation with the Chairman, Board of Selectmen, issues a cancellation notification to the appropriate ESF agencies. ESF agencies will deactivate according to established SOPs/SOGs.
- c. If an act of terrorism occurs, then each ESF structure deactivates at the appropriate time according to established SOP/SOGs. Following ESF deactivation, operations by individual state agencies may continue, in order to support the affected local governments with long-term hazard monitoring, environmental decontamination, and site restoration (clean-up).

G. Protective Actions

- 1. Evacuation may be required from inside the perimeter of the scene to guard against further casualties from contamination by primary release of a WMD agent, the possible release of additional WMD, secondary devices, or additional attacks targeting emergency responders. Temporary in-place sheltering may be appropriate if there is a short-duration release of hazardous materials, or if it is determined to be safer for individuals to remain in place. (See ESF-1)
- 2. Protection from biological threats may involve the following actions:
 - a. Isolation of individuals who pose an infection hazard
 - b. Quarantine of affected locations
 - c. Vaccination (see the Portsmouth Area All-Hazard Health Plan Annex)
 - d. Use of masks by the public
 - e. Closing of public transportation
 - f. Limiting public gatherings
 - g. Limiting travel
- 3. Recommendations and/or determination of protective actions to be taken may be made by:
 - a. The Greenland Board of Selectmen
 - b. The Greenland Emergency Management Director, Police Chief, or fire Chief, if an emergency situation dictates immediate action.
 - c. The Portsmouth Area All-Hazard Health Plan EOC staff.
 - d. State or Federal officials
- 4. The Greenland Police Department is responsible for insuring public compliance with any orders issued.

I. Resource Management

Additional resources available to provide assistance in a terrorist incident are listed under Interagency Coordination, page TA-6 of this Annex.

J. Roles and Responsibilities

1. General

- a. Upon activation of Greenland **LEOP** (either in whole or in part), Town departments designated as a Primary, Co-primary, or Support Agency for the ESFs will effectively carry out their missions and assigned roles and responsibilities, as directed/requested.
- b. All of the ESFs will provide support within the scope of their agencies' statutory authority and assigned mission.
- c. This section only outlines those ESFs that have roles and responsibilities specific to a response to terrorism incident. These roles and responsibilities are in addition to those outlined in the Basic Plan and ESF-specific components of the Greenland **LEOP**.

2. The Greenland Chairman, Board of Selectmen is the Co-Primary agency responsible to implement and coordinate response management. Specifically, those responsibilities are:

- a. Work closely with NH State Police, DOJ, FBI and local police with respect to terrorist acts.
- b. Provide liaison personnel to the local EOC at terrorist incidents.
- c. Coordinate the threat assessment.
- d. Works closely with the NH State Police, FBI and local police in assessing threats.
- e. Serve as the lead agency for ordinance control and mitigation.
- f. Participate in EOC/ESF operations, as outlined in the Greenland **LEOP**.
- g. Coordinate with the Emergency Management Director to implement Response Actions.
 - i) During the response, the Chairman, Board of Selectmen and Emergency Management Director will coordinate closely with state law enforcement authorities, other state agencies and the local police department for law enforcement resolution.
 - ii) If state or federal agencies are involved, then the Chairman, Board of Selectmen and Emergency Management Director also coordinate with those agencies.

- iii) The JOC structure includes the following standard groups:
 - 1. Command
 - 2. Operations
 - 3. Support
 - 4. Recovery
- iv) Representation within the JOC may include Federal, State, and local agencies with support roles. Selected Federal, State, and local agencies may be requested to serve in the JOC Command Group, the JOC Support group/Media component, and the JOC Recovery Management Group.
- v) To maintain consistency in the management of the incident, the JOC should continue to operate as structured; however, leadership of the JOC may pass to FBI dependent on the situation. Local and State Police and state agencies in support of the JOC will continue to operate, but under FBI role designation and direction.
- vi) Response issues that affect multiple agency authorities and areas of expertise will be discussed by the FBI and the JOC Command Group working in consultation with local, state and federal representatives. While the FBI on-scene commander (FBI – OSC) retains authority to make Federal response decisions at all times, operational decisions are made cooperatively to the greatest extent possible.
- vii) The FBI – OSC and the senior FEMA official will provide, or obtain resolution of conflicts in priorities for allocation of critical Federal resources between response and recovery requirements, disseminating threat information with designated ESFs and other local/state departments, as appropriate.
- viii) In the event, an Agro-Terrorism incident involves a zoonotic disease, coordinate with ESF-8, Health and Medical “Services to address the public health risks and for the dissemination of emergency public health information/personal protective actions that may be necessary.

3. **The Greenland Emergency Management Director is the Co-Primary agency responsible to implement and coordinate recovery functions. Specifically, those responsibilities are:**

- a. In cooperation with the Greenland Police Department, contact local, state and federal agencies and provide the initial notification to other law enforcement authorities, state agencies, as well as the FBI of the confirmed presence of an explosive device, WMD, Cyber or Agro-terrorism threat, capable of causing a significant destructive event, prior to actual injury or property loss (e.g., a significant threat).

- b. Coordinate additional assistance and resources from un-impacted jurisdictions to include but not limited to the following.
 - i) Detection and monitoring equipment
 - ii) Decontamination equipment and supplies
- c. Assist the Fire Department in the overall management, response, and recovery of terrorist incidents involving radiological material to include:
 - i) Detection, recovery, and disposal of on-scene radioactive debris
 - ii) Identification of isotope(s)
 - iii) Plume projections
 - iv) Recommendations on protective actions
 - v) Determination of health risk/consequences to the public and first responders.
 - vi) Management
- d. Assist the Fire Department and Health Officer in the response and recovery of a biological terrorist incident to include:
 - i) Disease control and prevention
 - ii) Epidemiological investigation
 - iii) Quarantine and isolation
 - iv) Identification of the biological agent
 - v) Secure laboratory services
 - vi) Dispersal of the Strategic National Stockpile (SNS).
 - vii) Management of immunization clinics
- e. Coordinate and assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
- f. Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain or the food supply.
- g. Implement the Mass Inoculation Plan, as appropriate.
- h. Assist support agencies with coordinating decontamination of contaminated victims and emergency response personnel.
- i. Establish and maintain environmental health hazards remediation, as needed.

- j. Assisted by the Fire & Rescue Department and Police Department, provide training to emergency response personnel that includes, but is not limited to the following:
 - i) Crime scene preservation
 - ii) Evidence collection and chain of custody
 - iii) Victim interviews
 - iv) Combined epidemiological/criminal investigations

4. **The Greenland Police Department should:**

- a. Cooperate with the Emergency Management Director to coordinate contacting local, state and federal agencies and provide the initial notification to other law enforcement authorities, state agencies, as well as the FBI of the confirmed presence of an explosive device, WMD, Cyber or Agro-terrorism threat, capable of causing a significant destructive event, prior to actual injury or property loss (e.g., a significant threat).
- b. The Police Department is responsible for the incident site and may modify its Command Post to function as a Joint Operations Center (JOC).
- c. Serve as the lead support agency for criminal activity, investigations, and prosecution.
- d. Coordinate with the Chairman, Board of Selectmen in working closely with NH State Police, DOJ, and FBI with respect to terrorist acts.
- e. Coordinate with the Chairman, Board of Selectmen in working closely with the NH State Police, FBI in assessing threats.
- f. Assists the NH State Police and FBI with crime scene management
- g. Implement plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
- h. Establish and maintain a secure communications capability to include voice, video, data, and fax.
- i. Serve as the primary agency for criminal activity, investigations, and prosecution.

5. The Greenland Fire & Rescue Department should:

- a. Assist the Emergency Management Director and state and/or federal agencies in the overall management, response, and recovery of terrorist incidents involving radiological materials, to include:
 - i) Detection, recovery, and disposal of on-scene radioactive debris
 - ii) Identification of isotope(s)
 - iii) Plume projections
 - iv) Recommendations on protective actions
 - v) Determination of health risk/consequences to the public and first responders.
 - vi) Dispersal of the Strategic National Stockpile (SNS)
 - vii) Management of immunization clinics
- b. Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain, or the food supply.
- c. Assist the Emergency Management Director with coordinating decontamination of contaminated victims and emergency response personnel.
- d. Provide detection and monitoring services, equipment and personal protective equipment (PPE), as needed.
- e. Assist the Police Department with implementing plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
- f. Coordinate the provision of decontamination assistance to clinics, first responders and, when necessary, private facilities.

6. The Greenland Health Officer should:

- a. Assist the Emergency Management Director, in the response and recovery of a biological terrorist incident, to include:
 - i) Disease control and prevention
 - ii) Epidemiological investigation
 - iii) Quarantine and isolation
 - iv) Identification of the biological agent
 - v) Secure laboratory services
 - vi) Dispersal of the Strategic National Stockpile (SNS).
 - vii) Management of immunization clinics
- b. Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain, or the food supply.
- c. Assist the Emergency Management Director with coordinating decontamination of contaminated victims and emergency response personnel.

- d. Assist the Police Department with implementing plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
7. **The Public Information Officer should:**
- a. Serve as primary public information source until the event is classified as a terrorist act and media releases are assumed by Joint Operations Center (JOC) Media operations.
 - b. Liaison with the JOC Media and the EMD to assist as needed/directed regarding the collection and dissemination of public information.
 - c. Assist JOC in keeping media and public informed through JOC designated and approved briefings and press conferences.
8. **The Road Agent, through the Board of Selectmen, should:**
- a. Establish and maintain the security and integrity of the Town's infrastructure.
 - b. Assist local departments with hazardous materials recovery actions, as required.
9. **Interagency Coordination**
- a. The EOC is the focal point for interagency and intergovernmental coordination between the following:
 - i) **FBI JOC**
 - ii) **Local EOC**
 - iii) **Other Law Enforcement Command Posts**
 - iv) **Other Communities' EOCs**
 - v) **FEMA IOF/DFO**

K. Administration and Logistics

- 1. Coordination of the procurement of supplies that may be needed in support of a terrorist incident will be the responsibility of the Greenland EOC staff supported by ESF-6 and ESF-11.
- 2. The Town Administrator has the responsibility to insure that proper purchasing procedures are followed.

L. Authorities & References

1. Plans
 - a. Greenland Local Emergency Operations Plan & Annexes
 - b. Greenland Radiological Emergency Response Plan
 - c. New Hampshire State Emergency Plan & Annexes
 - d. Seacoast Region Public Health Plan
2. Standard Operating Procedure/Guides
 - a. Greenland Fire Department SOPs/SOGs
 - b. Greenland Police Department SOPs/SOGs

M. Attachments

1. Forms
 - a. Chronological Event Log
 - b. Incident Report
 - c. Status Report
 - d. Message Form
 - e. Emergency Shift Change
 - f. Federal/State Point of Contact Worksheet

NOTE: All forms are bound separately

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TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX E

SEACOAST PUBLIC HEALTH REGION
ALL HAZARD PLAN

UNDER SEPERAT COVER AT EOC

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ANNEX F

Greenland Central School

Emergency/Crisis Response Plan

September 1999
Revised October 2002
Revised September 2003
Revised October 2004
Revised October 2005
Revised January 2007
Revised November 2007
Revised November 2008
Revised October 2010
Revised October 2011
Reviewed October 2012
Revised October 2013

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This plan is intended to provide guidance to school staff in the event of an emergency or crisis. Staff members must be familiar with this information and maintain ready access to the plan for reference.

***Note: Vital information in this plan is also contained in the quick-reference flip chart which faculty are required to post in their classrooms.**

Crisis Response Team

Members

Principal
Secretary
School Counselor
School Nurse
Head Custodian
Faculty Member(s)
Greenland Police and Fire Officials

Consulting Members

Superintendent
School Board Chair (or designee)
Greenland Police and Fire Chiefs
Town of Greenland Emergency Management Coordinator

Coordinating Agencies/Entities

- In accordance with RSA 189:64, the Greenland Central School Emergency Response Team will continue to develop and implement their Crisis Response Plan in coordination with local police, fire and emergency management personnel (i.e. planning, drills, response). In an effort to conform to the Incident Command System and the National Incident Management System by July 1, 2009, school administrators and other staff with key roles will complete prescribed FEMA courses related to incident command.
- The Joint Loss Management Committee functions as a subcommittee of the Crisis Response Team. Members of the committee include the principal, school nurse, head custodian and faculty member as needed. The responsibilities of this committee are to regularly review and maintain the safety expectations that are spelled out in the SAU 50 Safety Operations Manual. The subcommittee shall annually complete the self-inspection checklist (audit) which shall be reported on to both the Crisis Response Team and the Greenland School District School Board.

Responsibilities

Principal

- Receives the call or information of the crisis
- Immediately call in Crisis Team, give overview of the situation
- Is the designated leader to move between administration, unit leaders, counseling staff, community extension, faculty and students
- Appoints back up chain of command
- Contacts Superintendent and School Board member to brief on the process
- Serves as contact for immediate family
- Contacts outside resources
- Knows where to take troubled students or staff
- Checks with secretary for attendance and incoming calls
- Meets with crisis team members periodically for update
- Communicates with media as needed
- Serve as a member of the Joint Loss Management Committee

Town of Greenland

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Secretary

- Assists administration and crisis team members
- Assists in identifying students and staff who need help
- Monitors the phones
- Typing lists for hot lines
- Monitors dismissal of students or staff
- Helps with implementing plans for students/staff attending funerals
- May volunteer to be at school after hours to help type, collate, and distribute specific plans/procedures

School Counselor

- Assists in identifying students/staff/parents at risk for intervention or referral
- Contacts parents when necessary
- Provides safe meeting site
- Provides counseling and support for students/staff/parents
- Gives support to the crisis team

Nurse

- Provides medical care as appropriate
- Helps identify students/staff/parents at risk
- Acts as a resource for distressed students/staff/parents
- Makes referrals as needed
- Contacts parents when necessary
- Assists in getting information from hospitals, mental health affiliates, and other pertinent health personnel
- Serve as a member of the Joint Loss Management Committee

Faculty Representative

- Is the liaison with the faculty and the crisis team
- Disseminates information given by the Crisis Team to students as it becomes available
- Helps move students to a safe place

Custodian

- Need to be informed at all times
- Assist with setting up safe meeting places
- Keep building safe
- Assist with building needs
- Serve as a member of the Joint Loss Management Committee

Local Police, Fire and Emergency Management Personnel

- Assist in planning and plan development
- Assist with drills and training
- Respond with personnel and emergency equipment
- Set up incident command station and protocols

Crisis Information

Bomb Threat

1. Listen – Attempt to transfer the call to the building principal. Do not attempt transfer if the caller threatens to hang up, if you are likely to lose the call, or if the transfer is not practical. Do not interrupt the caller. Ask to repeat if possible.
2. Activate caller ID by pressing the active line button on a display phone.
3. If you do not transfer, remain calm and observant. If possible, alert the building principal or designee by a pre-arranged signal while the caller is on the line. Note the following: sex of caller, age, voice, quality, accent, time of call, background noise.
4. Write down as much of the message as can be remembered paying special attention to using the exact wording of the caller. (Refer to Bomb Threat Information Sheet)
5. Note if the caller mentioned the type of bomb or the time that the bomb is due to go off.
6. Record the time the call was received and its duration.
7. Notify the principal. Implement evacuation procedures. Call 911. Call superintendent. If necessary, evacuate site.
8. When it has been determined that reentry is permitted, staff should quickly visually inspect their areas for unusual items or something out of place before students enter. If something doesn't seem right, the principal should be notified.

Crisis Information

Death and Dying

(please see page 10 for suicide)

1. Call and enlist services of bereavement counseling/support groups (i.e. Seacoast Hospice), other school counselors, health professionals*, etc.
2. Respond to students questions directly, without euphemisms (e.g. “passed on,” “departed”) and based on their level of development.
3. Be aware of and accept different religious and cultural beliefs in regard to death, and convey this attitude to staff and students.
4. Encourage parents to respond to their children’s questions.
5. Be realistic about the pain of grief, but assure students that they will be taken care of.
6. Tell the registrar and attendance officer to remove the student who died from active status, so that the school will not send mailings to the family in regard to grades, attendance, and so on.
7. Keep stress to a minimum and reestablish a routine as quickly as reasonably possible.

*For sudden/shocking incidents (suicide, car accident, etc.) contact support services through: State of New Hampshire Department of Safety
Disaster Behavioral Health Coordinator – 223-3261 or 1-800-852-3792

Crisis Information

Medical Situations

1. If the victim has been involved in a fall or may otherwise have broken bones, don't move the victim unless there is immediate danger. Provide immediate care as needed and seek medical assistance if necessary.
2. Follow standard medical procedures for handling bodily fluids; call and follow the lead of the school nurse. Maintain/ensure universal precautions.
3. Protect the victim. Don't leave the victim alone.
4. Check the school health record of the victim to identify any preexisting medical conditions or allergies to medications.
5. Notify the parents or others who are close to the victim; find out if the victim is taking any medication, identify the medication, communicate that information along with the victim's identity to medical resources by attaching it in writing to the victim.

Public Access Defibrillation Program

1. The automated external defibrillator (AED) shall be maintained on the premises of the Greenland Central School. The ownership and maintenance of this device shall be in compliance with the following relevant legislation: Cardiac Arrest Survival Act (HR 2498, Title IV), FDA Medical Oversight Requirement, and RSA 153-A: 28-31 (State of NH).
2. The AED shall be used to treat individuals who experience sudden cardiac arrest. It is to be applied to individuals who are unconscious, without pulse or respirations by individuals specifically trained in the use of this device.
3. The location, maintenance and testing of the AED shall be as follows:
 - Defibrillator Type: Defibtech DDU-100
 - Specific Location: Located on the wall outside of the health office, to left of the main entrance to the school.
 - Individuals responsible for testing and maintenance of the AED: The school nurse or designated other is responsible for regular maintenance and the daily and monthly completion of the Operator Checklist posted in the health office.
 - The school nurse will check for expiration dates at the beginning of each school year on the pediatric and adult electrode pads and order replacements as needed from Lifesavers, Inc. (866-300-7656)
 - The lithium battery pack shall be checked after each use and replaced if needed and after 5 years.
 - Once each calendar year the school nurse or designated other shall conduct and document a system readiness review. The review shall include staff training and equipment operation.
 - The school nurse shall maintain a list of staff members who have received AED training.
 - It is important to document each use of the medical emergency response system. An AED Incident Report & Quality Improvement Form shall be completed for each emergency situation. These are kept in the forms file in the main office. Copies shall be sent to the NH Bureau of EMS, school principal, and school business administrator within 48 hours. A copy will also be filed in the health office.

Mental Health Situations

1. Don't argue with the victim; rather model calm and reason, and decrease any disturbing stimuli. If possible, remove the person to a private area in the building.
2. Contact the school counselor or school psychologist, principal, and/or other authorities as needed.
3. Notify the parents or others who are close to the victim; find out if the victim is taking any medication (identify the medication) or is under mental health care and communicate that information to medical resources.
4. Check with the school nurse and the school health record of the victim to identify any preexisting medical conditions.

Crisis Information

Missing Student(s)

1. Check school records to determine who has legal custody of the missing student.
2. When the student is determined to be missing, get the following information, if possible:
 - Where and when the student was last seen, what the student was wearing, whom the student was with.
 - The names of the student's close friends and whether those friends are at school.
 - The names of any other people who might be able to provide significant information(e.g. bus drivers, babysitters, and neighbors).
 - The student's route and means of transportation to and from school.
 - The presence of any strangers around school who were behaving suspiciously.
 - Check school health records to identify any pre-existing medical conditions or allergies to medications.
3. Provide this information to the people with legal custody and to the police.
4. If the student is determined to have run away, then consider that most runaways are running from what they perceive as unsafe, intolerable home situations, often involving sexual and physical abuse. If appropriate, work with helping resources to provide them with the following when they are located:
 - An alternative, safe residential environment
 - Immediate relief from stress
 - Health care
 - Multidimensional treatment for chronic post-traumatic stress
5. Check with the student's friends, not only to ascertain the whereabouts of the student but also to inform the friends of resources that the missing student can access to get help.

Crisis Information

Kidnapping

1. Call the police immediately.
2. Contact family and Superintendent's office.
3. Check school health records to identify any pre-existing medical conditions or allergies to medications.
4. Get following information:
 - Where and when the student was last seen, what the student was wearing, whom the student was with.
 - The names of the student's close friends and whether those friends are at school.
 - The names of any other people who might be able to provide significant information (e.g. bus driver, babysitter, and neighbors).
 - The student's route and means of transportation to and from school.
 - The presence of any strangers around school who were behaving suspiciously.

Crisis Information

Sexual Offenses

1. Reassure any victims of your intention to protect them as well as you can.
2. Emphasize to any victims or other witnesses the importance of reporting the incident, especially as a means of keeping the victim safe.
3. Prevent contact between the victim and the accused.
4. Don't compel victims to report any more than is necessary to establish that authorities need to be contacted; reexperiencing the assault can further traumatize the victim.
5. Minimize the number of people the victim has to be concerned with by selecting someone to mediate between the victim and school, family, and friends.
6. Be particularly careful to safeguard people's privacy; consult with legal representative—e.g., the school attorney—to identify what is legal and proper to discuss.
7. Immediately report any suspected incidence of sexual assault or other abuse to the appropriate resources – e.g., child protective services, the local police. Include in your report any observed or described marks, injuries, or pains.
8. Become familiar with district or state guidelines in regard to reporting sexual assault and other sex crimes, and provide training for staff on these guidelines as well as your own.
9. Be sure that staff and students know when and how to report sex crimes. Emphasize that sexual assaults are acts of violence and degradation.

Crisis Information

Suicide

1. Enlist the services of bereavement counseling/support groups (i.e. Seacoast Hospice), other school counselors, health professionals*, etc.
2. Acknowledge the suicide. Don't ignore it or attempt to conduct business as if nothing has happened. Doing that will isolate the administration from the reality of the school.
3. Consider lengthening the class period in which teachers make the initial announcement, but then maintain a regular school schedule as soon as possible, without denying the reality of the situation and the need for grief to be expressed. Don't empower the suicide by canceling classes or school, or by unduly disrupting the schedule (e.g. by holding special assemblies).
4. Encourage students to stay in school unless they are released to parents; emphasize the process of caring and grieving, which can be facilitated best in school. If students are released to parents, make sure that the parent either picks up the student or has given permission to a staff member for the student to be released to go home. Be sure that students are supervised until they are picked up or released.
5. Keep media off campus. Direct all contacts to the designated media representative.
6. Circulate among students and staff as they change classes, eat lunch and so on.
7. Hold a parent/community meeting as soon as possible.
8. Within the first few days, call or visit and then write follow-up letters to all parents of students at risk.
 - Encourage them to seek professional evaluation for child/children.
 - Urge them to remove from the home or lock up lethal items such as guns, drugs, and so on.
 - Indicate that they are their children's primary support and that the school cannot otherwise assume responsibility for their children's health and safety.
9. Provide low-key options to a memorial service that allow students to express their loss without dramatizing the death (e.g., participating in small group counseling or writing a letter to the family of the victim).
10. Monitor potential modeling of the suicide, especially by vulnerable students with problems perceived to be similar to those of the person who dies. Discourage suicide from being perceived as a viable, achievable option for solving problems.

*For sudden/shocking incidents (suicide, car accident, etc.) contact support services through: State of New Hampshire Department of Safety
Disaster Behavioral Health Coordinator – 223-3261 or 1-800-852-3792

Crisis Information

Fire

1. The first person aware of the fire immediately directs evacuation of the area near the fire, then activates the fire alarm.
2. Call 911 if possible to give specific information.
3. Students and staff evacuate building to predetermined area (see Emergency Evacuation Procedures on the following page).
4. Contact the superintendent.
5. If the building is not inhabitable move to emergency shelter (Parish House – key in office “go bucket”) if necessary and start emergency call list to parents.
6. Have the police assist with crowd control.

Crisis Information

Emergency Evacuation Procedures

The following are guidelines to be adhered to in the event of an emergency evacuation.

1. Exit routes **MUST** be posted by the door of your room. Teachers must also be familiar with alternate routes and all building exits in the event that their primary route is blocked or unsafe.
2. Routes, procedures, and outside destinations must be reviewed periodically with all students using your room. (A quick reminder at the time of an evacuation would also help.)
3. Remind students that should they be in the hall or bathroom when an alarm sounds, that they must exit the building and report to the predetermined destination for their class.
4. A reminder that any teacher on the second floor who has a non-ambulatory student is not to use the elevator, but to immediately call the office for assistance in transferring the student downstairs and out of the building.
5. **ALL SPECIALISTS** must be familiar with all classroom evacuation destinations, (particularly K through 5). When safely outside the building, the specialist must lead the students to the predetermined destination to join their teacher.
6. Students are to exit the building quietly and in single file. Doors and windows should be closed and lights turned off.
7. Teachers must bring their orange buckets, including the daily attendance sheet with them and take attendance once outside. (We need to know **immediately** about any unaccounted for students.)
8. Teachers must remain with their own class, keeping them orderly and apart from others until the signal (bell or principal) is given to reenter the building. Under extreme cold, prolonged, or inclement conditions, students would be moved to the Parish House.
9. **All staff members (i.e. paras, foodservice, specialists, etc.) who are not classroom or homeroom teachers assembling with their students must meet at the picnic tables in front of the basketball court on the playground.** The receptionist or secretary will bring to the tables a checklist on which all staff members assembling there must **check off their name** so that we can account for your presence.

NOTE: State law requires that all occupants must leave the building when a fire alarm sounds.

Crisis Information

Violence

1. When aware of a fight in progress please move quickly to the area, but avoid causing panic. Use a modulated, controlled tone to direct students by name, if possible, to leave the scene.
2. Establish control of the situation. If a fight is taking place in front of a crowd, first take stock of the situation and enlist help from staff. Then, if appropriate (e.g., if the damage is minimal), do the following:
 - Demand that the combatants stop fighting, and separate them.
 - Isolate them in separate rooms under supervision.
 - Attend to the victims.
 - Isolate witnesses, friends, and gang members in separate rooms under supervision.
 - Disperse any remaining onlookers.
 - Initiate lockdown or evacuation if appropriate.
3. Don't try to physically take weapons away from anyone; call the police.
4. If a weapon is involved and you are able to secure it, maintain custody of it until you turn it over to police.
5. Don't try to chase anyone fleeing the scene. Observe as much as you can and report your observations to the police.
6. If a crime has been committed, try to screen off the scene to protect evidence.
7. In the case of a bomb threat, call the police; if you have to evacuate the school – e.g., if a suspicious item is found – don't use the fire alarm or radios. Fire alarms may cause students to walk near the item, and radios might detonate the bomb.

Crisis Information

Shelter in Place/Lockdown

In some types of crisis situations (i.e. hazardous materials, intruder, suicidal student, etc.) – it may be necessary to implement a temporary “lockdown” to protect students and staff. Such a procedure would consist of the following:

- Detaining of students in classrooms
- Checking of hallways by teachers and bringing students into their classrooms
- Keeping students calm
- Closing shades and blinds, locking windows and doors, not letting anyone in until the all clear signal (if necessary)
- **Place green card in hallway door window using Velcro attachment. This card indicates that the room is occupied and safely secured.**
- Listening for status report of the lockdown by an administrator

It’s essential that all staff know the lockdown signal (see below) and procedure, and that the principal has an efficient way of communicating the “lock down”.

Lock Down Signals and Procedures

In the event of a Lock Down procedure resulting from hazardous materials, severe weather conditions, suicidal student, etc. the signal “**shelter in place**” would likely be given and would generally be accompanied by additional instructions.

In the event of an intruder or dangerous individual the announcement “**activate lock down procedures**” would be issued.

In the event of an immediate threat such as gun fire the command “**hit the deck**” would be issued and all parties should immediately drop flat to the ground or floor and lay still and quiet awaiting additional instructions.

*Please note if these commands should be issued out of doors individuals should go to the building if possible or assume a compact position behind a tree, rock or structure if possible.

Lockdown Drill – Additional Notes

In the event of a lockdown drill –

- You must be aware of **neighboring rooms** and securing all those that are interconnected and unoccupied around you. Be sure that you have the ability to secure those rooms (i.e. keys, etc.).
- **Students in the cafeteria** will be moved into the multi purpose room and the cafeteria staff will secure all west side doors, as needed, including the computer lab, staff lounge, cafeteria and multi-purpose room.
- **Staff and students outside** (i.e. recess, phys.ed.) will rely on 2 way walkie talkie communication. Unless told to reenter the building they will immediately assemble the

-
- students using the normal whistle signal and then quickly give instructions to proceed quickly and quietly to the back of the athletic field through the cemetery and down to the police station.
- **If the fire alarm should sound during a lockdown, do not exit unless you are instructed to do so over the p.a. or by a safety official. Do exit if there is an obvious fire danger.**
- Individuals or groups traveling in the hall at the time of the lockdown announcement should get to their classroom if immediately nearby, and if not, to the nearest classroom for safety.
Teachers should review the protocol with all students should they be out at the bathroom or elsewhere, that they too should come quickly to the classroom and announce their presence if the door is locked, or if they can't leave the bathroom promptly to remain locked in the stall out of sight.
- Please note that if you do not have door shades felt and Velcro works best to cover door windows during a lockdown drill, but teachers should not work at other times behind obstructed windows for liability purposes.

General Security

The following notes pertain to general daily security of the building:

- The day custodian will secure all doors by 8 a.m. each day, and with the exception of recess, all exterior doors should be locked throughout the school day.
- Exterior doors will remain open during recess sessions so that students can have access to bathrooms, nurse, etc. **Playground supervisors must position themselves** so that they can observe any non school personnel who may try to enter without first checking in at the office.

Visitors, Volunteers, Chaperones, etc.

The following pertains to non school personnel who are visiting or volunteering on any given day.

- **All visitors must sign in and procure a visitor tag in the main office.** Visitors should not be using the playground during school hours. The appearance of any non school personnel without a visitor badge on school premises, both during and after school, should be reported to the office.
- All volunteers and chaperones must have a current volunteer application/background check on file if they are to assist students at school or at any school sponsored activity.

Additional Reminders

- Please **be vigilant** yourselves about checking outside doors as you walk past them, as there is occasional oversight, sticking latches or other compromising glitches.
- **Every individual** must know what they would do and what their responsibilities are, in any given supervisory situation that they find themselves in during the course of the school day, each and every day. Please communicate with students and colleagues alike, and be certain that you have appropriate resources, such as keys, whistles, orange buckets, walkie talkies, etc. Whistles are available in the office for those who don't have one.

Crisis Information

Nuclear Emergency

If there is an emergency at the Seabrook Station Nuclear Powerplant or some other type of similar emergency it may be necessary to evacuate. The Emergency Broadcast System (EBS) radio stations would tell you if this were necessary.

Buses will be sent to the Greenland Central School to transport students to the designated reception center – **Dover Middle School, Durham Road Route 108, Dover**. The role of the reception center is to unite family members, to provide food and a place to sleep, as well as, Red Cross care in the event of radioactive contamination.

Questions regarding nuclear emergencies can be referred to the New Hampshire Office of Emergency Management at 1-800-852-3792. For help during a disaster, calls can be made to the New Hampshire Office of Emergency Management at 1-603-433-1419.

Signal for Nuclear Emergency- A nuclear emergency would be signaled by a steady siren of at least 3-5 minutes in duration. Following such a signal one should tune to the following radio stations for emergency instructions.

A.M. Radio

WHEB 750
WNNW 1110
WTSN 1270
WMYF 1540

F.M. Radio

WUNH 91.3
WCQL 95.3
WKOS 96.7
WOKQ 97.5
WHEB 100.3
WERZ 107.1

Potassium Iodine (KI) Distribution

In the event of a radiological emergency the school may be instructed to issue Potassium Iodine tablets to those students for whom we have consent forms. The appropriate number of tablets will be distributed to each classroom teacher along with water cups (water if necessary) and applesauce and spoons to aid in administering the pills. In the event that an evacuation takes precedence over tablet distribution, the Potassium Iodine tablets will be sent with the evacuated students to the reception center to be administered. A Potassium Iodine tablet will also be provided to any staff member who wishes to take one.

Crisis Information

Endangering Behavior

Behaviors which endanger the health, safety and well being of Greenland staff and students.

Certain student misbehavior represents a serious form of misconduct. These behaviors threaten the health, safety, or well being of the student or those around him/her. These behaviors include, but are not limited to the following:

- ◆ Fighting
- ◆ Possession of a weapon
- ◆ Using or threatening to use physical force toward another or towards school property with the intent to injure or destroy

These behaviors require immediate intervention to prevent injury to the student or to others.

1. **Prevention** – All Greenland staff are asked to report rumors or information about potentially dangerous situations to the principal. Whenever possible staff should obtain the names of specific students rumored or observed to be involved. These students will be referred to the principal or guidance counselor immediately in an attempt to gather further information and to defuse the situation.
2. **Response** – When confronted with a situation which threatens the physical or emotional safety of one or more students, staff members will use good judgement and make a reasonable attempt to prevent injury to students or to adults. Staff members will take one or more of the following actions:
 - A. Approach the student(s) involved and demand that they stop the behavior, (e.g., fighting).
 - B. Send for assistance from the principal or any other staff available.
 - C. Clear the area of other students, (to the extent possible), to prevent injury.

A Greenland staff member will intervene with physical force only in situations where there is the potential for injury to one or more students or staff unless it appears the staff member cannot separate the students and restrain them until further help arrives.

Crisis Information

Severe Weather Sheltering

In the event that a severe weather warning is issued (i.e. tornado, hurricane, etc.) **the following procedure** has been determined by the Emergency Management Committee on the basis on building analysis using the checklist for determining severe weather sheltering areas within the building.

All students will be sheltered in the **main corridor of the 2004 addition**, extending into the main lobby area. **All fire doors will be secured** leading to this area after all students and staff have been assembled. The area will be filled starting with grades 5 and 6, then grades 7 and 8 will come down the main stairwell, grades 4 through kindergarten will then proceed to the lobby area and onto the ramp if necessary. Tape will be placed on the interior lobby door windows and adults will assemble in the area closest to the main entrance lobby doors as it would be seen the most vulnerable for high wind penetration.

All staff will bring their **orange buckets** containing some activities which could engage children should the sheltering circumstance be an extended one. Greenland Police and Fire will be notified if the school population does assume the severe weather sheltering procedure and the community email will be used if necessary to convey any message to parents such as discouraging the pick up of students under severe weather watch circumstances.



TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX G

SEACOAST PUBLIC HEALTH REGION
SHELTER PLAN

UNDER SEPARATE COVER AT EOC

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TOWN OF GREENLAND, NH

LOCAL EMERGENCY OPERATIONS PLAN

ANNEX H

MULTI-HAZARD EVACUATION PLAN

Purpose:

The purpose of the Town of Greenland Evacuation Plan is to serve as an evacuation guide for the Town of Greenland emergency responders and to educate the community on how to respond to an emergency requiring evacuation. The Emergency Evacuation Plan includes plans for both partial and full evacuation of the Town and surrounding area. The Multi-Hazard Evacuation Plan is designed to manage, coordinate, and implement evacuation of the all or parts of the Town Greenland. Any large scale incident could result in severe effects to our citizens, infrastructure and economy.

Evacuations maybe made necessary for a number of reasons. Some evacuations will be short term (less than 24 hours) while others may be for longer term (more than 24 hours). Some evacuations may allow residents time to prepare (1 or 2 hours) while other orders for evacuation may only provide a few minutes' notice. Therefore, evacuation orders will vary depending on each situation. The plan is general in nature. In the event of a real emergency or disaster, the Incident Command System will be utilized to manage the operational response. The Greenland Emergency Response Team (ERT) will customize operational plans to meet the needs of the actual situation. Depending upon the nature and severity of the critical incident, the ICS Command and ERT will establish operational periods with specific action plans for each operational period. These action plans will identify areas to be evacuated, evacuation routes, sheltering alternatives, staging areas and emergency ingress routes for responders.

Objectives:

1. Protection of life and property.
2. Timely and efficient notification to the public.
3. Orderly evacuation of portions or the entirety of the Town of Greenland.
4. Manage evacuations egress so as not to interfere with the ingress of emergency responders.
5. Maintain security during the evacuation period.
6. Safe and orderly return of evacuees.

Emergency Definition:

An emergency is defined as a situation, or the threat of an impending situation, having the potential to abnormally affect lives, property, the environment, or to threaten the grave public disorder and by its nature and magnitude requires controlled and coordinated response by a number of agencies, as distinct from routine operations.

Potential Community Hazards:

1. Windstorms (all types)
2. Snowstorm/Blizzard/Ice Storm
3. Flood
4. Hazardous Material Incident
5. Radiological Incident

6. Acts of Terrorism
7. Fire
8. Earthquake
9. Mass Transportation/Mass Casualty Incident
10. Utility Service Failure

If any emergency or disaster makes it necessary to evacuate all or any portion of the Town of Greenland, the following procedures will be followed.

Incident Information Messages:

An Incident Information Message is the first and general message to the public and media that the potential for a public safety issue exists. The Incident Information message is to be issued by either the Greenland Board of Selectmen/Town Administrator/Emergency Management Director or Incident Commander and is to place citizens on notice that a situation may evolve into a greater threat to the community and that personal steps should be made for evacuation or shelter in place. Code Red will be utilized along with other media as necessary.

Types of Evacuation Orders:

1. Pre-Evacuation Order: This evacuation order is issued when it is believed that a hazard has a high probability of posing significant threat to people living in the areas at risk. Citizens are encouraged to leave the danger area; however, the decision to evacuate will be theirs. It will be issued when the probability of impact by the hazard is high and the vulnerability of the residents is great.
2. Mandatory Evacuation Order: This evacuation order is issued when it is believed that a hazard is almost certain to adversely impact the area. After a Mandatory Evacuation Order has been issued, all persons are required to evacuate the danger zone. If persons refuse to leave, they will be given lawful orders to leave and will be advised that no emergency resources will be endangered to rescue them at a later time. Refusal to evacuate may result in criminal charges being filed.

Action Steps of Evacuation Plan:

1. Incident Occurs
2. Emergency Services Respond
3. Situation Assessed
4. Incident Command System Activated
5. Emergency Operations Center (EOC) Activated
6. Emergency Response Team (ERT) Activated
7. Declaration of Emergency
8. Emergency Plan Activated
9. Precautionary/Mandatory Evacuation Ordered by Board of Selectmen on advise of the Incident Commander
10. Evacuation Initiated

11. Security of Evacuated Areas Maintained by Law Enforcement
12. Return of Evacuees

Evacuation Incident Command Structure:

Evacuations will be managed through the Greenland ERT from the EOC. Field Incident Command will be established as necessary.

Greenland ERT will determine the following:

1. Boundaries of area to be evacuated
2. Identify primary evacuation routes
3. Indentify primary emergency vehicle ingress routes
4. Identify necessary traffic control points
5. Identify Re-location Centers
6. Identify Sheltering locations

Evacuation Orders:

1. Evacuation Orders may be issued by:
 - a. The Governor of the State of New Hampshire
 - b. New Hampshire Homeland Security Emergency Management
 - c. The Greenland Board of Selectmen

Public Notification:

When implementing the Emergency Evacuation Plan, The Town of Greenland will utilize the Code Red Emergency Notification system. Other media outlets will be utilized as necessary. All messages will contain emergency and evacuation instructions.

The Board of Selectmen may designate a Public Information Officer (PIO) to coordinate the release of information to keep the public and the media updated on the nature of the emergency and evacuation procedures. As evacuations become probable, the PIO will disseminate information to the public regarding evacuation preparation along with information on how to sustain themselves and members of their family for up to 72 hours. The PIO will conduct regular media briefings at an established location, informing the public and media of the situation and updating emergency evacuation instructions. First responders will conduct door-to-door evacuations and/or drive through neighborhoods making public notifications on emergency loud speakers.

Evacuation Instructions:

- A. Self-Evacuation by Vehicle:
 1. Exit the area/neighborhood utilizing designated evacuation routes.
 2. If citizens have a private sheltering option (hotels, friends) out of the incident area, they should respond there.

3. If no private sheltering option exists, respond to the designated Town of Greenland sheltering location.
 4. Persons needing transportation should contact the Greenland EOC at the number provided at notification.
- B. Evacuation for Seabrook Station Radiological Event:
1. Review the bus routes on the Seabrook Station calendar.
 2. Go to the nearest bus route.
 3. Citizens will be transported by a local circulator bus to the designated Relocation Center.

Citizens who self-evacuate or evacuate by public transportation will be asked to indicate that they have already evacuated their residence by displaying a large, white object, such as a sheet, inside the residence, in a visible, conspicuous location, in the front, street side of their home and to turn on their porch light if available.

Safety Zones:

In the unlikely event that the highways coming in and going out of the Town of Greenland are closed, potential Safety Zones will be identified where residents and guests who have been evacuated may assemble until an evacuation route is open. The Greenland ERT will select Safety Zones depending upon the nature and complexity of the incident and the PIO will disseminate Safety Zone information to the public.

The Town of Greenland Public Works Department will assign equipment to patrol bus and evacuation routes within the Town of Greenland to keep them free from debris and open for egress and ingress.

Re-location Areas:

The PRIMARY re-location center for Greenland residents and Greenland Central School, in an evacuation related to Seabrook Station, is the Dover Middle School on NH Route 108, in Dover NH.

Other re-location sites will be determined by the Greenland ERT.

Re-location center Check-In:

Shelter locations will be determined by the Greenland ERT in conjunction with the Seacoast Public Health Region.

There will be a system in which the evacuees will check-in to a Re-location/Shelter center. The required check-in information will consist of the person's name, home address, mobile phone numbers, and the numbers of persons in your party.

Pets:

Shelters may or may not permit pets inside public shelters. Certified service animals are not considered pets and will be allowed to stay with their owners. The Town of Greenland will coordinate with the SPCA for temporary housing of pets of individuals who are housed in shelters. Pet owners should evacuate with their animals whenever possible. Pet owners are encouraged to make contingency plans with friends and family who could take in or care for animals in the event of an evacuation.

Residential Evacuation Advice Checklist:

Preparation:

In the event of an evacuation, Re-location Centers/Shelters may not be immediately fully equipped to meet everyone's needs. Therefore, it is important for each evacuee to prepare in advance for their own needs during the initial hours of evacuation. The Public Information Officers will advise the public to prepare 72 Hour Emergency Kits to sustain all family members until a full support response can be mustered.

If time is available or notice of intent to evacuate the area is given, the following preparations should be immediately undertaken by residents:

1. Gather medications and be prepared to share special medication needs with the Registrar at the Sheltering Center.
2. Ensure all local family members are aware of the impending situation and your evacuation intentions.
3. Private motor vehicles should be prepared and fueled.
4. Emergency supplies should be readied.
5. Secure your home on departure
6. Alert family members/friends outside of the Waterford area of the impending situation and your evacuation intentions.

Schools and Daycare Centers:

School children will be evacuated in accordance with the school/daycare center Emergency Policies and Procedures.

Security:

To ensure the evacuation is complete:

1. Security of vacated areas will be maintained by Law Enforcement.
2. During an evacuation, roadblocks into the area will be maintained by the Police, supplemented by designated emergency responder/volunteer assistance, as required.
3. Access to an evacuated area will be restricted to authorized emergency personnel.
4. Only when the area is determined to be safe shall residents with proper identification be allowed to return to the area. Depending on the circumstances, residents will initially be allowed in the area to remove personal items from residences, however, occupancy will not be allowed until utility services have been restored and structures have been deemed to be safe. Every effort will be made to verify the identity of persons claiming to be residents but without identification, however, if identity cannot be determined, persons will not be allowed into secure areas. Members of the media will be allowed into secure area during organized media tours and/or when accompanied by authorized persons.

Human and Animal Evacuation Flagging System:

As part of the evacuation procedure, emergency personnel will go door to door in an attempt to ensure that all residents of the area have been notified of the evacuation order and to assist any persons who wish to leave but are unable to do so. Emergency responders shall utilize a designated flagging system to classify the status of the structure, occupants and animals. Emergency responders will place a colored tape on the front door of the structure and at the end of the driveway (if applicable) to indicate the occupancy status. Emergency responders will record the occupancy status.

Green – Occupant was contacted and understands evacuation condition.

Yellow – Contact attempted. No contact made.

Blue – Pets or animals unattended at residence. Can be combined with **Green** or **Yellow**.

Red – Occupant refuses to leave the property.

Special Needs Population:

There are citizens and guests that will require assistance leaving their residence or those who have medical needs that require electricity in the case of a power outage. Persons with disabilities requiring assistance should call 911 advising their location and their need to evacuate. *This is only for those who do not have transportation and cannot make it to the designated pick-up bus stop location.*

Return of Evacuees:

1. The Greenland ERT will monitor the area to determine when the area(s) is safe for return.
2. The Greenland Board of Selectmen will approve the order to allow residents to return.
3. Designated return routes and appropriate public information will be provided to evacuees through Code Red and local media.

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ADMINISTRATIVE APPENDICES

- A. List of Acronyms/Abbreviations
- B. Terms and Definitions
- C. Emergency Authorities and Directives
- D. Hazard Analysis and Assessment
 - 1. Multiple Vehicle Accidentpg. D1
 - 2. Hazardous Materialspg. D2
 - 3. Hurricanes/Tropical Storm.....pg. D3
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 - 11. Other Situationspg. D17

Appendix A

List of Acronyms/Abbreviations

Included in Hard Copy of Plan Only

Appendix B

Terms and Definitions

Included in Hard Copy of Plan Only

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<u>Appendix C</u> <u>Authority of Emergency Response Agencies</u>		
Position/Agency	Authorities	Authority
Governor	* Delegation of Authority to EM Director/Coordinator * Declaration of State Emergency * Ordering Evacuation * Ordering other Protective Actions	RSA 107
American Red Cross	Provisions for Mass Care & Sheltering	LOA
Department of Agriculture	* Regulation of Food Handling, Preparation, Storage & Distribution * Environmental Sampling	RSA 426 RSA 107
Department of Education	* Assist in Coordination of Emergency Response Activities of School Districts	RSA 107 RSA 200
Department. of Employment Security	* Actions & Provisions as Specified in the Disaster Relief Act of 1974	RSA 108
Department of Environmental Services	* Control of Public Water Supplies * Environmental Sampling	RSA 149
Department of Health & Human Services: <u>Division of Community & Public Health Services</u>	* Radiological Waste Disposal * Transportation of Patients and Use of Vehicles as Ambulances * Response Expenses * Reciprocal Agreements	<u>RSA 125</u> <u>RSA 151</u> <u>RSA 161</u>
<u>Division of Human Services</u>	* <u>Emergency Social Services</u> * Referral services for Evacuees * Emergency Shelter	RSA 161 RSA 126
Department of Resource & Economic Development	* Access & Traffic Control in State Parks & Forests	RSA218 RSA 12
Department of Safety <u>Division of Fire Safety & Emergency Management</u>	* Direction of Emergency Response Organization * Control of Emergency Communications * Request Federal and Regional Assistance * Actions & Provisions of the Disaster Relief Act of 1974 * NH Radiological Emergency Response Plan	RSA 21-P RSA 108 RSA 21-P/125
<u>Pupil Transportation</u>	* Direct Resources of Bus Services	RSA 265

<p><u>State Police</u></p>	<ul style="list-style-type: none">* Access Control* Support to Local Police* Support to Traffic Control* Crime Prevention & Control* Request for Regional Law Enforcement Assistance	<p>RSA 106</p> <p>NESPAC</p>
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RSA = (New Hampshire Revised Statutes Annotated) of the State Emergency Management Act

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Appendix D

Hazard Analysis and Assessment

This appendix identifies a number of potential hazardous situations that could impact the Town of Greenland. Any of these, dependent upon the severity, could result in the activation or partial activation of the Greenland Local Emergency Plan. This analysis assigns first responder responsibility and additional support. As with any emergency situation, common sense and adherence to standing SOPs/SOGs, should prevail.

1. MULTIPLE VEHICLE ACCIDENT

SITUATION

As there are main east-west and north-south thoroughfares, substantial volumes of traffic utilize roadways within the town that could significantly impede town traffic, should they become impassable.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- ↑ Initial response and assessment
- ↑ Interior and outer perimeter control
- ↑ Traffic rerouting
- ↑ Assist Fire Department
- ↑ Notify and coordinate state law enforcement agencies
- ↑ Investigation of collision and/or fatalities
- ↑ Notify Emergency Management Director, if hazardous material involved

Fire Department

- ↑ Initial Response and assessment
- ↑ Command and control of scene
- ↑ Extrication and rescue
- ↑ Implement Mass Casualty Plan at request of EMD
- ↑ Fire Control
- ↑ Hazardous Materials Response
- ↑ Notify and coordinate regional and state agencies regarding hazardous materials

Property Maintenance Supervisor

- ↑ Assist with equipment and personnel
- ↑ Assist police with road closure
- ↑ Provide containment materials for spills, if requested
- ↑ Provide sand/salt of roadway, if requested
- ↑ Assist with post clean-up and opening of roadway, if requested

Emergency Management Director

- ↑ Notify Board of Selectmen as needed

2. HAZARDOUS MATERIALS

SITUATION

Hazardous materials may be released in an uncontrolled fashion endangering, either personnel, or the environment. A hazard can be in the form of solid, liquid, or gaseous containments.

REFER TO ANNEX A - HAZARDOUS MATERIALS PLAN – Greenland LEOP 2014

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial Response and assessment
- ↑ Command and control of scene
- ↑ Implementation of department standard operating procedures
- ↑ Recommend protective actions to be taken
- ↑ Notify Emergency Management Director
- ↑ Coordination of mutual aid response and Hazardous Materials Teams
- ↑ Coordination of state and federal agencies in mitigating the release
- ↑ Initiate investigation of the release, in coordination with local and state police

Police Department

- ↑ Initial response and assessment with Fire Dept.
- ↑ Establish perimeter security
- ↑ Establish on-scene security
- ↑ Coordination of mutual aid response of law enforcement agencies
- ↑ Coordination of state police response when applicable
- ↑ Conduct criminal investigation if appropriate

Emergency Management Director

- ↑ Notify Board of Selectmen
- ↑ Staff EOC as necessary
- ↑ Assist fire and police as requested
- ↑ Coordinate evacuation and sheltering if required
- ↑ Assist in long-term planning strategies

Property Maintenance Supervisor

- ↑ Assist with personnel and equipment
- ↑ Provide containment materials for spills, if requested
- ↑ Assist police with road closure, if necessary
- ↑ Assist with opening of roadway, if necessary

Board of Selectmen

- ↑ Assist with state and federal agencies as required
- ↑ Consider activating the EOC
- ↑ Initiate Emergency Public Information System “Code Red”
- ↑ Initiate long-term strategy planning for the affected area

3. HURRICANES

SITUATION

As an eastern seaboard community, the town is susceptible to high winds and torrential rains associated with hurricanes. The nature of many structures (wooden, mobile homes), as well as the nature of flood plains creates the potential for severe damage.

RESPONSIBILITIES (may consist of but not limited to)

A. At the approach of a Hurricane/Tropical Storm

Emergency Management Director

- ↑ Monitor Hurricane/Tropical Storm behavior and keep ERT informed
- ↑ Consider activation of the EOC
- ↑ Assess the availability of department head personnel
- ↑ Discuss standby plans with department heads

B. At a Hurricane/Tropical Storm “Watch”

Emergency Management Director

- ↑ Monitor Hurricane/Tropical Storm behavior and keep ERT informed
- ↑ Consider, with Selectmen, activation of the EOC
- ↑ Assess the availability of department head personnel
- ↑ Discuss standby plans with department heads

Fire Department

- ↑ Review general operating guidelines and determine availability to recall additional personnel
- ↑ Monitor weather and advise Town Manager of Hurricane Watch
- ↑ Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

Police Department

- ↑ Review general operating guidelines and determine availability to recall additional personnel
- ↑ Determine availability to recall additional personnel per department standard operating procedures
- ↑ Review vehicle/equipment resource status (fuel, protective clothing)

Board of Selectmen

- ↑ Review general operating guidelines and determine availability to recall additional personnel
- ↑ Review vehicle/equipment resource status (fuel pumps tarps, saws)
- ↑ Review all departments personnel availability status
- ↑ Initiate Emergency Public Information System “Code Red” and issue statement to the media on the towns plans as needed

Property Maintenance Supervisor

- ↑ Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

C. At a Hurricane/Tropical Storm “Warning”

Emergency Management Director

- ↑ Command and control of the incident
- ↑ Authorize opening of emergency shelters
- ↑ Assemble all available equipment lists and track deployment of equipment

- ↑ Assemble all available personnel lists and track deployment of personnel
- ↑ Monitor Hurricane/Tropical Storm movement and storm status
- ↑ Coordinate American Red Cross Services and temporary shelters
- ↑ Review special needs facilities and personnel lists for distinct considerations (medical supplies, special transportation)
- ↑ Prepare informational for release through Emergency Public Information System “Code Red”

- ↑ Monitor utility services and coordinate activities
- ↑ Staff EOC as necessary
- ↑ Coordinate emergency transportation with bus companies

Board of Selectmen

- ↑ Assess town preparedness through department heads
- ↑ Activate the EOC
- ↑ Approve bulletins to advise town residents through the Emergency Public Information System
- ↑ Monitor hurricane behavior and town damage
- ↑ Request state and federal assistance
- ↑ Authorize procurement of additional equipment as necessary
- ↑ Monitor deployment of personnel

Fire Department

- ↑ Implement storm coverage standard operating procedure and deploy personnel as necessary
- ↑ Staff the EOC
- ↑ Assemble available equipment
- ↑ Prepare department facilities for high winds and loss of power
- ↑ Assist the Public Works director as directed by the EMD
- ↑ Respond to emergencies
- ↑ Assist in the setup of shelters

Police Department

- ↑ Recall additional personnel, as necessary
- ↑ Staff the EOC
- ↑ Assemble available equipment
- ↑ Prepare department facilities for high winds and loss of power
- ↑ Assist the Public Works director as directed by the EMD
- ↑ Provide security to severely damaged areas

- ↑ Monitor traffic conditions and determine alternative routes where required

Property Maintenance Supervisor

- ↑ Recall additional personnel, as necessary
- ↑ Staff the EOC
- ↑ Assemble available equipment
- ↑ Prepare department facilities for high winds and loss of power
- ↑ Assist in the setup of shelters
- ↑ Anticipate flood conditions and specific area
- ↑ Maintain roadway passage

- ↑ Obtain additional equipment as directed by the Town Selectmen
- ↑ Assist in blockading roadways due to hazardous conditions
- ↑ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Building Department and Fire Prevention

4. TORNADO

SITUATION

Shifting weather patterns could result in severe weather affecting the town through a “watch” issued by the National Weather Service, or a “warning” involving an actual sighting in the area. Destruction from a tornado could be severe, as several higher populated areas are dominated by wooden structures.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial response and assessment
- ↑ On scene command
- ↑ Search and rescue
- ↑ Control fires
- ↑ Implement Mass Casualty Plan at request of EMD

Police Department

- ↑ Provide security to severely damaged areas
- ↑ Assist fire and public works departments

Emergency Management

- ↑ Command and control of the incident
- ↑ Authorize opening of emergency shelters
- ↑ Assemble all available equipment lists and track deployment of equipment
- ↑ Assemble all available personnel lists and track deployment of personnel
- ↑ Monitor tornado movement and storm status
- ↑ Coordinate American Red Cross Services and temporary shelters
- ↑ Review special needs facilities and personnel lists for distinct considerations (medical supplies, special transportation)
- ↑ Prepare informational bulletins for release through Emergency Public Information System
- ↑ Monitor utility services and coordinate activities
- ↑ Staffs EOC as necessary
- ↑ Coordinates emergency transportation with bus companies
- ↑ Activate the EOC upon notification of a tornado warning in Rockingham County
- ↑ Notify the Board of Selectmen

Board of Selectmen

- ↑ Initiate Emergency Public Information System, Code Red, and issues statement to the media on the Town’s plan
- ↑ Solicit state and/or federal resources as required

Property Maintenance Supervisor

- ↑ Prepare personnel and equipment upon notification of a tornado “warning”
- ↑ Maintain roadway passage
- ↑ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Building Department/Fire Prevention
- ↑ Assist police department in traffic control

5. SNOW/ICE STORM

SITUATION

The town may experience an unusually severe storm for which the residents are prohibited from travel for essentials, such as food or medical care, or experience prolonged services outages resulting in the need for coordinated assistance.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Monitor weather conditions
- ↑ Implement storm coverage standard operation procedure and deploy personnel as necessary/needed
- ↑ Assemble available equipment and check operation
- ↑ Prepare generators for use
- ↑ Ensure all vehicles are fueled prior to the storm
- ↑ Prepare and test communications systems in EOC

Police Department

- ↑ Evaluate parking ban requirements
- ↑ Evaluate personnel status. Call back off duty personnel as needed
- ↑ Patrol and search for abandoned vehicles/hazards
- ↑ Place 4WD units into service, if available
- ↑ Ensure all vehicles are fueled prior to the storm
- ↑ Keep Emergency Management Director informed of conditions

Property Maintenance Supervisor

- ↑ Initial response and assessment of the storm
- ↑ Work to maintain clear/sanded roadways for emergency vehicle access
- ↑ Assist with barricading roadways in coordination with Police

Emergency Management Director

- ↑ Staff EOC as necessary
- ↑ Assist Fire, Police and DPW as necessary
- ↑ Approve and issue informational bulletins to the public
- ↑ Coordinate American Red Cross services

- ↑ Open temporary shelters
- ↑ Track deployment of personnel and equipment
- ↑ Determine special needs for the community
- ↑ Request/coordinate state and federal assistance
- ↑ Assess the requirements for fuel, food and water

Board of Selectmen

- ↑ Consider initiating the Emergency Public Information system, Code Red, as needed
- ↑ Initiate strategy for Continuity of Government/Operations

6. PROLONGED SERVICE OUTAGE

SITUATION

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Assist the Emergency Management Director with personnel and equipment
- ↑ Call back off duty personnel, if required
- ↑ Assist as available

Police Department

- ↑ Increase patrol services and visibility
- ↑ Call back off duty personnel, if required
- ↑ Assist the Emergency Management Director with personnel and equipment

Property Maintenance Supervisor

Assist the Emergency Management Director with personnel and equipment

Board of Selectmen

- ↑ Consider activating the EOC
- ↑ Initiate the Emergency Public Information System
- ↑ Initiate long-term strategic planning for the affected area
- ↑ Request state/federal assistance

Emergency Management Director

- ↑ Determine the extent of the emergency
- ↑ Release public information bulletins “Code Red”
- ↑ Establish a “report of problem” plan for the public
- ↑ Coordinate American Red Cross services, if required
- ↑ Open temporary shelters, if required
- ↑ Review special needs facilities and personnel lists for distinct consideration
- ↑ Develop a restoration priorities plan
- ↑ Track progress of restoration
- ↑ Coordinates state/federal resources
- ↑ Develop and implement an emergency services plan to include the coordinated procurement of and distribution means of vital supplies

7. FLOODING

SITUATION

With pre-identified flood plain areas, the town is vulnerable to flooding resulting in restricted travel ways and possible evacuation.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial response and assessment
- ↑ Command and control of the scene
- ↑ Water rescue
- ↑ Evacuation of flooded areas
- ↑ Assist with damaged buildings
- ↑ Evaluate hazardous materials storage for impact
- ↑ Assist with notification of residents

Police Department

- ↑ Initial response and assessment
- ↑ Assist with notification of residents
- ↑ Establish perimeter security of evacuated or flooded areas
- ↑ Evacuation of flooded areas
- ↑ Establish traffic rerouting
- ↑ Provide scene security
- ↑ Blockade roadways

Emergency Management Director

- ↑ Command and control of the emergency
- ↑ Consider activating EOC
- ↑ Assemble all available equipment lists and track deployment of equipment
- ↑ Trace the deployment of personnel working the emergency
- ↑ Coordinate the need for emergency transportation
- ↑ Coordinate Red Cross services and open shelters
- ↑ Coordinate emergency transportation with First Student
- ↑ Oversees the evacuation of residents

Property Maintenance Supervisor

- ↑ Assess road and bridge conditions
- ↑ Monitor river elevations and dams
- ↑ Monitor erosion and roadway stability
- ↑ Operate floodgates
- ↑ Maintain storm drain system
- ↑ Assist with heavy equipment
- ↑ Monitor sewer/water treatment facilities
- ↑ Fill/disperse sandbags
- ↑ Assist Police Department in blocking of roads

Board of Selectmen

- ↑ Monitor weather and flood conditions
- ↑ Initiates Emergency Public Information System and issues statements via “Code Red”
- ↑ Solicit state and/or federal assistance, if required

8. EARTHQUAKE

SITUATION

The town is within an area prone to seismic activity. Most activity is of a minor nature. Yet the potential exists for a significant event. A Richter scale reading of 3.7 will cause public interest and concern, while a Richter scale reading of 5.6 within a 50 mile radius would dictate the need for a comprehensive town response.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial response and assessment
- ↑ Command and control of the scene
- ↑ Search and rescue of affected property
- ↑ Implementation of Mass Casualty Plan at request of EMD
- ↑ Hazardous Materials Response
- ↑ Assist with evacuation

Police Department

- ↑ Initial response and assessment
- ↑ Assist in providing emergency information to residents
- ↑ Establish perimeter control
- ↑ Establish security of affected areas
- ↑ Recommend public restrictions to the Board of Selectmen (curfew)

Property Maintenance Supervisor

- Inspect and assess the municipal infrastructure
- ↑ Assist the Fire Department with equipment and personnel
- ↑ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Building Department.

Board of Selectmen

- ↑ Consider activation of the EOC
- ↑ Initiates Emergency Public Information System, Code Red, as needed
- ↑ Request and assist with state and federal agencies as required
- ↑ Approves instructions to residents
- ↑ Authorizes public restrictions

Emergency Management Director

- ↑ Staffs EOC as necessary
- ↑ Determine the stability of temporary shelters with the Building Department and Fire Prevention.
- ↑ Coordinate American Red Cross Services
- ↑ Coordinate the set-up of temporary shelters
- ↑ Track the deployment of personnel and equipment
- ↑ Coordinate state and federal agencies and resources

9. CONFLAGRATION

SITUATION

An unplanned ignition of structures, vehicles, land or property of significant magnitude. The community has numerous large structures, tracts of woodlands and property, which could affect normal operations of the community and tax its resources, should they become involved in fire.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial response and assessment
- ↑ Command and control of the incident
- ↑ Rescue trapped occupants
- ↑ Coordinate utility service requirements
- ↑ Protect exposures
- ↑ Control the fire
- ↑ Determine severity of fire threat
- ↑ Establish perimeters for forest fires
- ↑ Treat and transport injured
- ↑ Conduct fire investigations
- ↑ Assess evacuation needs if necessary

Police Department

- ↑ Initial response and assessment
- ↑ Establish and maintain a security perimeter control
- ↑ Assist the Fire Department in evacuations
- ↑ Conduct criminal investigations in coordination with the State Fire Marshall's Office

Property Maintenance Supervisor

- ↑ Support Fire Department with equipment and supplies
- ↑ Conduct post incident clean-up for return to public use

Board of Selectmen

- ↑ Consider activating the EOC
- ↑ Consider activating the Emergency Public Information System, Code Red, as needed
- ↑ Provide support to the Fire Department

Emergency Management Director

- ↑ Staff the EOC as required
- ↑ Coordinate American Red Cross services
- ↑ Release information through the Emergency Public Information System
- ↑ Coordinate set-up of temporary shelters
- ↑ Tract the deployment of personnel and equipment. Provide for shelter/food for emergency responders

10. DOWNED AIRCRAFT

SITUATION

The town has experienced few aircraft accidents over the years. With the close proximity of surrounding airports, the potential exists for general aviation, commercial or military aircraft to affect the town in an accident, as a result of an in-flight emergency.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- ↑ Initial response and assessment
- ↑ Command and control of the scene
- ↑ Fire control
- ↑ Rescue operations
- ↑ Hazardous materials response
- ↑ Mass Casualty Plan, if requested by EMD
- ↑ Coordinate outside agencies
- ↑ Notify Emergency Management Director

Police Department

- ↑ Initial response and assessment
- ↑ Perimeter control
- ↑ Assist fire department
- ↑ Provide scene security
- ↑ Assist in any evacuations
- ↑ Coordinate investigation with state and federal agencies

Emergency Management Director

- ↑ Notify Board of Selectmen, if required
- ↑ Staff EOC, if required
- ↑ Prepare information for release by Board of Selectmen/PIO
- ↑ Coordinate American Red Cross activities, if required
 - a. Coordinate the needs for the un-injured
 - b. Coordinate the needs of the families
 - c. Coordinate the needs of the emergency responders
 - d. Establish temporary morgues in cooperation with Health Officer

Board of Selectmen

- ↑ Consider activation of the EOC
- ↑ Initiates Emergency Public Information system, Code Red, and issue statements to the media with additional personnel as needed
- ↑ Solicit state and/or federal assistance, if required

Property Maintenance Supervisor

- ↑ Assist with equipment and personnel
- ↑ Assist police with road closure
- ↑ Provide containment materials for spills, if requested
- ↑ Provide sand/salt of roadway, if requested
- ↑ Assist with post clean-up and opening of roadway, if requested

11. FOR THE FOLLOWING SITUATIONS, REFER TO THE APPROPRIATE ANNEX OF THE GREENLAND LEOP.

A. NUCLEAR INCIDENTS: ANNEX C - RADIOLOGICAL EMERGENCY RESPONSE PLAN

B. TERRORISM: ANNEX D - TERRORISM PLAN

C. EVACUATION: ANNEX H - EVACUATION PLAN

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