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ESF 1 – TRANSPORTATION

Primary Agency: Emergency Management Director

Support Agencies: Police Department
Fire Department/EMS
Public Works Department
School Superintendent
Recreation Department

I. Introduction**A. Purpose**

To provide 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.

B. Scope

This ESF provides for local transportation support including:

1. Management and coordination of transportation activities to support the effort of local agencies.
2. Establishing priorities and/or allocating transportation resources, processing of all transportation requests, determining the priority of highway repair, conducting damage assessment, and coordinating emergency management activities with neighboring jurisdictions and state agencies.
3. Processing overall coordination of requests for local transportation support.
4. Obtaining transportation services and providing transportation assets into and out of impacted areas.
5. Assessing the damage to transportation infrastructure, analyzing the effects of the disaster on the local and regional transportation system, monitoring the accessibility of transportation capacity and congestion in the transportation system, and implementing management controls, as required.
6. Coordinating the clearing and restoration of the transportation resources.
7. Documenting of transportation needs and reporting to the local EOC, if applicable.

II. Situation and Planning Assumptions**Situation**

An evacuation may be recommended when all or any part of the community is affected and may involve all or any portion of the population. An organized evacuation of potentially endangered populations is one protective action and should be recommended only when other protective actions appear to be inadequate. Areas in Jaffrey that might require an evacuation to be recommended would include:

- Designated floodplains areas
- Areas around potentially dangerous or explosive hazardous materials accident
- Areas downwind of a hazardous chemical materials accident
- Areas subjected to outages of power, water or home heating materials

- Areas affected by sabotage, terrorist activities or civil disturbance
- Structures, which are or could become unsound due to fires, earthquakes, hurricanes, tornadoes and other major natural or technological phenomena
- Areas threatened by advancing forest fires
- Areas around or near crashed aircraft

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

Although most adults in Jaffrey own or have use of a private vehicle and would evacuate using that vehicle, the town assisted by state government will provide school buses and available commercial vehicles to transport those who do not own or have use of a vehicle or who cannot ride with friends, relatives or neighbors. Prisoners being held by the Police Department who could not be released would be transferred for incarceration. Some businesses have established evacuation plans for fire safety which could be used in certain emergencies.

The major evacuation routes for Jaffrey will be:

- Route 202 East & West
- Routes 124 East & West
- Routes 137 North & South

III. Concept of Operations

A. General

In accordance with the Jaffrey Emergency Operations Plan and this ESF, the Emergency Management Director (EMD) is responsible for coordinating transportation activities. The Standard Operating Procedures to be established by supporting Departments will provide the framework for carrying out these activities.

Requests for assistance will be forwarded to the Jaffrey EOC. It is important that the Public Works Department maintain close coordination with the local EOC when it is in full operation, in order to support the EMD.

When transportation requests exceed the capability of the Town of Jaffrey the EMD will coordinate transportation activities with the State EOC.

B. Notification and Activation

Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF Transportation activities from the EOC.

C. Recovery Actions

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

D. Deactivation

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

IV. Roles and Responsibilities

The Emergency Management Director will:

- Coordinate overall direction of the evacuation and transportation procedures.
- In coordination with the Fire and Police Departments, determine the approximate number of people involved.
- Begin the public warning procedures.
- Notify NH Homeland Security Emergency Management and request state and/or federal assistance, if necessary.
- Disseminate information and instructions to the public through the local media via a Public Information Officer.
- Ensure all populations have access to ADA compliant transportation.

The Police Department will:

- Coordinate emergency transportation routes and traffic control.
- Establish and maintain control points to maximize traffic flow.
- Organize patrols to provide security in the evacuated area.

The Fire Department/EMS will:

- Assist in maintaining emergency transportation routes.
- Provide recommendations on areas to be evacuated.
- Provide post-evacuation fire surveillance.
- Direct in rescue operations.
- Distribute personnel and vehicle identification to key worker and emergency services personnel.

The Public Works Department will:

- Assist in maintaining emergency transportation routes.
- Provide barricades, cones and/or other devices for traffic control.
- Assist in manning control points designated by the Police Department.
- Provide for and maintain clearance of the evacuation routes.
- Clear parking areas at the shelters, if necessary.
- Request assistance from local contractors for personnel and equipment, if necessary.

The School Superintendent and Recreation Department will:

- Provide support and assistance to the Emergency Management Director in support of this ESF 1 - Transportation..
- Provide vehicles/busses for transportation

V. References

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

Police Department Standard Operating Procedures
 Fire Department Standard Operating Guidelines
 School Emergency Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

ESF 2 – COMMUNICATIONS & ALERTING

Primary Agencies: Police Department
Fire Department/EMS

Support Agencies: Emergency Management Director
Public Works Department

I. Introduction**A. Purpose**

In the event of an emergency or disaster, this Emergency Support Function (ESF) will assign the responsibilities and establishment of procedures to provide communications and alerting for the town.

B. Scope

The town's emergency function under this ESF consists of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

II. Situation and Planning Assumptions**Situation**

The Fire, Police and Public Works Departments currently maintain radio networks for conducting day-to-day operations. These departments have base stations, mobiles and portables for dispatching field forces and interfacing with other systems, both regional mutual aid and state agencies. The Police uses Cheshire County Sheriff's Office and Fire Department/EMS utilizes Southwestern NH District Fire Mutual Aid (SWNHDFMA).

These local networks, by necessity, must form the basis for an emergency communications system. In addition, telephones will be utilized as long as those systems are in operation. If needed and available, amateur radio and citizen's band networks may be used to augment the existing communications capability.

Major emergencies will generate an extraordinary demand on all communications systems so priority usage must be given to state and local direction and control networks.

III. Concept of Operations**A. General**

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

B. Notification and Activation

Upon notification of an emergency alert, the Emergency Management Director will establish communication links with one or more of the following:

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

C. Emergency Response Actions

The Emergency Management Director will be notified as soon as possible upon receipt of information on any emergency situation that might affect the community. The EMD will then decide on whether to alert the other emergency response organizations or not, based on the information received.

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

- Local or regional dispatch or other responding agencies will contact EMD or designee.
- The EMD may notify EOC staff via Code Red. Dispatch shall make the initial notifications using the phones and their paging software.
- Upon activation, the Emergency Management Director or designee will take charge of EOC operations. The executive and operational staff positions shall be filled and shall report their state of readiness and recommendations to executive staff.
- Members of the executive staff will determine which, if any, other officials and staff should be notified/requested.
- The Board of Selectmen is to be notified of all EOC activations.

D. Deactivation

Partial deactivation will be determined by the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operations elements at the local EOC. Some elements of ESF-Communications and Alerting may continue to be operational to support the recovery phase of the operations, which may remain active for an extended period of time.

IV. Roles and Responsibilities

The Police Department will:

- Provide communication equipment for first responders, as needed.
- Provide communication support.
- Provide local dispatching.
- Receive warnings from the National Weather Service and/or State Emergency Management.

The Fire Department/EMS will:

- Provide communication equipment for first responders, as needed.
- Provide communication support.
- Provide local dispatching.
- Coordinate with the HAM radio operators.
- Receive warnings from the National Weather Service and/or State Emergency Management.

The Emergency Management Director will:

- Support communications between the ESF primary and support departments.
- Notify State EOC to activate warning systems.
- Research and obtain additional communication resources.
- Ensure communications among emergency responders meets ADA requirements.
- Receive warnings from the National Weather Service and/or State Emergency Management.

The Public Works Department will:

- Support the emergency communications network as appropriate.

V. References

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

Police Department Standard Operating Procedures
Fire Department Standard Operating Guidelines

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

None

C. *Communication Frequencies*

On file with the Fire Chief

ESF 3 – PUBLIC WORKS & ENGINEERING

Primary Agency: Public Works Department

Support Agencies: Police Department
Fire Department/EMS
Building Inspector

I. Introduction**Purpose**

To provide for and implement procedures and policies in coordinating all engineering resources and expertise in surveying and assessing damage and initiating emergency repair of public highways, right-of-ways, bridges, public buildings, and critical facilities; emergency ice, snow and debris removal; and emergency demolition of unsafe structures.

II. Situation and Planning Assumptions

A significant disaster may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety.

Debris may make streets and highways impassible. Public utilities may be damaged and/or partially or totally inoperable.

Sufficient resources may not be available to state and local jurisdiction to meet emergency requirements. Federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient and effective response and recovery from the event.

III. Concept of Operations**A. General**

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

B. Notification and Activation

Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF activities from the EOC.

C. Emergency Response Actions

Immediately following the notification and staffing of this ESF, attention should be directed towards, but not be limited to, the following:

- Compiling and evaluating damage assessments from town departments and staff.
- Establishing communications with emergency response personnel.
- Coordinating additional engineering and construction resources as needed.

D. Recovery Actions

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

E. Deactivation

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

IV. Roles and Responsibilities**The Public Works Department will:**

- Coordinate transportation activities with the EMD.
- Provide emergency debris clearance to allow emergency personnel and equipment the ability to perform lifesaving and life protection activities.
- Provide temporary construction of emergency access routes necessary for passage of emergency response personnel.
- Assist in the restoration of critical utility services, including electric, telephone, and gas.
- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.
- Maintain a list of qualified private contractors to assist in the restoration of critical facilities.
- Collect and provide the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - a. Status of debris removal activities
 - b. Status of Critical Facilities
 - c. Emergency Access Routes
 - d. Unmet Needs
 - e. Status of public utility services restoration

The Police Department will:

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

The Fire Department/EMS will:

- Determine whether damaged structures or facilities are an immediate threat or hazard to public safety.
- Serve as a member of the safety and damage assessment teams assessing public buildings for potential fire damage, hazards, etc.
- Assist in the restoration of critical utility services, including electric, telephone, and gas.

The Building Inspector will:

- Serve as member of the safety and damage assessment teams assessing public buildings for potential damage.

V. References**A. Plans**

Emergency Response Plan for Jaffrey Wastewater Treatment Facility (WWTF) and Pump Stations (2014) located at the WWTF, Chief Operator
Town of Jaffrey, Community Water System Emergency Response Plan, updated December 2014 located at the Water Works Office Building.

ESF 4 – FIRE FIGHTING

Primary Agency: Fire Department/EMS

Support Agencies: Police Department
Public Works Department
Building Inspector

I. Introduction

A. Purpose

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

B. Scope

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

II. Situation

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

The Fire Department/EMS is staffed by full-time chief and 25 on-call members and is as well-equipped to perform its assigned functions as any community of comparable size. It is a member of the Southwestern NH District Fire Mutual Aid (SWNHDFMA). The Fire Station has emergency back-up power.

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

The Fire Department maintains Standard Operating Guidelines (SOGs) for fire suppression and regularly trains its personnel in those procedures and coordination with other emergency services is standard procedure.

III. Concept of Operations

A. General

The Jaffrey Fire Department/EMS is the primary agency responsible for local operations to mitigate the effects of urban and wildland incidents in the town.

B. Notification and Activation

Upon notification of the Fire Department/EMS of an emergency requiring implementation of this EOP, the EMD will be requested to activate and coordinate ESF-4 activities from the EOC.

C. Emergency Response Actions

Upon notification of an impending emergency the ranking officer in charge will perform the following functions:

- Begin warning procedures
- Begin call-up of additional department personnel
- Begin emergency communications procedures
- Notify the Board of Selectmen and the Emergency Management Director of the state of readiness of the department and request outside assistance if necessary
- Report to the EOC when directed by the Emergency Management Director and delegate the on-scene command of the department to the Assistant Chief
- Disburse personnel and equipment to predetermined strategic locations
- Extinguish and/or contain all fires
- Report any power outages to Eversource.
- Provide personnel to other emergency services to augment their capabilities, if available
- The Fire Department/EMS will implement existing operating procedures, mutual aid agreements, and notification as outlined within existing protocols

D. Recovery Actions

In the post-disaster recovery period, the Fire Department/EMS will perform the following functions:

- Coordinate decontamination functions, if necessary
- Assist in providing security for disaster-affected areas, if requested
- Coordinate in clean-up operation
- Coordinate outside fire-suppression assistance
- Perform such other functions as requested by the Board of Selectmen to alleviate suffering and return the citizens of Jaffrey to as near normal conditions as possible

E. Deactivation

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

IV. Roles and Responsibilities

The Fire Department/EMS will:

- Extinguish and contain all fires.
- Receive the notification of an actual or impending emergency and forward it to the Emergency Management Director per discretion of the Fire Chief.
- Disseminate emergency warnings to the general public.
- Assist the Police Department in establishing traffic control points.
- Assist commercial and industrial facilities which may require special fire protection to plan for facility protection.
- Train fire personnel for multi-hazard response and discipline.
- Establish procedures to provide fire protection in evacuated areas and to provide roving fire watch patrols.
- Require evacuations per RSA 154:7, II(b)
- Maintain an up-to-date inventory of personnel and equipment.

The Police Department will:

- Coordinate traffic control.
- Coordinate emergency transportation routes.
- Provide security

The Public Works Department will:

- Provide highway equipment and personnel support during large scale firefighting operation.
- Maintaining transportation routes to provide access to emergency response vehicles.

The Building Inspector will:

- Serve as member of the safety and damage assessment teams assessing public buildings for potential damage.

V. References

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

Fire Department Standard Operating Guidelines (SOGs).

B. Interagency Agreements/Compacts/Mutual Aid Agreements

Southwestern NH District Fire Mutual Aid (SWNHDFMA)

ESF 5 – INFORMATION AND PLANNING

Primary Agency: Emergency Management Director

Support Agencies: Board of Selectmen
Town Manager
Fire Department/EMS

I. Introduction

A. Purpose

The purpose of this ESF is to compile, analyze, and coordinate the collection of data relevant to injury, death and damage assessment in disaster areas.

B. Scope

The scope is the overall coordination and collection of data activities at the local EOC in order to formulate response and recovery actions. However, decision and assignment of resources are not executed in this ESF. The primary role of this ESF is to serve as a clearinghouse of information for all interested parties. It is also responsible for establishing and maintaining the message center and coordinating initial needs and damage assessment activities. The activities are grouped among the following functions:

1. **Information Processing** in order to process and disseminate essential elements of information from local, state, federal, and other resources and to disseminate in order to provide for adequate response activities.
2. **Reports** to consolidate information, document response activities and to provide essential information to local, state, federal and other sources.
3. **Displays** to maintain information and status in order to facilitate briefings and current activities.
4. **Planning and Support** for consolidating data to support the preparation of the Action Plan.
5. **Technical Services** to coordinate remote sensing and reconnaissance requirements; provide hazard-specific technical advice to support operational planning; and use additional subject matter experts or technical specialists, as needed.

II. Concept of Operations

A. General

Typically, the activities of ESF- Information and Planning will commence once the local EOC is activated due to an emergency situation. The following provides an overall description of the concept of operations.

In response to an incident, the following may occur:

1. Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - a. Gross assessment of disaster impacts including the identification of the boundaries of the damage areas, type and severity of the damages, including status of vital facilities.
 - b. Provide general assessment of the status of government operations.
 - c. Select or validate, as necessary, the operational status of critical facilities such as staging areas, mobilization centers, etc.

2. The assessment of the incident, if warranted, will be communicated to the EMD and/or EOC where it will be directed to the appropriate operational element needing the information.
3. The various support agencies will gather, disseminate, and transmit data to the primary agency. ESF-Information and Planning will collect, summarize, analyze, display, and disseminate critical elements to the operational support of the local EOC. Such elements include but are not limited to:
 - a. Boundaries of the disaster area
 - b. Social/economic/political impacts
 - c. Jurisdictional boundaries
 - d. Status of transportation system
 - e. Status of communications system
4. ESF-Information and Planning will develop situation reports using statistical, narrative, and graphic information from response and recovery operations, which provide an overall description of the situation.

B. Notification and Activation

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

C. Emergency Response Actions

The emergency response actions for this ESF are as follows:

- Collect, process and disseminate information on the disaster or emergency situation for use by the local EOC.
- Prepare briefings and reports based on input from other ESF operational elements. Submit situation reports to state EOC.
- Maintain status boards, maps, and charts critical to the operation of the local EOC.
- Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements as requested.
- Log and track local, state and federal response actions and requests to support operational elements.

D. Recovery Actions

Recovery actions will begin at the discretion of the EMD. Though two separate sequence frames, it is not expected that the recovery actions for this ESF will differ from the emergency response actions.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

III. Roles and Responsibilities

The Emergency Management Director will:

- Provide overall coordination of information and planning activities at the EOC.
- Utilize EOC forms and checklists to assist in the information and planning function.
- Conduct EOC briefings according to a predetermined schedule.

The Board of Selectmen, Town Manager and Fire Department/EMS will:

- Support the EMD in the Emergency Operations Center.

IV. References

Standard Operating Procedures/Guides (SOPs/SOGs)

Annex B – EOC Guidelines and Checklists

ESF 6 – MASS CARE & SHELTER

Primary Agencies: Recreation Department
Library

Support Agencies: Emergency Management Director
Fire Department/EMS
Public Works Department
Health Officer

I. Introduction**A. Purpose**

The purpose of Emergency Support Function#6 – Mass Care, Housing and Human Services (ESF#6) is to coordinate the local and state resources to meet the basic human needs of mass care, sheltering and human services to populations impacted before, during and after an emergency situation. These services are provided on a short-term basis and when a more long-term approach is required, activities will move recovery activities.

B. Scope

Activation of this ESF#6 will be made through a local request from the Jaffrey EOC. The Town of Jaffrey will establish a local emergency shelter at a designated Town Shelter. If the designated shelter is not accessible or adequate, the town will direct people to a nearby Regional Shelter.

NH Department of Health and Human Services is the State's lead agency for ESF#6, but it is recognized that in incidents that require state-provided sheltering and mass care activities, the American Red Cross of NH will play a significant role as primary support agency. State assistance under ESF#6 will be provided to meet the public safety needs of the public that are required beyond those that can be provided at the local level through aid agreements and/or partnerships with local organizations.

ESF #6 is organized into four primary functions: Mass Care, Emergency Assistance, Housing and Human Services.

- **Mass Care:** Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members, within the shelter.
- **Emergency Assistance:** Assistance required by individuals and families to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to functional needs populations; non-conventional shelter management; and coordination of voluntary agency assistance.
- **Housing:** EMD will coordinate with Federal and State agencies on housing options such as rental assistance, repair, loan assistance, replacement, factor-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. The National Disaster Housing Strategy (www.fema.gov/emergency/disasterhousing/) guides this assistance.
- **Human Services:** EMD would coordinate information on disaster assistance programs to help disaster victims recover their non-housing losses, including

programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for functional needs populations, and other State and Federal benefits.

C. Policies

1. ESF #6 will support local, state, and federal agencies, voluntary agencies and nongovernmental organizations, and ESF #8 – Public Health and Medical Services in addressing functional needs populations, as defined in the National Response Framework (NRF) Glossary. Functional needs may be present in one or more areas, including but not limited to:
 - Communication
 - Medical Care
 - Supervision
 - Maintaining Independence
 - Transportation

Individuals in need of additional response assistance may include those who have disabilities, who live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, who are children, or who are transportation disadvantaged.

2. The local, State, and Federal response community recognizes the varying and specific requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990 or as revised).

II. Situation and Planning Assumptions

A. Situation

A disaster or emergency can occur without warning. It may result from natural or technological hazards, civil disturbance, or act of terrorism, and cause extensive damage and human suffering. Warnings and evacuation might cause displacement of a large population. People may be forced from their homes depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. Family members may be separated immediately following an emergency or disaster such as, children in school and parents at work. Transients, such as tourists, travelers, students, and the pre-disaster homeless, may be involved. Residents in fixed facilities such as, nursing facilities, adult and child-day care centers may be impacted.

In some cases, sheltering-in-place may be required. These actions may necessitate the establishment of sustenance sheltering operations at the local level that may require state-level support. Some people may be reluctant to evacuate their homes because of their animals/pets. It will be necessary for the town residents to plan ahead for the evacuation, rescue, sheltering and feeding of a portion of the pet/animal population.

Based upon the Town’s Hazard Mitigation Plan, listed below are several emergencies that may require activation of ESF #6:

- Severe Winter Storms
- Flooding
- Wildfires

- Tornadoes/Downburst
- Hurricane

B. Assumptions

1. All ESF#6 agencies will receive NIMS training. Unified Command will be used to the greatest extent possible to manage ESF#6 assets in the field due to the number and variety of government and private sector organizations that may be involved. All ESF#6 agencies will participate, as capable, in exercises and drills. All exercises and drills will be HSEEP-compliant.
2. It is increasingly probable that an incident will occur which will require activation (partial or complete) of ESF#6. Not all disaster victims will require mass care services. Some people will go to mass shelters, others will find shelter with friends and relatives; many people will remain with or near their damaged homes. They may require the provision of short-term warming or cooling shelters, mobile feeding, etc.
3. When activated, the ESF#6 representative at the Jaffrey EOC will be responsible for the activation of resources through the ESF support agencies, coordinating their activities and collecting, evaluating and disseminating information on services provided and anticipated.

III. Concept of Operations

A. General

1. Provide trained personnel for assignment to the Jaffrey EOC during activation. Assure sufficient personnel for an extended and/or 24-hour activation period. Provide updates and briefings for any new personnel or agencies providing services under ESF#6.
2. The PIO will release information (in coordination with the JIC, if one is established) on safety and disaster planning/actions via news releases, brochures, or websites.
3. Keep public and private partners updated on preparedness activities. Develop and disseminate situation reports, as appropriate. The EMD will prepare impact assessment documents to be submitted to HSEM and other appropriate ESFs, Support Annexes and agencies.
4. Plan and prepare the notification systems to support the requests and directives resulting from a local emergency and/or requests for a state disaster declaration.
5. The status of committed and uncommitted resources will be continuously tracked by Jaffrey EOC when ESF#6 resources are utilized. All sheltering activity, whether by the Town of Jaffrey or ARC or independently, will be recorded and tracked (to the best of their ability) by the ESF#6 representative in the EOC via WebEOC. The ESF 6 representative will convey information to the Jaffrey EOC.
6. All agencies involved in ESF#6 will develop, test and maintain automated listings of points of contact, available resources, status of committed and uncommitted resources, agency contracts and agreements and mutual aid partners.
7. Initial recovery efforts may commence as response activities are taking place. As recovery activities are introduced, close coordination will be required for assistance such as, but not limited to, temporary housing, loans and grants for individuals under traditional disaster assistance programs of federal agencies. These grants will be administered by ESF#14 but ESF#6 will assist in identifying potential needs for such assistance.
8. Coordinate demobilization of mass care resources with participating agencies; disseminate notification of demobilization, demobilize, provide staff briefing, and deactivate staff from operations.

B. Organization

ESF#6 shall function under the direction and control of the Jaffrey Emergency Management Director.

1. **Operational Facilities:** ESF#6 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously. The following is a listing of the various locations that may be activated during an emergency:
 - i. Evacuation, Staging, Reception, Sheltering Areas – The EMD will coordinate with other ESFs and local entities, identify and maintain routing information to/from staging areas, reception areas, and shelters. Teams may be asked to report for deployment or remain on an operational readiness status. Identify routing for special equipment, or other special needs that may occur prior to, during or after an incident.
 - ii. Jaffrey Emergency Operations Centers - The Jaffrey EOC is a "clearinghouse" that is used by the agencies to "track" assigned missions, resources committed, resources available, needed support for resources committed, needed personnel and contracts and contractors, and many other matters necessary for an effective emergency operation.
2. **Specialized and Mutual Aid Teams:** Specialized local, Federal and Mutual Aid teams can be brought in as resources if the proper channels for requesting assistance are followed. Proper declarations would be required and requests should be made on an executive level to mobilize, as appropriate. It will be up to the local EMD, in consultation with the ESF#6 representative in the EOC to make the determination when and to what extent to utilize other NGOs or associations and groups in activities.
3. **Contracts and Contractors:** Resources that are available through ESF#6 may, at times, best be obtained through a contractor. Agency(s) contracts may be utilized or access to State of NH or private sector contracts may be made through coordination with ESF#7- Resource Support.

C. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

IV. Roles and Responsibilities**The Recreation Department will:**

- Assume control of the shelter operations.
- Assist in developing and maintaining the shelter plan.
- Coordinate feeding operations with the Red Cross.
- Develop and maintain a shelter plan.

The Library will:

- Provide operational support and resources, where appropriate, in the management of this ESF 6 – Mass Care & Shelter.

The Emergency Management Director will:

- Coordinate shelter operations.
- Notify local and state agencies and the American Red Cross of shelter needs.
- Develop and maintain a shelter plan.
- Identify and secure permission of those buildings to be designated as shelters.
- Obtain cots and blankets from American Red Cross and any other sources.

The Fire Department/EMS will:

- Advise on those facilities that provide the best fire protection.
- Provide emergency medical treatment for evacuees during shelter operations.
- Coordinate with the Health Officer on the health safety of the shelters.

The Public Works Department and Health Officer will:

- Provide support in the implementation of this ESF 6 – Mass Care & Shelter.

The Board of Selectmen will:

- Coordinate press releases and public information.
- Assist in the implementation of this ESF 6 – Mass Care and Shelter.

The School Superintendent will:

- Maintain the school's emergency protocol.
- Make available on-hand food supplies.
- Provide available personnel, as available, for registering evacuees.

V. References

A. *Plans*

American Red Cross NH State Disaster Plan

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

None

C. *Memorandum of Understanding*

Jaffrey Bible church

Good Shepherd Rehabilitation and Nursing Center

ESF 7 – RESOURCE SUPPORT

Primary Agency: Emergency Management Director (EMD)

Support Agencies: Town Manager
Police Department
Fire Department/EMS
Public Works Department
Finance

I. Introduction

Purpose

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

II. Situation and Planning Assumptions

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

Generally, people will cooperate with official regulations restricting the use of essential resources during an emergency. State Law, RSA 21, provides that private property may be commandeered or appropriated for the common good. Owners will be reimbursed as soon as practical following the end of the emergency situation.

Should the emergency situation warrant an evacuation of the major portion of the population, those resources deemed in excess to the needs of Jaffrey would be transferred to a hosting community.

III. Concept of Operations

A. General

Upon activation of the Emergency Operations Center, each emergency services department will report to the EMD on the status of essential resources available, present or predicted shortfalls and needs for additional resources. The EMD will report the shortfalls and needs to the NH Homeland Security Emergency Management and request assistance, if the necessary resources are exhausted or not available locally. In order that state and/or federal resources be requested, the community must show that its capability to continue response is inadequate. In Public Health emergencies the EMD will submit resource requests through the Multi Agency Coordination Entity.

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

B. Notification and Activation

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

C. Emergency Response Actions1. **Preparedness:**

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

2. **Response:**a. **Initial Actions**

- 1) Place emergency service personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- 2) Support agencies will provide logistical support as required.
- 3) Primary and support agencies will be prepared to provide initial reports based on resources that have been requested.
- 4) Security for staging areas and facilities will be provided through ESF-Law Enforcement and Security.

b. **Continuing Actions:**

- 1) This ESF will continually provide for the control and accountability of equipment, personnel, goods and services in support of the disaster.
- 2) Track the status/disposition of all resources requests.

D. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

IV. Roles and Responsibilities**The Emergency Management Director will:**

- Coordinate requests for additional personnel and equipment.
- Advise the Board of Selectmen on the location of additional resources.
- Maintain the Resource Inventory Listing in an up-to-date condition.
- Assume overall control of resource allocation.

The Town Manager will:

- Acquire such private resources as are needed and authorize the expenditure of funds necessary for acquisition.
- Request assistance from neighboring communities and/or the State.

The Police Department will:

- Provide personnel and equipment in the implementation of this ESF.
- Provide security at resource staging areas as personnel are available.
- Coordinate Police Mutual Aid.

The Fire Department/EMS will:

- Provide personnel and equipment in the implementation of this ESF.
- Coordinate Fire Mutual Aid.

The Public Works Department will:

- Maintain liaison with local contractors and equipment dealers.
- Assist Emergency Management Director in maintaining a listing of construction equipment and personnel available locally.
- Coordinate Public Works Mutual Aid.

The Finance Department will:

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

V. References

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

Police Department Standard Operation Procedures
Fire Department Standard Operating Guidelines

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

None

ESF 8 – HEALTH & MEDICAL SERVICES

Primary Agencies: Fire Department/EMS
Health Officer

Support Agencies: Emergency Management Director
Police Department
Public Works Department

I. Introduction

Purpose

The purpose of ESF-Health and Medical Services is to ensure the provision of comprehensive health, medical and/or human services to disaster victims, their families and response personnel and to coordinate the supplementation and support to disrupted or overburdened local health and medical personnel and facilities.

II. Situation and Planning Assumptions

The Town of Jaffrey has no hospital which would require special emergency planning. People must rely on facilities in Peterborough and Keene to provide most advanced medical services. The Fire Department/EMS maintains the rescue service and there is one private ambulance service for the Town of Jaffrey.

A Mass Casualty Incident event requires its own planning procedures. A major emergency affecting the community and the surrounding area could result in a high rate of casualties and fatalities. The Jaffrey Fire Department/EMS and Southwestern NH District Fire Mutual Aid (SWNHDFMA) will coordinate Mass Casualty Incidents following established MCI protocols. A Victim Identification Center will be established at a location to be determined at the time of the event.

Since no judgment can be made as to the health and medical capabilities which would survive a major emergency, certain expedient medical decisions will be made following an assessment of the capabilities remaining.

III. The Greater Monadnock Public Health Network is a collaborative of municipal and health and human service agencies in the region that encompasses all of the towns within Cheshire County: Alstead, Chesterfield, Dublin, Fitzwilliam, Gilsum, Harrisville, Hinsdale, Jaffrey, Marlborough, Marlow, Nelson, Richmond, Rindge, Roxbury, Stoddard, Sullivan, Surry, Swanzey, Troy, Walpole, Westmoreland and Winchester. The GMPHN also serves the 10 western-most towns in Hillsborough County: Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, New Ipswich, Peterborough, Sharon and Temple. Through the Greater Monadnock County Public Health Network, these municipalities developed a regional plan to address public health emergencies, the Greater Monadnock County Public Health Emergency Response Annex. A public health emergency can be caused by natural disasters, biological terrorism, chemical terrorism/accidents, radiological terrorism/accidents, or naturally occurring communicable disease outbreaks. During these events, the Multi-Agency Coordinating Entity (MACE) will ensure each agency within the region provides resource and status information, and will coordinate the efforts of the local EOCs within the region. The local EOCs will be responsible for supporting the MACE in coordination, communications, resource dispatching and tracking, information collection, analysis and dissemination. In a public health emergency the local EOC and the MACE will maintain communication links and the MACE will maintain communications with the State EOC. The primary

MACE location is the Kingsbury House at Cheshire Medical Center. Requests to activate the MACE are made through the primary contact, PHN coordinator at 603-674-4128.

IV. Concept of Operations

A. General

The community has a responsibility to provide medical treatment for casualties caused by a disaster situation and to provide procedures for the handling of fatalities. Hospitals which have a mass casualty plan will invoke it in concert with this plan.

B. Emergency Response Actions

Upon activation of this ESF and notification of a health or medical related emergency the Fire Department/EMS, Emergency Management Director and/or Health Officer will:

- Staff the Emergency Operations Center as appropriate to the needs of the emergency.
- Enlist the support of local health officer, regional health networks, human service agencies and where appropriate state and federal agencies.
- Where mutual aid or compacts exist, notify counterparts in neighboring towns and initiate any request for assistance that may be necessary.
- Initiate the States Disaster Behavioral Health Response Team if appropriate.
- If there is a public health emergency, the Jaffrey EOC will communicate with and submit resources requests to the regional Multi Agency Coordination Entity.

C. Deactivation

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

V. Roles and Responsibilities

The Fire Department/EMS will:

- Provide emergency medical treatment functions.
- Coordinate emergency health and medical functions with the Health Officer.
- Assess the medical capabilities on hand.
- Establish medical procedures for evacuees at the shelter(s).
- Provide situational reports containing the number, type and severity of casualties to the EMD.
- Perform all administrative and operational functions of the EMS Service.
- Coordinate medical assistance with area Hospitals, if necessary.
- Coordinate special population support.
- Coordinate public health emergencies with the MACE.

The Health Officer will:

- Coordinate all health functions.
- Maintain direct contact with Fire Department/EMS.
- Act as liaison with the state Health & Human Services department.
- Coordinate implementation of public immunization with the MACE.
- Establish a temporary Victim Identification Center.
- Assist in public education initiatives.

The Emergency Management Director will:

- Provide situation reports containing the number, type and severity of casualties to the State EOC or the MACE.

- Coordinate with health care facilities on the release of names of casualties and proper notification to kin.
- Make requests for medical assistance, equipment, supplies and health manpower, as appropriate through the MACE.
- Report any excess medical capacity which may be available.

The Police Department will:

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

The Public Works Department will:

- Provide support in the implementation of this ESF – 8 Health and Medical Services.

V. References

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

Fire Department Standard Operating Guidelines
Police Department Standard Operating Procedures

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

SWNHDFMA
Department of Health and Human Services
NH Hospital Mutual Aid Network MOU

C. *Plans*

Greater Monadnock Public Health Network which is on file with the Fire Department/EMS and / or EMD..

ESF 9 – SEARCH & RESCUE

Primary Agencies: Police Department
Fire Department/EMS

Support Agencies: Public Works Department
Building Inspector

I. Introduction

Purpose

To provide assistance in all activities associated with Search and Rescue operations.
To coordinate the integration of personnel and equipment resources.

II. Concept of Operations

A. General

ESF-Search and Rescue, manages and coordinates the response of local search and rescue resources in response to any incident involving search and rescue operations. These include, but are not limited to, aircraft, collapsed buildings, urban, water and woodlands incidents. NH Fish and Game has authority to "conduct search and rescue operations in woodlands and inland waters and to provide security at the sites thereof, and to enforce recovery of expenses under RSA 206:26-bb" according to NH RSA 206:26.

B. Notification and Activation

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

C. Emergency Response Actions

The EMD will be responsible for the following:

- Assign a representative to report to the local EOC as soon as possible after notification of ESF activation.
- The ESF representative will ensure that communication links are established with local or field command and control elements, and other primary and support agencies.
- Determine initial and ongoing activities and damage assessment through established intelligence gathering procedures. Provide this information to ESF-Information and Planning personnel for dissemination.
- Maintain complete logs of actions taken, resource requirements, and other activities.

D. Recovery Actions

When it is determined that the emergency conditions have stabilized or are improving, the EMD shall determine the requirements to sustain the recovery efforts. Factors to be considered, but not limited to, are:

- Identify specific areas that would sustain recovery efforts.
- Mobilization needs for resources, personnel and equipment.
- Determine transportation and traffic control requirements.
- Determine the coordination capabilities between local, state and federal officials to initiate recovery efforts.

E. Deactivation

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

III. Roles and Responsibilities**The Police Department will:**

- Coordinate with Fire Department/EMS to conduct search and rescue operations.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning, to ensure inclusion into the situation report.
 1. Number of victim rescues attempted and completed.
 2. Status of rescue operations.
 3. Unmet needs.
 4. Allocated and requested Search and Rescue Resources.
 5. Staffing and resource shortfalls.
- Coordinate with ESF-Fire Fighting, to provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting.
- Advise Dispatch to notify NH Fish & Game of any Search & Rescue event.
- Provide investigative services in missing persons cases.

The Fire Department/EMS will:

- Coordinate with the Police Department to conduct search & rescue operations.
- Coordinate and provide collapsed building rescue.
- Provide manpower, equipment and technical assistance for large-scale search and rescue efforts in the appropriate setting.
- Coordinate the provision of resources to local and state search and rescue operations.
- Provide medical assistance in search missions.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning, to ensure inclusion into the situation report.
 1. Number of victim rescues attempted and completed.
 2. Status of rescue operations.
 3. Unmet needs.
 4. Allocated and requested Search and Rescue Resources.
 5. Staffing and resource shortfalls.
- Contact the NH Homeland Security Emergency Management to activate Federal Search and Rescue Team.

The Emergency Management Director will:

- Provide coordination and assistance in search and rescue operations.
- Provide direction and control at the Emergency Operations Center.

The Public Works Department will:

- Provide personnel and equipment in search and rescue operations.

The Building Inspector will:

- Serve on the safety and inspection team.

IV. References

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

Fire Department Standard Operating Guidelines
Police Department Standard Operating Procedures

B. Interagency Agreements/Compacts/Mutual Aid Agreements

SWNHDFMA

ESF 10 – HAZARDOUS MATERIALS

Primary Agency: Fire Department/EMS

Support Agencies: Police Department
Public Works Department
Health Officer

I. Introduction**A. Purpose**

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

B. Scope

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

ESF-Hazardous Materials, will manage and coordinate the HazMat activities surrounding existing or potential disaster conditions. This will be accomplished by monitoring resources in support of local and mutual aid agencies. This ESF will utilize established HazMat organizations, mutual aid, processes, and procedures.

II. Concept of Operations**A. Notification and Activation**

- The Fire Department/EMS will initiate activation of this ESF.
- Upon notification of an incident, the Jaffrey Fire Department/EMS will be requested to activate and coordinate ESF activities from the EOC.
- The Jaffrey Fire Department/EMS will implement existing operating guidelines, mutual aid agreements, vendor contracts, and notifications as outlined within existing protocols.
- Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

B. Emergency Response Actions

The following activities will commence upon report of a hazardous material incident:

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

C. Recovery Actions

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

D. Deactivation

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

III. Roles and Responsibilities**The Fire Department/EMS will:**

- Ensure the use of National Incident Management System (NIMS) and Incident Command System (ICS) during all HazMat incidents in town.
- Coordinate local activities during HazMat incidents.
- Coordinate with ESF-Transportation and ESF-Public Works and Engineering, during HazMat scenarios involving transportation incidents.
- Establish and maintain a database of entities that sell, manufacture, store and/or transport extremely hazardous substances in town.
- Coordinate with ESF-Resource Support in the identification and acquisition of additional HazMat equipment and supplies to support local, regional and state response operations.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report (SITREP).
 1. Status of local and regional HazMat response activities (i.e., containment, cleanup and disposal).
 2. Status of evacuation or Shelter-in-Place orders and personal protective actions.
 3. Staffing and resource capabilities and shortfalls.
 4. Unmet needs (staff, equipment, etc)
 5. Allocation of HazMat resources.
 6. Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
 7. Plume modeling information.
 8. Coordinate with ESF-Health and Medical Services the health and safety of response personnel.

The Police Department will:

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

The Public Works Department will:

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

The Health Officer will:

- Ensure the health and safety of volunteers, including health risk assessment, injury prevention and mental health services.
- Provide and assist in the dissemination of public health personal protective actions as needed.

IV. References

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

Fire Department Standard Operating Guidelines
Police Department Standard Operating Procedures

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

SWNHDFMA

ESF 11 – FOOD & WATER

Primary Agency: Recreation Department

Support Agencies: Town Manager
School Superintendent
Finance Department
Health Officer

I. Introduction

A. Purpose

The purpose of ESF-Food and Water is to identify, secure or prepare for distribution, and arrange for transportation of safe food to affected areas in response to a disaster.

B. Scope

Activities will be undertaken to: identify authorized food assistance needs; obtain appropriate and safe food supplies; arrange transportation of supplies to designated sites; and/or assist in authorization of emergency food stamp assistance.

II. Concept of Operations

A. General

This ESF will coordinate food and potable water supplied to designated sites and coordinate such activities through ESF-Mass Care and Shelter with the American Red Cross (ARC) or other facility managers regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.

B. Notification and Activation

Upon notification of an emergency or impending incident, the EMD would request activation of this ESF.

The EMD will implement existing operating procedures, mutual aid agreements, and notifications as outlined within existing protocols.

Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

C. Emergency Response Actions

Activities of this ESF will commence once impacted areas exceed feeding capabilities and have requested assistance.

- The EMD will locate at the local EOC as soon as possible after notifications.
- The EMD will ensure that communications interoperability is established and maintained with local command and control, primary and support agencies.
- Determine initial and ongoing activities through established intelligence gathering procedures.
- Determine and resolve issues regarding resource shortages and bottlenecks, interagency conflicts, and policy matters as necessary.
- Maintain complete log of activities taken, resources ordered, records and reports.

D. Recovery Actions

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

E. Deactivation

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

III. Roles and Responsibilities**The Recreation Department will:**

- Maintain records of the cost of supplies, resources, and employee hours needed to respond to the disaster.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report:
 1. Number of people and meals served
 2. Number of food vouchers distributed to disaster victims
 3. Status of feeding operations
 4. Unmet needs (staff, equipment, etc)
 5. Staffing and resource capabilities and shortfalls.
 6. Dietary needs
 7. Source of food
 8. Coordinate with ESF-Health & Medical Services, the health and safety of response personnel
- Coordinate feeding operations with the American Red Cross.
- Coordinate provision and distribution of food and potable water and the provision of transportation to distribute food stocks.
- Coordinate with ESF-Mass Care and Shelter and ESF-Volunteers and Donations, to determine the food need of the affected population(s).
- Develop a course of action that will ensure timely distribution of food.
- Coordinate food and potable water supplied to designated sites and coordinate such activities through ESF-Mass Care and Shelter with the ARC or other facility managers regarding special nutritional requirements, food safety, and the issuance of disaster food stamps.

The Town Manager will:

- Assist the EMD with the distribution of food.
- Coordinate provision and distribution of food and potable water and the provision of transportation to distribute food stocks.

The Health Officer will:

- Monitor food and water safety at shelters.

The School Superintendent will:

- Provide assistance in the implementation of this ESF 11 – Food & Water.

The Finance Department will:

- Provide financial assistance under the direction of the Board of Selectmen.

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

None

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

None

ESF 12 – ENERGY

Primary Agency: Emergency Management Director

Support Agencies: Town Manager
Fire Department/EMS
Public Works 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 provision of emergency power and fuel to support the immediate response activities with the disaster area as well as providing power and fuel to normalize community functions.

II. Concept of Operations**A. General**

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

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

B. Notification and Activation

Upon determination by the EMD of an impending or actual incident posing a significant threat to the Town of Jaffrey, the EMD will request agency representatives to activate from the EOC. Upon activation, the EMD will implement existing operating procedures and support agency notification as outlined in existing protocols.

C. Emergency Response Actions

The following should be considered for emergency response:

- Determine the energy status of affected areas.
- Use information available to determine the possible energy needs for response.
- Receive and assess requests for energy assistance from affected areas.
- Provide accurate assessment of energy supplies, demands, and requirements for repair and restorations of energy systems to local EOC staff.

D. Recovery Actions

Recovery actions will begin at the discretion of the EMD. Though two separate sequence frames, it is not expected that the recovery actions for this ESF will differ from the emergency response actions.

E. Deactivation

Deactivation of this ESF will occur when all major energy related issues are resolved. Minor energy related issues may be relinquished to other operational ESFs to complete deactivation.

III. Roles and Responsibilities

The Emergency Management Director will:

- Provide direction and control of the EOC in the implementation of this ESF.
- Determine the possible energy needs for emergency responders.
- Prioritize resource request and allocations, as needed.
- Assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration.
- Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.
- Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report (SITREP).
 1. Status of energy systems
 2. Status of Critical Facilities
 3. Areas without energy
 4. Unmet needs (staff, equipment, etc)
 5. Staffing and resource capabilities and shortfalls.
 6. Coordinate with ESF-Health & Medical Services the health and safety of response personnel

The Town Manager will:

- Provide support to the EOC in the implementation of this ESF – 12 - Energy.

The Fire Department/EMS will:

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

The Public Works Department will:

- Provide a coordinated response in the restoration of energy services in an emergency/disaster area in order to save lives and protect health, safety and property, and to carry out other emergency response functions.
- Provide assistance to energy suppliers in obtaining equipment, specialized personnel and transportation to repair or restore energy systems.

IV. References

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

ESF 13 – LAW ENFORCEMENT & SECURITY

Primary Agency: Police Department

Support Agencies: Fire Department/EMS
Public Works Department

I. Introduction**A. Purpose**

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

B. Scope

The scope of this ESF shall include police actions to minimize the adverse impact upon a disaster area. The aid may include manpower, equipment and/or technical expertise; and in cooperation with local authorities, designed to assure the continuity of law enforcement.

II. Situation and Planning Assumptions**Situation**

The Police Department has 11 law enforcement employees. The Police Chief serves full-time and is the operational and administrative head of the department. It is as well-equipped as any community of comparable size.

The Police Department has Standard Operating Procedures (SOPs) for normal operations in all areas of law enforcement and it may give mutual aid assistance to neighboring communities or receive assistance from those communities, the Cheshire County Sheriff's Department and/or New Hampshire State Police. The Police Station has emergency back-up power.

In a major emergency the Police Department would need additional personnel and equipment to perform its assigned tasks. If mutual aid assistance is unavailable or severely limited due to the nature and size of the emergency, then expedient alternatives need to be developed.

III. Concept of Operations**A. General**

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

B. Notification and Activation

Under normal conditions, the Police Department will function under regular department standard operating procedures/guidelines.

Upon notification of an impending emergency, the Police Chief or his designee may authorize the following functions:

- Begin call-up of off-duty police personnel
- Notify the Board of Selectmen and the Emergency Management Director of the state of readiness and request outside assistance, if necessary
- Report to the EOC when directed by the Emergency Management Director
- Disburse personnel and equipment to strategic locations or in concert with EOC decisions.
- Assist the Fire Department/EMS in emergency public warning procedures as outlined in ESF-Communications & Alerting.

- Coordinate the establishing and manning of traffic control points with the Police and Fire Departments.
- Maintain this ESF in an up-to-date condition.

C. Emergency Response Actions

Immediate actions upon activation include but are not limited to:

- Establishing necessary communications with field operations.
- Assessing of overall law enforcement needs and response capabilities.
- Managing and coordinating the Town of Jaffrey's law enforcement requirements in support of the incident/emergency.
- Providing additional support capabilities, as required.

D. Recovery Actions

Recovery efforts will require the coordination of security in the affected area(s), traffic and control point(s) implementation, aircraft transportation, and mobilization and demobilization of resources, manpower, and equipment.

E. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD and as recommended by this ESF. Deactivation of this ESF would occur when the following conditions are met:

- a. Law enforcement and security needs return to being fully met by the affected primary jurisdictions.
- b. Activated resources (i.e., compacts, National Guard personnel, etc.) have been released to normal duty by the primary jurisdiction.

IV. Roles and Responsibilities

The Police Department will:

- Provide necessary law enforcement services.
- Provide emergency crowd and traffic control.
- Provide security in damaged and/or evacuated areas.
- Assist in public warning and alerting procedures.
- Assign personnel and equipment to the appropriate host area to augment law enforcement capabilities.
- Provide and issue appropriate identification for emergency services personnel, essential workers and vehicles.
- Perform such other emergency functions for the safety of people and the protection of property as deemed necessary by the Board of Selectmen (Chief Executive).

The Fire Department will:

- Provide operational support and resources, where appropriate, in support of the management of ESF 5 – Law Enforcement.

The Public Works Department will:

- Assist in the implementation of ESF 13 – Law Enforcement.

References

Standard Operating Procedures/Guides (SOPs/SOGs)

The Police Department has Standard Operating Procedures located at the Police Department.

❑ ***Interagency Agreements/Compacts/Mutual Aid Agreements***

The Jaffrey Police Department maintains Mutual Aid Agreements with Fitzwilliam, Dublin, Keene, Marlborough, New Ipswich, Peterborough, Rindge, Troy, and Cheshire County.

ESF 14 – PUBLIC INFORMATION

Primary Agencies: Board of Selectmen
Town Manager

Support Agencies: Emergency Management Director
School Superintendent

I. Introduction**A. Purpose**

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

B. Scope

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

II. Situation and Planning Assumptions**A. Situation****Emergency/Disaster Conditions and Hazards:**

- An emergency or disaster may cause extensive damage to life and property. Communications and transportation access will likely be disrupted or destroyed. Preservation of life and property may hinge on instructions and directions given by authorized officials.
- A terrorist attack would quickly result in Federal agencies, particularly the Federal Bureau of Investigation (FBI), assuming command of the incident. To facilitate the release of information, the FBI may elect to establish a Joint Information Center (JIC) composed of representatives from Federal, State, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism may cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

Means of Dissemination:

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

- Television
- Radio
- Cable TV
- Newspaper
- Specially printed materials
- TDD/TTY via 911
- Rumor Control / Citizen Information Center
- Hot Lines
- Code RED

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

Audience:

The target audience for emergency public information messages consists of people directly affected by the emergency. First priority should be given to providing information needed immediately for the protection of life and property, such as evacuation routes and sources of emergency assistance. But more general information regarding what is going on and what is being done to remedy the situation also needs to be provided to the public via the news media. Major disasters and terrorist events are automatically major news stories and arrangements must be made to accommodate extensive media coverage.

B. Planning Assumptions

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

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

III. Concept of Operations

A. General

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

B. Information and Support Structure

Local Information Support Structure:

The EMD, Fire or Police will activate Code RED. However, the governor and NH Homeland Security Emergency Management will provide the lead in issuing emergency information. Local media resources are listed in Appendix C.

Regional Support Structure

During a public health emergency the Regional Multi-Agency Coordination Entity will establish a regional Joint Information Center to release public health related information in a consistent manner.

State Information Support Structure:

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

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

Federal Information Support Structure:

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

C. Notification and Activation

- In response to an event that would require the activation of the local EOC, the EMD would initiate notification.
- Upon activation, the ESF representatives will implement existing operating procedures and support agency notifications as outlined in existing protocols.
- Deployment of personnel and resources will take place within the framework of the EOC direction and control decision-making process.

IV. Roles and Responsibilities**The Board of Selectmen will:**

- Act as the primary contact person for the media unless he/she designates someone else to disseminate emergency information and instructions to the public.
- Authorize the activation of the local warning systems.

The Town Manager will:

- Coordinate with EMD and EOC staff prior to release of public information.
- Arrange regular media briefings.
- Prepare news releases.

The Emergency Management Director will:

- Gather and analyze all public information and instructions and provide to the Town Administrator.
- Establish an emergency media center, if necessary.
- Establish a rumor control system.

The Superintendent will:

- Assist in the implementation of this ESF 14 – Public Information.

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

None

B. Interagency Agreements/Compacts/Mutual Aid Agreements

None

ESF 15 – VOLUNTEERS & DONATIONS

Primary Agency: Recreation Department

Support Agencies: Emergency Management Director
Finance Department
Health Officer
Welfare Administrator

I. Introduction**A. Purpose**

To provide facilitated delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

B. Scope

This Emergency Support Function (ESF) provides for the coordination of volunteer efforts and assures expeditious delivery of donated goods. This ESF is composed of agencies with major roles in the coordination of volunteer and donation efforts.

II. Concept of Operations**A. General**

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

B. Notification and Activation

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

C. Emergency Response Actions

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

D. Recovery Actions

- Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate volunteer and donation needs. Those requirements would include but are not limited to personnel and donated items.
- Coordination with ESF-Resource Support may also be necessary to establish warehousing and other requirements.

- Coordination with ESF-Law Enforcement and Security may also be needed to provide for security and safety requirements.

E. Deactivation

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

III. Roles and Responsibilities

The Recreation Department will:

- Notify all ESF-15 supporting agencies upon activation
- Coordinate the provisioning and operation of a Donated Goods and Volunteer Services Call Center.
- Coordinate with Town Attorney on matters of legality and fraud in acceptance of donated goods and services.
- Develop procedures to distribute and dispose of remaining donated goods.
- Identify prospective staging areas and warehouses available for lease before an event occurs.
- Coordinate with ESF-14, Public Information for the dissemination of information regarding disaster needs to the public.
- Coordinate with ESF-1, Transportation for the following:
 1. Provision of additional transportation resources in support of ESF-15 operations.
 2. Identification or creation of alternate access routes to affected areas, as needed.
- Establish and maintain a system for credentialing of volunteers.
- Collect and maintain the following ESF status information and coordinate with ESF-5, Information and Planning to ensure inclusion into the Situation Report (SITREP):
 1. Number of Volunteers, Registered, Referred, and/or Deployed.
 2. Type, Value, and Amount of Goods and Services Donated.
 3. Staffing and resource shortfalls.
 4. Major ESF-15 issues/activities.
 5. Unmet needs of disaster victims.

The Emergency Management Director will:

- Coordinate with the Board of Selectmen to request/delegate volunteer resources in the event of a disaster.
- Identify prospective staging areas and warehouses available for lease before an event occurs.
- Coordinate with ESF 11 – Food & Water to ensure the safety and sanitation of donated food items. This involves, if necessary, the recall and embargo of tainted or unsanitary food items.

The Finance, Health Officer and Welfare Administrator will:

- Assist the EMD in the implementation of ESF15 - Volunteers & Donations.

IV. References

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

None

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

None

ESF 16 – ANIMAL HEALTH

Primary Agency: Health Officer

Support Agencies: Board of Selectmen
Police Department

I. Introduction**A. Purpose**

Establish procedures to create an Animal Response Team, which will coordinate volunteer groups, mutual aid, emergency responders, and veterinary medical personnel to respond to the needs of animals affected by disasters. The Animal Response Team provides:

- 1) The coordination of local resources, emergency collection, veterinary triage and supportive care to animals during and after a disaster, prior to activating additional services and personnel.
- 2) A coordinated response in the management and containment of a communicable disease resulting in an animal health emergency affecting the health, welfare and safety of wildlife, livestock, and citizens.

B. Scope

Emergency Support Function-Animal Health provides the framework for managing and coordinating the activities and resources required to affect the rapid containment of any reportable and/or communicable disease that poses a significant threat to the health and welfare of animals and people. This will include pets (domestic and exotics), wildlife, and livestock.

This Emergency Support Function will also provide for the overall management, coordination, and prioritization of statewide resources that support pet, farm, and wild animal needs in the event of an emergency or disaster. This ESF does not address animal rescue, only matters of shelter, health care and transportation.

II. Concept of Operations**A. General**

The Health Officer will coordinate pet sheltering services. Means of support shall include procuring private pet shelter facilities and other outside vendors. If available, the town could also request support from the Disaster Animal Response Team (DART) from the State EOC. DART is a fully equipped team with trained personnel and all of the necessary equipment and administrative support to operate a local pet shelter in a local facility.

B. Notification and Activation

The Police Department will activate this Emergency Support Function through the Emergency Management Director.

C. Emergency Response Actions**Preparedness:**

- a. Develop a pet shelter operations plan.
- b. Organize resources (i.e. crates, forms, locations for food donations).
- c. Identify means of transportation for large and small animals.

- d. Maintain lists of volunteers, skills, vehicles, and equipment.
- e. Educate animal owners on how to prepare themselves and their household pets for a disaster situation.

Response:

- a. Providing emergency shelter for disaster victims and their household pets.
- b. Request NH DART to provide personnel and equipment to help manage temporary emergency household pet shelter.
- c. Accommodate for service animals in the human population shelter.
- d. Reach out to regional shelters in Lebanon and New London for status on pet friendly shelters.
- e. Coordinate with local pet shelters and veterinarians for support in this ESF

D. Recovery Actions

Once recovery efforts have been initiated, this Emergency Support Function will assist, coordinate, and facilitate the operational needs required for site remediation and restoration, as needed.

E. Deactivation

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

III. Roles and Responsibilities**The Health Officer will:**

- Coordinate shelter operations for pets and livestock.
- Coordinate with Health Officer regarding issues such as, public health and safety issues that may arise from a zoonotic disease, obtaining additional medical supplies, critical incident stress management, etc., as needed.
- Coordinate with Emergency Support Function -Health and Medical Services and Public Information Officer for the release of public information regarding animal health issues.
- Coordinate with the Highway Department to assist in the disposal of animal carcasses and site remediation.

The Board of Selectmen will:

- Delegate to primary ESF agency the authority for emergency acquisitions.
- Provide liaison between State and Federal Government.

The Police Department will:

- Coordinate shelter operations for pets and livestock.
- Coordinate with Health Officer regarding issues such as, public health and safety issues that may arise from a zoonotic disease, obtaining additional medical supplies, critical incident stress management, etc., as needed.
- Coordinate with Emergency Support Function -Health and Medical Services and Public Information Officer for the release of public information regarding animal health issues.
- Coordinate with the Public Works Department to assist in the disposal of animal carcasses and site remediation.
- Notify State EOC of pet shelter facility.

IV. References

- A. *Interagency Agreements/Compacts/Mutual Aid Agreements***
None