Town of Sandisfield

Comprehensive Emergency Management Plan

SANDISFIELD

PARTICIPANTS

The following Sandisfield officials have participated in the development or review of this CEM Plan:

Chairman Board of Selectmen
Emergency Management Director
Police Chief
Fire Chief
DPW Superintendent

STATE PARTICIPANTS

Argeo Paul Cellucci, Governor
Commonwealth of Massachusetts

The following Massachusetts Emergency Management Agency, (MEMA) officials took part in the development of this plan:

Peter LaPorte
Director
Massachusetts Emergency
Management Agency

Michael Philbin
Director of Planning
Massachusetts Emergency
Management Agency

John Pappas, Director, MEMA Area III

Bruce Augusti, Sector Director, MEMA Area III

(OFFICIAL LETTERHEAD)

To All Recipients:

Transmitted herewith is the revised Emergency Management Plan for Sandisfield. This plan supersedes any previous plans promulgated for this purpose. It provides a framework wherein the community can plan and perform their respective emergency functions during a disaster or emergency situation on the local, state or national level.

This Comprehensive Emergency Management Plan combines the four phases of emergency management:

1. Mitigation:

   Those activities which eliminate or reduce the probability of disaster;

2. Preparedness:

   Those activities which governments, organizations, and individuals develop to save lives and minimize damage;

3. Response:

   Those activities which prevent loss of lives and property and provide emergency assistance; and

4. Recovery:

   Those short and long term activities which return all systems to normal or improved standards.

This plan is written in accordance with existing federal, state and local statutes and understandings of the various departments involved. It will be revised and updated as required. All recipients are requested to advise the Sandisfield Emergency Management Director of recommendations for improvement.

All Department Heads assigned a responsibility under this plan are hereby directed to develop detailed implementing procedures for each department, describing how response functions will be carried out.

_____
CHAIRMAN BOARD OF SELECTMEN

_____
DATE

DISTRIBUTION OF PLAN

NAME OF RECIPIENT

Chairman Board of Selectmen

Emergency Management Director

Police Chief

Fire Chief

DPW Superintendent

RECORD OF CHANGES		

LIST OF EFFECTIVE PAGES

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FOREWORD

The Sandisfield Emergency Management Office is charged with the responsibility to develop and implement Comprehensive Emergency Management (CEM). The heaviest emphasis in the past was on preparedness and response to all risks: man-caused emergencies and natural disasters. Equal emphasis is now placed on mitigation and recovery to complete the four phases of CEM.

This plan addresses emergency situations in which the actions of many different agencies must be coordinated. This major coordination effort differs from those emergencies handled on a daily basis by local fire, law enforcement, and medical services personnel.

Emergency response Standard Operating Procedures (SOP's) for local emergency response personnel should be developed based on responsibilities assigned in their plan. These SOP's will be maintained separately from this plan as supporting documents.

Information concerning telephone contacts, equipment inventories, resources, facilities, and support forms supporting the CEM Plan and SOP's is contained in the Resource Manual. The Resource Manual is maintained as a separate support document.

COMMONWEALTH OF MASSACHUSETTS COMPREHENSIVE
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PART ONE

1.1 PURPOSE

The Sandisfield Comprehensive Emergency Management Plan outlines an emergency management program for planning and response to potential emergency or disaster situations. It assigns responsibilities and functions which will provide for the safety and welfare of its citizens against the threat of natural, technological, and national security emergencies and disasters. The plan addresses the mitigation, preparedness, response and recovery aspects of emergency management organizations, programs, protective actions, and specific hazards.

1.2 AUTHORITIES AND REFERENCES

Provision for local emergency powers are found in the Massachusetts General Laws and other state and federal laws...specifically:

- Civil Defense Acts of 1950, (PL 81-920) as amended
- Massachusetts Chapter 639 of the Acts of 1950, Chapter 33 as amended (basic Civil Defense/Emergency Management legislation)
- Interstate Civil Defense Compact of 1951 (with abutting states)
- The Disaster Relief Act of 1974, (PL 93-288) as amended by Public Law 100-707, The Robert T. Stafford Act of 1988.
- PL 99-499, Title III, SARA (Superfund Amendment and Reauthorization Act)
- PL 4, 58th Congress (Red Cross)
- PL 84-99 (Federal Insurance Administration PL 93-234 National Flood Insurance)
- Massachusetts Flood Relief Board Section 4 of General Laws Chapter 698 & 699 of Acts of 1955
- General Laws Chapter 131, Section 40 (Wetlands Protection Act)

Executive Orders are authorized by the Massachusetts Civil Defense Act. They are permanent in nature and prescribe consequences for violation:

- Executive Order #144 and #34 (Civil Defense/Emergency Management Organization)
- Executive Order #27 (Emergency Command of Resources)
- Executive Order #221 and #40 (Fire Mobilization)
- Executive Order #46 (Resources Mobilization Planning)
- Executive Order # 242, June 28, 1984 (Comprehensive All-Hazard Emergency Planning)

Administrative Orders are authorized by the Massachusetts Civil Defense Act and have the same force and effect as Executive Orders. They are generally concerned with Civil Defense/Emergency Management Organizations or State Officials:

- Administrative Order #10 (Civil Defense Supplies and Equipment)
- Administrative Order #14 to #23 (State Agency Responsibilities)

1.3 SITUATION

SANDISFIELD RISK ANALYSIS SUMMARY

Local Sandisfield officials judge the town to be at high risk for blizzards and other types of severe winter storms and for the power outages which often accompany them. Because the town is rural in nature and contains a vast amount of wooded land, the risk for forest fire is also high. Traffic along Rtes 8 & 57 put the town at moderately high risk for hazmat-related highway accidents. Like the rest of Massachusetts, Sandisfield is at moderate risk for earthquake occurrence and impact. Within the town there are four medium or high hazard dams creating a moderate risk for dam failure. The fact that approximately 25% of the land in Sandisfield is low lying supports a moderate hazard rating for flooding. Based on past history, local officials also assign a moderate risk rating for drought/water shortage, and water contamination. In the past, hurricanes have affected the town to the degree to be rated a moderate risk. The town's location in a part of the state that has experienced several tornadoes over the years puts it at moderate to high risk for tornado occurrence. Local

officials assign a moderate risk rating for major highway accidents not involving hazardous materials. Sandisfield is at low risk for fixed-site hazmat accidents, air crash, water-related transportation accidents, nuclear incidents, rioting, terrorism, urban fire, and at no risk for rail line accidents.

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1.4 ASSUMPTIONS

The responsibilities of specific local managers/directors and departments in most Massachusetts communities are similar or identical to those listed on the following pages. Each emergency response organization is responsible for certain mitigation, preparedness, response, and recovery activities.

MITIGATION activities are those which eliminate or reduce the probability of a disaster occurring, and also those short or long-term activities which lessen the undesirable effects of unavoidable disasters.

PREPAREDNESS activities develop, prepare, and pre-place all resources and capabilities needed in the event of an emergency.

RESPONSE is the actual provision of emergency resources and services during a disaster.

RECOVERY activities seek to restore the vital services to the community, and to provide for the basic needs of the public. Recovery also involves long-term processes to restore the community to its pre-disaster status, and to institute mitigation measures against future emergencies and disasters.

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1.5 CONCEPT OF OPERATIONS

It is the responsibility of government to develop comprehensive emergency management in order to protect life and property from the effects of both natural and technological hazards. Local government has the primary responsibility for emergency management activities. In situations where emergency response exceeds the local capability, assistance may be requested from the Massachusetts Emergency Management Agency, (MEMA). Federal assistance may be requested by MEMA to supplement state response, and where resources are inadequate.

This plan is based upon the concept that emergency functions will generally parallel the day to day functions of the groups involved in emergency management. To the extent possible, the same personnel, equipment, and material resources will be employed in emergency response functions.

In keeping with this goal, this plan will describe actions to be taken by emergency response organizations to mitigate against, prepare for, respond to, and assist with the recovery from emergencies and disasters affecting Sandisfield. It will also assign responsibilities for each group, define authority, and describe response actions for hazards to which Sandisfield is vulnerable.

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1.6 CONTINUITY OF GOVERNMENT

In an emergency and disaster situation, it is essential that government at all levels and staff in all departments be maintained. A duly authorized person must be designated to step in and operate the government and other departments when the person in charge is not able to do so. Refer to the Resource Manual, Resources/Personnel for line of succession.

1.7 PRESERVATION OF VITAL RECORDS

In order to provide normal government operations following a disaster, vital records must be protected. Refer to Resource Manual for Sandisfield's vital records.

1.8 ADMINISTRATION AND LOGISTICS

Other policies and practices concerning the carrying out of emergency management activities are as follows:

A. Agreements and Understanding

Should local government resources prove to be inadequate during an emergency, requests for assistance will be made to other local communities and higher levels of government in accordance with mutual aid agreements. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing wherever possible. Refer to Resource Manual for Mutual Aid Listing.

B. Reports and Records

Required reports will be submitted to the appropriate authorities by designated department personnel. All records of emergency management activities will be maintained at the local Emergency Operating Center. A Daily Staff Journal Log for overall emergency response actions, and department representative Chronological Log should be maintained. Refer to the Resource Manual for these Logs.

C. Relief Assistance

All individual relief assistance will be provided in accordance with State and Federal laws. If disaster assistance activities are to be carried out by contract or agreement with private organizations or individuals, preference will be given to the extent feasible and

practicable to those organizations and individuals residing or doing business primarily in the areas affected.

D. Consumer Protection

Consumer complaints pertaining to alleged unfair illegal business practices will be referred to the State Attorney General's Office.

E. Non-Discrimination

There will be no discrimination on grounds of race, color, religion, nationality, gender, sexual preference, age, or economic status in the execution of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

F. Insurance Claims

Insurance claims are normally handled on a routine basis by commercial insurance companies and adjustment agencies. Complaints should be referred to the Massachusetts Insurance Commissioner.

G. Duplication of Benefits

No person, business, concern or any other entity will receive assistance with respect to any loss for which he had received financial assistance under any other program or for which he has received insurance or other compensation.

1.9 PLAN DEVELOPMENT AND MAINTENANCE

All departments will be responsible for the development and maintenance of their respective sections of this Plan. This maintenance includes annual reviewing and updating as necessary taking into account changes identified by tests, drills, and exercises.

This Plan is structured in five parts. Part I deals with the Basic Plan. Part II deals with Emergency Response Organizations. Part III deals with Emergency Management Processes and Protective Procedures. Part IV deals with specific Hazards/Emergencies/Disasters. Part V deals with Hazardous Materials.

PART TWO

2.1 EMERGENCY MANAGEMENT RESPONSE ORGANIZATIONS

Part II of this plan sets forth descriptions of the purpose, activities, and responsibilities of emergency organizations based in Sandisfield, and other organizations which provide some type of disaster response. The emergency functions for these organizations will generally parallel, and be an extension and enlargement of, their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Those day to day functions which do not contribute directly to the emergency operation may be suspended for the duration of the emergency. Efforts normally required for those functions will be redirected to the accomplishment of emergency tasks by the organization concerned. These organizations are the local emergency management organization, along with overall local government services including, but not necessarily limited to, police, fire, public works, health/medical services, communications networks, radiological protection services, incident command post, area Red Cross and other service and volunteer organizations, school department, town/city planning departments, local assessor, and animal control organization.

Lists, charts, and other information pertinent to, and/or required for, each organization's optimal management of emergency/disaster situations can be found following the sections defining specific department responsibilities, or in the Resource Manual.

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2.2 DIRECTION AND CONTROL

The Chairman Board of Selectmen is responsible for actions performed on the behalf of the community, including delivery of emergency response activities by community officials and departments.

The Chairman Board of Selectmen is required by law to appoint an Emergency Management Director who is responsible for coordinating the emergency management program. The Emergency Management Director advises the Board of Selectmen on matters concerning the emergency management program. During emergency operations, the Emergency Management Director is responsible for the proper functioning of the Emergency Operations Center, (EOC) and coordination of emergency response by the community. The Emergency Management Director is also liaison with other communities, State and Federal agencies.

Specific persons and departments are responsible for fulfilling their obligations as presented in this Plan. Department heads will retain control over their subordinates and equipment. Each department will have its own standard operating procedures for response operations. In certain emergency situations a department representative may be required to staff the EOC.

During emergency operations, the EOC staff is organized into four primary functional groups:

a. Executive Group

Composed of the Chairman, Board of Selectmen and designees. The Executive Group is responsible for major decision making, policy issues, and overall management of emergency operations.

b. Operations Group

The Operations Group consists of the Emergency Management Director and staff, and department representatives assigned to coordinate activities with the EOC.

c. Communications Group

The Communications Officer coordinates all communications supporting emergency response activities.

d. Damage Assessment and Assistance Group

Department heads or designees working with the Emergency Management Director are responsible for analysis of disaster related damage and coordination of damage assessment and assistance programs.

Sandisfield's Primary EOC is located at the Fire Station #2, 207 Sandisfield Road, and the Alternate EOC is located at the Fire Station #1, 79 South Main Street. The location and capabilities of the EOC are shown on the following pages. Refer to the Resource Manual for EOC additional requirements list, and forms used at the EOC.

2.3 INCIDENT COMMAND INFORMATION

This plan recognizes the role of the Incident Command System for managing emergency response resources.

The function of the Incident Commander is to provide overall management at the incident site, including public safety and public information actions. The Incident Commander directs, controls, and orders resources including personnel and equipment. When more than one scene is involved, the Incident Commanders coordinate activities with the EOC. The Incident Commander will develop a management structure based on the needs of the incident. As incidents grow in size and complexity, the management structure grows accordingly.

FIGURE 1.1

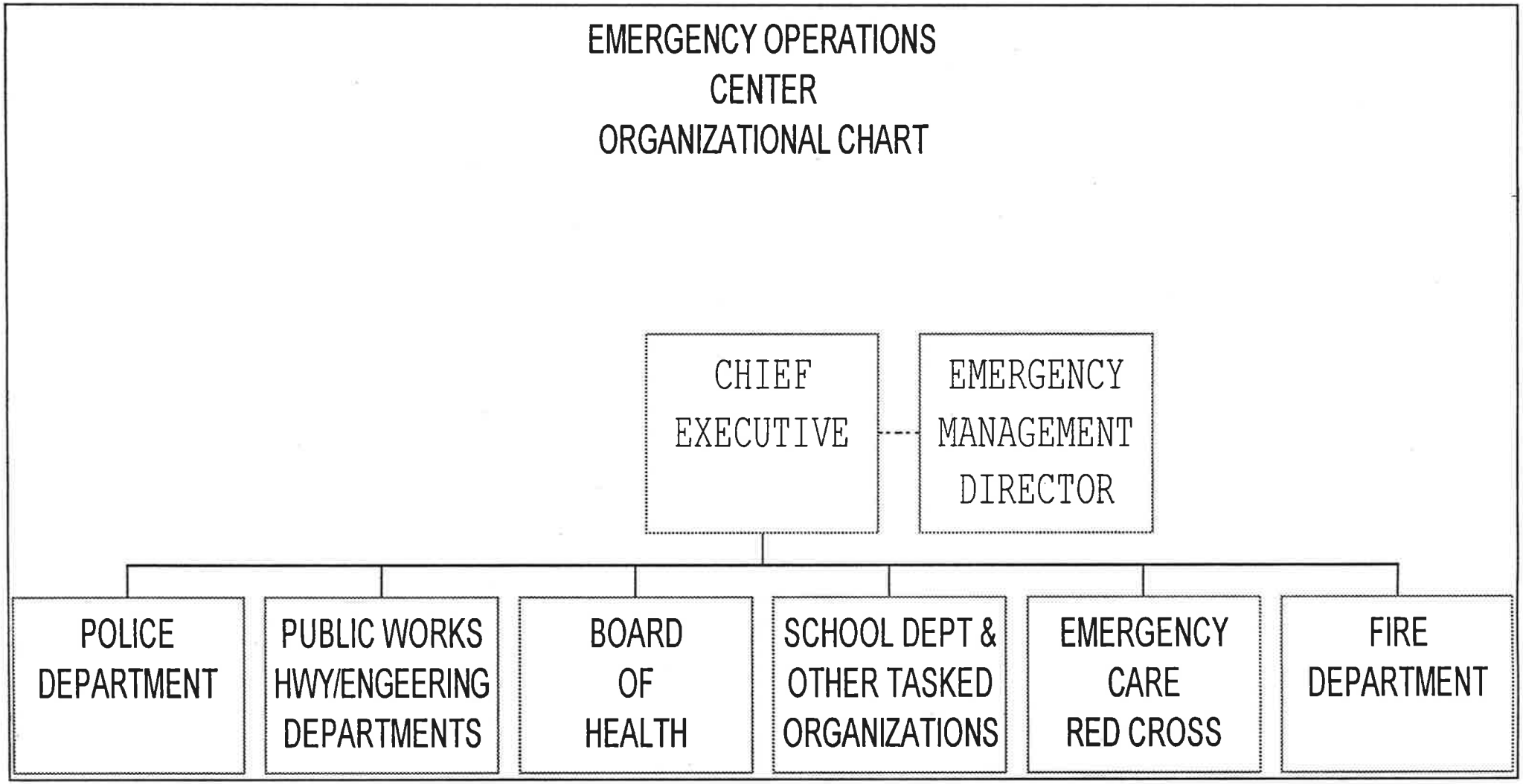
EMERGENCY OPERATIONS
CENTER
ORGANIZATIONAL CHART
CHIEF
EXECUTIVE
EMERGENCY
MANAGEMENT
DIRECTOR
POLICE
DEPARTMENT
PUBLIC WORKS
HWY/ENGEERING
DEPARTMENTS
BOARD
OF
HEALTH
SCHOOL DEPT &
OTHER TASKED
ORGANIZATIONS
EMERGENCY
CARE
RED CROSS
FIRE
DEPARTMENT

FIGURE 1.2
MAP OF EOC

PRIMARY EOC: P ALTERNATE EOC: A

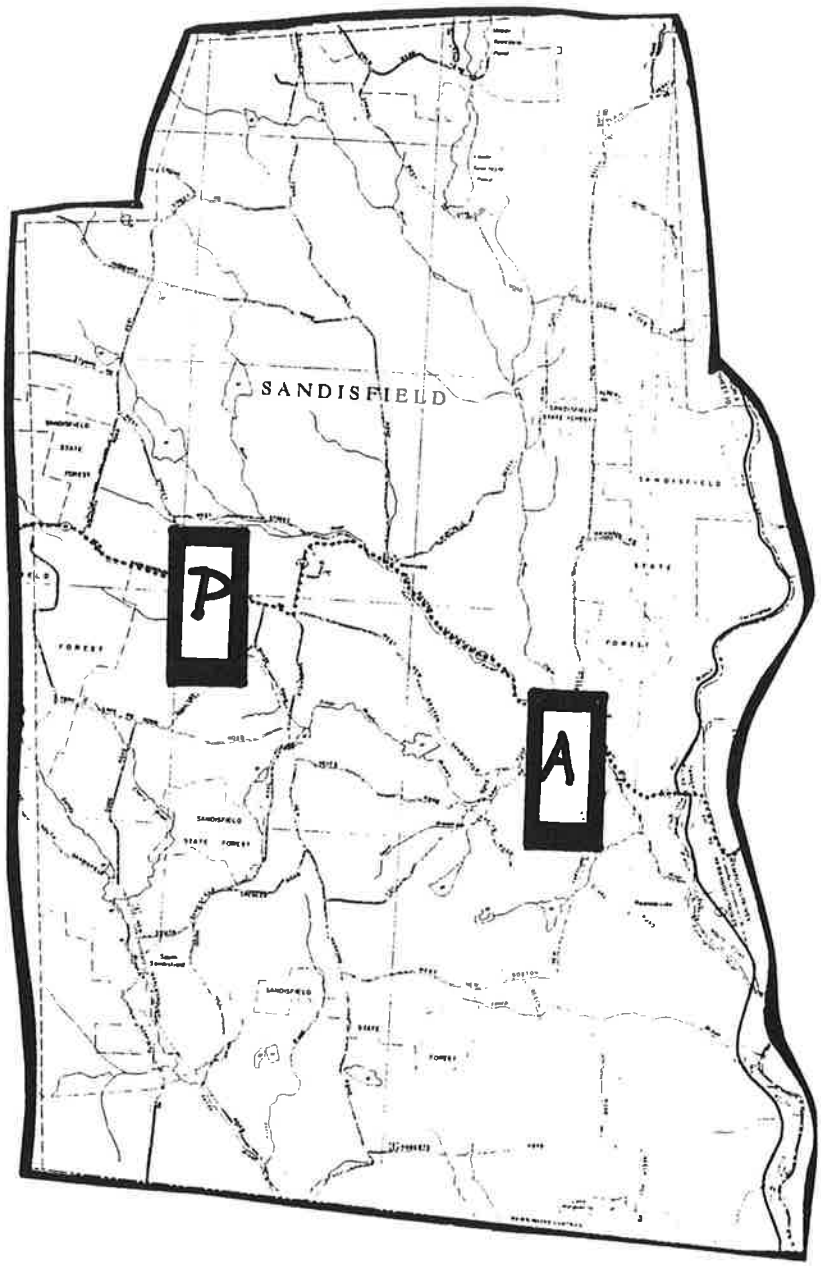

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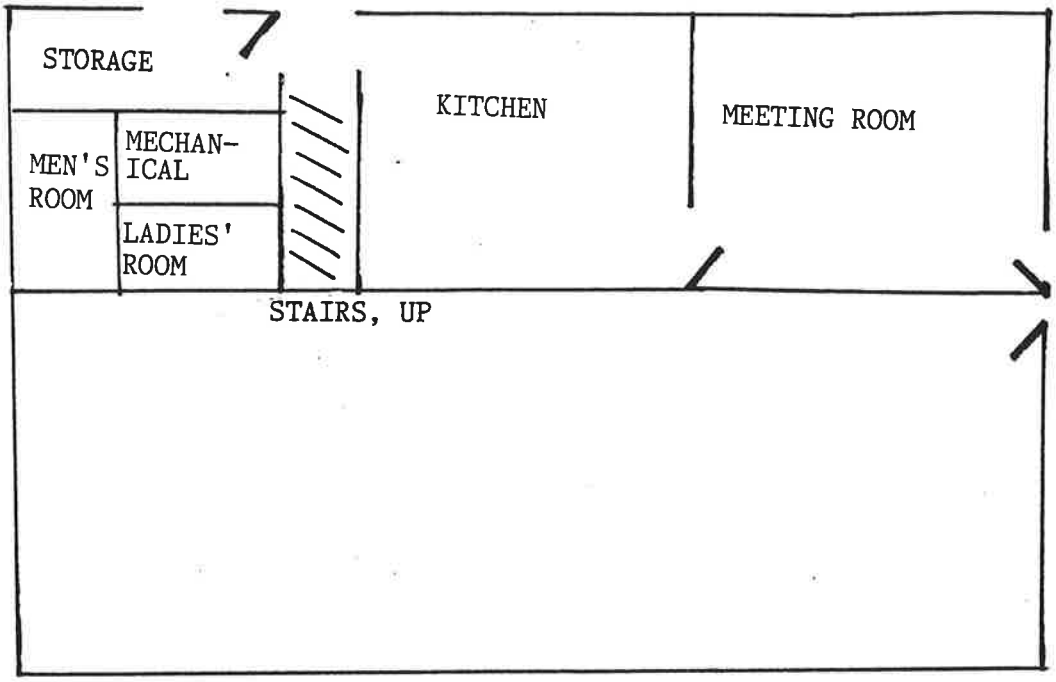
FIGURE 1.3
EOC FLOOR PLAN DIAGRAM
FIRE STATION #2

GROUND FLOOR



SECOND FLOOR

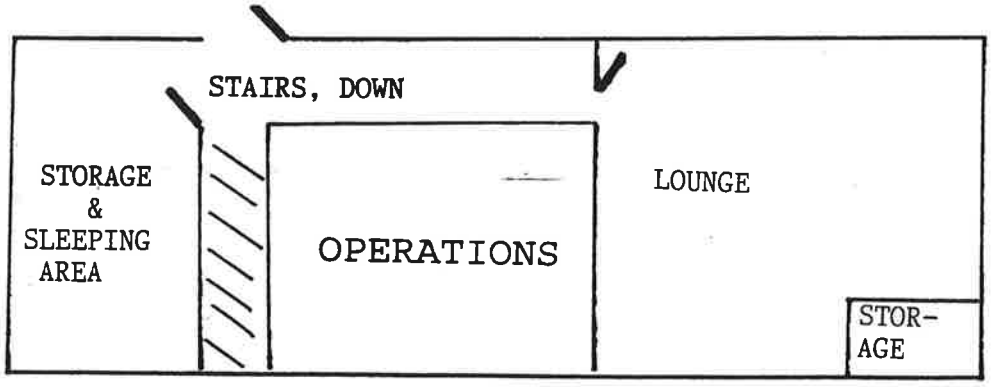


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TABLE 1.1

EOC CAPABILITIES CHECKLIST

	PRIMARY EOC	SECONDARY EOC
Is EOC in a basement?	no	no
Is there a generator?	yes	no
How many days fuel supply?	5 days	
Are RADEF kits at EOC? If not, where are they stored?	no	no
Do you have radio communications:		
with Fire Department?	yes	yes
with Police Department?	yes	yes
with Ambulance?	yes	yes
with DPW?	no	no
with MEMA Area Office?	no	no
with Amateur Band Radio?	no	no
Do you have warning systems?	yes	yes
What type? (Sirens, bullhorn/loud-speaker, door-to-door, cable TV, etc)	Bullhorns/ Loudspeakers, Door-to-door	
What is the % of coverage?	100%	100%
Are there wall charts in EOC?	yes	no
Do you have a media briefing room?	yes	no
Is there an alternate water supply?	yes	yes
Is there food stored at EOC?	yes	no
Number of days food supply?		
Is there written agreement for provision of food supply?	no	no
Is there written agreement for medical supplies?	yes	yes
Does EOC have a sleeping area?	yes	yes
What is the EOC Radiation Protection Factor or PF?	5	5

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TABLE 1.2
FUNCTION ASSIGNMENT TABLE

P = PRIMARY RESPONSIBILITY S = SECONDARY RESPONSIBILITY	EXECUTIVE CONTROL	POLICE SERVICE	FIRE & RESCUE SERVICE	HEALTH & MEDICAL SERVICE	RECEPTION CARE SERVICE	RESOURCE SERVICES
COMMUNICATIONS AND WARNING	P	S	S			
PUBLIC INFORMATION	PS	S	S			
MANPOWER RESOURCES	S				S	P
EQUIPMENT RESOURCES			S			P
DIRECTION AND CONTROL	S	P			S	
TRANSPORTATION FOR AUTOLESS	P	S				S
SHELTER ALLOCATIONS	S				P	S
HEALTH/MEDICAL CARE			S	P		
MEDICAL RESOURCES ALLOCATIONS				S		P
WATER SUPPLY	S					P
WASTE DISPOSAL				S		P
MORTUARY SERVICES				P		S
RECEPTION/REGISTRATION		S			P	
FIRE SUPPRESSION		S	P			
LAW ENFORCEMENT	S	P				
RADIOLOGICAL MONITORING		S	P	S		
FUEL ALLOCATION					S	P
WATER TESTING				P		S
RESOURCE CONSERVATION	P					S
DAMAGE ASSESSMENT	P					S

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2.4 HEAD OF GOVERNMENT

The ultimate responsibility for all emergency management is vested in the Chairman Board of Selectmen of Sandisfield. He/she is responsible for all policy level decisions, and during emergency operations will be available to handle non-routine problems. It is advised that the Chairman Board of Selectmen of Sandisfield assemble an executive group of key municipal officials to make major decisions regarding operations during the emergency/disaster.

In the event of an emergency/disaster situation, it is essential that government at all levels be maintained and that there be authorized persons to operate all of these government levels and departments. It is the responsibility of the Chairman Board of Selectmen to ensure, in the event that any department head is unable to perform his/her duties, that an approved line of succession be activated by which a duly authorized person is put in charge. It is ultimately incumbent upon the Chairman Board of Selectmen to assure that Sandisfield's vital records are maintained.

All required reports and records of emergency operations activities will be submitted to and received by the Chairman Board of Selectmen as well as other appropriate authorities.

2.5 RESPONSIBILITIES OF THE CHAIRMAN BOARD OF SELECTMEN

A. Mitigation

1. Develops/approves all emergency management-related policies and make all final decisions concerning Emergency Management actions. Refer to Resource Manual for additional requirements list.

2. Appoints a Public Information Officer.

3. Identifies by title or position individual responsible for serving as head of each Emergency Management function.

B. Preparedness

1. Approves all Emergency Management plans.

2. Designates 'media center' location.

3. Is ultimately responsible for the maintenance of all jurisdictional records. Refer to Resource Manual for vital records.

C. Response

1. Assumes responsibility for overall response operations.

2. Handles all non-routine problems during an emergency/disaster.

3. Is responsible for continuity of government activities.

4. Authorizes activation of EBS/EAS.

5. Authorizes issuance of evacuation instructions.

6. Issues order to open mass care facilities.

D. Recovery

1. Assumes responsibility for developing/approving all disaster recovery policy.

2. Authorizes mitigation strategy for recovery.

2.6 EMERGENCY MANAGEMENT DIRECTOR

The Emergency Management Director, (EMD) is appointed by the Chairman Board of Selectmen, has responsibility for coordinating the entire emergency management program including advising the Chairman Board of Selectmen on courses of action available for decision making. The Emergency Management Director is responsible for the development and maintenance of Sandisfield's Comprehensive Emergency Management Plan, and for relating its contents to those who are responsible for its implementation. He/she will do this by briefing appropriate officials concerning their role in emergency management. The Emergency Management Director will coordinate an annual review and revision by all officials involved and activate a test exercise of the Plan at least once a year to provide practical, controlled, operational experience to those who have EOC responsibilities.

During emergency situations the demand for services escalates, and decisions must be made to effectively utilize resources. Activation of the Emergency Operations Center (EOC) may be necessary to coordinate response activities. The EMD is responsible for coordinating response actions including operations of the EOC. Refer to map for locations of primary and alternate EOCs. Refer to Resource Manual for suggested forms and lists that are useful when organizing the EOC and during operations.

It is advised that the Emergency Management Director assemble an Operations Group for coordinating and carrying out emergency activities which will ensure the smooth running of the EOC. This group should consist of the Emergency Management Director and operations assignees.

Should there be a need during the disaster/emergency period for augmenting operations in Sandisfield, a request for state assistance may be made through the Massachusetts Emergency Management Agency.

2.7 RESPONSIBILITIES OF THE EMERGENCY MANAGEMENT DIRECTOR

A. Mitigation

1. Coordinates and carries out all Emergency Management activities in both emergency and non-emergency time periods ensuring smooth running of the department and the EOC.

2. Coordinates public emergency education/awareness.

3. Develops and maintains the local Comprehensive Emergency Management Plan. Refer to Resource Manual for Emergency Management organization/EOC additional requirements list and for suggested forms and lists to be used in the EOC.

B. Preparedness

1. Develops EOC procedures to assure activation on short notice and adequate staffing and communications capabilities including maintaining lists of resources and personnel to be notified when emergency situation occurs.

2. Oversees the planning and development of basic warning/notification functions.

3. Trains public officials and EOC personnel regarding EOC operations.

4. Ensures stocking and/or tracks availability of food, water, administrative supplies and other essential supplies and equipment for emergency operations.

5. Designates facilities to be used as EOC and alternate EOC.

6. Ensures that adequate resources are available at alternate EOC.

7. Consults with coordinators of all individual emergency functions to ensure readiness for the management of potential emergencies/disasters.

C. Response

1. Activates EOC and initiates response procedures and activities.

2. Coordinates all EOC activities, and emergency response activities of other agencies, and interfaces with the Incident Command System. The agencies and services coordinated through the EOC include: communications, public information, resource management, radiological monitoring activities. Refer to PART III of the plan for Protective Procedures such as evacuation and shelter, and PART IV of the plan for Hazard Specific response actions.

D. Recovery

1. Continues and phases out response operations as needed.

2. Initiates recovery activities including damage assessment, compilation of damage assessment data and applying for federal and state disaster relief funds. (In some cases a separate individual may be appointed by the Head of Government to be in charge of coordinating disaster relief applications). Refer to Massachusetts Emergency Management Agency's, "Disaster Assistance Program Guide", a manual of information and instructions on damage assessment and how to apply for state and federal disaster relief funds.

3. De-activates EOC.

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2.8 LOCAL LAW ENFORCEMENT

Emergency operations for the Sandisfield law enforcement agency will be an expansion of their normal daily responsibilities, and the police chief is responsible for coordinating all of these emergency activities. If, during emergency operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The police chief or his designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

2.9 RESPONSIBILITIES OF LAW ENFORCEMENT (POLICE DEPARTMENT)

A. Mitigation

1. Maintains plans for maintaining law and order and traffic and crowd control during Disaster/ emergency periods. Refer to Resource Manual for law enforcement additional requirements list.

2. Maintains law enforcement resources. Refer to Resource Manual for law enforcement inventory.

B. Preparedness

1. Provides training of primary and auxiliary law enforcement personnel.

2. Ensures that law enforcement mutual aid agreements are in place.

C. Response

1. Provides law enforcement and maintains law and order during disaster/emergency period. Refer to Resource Manual for Law Enforcement Call Down Roster.

2. Provides traffic control, crowd control, and restricted area control including patrolling evacuated areas. Refer to traffic control points list and traffic control points map.

3. Provides security to critical facilities, including Mass Care Shelters. Refer to Resource Manual for critical facilities listing.

4. Provides warning and notification support which may include mobile warning units.

5. May provide back-up communications for shelter operations and other communications support.

6. Conducts and/or supports search and rescue operations.

7. Issues restricted area passes to appropriate personnel. Refer to Resource Manual for sample emergency pass. The following vehicles and occupants are exempt from pass requirements: marked utility company vehicles, military and government vehicles, marked town/city and county vehicles, and relief agency vehicles.

8. Provides liaison and coordination with other law enforcement groups and mutual aid.

9. Provides EOC support.

10. Directs and carries out evacuation and relocation of prisoners in local jail/lock-up facility. Refer to Resource Manual for local jail relocation information.

11. Coordinates with State Police to provide traffic control on state highways, and additional support to local operations.

12. Performs Incident Command duties if appropriate.

D. Recovery

1. Continue response operations until no longer needed.

2.10 LOCAL FIRE SERVICE

The basic responsibilities of the fire service in emergency/disaster situations are fire control and the management of hazardous materials accidents (including radiological incidents). The fire service is also involved on a regular basis with rescue operations, and, to some degree, with public warning systems. During emergency response activities, if Sandisfield fire resources should become exhausted, additional support will be obtained through mutual aid, state agencies and the Fire Mobilization Plan. The fire chief is responsible for coordinating all emergency fire service operations.

2.11 RESPONSIBILITIES OF THE FIRE SERVICE (Fire Department)

A. Mitigation

1. Provides fire code enforcement and fire prevention services including inspection and public education.

2. Maintains plans for providing resources and services needed during disaster/emergency periods. Refer to Resource Manual for Fire Service additional requirements list.

3. Maintains fire department resources. Refer to Resource Manual for fire service inventory.

B. Preparedness

1. Provides training of primary and auxiliary fire personnel to utilize to the maximum degree resources during emergency/disaster periods.

2. Ensures hazardous materials safeguards are in place. Refer to separate hazardous materials section for all Sandisfield hazmat planning data/information.

3. Maintains readiness of all fire service equipment, supplies, procedures and mutual aid agreements needed in connection with emergency/disaster response activities.

C. Response

1. Provides fire response and control during disaster/emergency period. Refer to Resource Manual for Fire Service Call Down Roster.

2. Provides communications and warning/notification support including operating fixed and mobile siren units.

3. Provides search and rescue operations.

4. Provides radiological monitoring and decontamination support.

5. Provides hazardous material incident response, control, and operations including biochemical decontamination.

6. Provides primary or secondary emergency medical services.

7. Provides EOC support.

8. Provides fire control in shelters.

9. Performs incident command duties if appropriate.

D. Recovery

1. Conducts, and/or supports damage assessment activities including fire inspection of damaged facilities.

2. Continues to provide EOC support until no longer needed.

2.12 DEPARTMENT OF PUBLIC WORKS (DPW)

In an emergency/disaster situation, the local DPW is responsible for deploying appropriate, available equipment and manpower in a prompt and orderly manner. Such resources under the jurisdiction of the Sandisfield government may include equipment accessed through the police, fire, health and school departments as outlined under Resource Management in this section. In the event that such local resources become exhausted, assistance may be requested from Massachusetts Emergency Management Agency through its Area III Office.

2.13 RESPONSIBILITIES OF THE PUBLIC WORKS DEPARTMENT

A. Mitigation

1. Maintains plans for provision of equipment and services needed during emergency/disaster period. Refer to Resource Manual for additional requirements list.

2. Provides training as needed to DPW and other response personnel for optimal utilization of resources during emergency/disaster periods.

3. Maintains DPW resources. Refer to Resource Manual for DPW inventory.

4. Maintains roads, bridges, waterways, water and sewer systems and services.

5. Maintains flood control systems.

6. Provides engineering services and consultation.

7. Provides snow and debris removal.

B. Preparedness

1. Maintains readiness of all DPW equipment, supplies, and personnel needed in connection with emergency/disaster response activities. Refer to Resource Manual for location of regular DPW staging area, designated additional staging area(s), and DPW Call Down Roster.

2. Ensures written agreements are in place with emergency response organizations for utilization of equipment.

3. Provides fuel storage.

C. Response

1. Provides distribution and management of emergency/ disaster equipment and related resources for emergency use through EOC.

2. Identifies and staffs resource distribution centers.

3. Provides fuel for emergency generators.

4. Provides for pre-positioning of traffic control devices and expedient shelter marking. Refer to traffic control point list.

5. Provides EOC support.

6. Provides potable water.

7. Maintains water pressure.

8. Performs incident command duties at emergency scene if appropriate.

D. Recovery

1. Provides damage assessment of public buildings, roads, bridges, and other facilities and infrastructure.

2. Assesses impact of emergency on available equipment and resources.

3. Provides estimates of costs to provide needed recovery resources.

4. Coordinate record keeping related to damage assessment and recover resources.

5. Provides debris clearance.

6. Coordinates with public health on water testing.

7. Provides road, bridge, and other public facility repair.

8. Coordinates with utility companies to restore services.

2.14 HEALTH/MEDICAL SERVICES

In most emergency/disaster situations there is a potential for public health problems, and always a need for medical response. When local health/medical capabilities to meet the demands of an emergency are exhausted, support may be requested from state and federal agencies. The Sandisfield, Chairman Board of Health is responsible for direction and control of health/medical services during an emergency/disaster situation.

2.15 RESPONSIBILITIES OF HEALTH DEPARTMENT/MEDICAL SERVICES

A. Mitigation

1. Provides continuous health inspection of public facilities.

2. Administers immunization programs.

3. Administers blood programs.

4. Provides training to appropriate personnel in detection, evaluation, and prevention of communicable diseases. Refer to Resource Manual for health/medical services additional requirements list.

5. Maintains plans for administration of health department responsibilities during disaster/emergency periods.

6. Provides programs to the public in disease prevention and health education.

B. Preparedness

1. Maintains readiness of medical facilities, supplies, equipment, and personnel for use during disaster/emergency period. Refer to Resource Manual for health/medical inventory, and for Emergency Health/Medical Call Down Rosters.

2. Provides for protection of food and water supply.

3. Consults with representatives of response agencies to discuss coordination of health/medical aspect of response to emergency/disaster.

C. Response

1. Directs the management, distribution, and utilization of health department and health/medical resources during disaster period. Refer to Evacuation Section of this plan for health/medical facility evacuation information.

2. Investigates and corrects sanitation conditions during emergency/disaster period.

3. Coordinate medical treatment support activities of all response organizations providing such services.

4. Provides safe waste disposal.

5. Provides EOC support.

6. Provides for water and food inspection, and laboratory testing during emergency/disaster period.

7. Provides pest control.

8. Coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues, and identification and registration of victims. Refer to Resource Manual for mortuary facilities listing.

D. Recovery

1. Continue response activities as needed.

2. Compile health/medical assessment data as needed for application for state and federal relief funds.

TABLE 2.1

HEALTH/MEDICAL FACILITY LISTING

	NAME/ADDRESS	TYPE	ADC*	DECONTAMINATION CAPABILITY (YES/NO)
1	Fire Station #2 207 Sandisfield Rd	First Aid	300	No
2	New Boston Nursing Home 7 Sandisfield Rd	First Aid	50	No
3	Fire Station #1 79 South Main St	First Aid	30	No

* Average Daily Capacity (number of patients)

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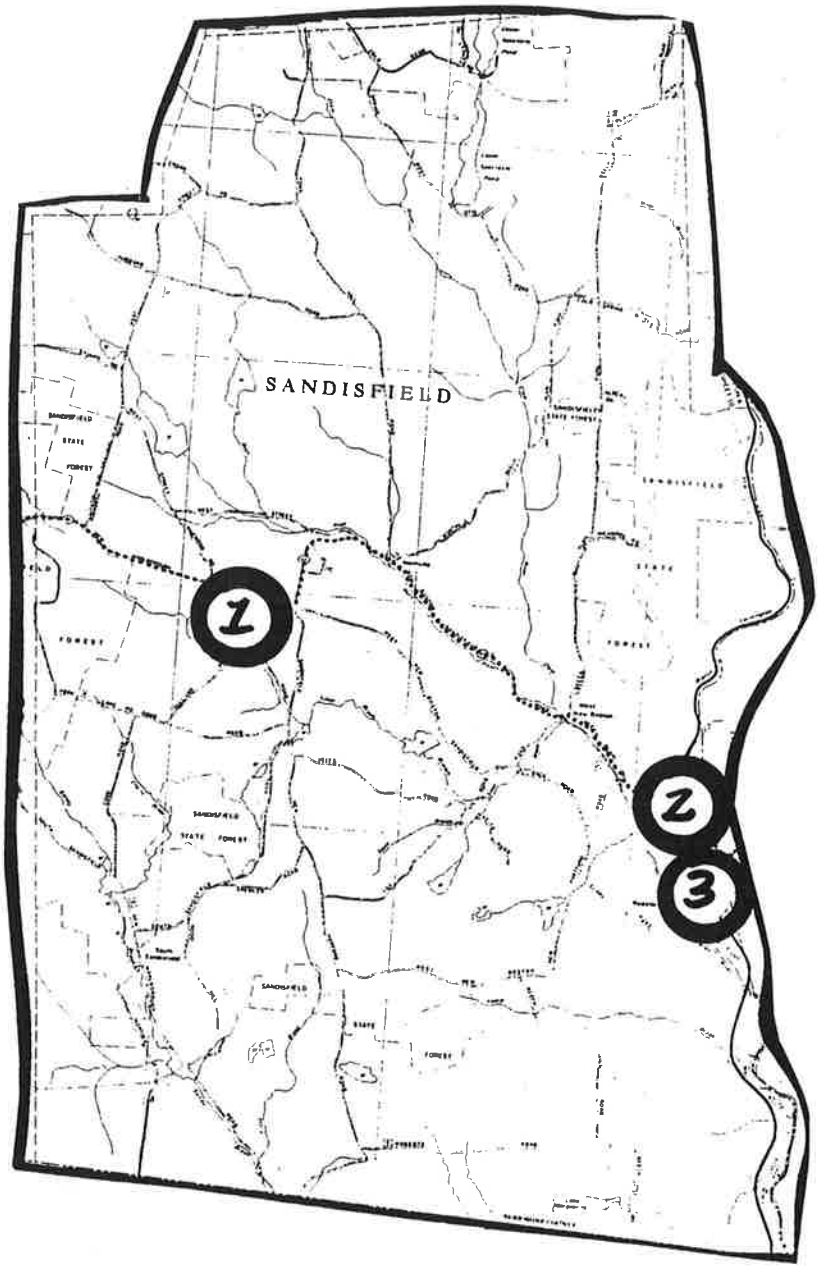
FIGURE 2.1

HEALTH/MEDICAL FACILITY MAP



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2.16 AMERICAN RED CROSS (ARC)

The mission of the American Red Cross Disaster Services is to implement the disaster related provisions of its' Congressional Chapter and subsequent legislation (Jan 5, 1905), the mission and corporate goals of the American Red Cross and the policies of the American Red Cross Board of Governors, by ensuring an independent nationwide system of mitigation, education, planning, preparedness, and response that will provide the American people with effective quality services delivered in an uniform, consistent and responsive manner. These actions are undertaken to mitigate and alleviate human suffering caused by disaster activities with government and other entities to help ensure timely and effective service delivery to people and communities impacted by disasters.

The local ARC chapter works with a consortia of other Massachusetts ARC chapters and the national organization to assist in the fulfillment of their mission.

2.17 RESPONSIBILITIES OF THE RED CROSS

A. Mitigation

1. Work with government and other partners to help develop and strengthen mitigation efforts within the community. Support efforts to create a disaster resistant community.

2. Promote the adoption of public policies supporting mitigation strategies.

3. Encourage and support efforts to incorporate mitigation into community decision making.

4. Conduct Community Disaster Education programs.

B. Preparedness

1. Participates in developing and testing community disaster plan.

2. Develops and tests local ARC disaster response plans. Based on Hazard and Risk Impact Analysis determine resources necessary for an effective ARC response. Including identifying and training personnel for disaster response.

3. May designate person(s) to serve as a liaison to various government emergency operations centers and/or command posts.

4. Works with government, other voluntary agencies, private agencies, and the business community to identify resources for coordinated disaster response.

5. Identify facilities which may be required for service delivery to people impacted by disaster caused situations. For safety considerations (including compliance with ARC 4496 "Hurricane Evacuation Shelter Selection Guidelines"), local government will assist ARC with the shelter selection process.

C. Response

1. Opens and operates facilities under ARC auspices, to provide emergency shelter to people impacted by a disaster caused situation.

2. Provide emergency mass feeding on a fixed and mobile basis. Feeding will generally take place at ARC service delivery locations and areas heavily impacted by a disaster situation.

3. May operate a system of bulk distribution of emergency relief supplies, life sustaining products, to communities impacted by a disaster.

4. Provide disaster health services, including mental health, at ARC service delivery locations. If requested and personnel are available, assist government health interventions.

5. Recruit and train additional people to assist in ARC relief activities.

6. Coordinate relief activities with state ARC, other agencies, businesses, labor and government.

7. Provide statistical information on a regular basis to government in keeping with the basic plan.

8. After an initial moratorium, handle inquiries from concerned family members through the ARC Disaster Welfare Inquiry system.

9. Through the American National Red Cross, provide blood and blood products.

D. Recovery

1. Transition from emergency shelters to resumption of normal living patterns or longer term care by government agencies. Work with government to aid in the transition to temporary housing/return to normal living conditions.

2. Provides individual and family assistance to meet immediate emergency needs. As needed, open ARC Service Center(s) to provide this assistance. Coordinate assistance with government to avoid duplication of benefits.

3. May staff local Disaster Recovery Centers; if appropriate.

4. Assess relevant long term services needed by people and communities impacted by a disaster event. Coordinate ARC activities designed to assist in the recovery process.

5. Disseminate public information describing available ARC services and provide information and referrals to government and other agencies' disaster relief programs.

6. Assist in meeting the emergency needs of clients whose needs are not met through government programs. Participate in any unmet needs committees.

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2.18 COMMUNICATIONS AND WARNING

The need to warn the public of impending danger could arise at any time, and it is the responsibility of the local emergency management organization to provide adequate and timely warnings in the event of a threatening or occurring disaster or emergency. Proper coordination and operation of such warning systems and communications networks will save lives, and minimize property damage.

In Sandisfield the primary warning point is located at the Fire Department. Upon receipt of notification of an emergency situation, the Emergency Management Director will activate appropriate warning procedures. The list of primary and secondary local warning methods along with telephone and two-way radio listings for local emergency response services are listed in the Resource Manual.

In some communities the primary warning point is the National Warning System (NAWAS) station. NAWAS is a nationwide dedicated telephone warning system that operates on the federal, state, and local levels. Procedures for use of the NAWAS System are outlined in the NAWAS Operations Manual. NAWAS may be utilized for use in both weapons-related and natural/technological disasters and emergencies.

Current weather information and warnings are received over the National Weather Service (NWS) system through weather radio broadcasts and commercial radio stations. NWS also issues severe weather warnings over NAWAS.

The Emergency Broadcast System (EBS), now undergoing revision to become the Emergency Alerting System (EAS), provides a means for conveying emergency information to the public utilizing commercial radio and television broadcasting systems. This system may be activated at the local, state, or federal level. Refer to Resource Manual for a list of EBS/EAS systems serving Sandisfield.

During a declared state-of-emergency, various code systems used for brevity will be discontinued and normal speech will be used to ensure comprehension; also, local time will be used during transmissions.

Standard lightning protection, including lightning arrestors and the use of emergency power will be used during radio transmissions in severe weather.

Line-load protection features, which cut off non-vital callers, will be used during emergency/disaster periods to prevent telephone line jamming. The Sandisfield EOC is on the NYNEX (or other local) telephone service priority service restoration list.

Requests for needed augmentation of Sandisfield communications and warning services during an emergency/disaster period may be made to the Massachusetts Emergency Management Agency.

2.19 RESPONSIBILITIES OF COMMUNICATIONS AND WARNING

A. Mitigation

1. Develops and maintains warning and communication procedures and systems for use during emergency/disaster periods.

2. Develops and maintains plans for communications procedures and use of equipment. Refer to Resource Manual for communications additional requirements.

B. Preparedness

1. Ensures readiness of communications facilities and equipment through a regular schedule of testing, repair, and maintenance, and stocking of replacement parts. Refer to Resource Manual for communications inventory.

2. Identifies warnings and communications resources in local government, private and public service organizations, and the broader community available to the EOC in time of emergency.

3. Provides training of personnel on use of equipment.

4. Coordinates emergency communications and warning frequencies and procedures with neighboring communities.

5. Ensures communications of warning/notification to hearing impaired and non-English speaking populations.

6. Ensures backup warning/notification systems.

C. Response

1. Issues appropriate warning/notification concerning the occurrence of disaster/emergency. Refer to Resource Manual for primary warning point and general warning information.

2. Staffs communications facilities/areas, and operates all systems as necessary throughout the disaster period.

3. Arranges for 24-hour staffing of communications areas.

4. Supports media center communications operations.

D. Recovery

1. Continues to support response activities as long as needed.

2. Provides notification to public that the emergency/disaster period has passed, and relays information/instructions for safe return to affected area.

2.20 OTHER TASKED ORGANIZATIONS

All tasked organizations including those detailed above, and the School Department, the Salvation Army and other Volunteer Organizations, the Local Planning Department, the Local Comptroller/Treasurer or Tax Assessor, and local Animal Control, as well as other government and private sector organizations assigned emergency response functions are each obligated to maintain their own capability to carry out their emergency functions.

Activities which promote the readiness for emergency response include, but are not limited to:

- Maintaining current personnel rosters and task assignment list, and ensuring that personnel are trained for their emergency assignments.

- Ensuring lines of succession for key management personnel.

- Maintaining a continuing relationship with the local Emergency Management Director and participating in preparedness activities such as exercises and drills.

- Maintaining in ready condition, (if appropriate) facilities, equipment and supplies for emergency use.

2.21 RESPONSIBILITIES OF THE SCHOOL DEPARTMENT

A. Mitigation

1. Maintains plans for protection of students during any disaster/emergency period. Refer to the Resource Manual for additional requirements list.

B. Preparedness

1. Regularly practices, through drills, and other educational means, procedures for safe evacuation and relocation of students in case of disaster/emergency.

2. Coordinates with Red Cross and emergency management organization arrangements to use schools, and/or school food stocks, for mass care shelter and feeding.

C. Response

1. Protects students in school by releasing them, or sheltering them, or evacuating and relocating them to safe areas during disaster/emergency.

2. Provides school buildings for public shelter.

3. Provides buses for evacuation of students and public during disaster/emergency.

D. Recovery

1. Coordinates safe re-entry of students into school after disaster/emergency period has passed.

2. Assists in damage assessment of school facilities.

2.22 RESPONSIBILITIES OF THE SALVATION ARMY AND OTHER VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTER (VOAD) GROUPS

A. Mitigation

1. Maintains plans for administering various types of assistance during disaster/emergency period. Refer to Resource Manual for VOAD additional requirements list.

B. Preparedness

1. Maintains its own resources, personnel, and procedures in readiness for disaster occurrences.

2. Trains volunteers for jobs which they will perform during disaster/emergency period.

C. Response

1. Provides feeding and clothing services during disaster/emergency period.

2. Provides shelter management support.

3. Provides EOC support.

4. Provides field canteens.

D. Recovery

1. Assists with cleanup during recovery period.

2.23 RESPONSIBILITIES OF COMMUNITY PLANNING DEPARTMENT

A. Mitigation

1. Coordinates engineering consultant services for all aspects of emergency management. Refer to Resource Manual for additional requirements list.

B. Preparedness

1. Coordinates planning efforts with local emergency management organization.

C. Response

1. Provides essential data bases.

2. Provides EOC support.

D. Recovery

1. Compiles damage assessment data.

2.24 RESPONSIBILITIES OF ASSESSOR

A. Mitigation

1. Maintains jurisdiction financial records. Refer to Resource Manual for additional requirements list.

B. Preparedness

1. Establishes procedures for handling financial aspects of disaster/emergency activities and consequences.

2. Becomes familiar with Stafford Act protocol and procedures.

C. Response

1. Provides EOC support.

2. Handles procurement requests and maintains records of financial transactions during disaster/emergency period.

3. Provides local head of government with status of financial transactions

D. Recovery

1. Provides support for damage assessment activities.

2. Prepares appropriate reports on costs incurred during disasters.

2.25 RESPONSIBILITIES OF THE ANIMAL CONTROL DEPARTMENT

A. Mitigation

1. Coordinates with appropriate public and private sector agencies planning that provides for protection of domestic animals and fish and wildlife during an emergency/disaster situation. Refer to Resource Manual for additional requirements list.

B. Preparedness

1. Continue mitigation efforts.

C. Response

1. Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering, medical treatment, search and rescue, etc.

2. Coordinates the animal services and assistance necessary during a disaster including protection and care of animal victims, and disposal of dead animals.

D. Recovery

1. Coordinates return of domestic animals to owners after emergency period has passed.

2.26 RESOURCE MANAGEMENT

Resource management in emergency management involves managing personnel, equipment, facilities, and supplies needed to protect the public. This ranges from analyzing resource needs, procuring resources, and staging the resources for efficient support of emergency operations. Depending on the nature of the emergency, specialized resources may be required. The Superintendent of Public Works is responsible for resource management activities. Resource inventories, and other resources can be found in the Resource Manual.

2.27 RESPONSIBILITIES OF RESOURCE MANAGEMENT

A. Mitigation

1. Plan resource services to be provided in an emergency. Refer to the Resource Manual for equipment inventories and other resources such as transportation.

2. Coordinate activities through Emergency Management Director.

3. Plan for and train adequate personnel for maximum utilization of the resources:

a. Law Enforcement Department

b. Fire Services

c. Board of Health

d. Public Works Department

e. School Department

f. All other departments

B. Preparedness

1. Identify emergency resources.

2. Prepare written agreements with other departments, private companies and volunteer organizations to ensure availability of volunteers and resources.

C. Response

1. Coordinate Resource Management.

2. Coordination of resources to disaster victims.

3. Identify resource distribution centers.

4. Coordinate local efforts with other agencies including volunteer agencies.

5. Keep records of services and resources rendered during an emergency.

6. All essential consumer goods, such as food and medicine will be warehoused in the following buildings(s): Fire Station #2, 207 Sandisfield Road.

   The Resource Management Service will direct trucks to their delivery sites, provide additional instructions or allow warehousing to be done at this site.

7. Supply necessary fuel for emergency generators and other equipment at disaster sites.

D. Recovery

1. Coordinate resource management.

2. Assess needs of victims.

3. Estimate costs to provide resources.

4. Assess impact of the emergency on the available resources and identifiable needs.

5. Record resource needs and available supplies.

6. Provide support for debris removal.

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PART THREE

3.1 EMERGENCY MANAGEMENT PROCESSES AND PROTECTIVE PROCEDURES

The second part of this Plan deals with the procedures and processes which are carried out by emergency management and response organizations prior to, during, and after emergencies and disasters occur. The goal of these functions is to save lives, prevent injury, and minimize property damage. The processes addressed in this section are public information, training and education, and damage assistance programs. The Protective Procedures discussed are evacuation and shelter.

For information and instructions concerning Damage Assessment in Sandisfield, and how to apply for state and federal disaster relief funds, please refer to the "MEMA Disaster Assistance program Reference Guide".

Emergency management personnel perform mitigation, preparedness, response, and recovery activities related to each of the processes/procedures listed above. These activities ensure that, when the need arises, Public Information, Training and Education, Evacuation, and Sheltering procedures will run smoothly and effectively.

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3.2 EMERGENCY MANAGEMENT PROGRAMS

3.3 PUBLIC INFORMATION

It is crucial that the public receive accurate and timely information and instructions concerning impending and occurring disasters and emergencies. It is also extremely important that programs be in place to train and educate the public with disaster preparedness information long before any emergency/disaster occurs. The fact is, that in many cases, hours or even days may pass before local, state, or federal government response personnel can effectively attend to disaster victims. It is highly desirable that private citizens receive good information through the media concerning what measures to take to protect themselves and their families from disaster consequences. When acting on this information people not only have a better chance at surviving the disaster unscathed, but will, in turn, free up more response personnel to attend to other victims.

Emergency public information will focus on warning, evacuation, and sheltering instructions. The flow of erroneous and misleading statements must also be controlled through effective rumor control. The Emergency Management Director is responsible for Emergency Public Information and education programs. These programs are directed by the Public Information Officer who is appointed by the Chairman Board of Selectmen. The success of these efforts, both in normal times and during emergency/disaster periods, relies heavily on the cooperation of commercial print media, television, radio, and, recently, the internet.

Such Emergency Public Information as camera-ready copy and audio and video tapes should be prepared, be in place in advance of emergency/disaster occurrences, and be specific to various hazards. This information should be available for the visually and hearing impaired and non-English speaking populations as well.

Local emergency management personnel should make every effort to provide accurate and timely information to the news media, and access to response scenes with strict attention to bounds of safety and efficient operations. In order that media representatives may interview involved local response personnel efficiently and in a manner consistent with safe and effective emergency operations the Fire Station #2, 207 Sandisfield Road has been designated and set aside as Sandisfield's 'Media Center'. Recognition of the rights of the media to perform their proper function is of great importance as it is necessary that the public be informed of the following information as soon as possible.

- Nature, location, and time of emergency/disaster
- Immediate actions that should be taken by the public
- Number of casualties, nature and severity of injuries
- Identification of victims, their condition and where treated if appropriate
- Agencies involved in response and scope of their involvement
- Telephone numbers where the public can receive answers to specific questions and further information

3.4 RESPONSIBILITIES OF THE EMERGENCY PUBLIC INFORMATION OFFICER

A. Mitigation

1. Develops and conducts hazard awareness information and education programs for the general public. Refer to Resource Manual for Public Information additional requirements list.

2. Develops and maintains a mutually cooperative relationship with the local and area media.

B. Preparedness

1. Maintains plans for carrying out emergency public information activities when needed during disaster/emergency periods.

2. Pre-places Emergency Public Information and instructions ready for use in time of emergency/disaster.

3. Ensures that Emergency Public Information will reach groups that do not normally have access to media broadcasts, (e.g. schoolchildren and other institutionalized populations).

4. Secure training for Public Information personnel.

C. Response

1. Broadcasts emergency/disaster-related public informational instructions. Refer to Resource Manual for listings of EBS/EAS stations, commercial radio and TV stations, newspapers, and cable TV serving Sandisfield.

2. Coordinates rumor control.

3. Provides news releases and conducts news conferences.

4. Maintains a record of events.

D. Recovery

1. Continue to provide emergency public information and recovery instructions as long as necessary.

2. Compile and develop post disaster report on events that transpired during disaster period including an assessment of effectiveness of Emergency Public Information program.

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3.5 TRAINING AND EDUCATION

There are many programs available, both on the state and federal levels, to provide training in all aspects of emergency management to emergency response personnel, government officials, industry, and the general public. Effective emergency management training programs will provide emergency responders with skills to implement effective activities and operations which will save lives, minimize injury, and protect property during emergency/disaster events.

In addition, programs should be initiated at the local level which provide instruction to the general public to prepare them for protecting themselves against the consequences of emergency/disaster occurrences. Most of the emergency information that is received by the general public comes through the electronic and print media. However, public emergency management meetings, and conferences are held for the purpose of conveying to the population at large information and instructions concerning specific types of emergencies and disasters. This educational information is presented through films videotapes, lectures, booths, demonstrations, handouts, and audio/visual displays. MEMA also keeps a large inventory of instructional flyers, brochures and booklets on a variety of Emergency Management subjects. These are available for distribution to groups and individuals by contacting MEMA's Training Division.

MEMA also receives and processes applications for, and provides information concerning Commonwealth of Massachusetts Human Resource Division Professional Development Programs, and FEMA Emergency Management Institute training courses. Information concerning all of these programs can be obtained by contacting the MEMA Training Division.

The Emergency Management Director ensures the overall readiness of Sandisfield's emergency response personnel through maintaining an emergency management training program. Emergency management subjects which should be covered by all departments include, but are not limited to, self protection when responding to an emergency, efficient management of the immediate disaster scene, rescue skills, evacuation procedures, shelter management, radiological monitoring, etc. Proposals for scheduled training should be in place by the beginning of each fiscal year.

3.6 RESPONSIBILITIES OF THE TRAINING COORDINATOR/STAFF

A. Mitigation

1. Establish policies and procedures pertaining to the training of individuals, groups, and functional teams in emergency/disaster subjects, skills, and techniques.

2. Arrange for the availability of qualified instructors, equipment, supplies, and related material for training personnel in Emergency Management related subjects both during normal times and just prior to an anticipated emergency/disaster period. Refer to Resource Manual for Training additional requirements list.

3. Maintain up-to-date lists of Emergency Management training materials, literature, and courses that are available outside of the local community.

B. Preparedness

1. Ensure that an adequate supply of training aids, instructors, and functional support will be available for increased readiness training and during the emergency/disaster period.

2. Develop an additional resource pool of instructors from the state and federal governments to conduct or assist in conducting Emergency Management training.

C. Response

1. Provide for on-site instruction as required during emergency/disaster period.

D. Recovery

1. Release personnel who are no longer needed for response activities, and implement short and long-term recovery training as necessary.

3.7 DAMAGE ASSESSMENT AND DISASTER ASSISTANCE PROGRAMS

3.8 PUBLIC ASSISTANCE

The Public Assistance Program provides partial reimbursement to State and Local governments for: the repair of reconstruction of public facilities which are owned and operated by government; debris removal; and protective measures. Assistance may also be available to certain Private Non-Profit (PNP) organizations who provide an essential public service open to all persons within the community. Examples of eligible PNP's are: museums, zoos, community centers, senior citizen centers, libraries, homeless shelters, rehabilitation facilities, and shelter workshops. Facilities which are <u>not</u> eligible are: recreation, public housing, cemeteries, theaters, and parking, conference facilities, and job counseling/training.

The Public Assistance Program is administered by the Massachusetts Emergency Management Agency, Disaster Recovery Division, as the Grantee for all federal funds related to the program. Eligible applicants to the program are Subgrantees.

An Applicants Briefing on all aspects of the Public Assistance Program will be held as soon as possible after receipt of the declaration. Every community, and private non-profit organization, in the declared disaster area must send a representative to the meeting. The individual attending the meeting should be the designated Authorized Agent and qualified to speak officially for the local government or organization they are representing. It is recommended that a fiscal and public works person also attend the meeting.

Refer to the Public Assistance Handbook, "MEMA Disaster Assistance Program Reference Guide", August, 1995, for details concerning community disaster recovery for public property and the eligible non-profit organizations.

3.9 INDIVIDUAL AND FAMILY ASSISTANCE

The Individual and Family Grant Program provides assistance to individuals and families adversely affected by a major disaster for meeting disaster related expenses or serious needs of those unable to meet expenses or needs through other disaster assistance programs. Such assistance may include Disaster Housing Assistance, Individual and Family Grants and Home/Personal and Business loans through the Small Business Administration (SBA), or The Farmers Home Administration (FMHA) for farm owners or tenants. Details on these programs may be obtained from MEMA, Disaster

Recovery Program. Refer to the Resource Manual for damage assessment forms, which would be used to record public, individual, family and SBA damage information during and after a disaster.

3.10 RESPONSIBILITIES OF THE DAMAGE ASSESSMENT COORDINATOR

A. Mitigation

1. Develop and adequate building codes.

2. Develop and enforce adequate land use regulation. Refer to Resource Manual for additional requirements list.

B. Preparedness

1. Train personnel in damage assessment techniques.

2. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.

3. List critical facilities requiring priority repairs if damaged.

C. Response

1. Collect damage information.

2. Compile damage assessment reports.

D. Recovery

1. Provide summaries of damage assessment reports.

2. Identify unsafe structures and prevent their use.

3. Monitor restoration activities.

4. Review building codes and land use regulations for possible improvements.

3.11 PROTECTIVE ACTIONS

3.12 EVACUATION

An emergency situation may require the evacuation of part of or all of the community. The characteristics and scope of the emergency will determine where evacuation occurs, the number of people affected, and the measures needed to ensure safety.

The public will be advised to evacuate by public safety officials. The primary means of transportation during an evacuation is private automobile. Providing transportation to those without access to a vehicle or who require medical or other assistance is an important factor in the evacuation process.

Facility managers with special needs populations are responsible for the evacuation of those in their care. Assistance may be requested through the Emergency Management Director in the evacuation process, if needed. These facilities should have plans and resources to support an emergency evacuation. (See the Resource Manual for the Special Needs Facility Response Requirements listing, transportation resources, alternate transportation system, and jail relocation information).

In the case of a Hazardous Materials (Hazmat) spill, a 2000 foot radius area may be closed off by public safety officers upon the recommendation of the incident commander. Flooding or other type of emergency may affect a larger area.

General large-scale evacuations involving two or more communities will be coordinated through the Massachusetts Emergency Management Agency. Small scale evacuations which involve only one community or limited areas such as one neighborhood are coordinated through the EMD, and law enforcement personnel.

3.13 RESPONSIBILITIES FOR EVACUATION OPERATIONS

A. Mitigation

1. Identifies areas that will probably need to be evacuated in case of certain types of disasters such as flood plains, areas near hazmat sites, areas downstream of dams, etc. (Refer to Part THREE in this Plan for further information).

2. Maintains plans outlining evacuation procedures. Refer to Resource Manual for evacuation additional requirements.

3. Assume that Special Needs populations have appropriate host arrangements.

B. Preparedness

1. Identifies 'special needs populations' that will require assistance during an evacuation. Refer to Health Facility Evacuation Activities.

2. Identifies best evacuation routes through and out of community away from areas likely to be impacted by more common disasters such as flooding and hazmat incidents. These should take into account vehicle capacity and predictable areas of traffic impasse.

3. Identifies possible sources of transportation both publicly and privately owned and draws up letters of agreement for use of these resources where appropriate.

4. Provides training to drivers of public transport evacuation vehicles where appropriate.

5. Provides public education regarding evacuation procedures.

C. Response

1. Initiates evacuation procedures after recommendation to evacuate is issued.

2. Provides traffic and perimeter control through local and State Police.

3. Proceeds with evacuation of 'special needs' populations.

D. Recovery

1. Initiates return of victims to affected area when emergency/disaster has passed, including providing information and instructions to the public concerning safe re-entry into their neighborhoods and homes.

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FIGURE 3.1
TRAFFIC CONTROL POINTS EVACUATION RTES MAP

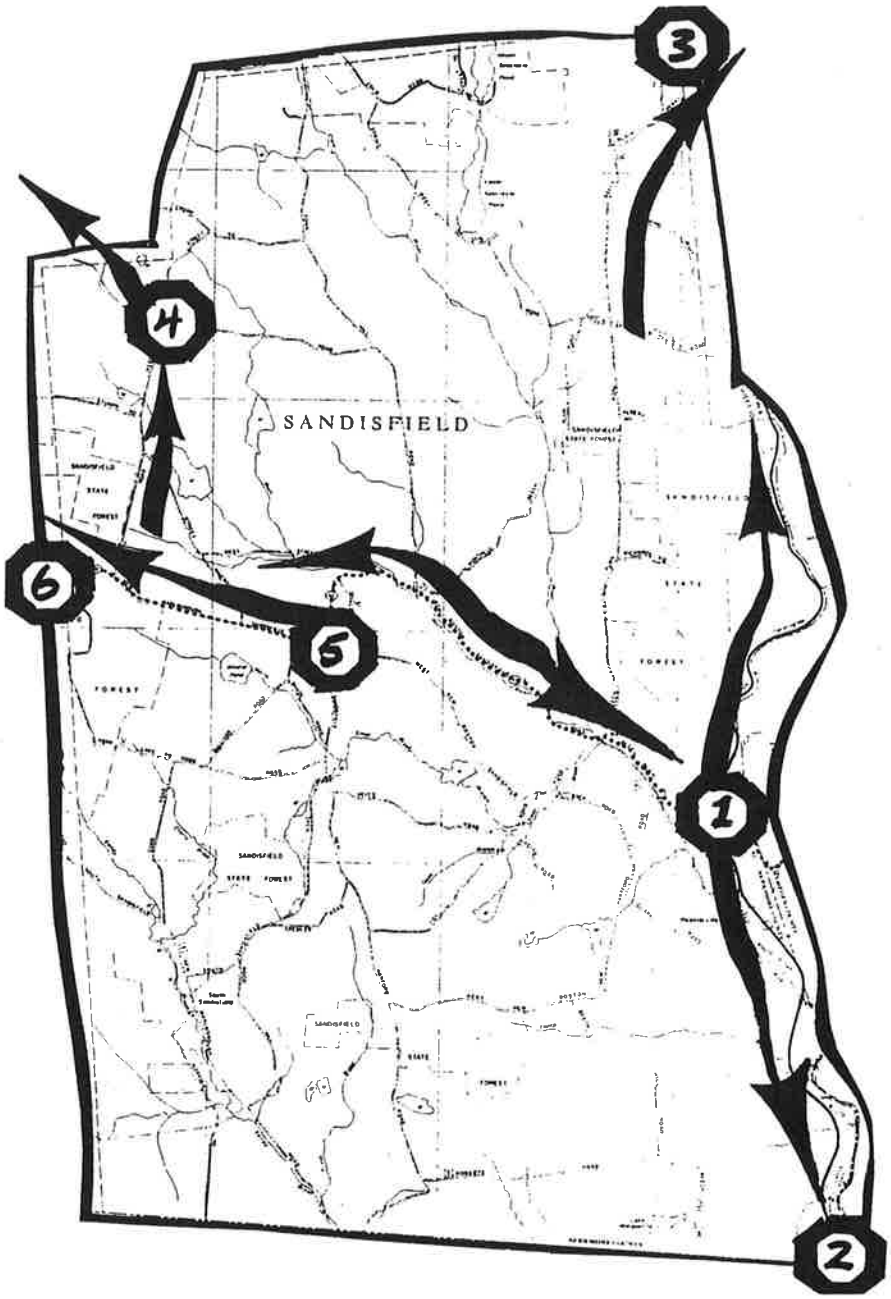

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TABLE 3.1

TRAFFIC CONTROL POINT LOCATIONS	
MAP NUMBER	LOCATION
1	Rte 8 & Rte 57
2	Rte 8 Connecticut State Line
3	Rte 8 Otis Town Line
4	Hubbard and West Sts
5	New Hartford & Sandisfield Rd
6	Sandisfield Rd & New Marlboro Town Line

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3.14 HEALTH FACILITY EVACUATION ACTIVITIES

To provide for the reduction of endangered health facility patient population, provide for the continued care of non-relocatable patients in endangered areas and to provide additional medical personnel to meet emergency needs of Sandisfield and nearby communities, the following recommendations are made.

- Should an actual or pending disaster threaten a health facility whereby staff and patients' lives would be endangered, they will be notified by the Emergency Management Director or other local official. These facilities will immediately reduce their patient population by:

  A. Discontinuing elective surgery

  B. Discharging patients to family and/or friends

  C. Relocating patients to facilities in safer areas

- The chief medical officer at each hospital will decide the status of each patient. Should it be deemed that a patient should not be discharged or relocated, care will be provided at the site to the best of the facility's ability. The best on-site protection available shall be provided to the patient and staff.

- Medical and support personnel shall be utilized in or at the relocation facility site. The relocated medical personnel will also support the Sandisfield population in the community(s) to which they are temporarily relocated.

- Sandisfield Medical professionals will be needed to support essential workers in Sandisfield during an emergency as well as those patients unable to be transferred out of Sandisfield.

- Relocation sites for health facilities of Sandisfield will be identified prior to an emergency. Currently in Massachusetts, it is the responsibility of each hospital to voluntarily identify suitable relocation sites.

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3.15 SHELTERING

The policy in Massachusetts for emergency shelter is for shelter-in-place during a fast moving emergency such as a chemical spill with an aerial plume, and temporary housing of evacuees at Mass Care Shelters should they be required to evacuate.

If shelter-in-place is ordered, the public would be advised to turn off air intake systems such as air conditioning, and remain indoors. Emergency information concerning shelter-in-place would be available from public safety officials, and the Emergency Alert System radio and TV messages.

Mass Care Shelters may be opened based on need either by the community or the American Red Cross, (ARC). Public shelters opened by the ARC will be coordinated through MEMA and will be operated under the provisions of the ARC. Buildings that are preferred for use as public Mass Care Shelters are usually schools or other structures with large open areas, such as gyms, with cooking facilities, back-up power and heat.

A reception center could serve as a temporary relocation site for evacuees from the community or those who have evacuated from a neighboring community. The reception center would provide a place to care for people while mass care arrangements are being made, or the reception center could become a mass care shelter if suitable.

Selection of mass care shelter should consider potential vulnerability to hazards such as flooding, and exposure to hurricane winds, and handicap accessibility, for example.

3.16 RESPONSIBILITIES OF SHELTER OPERATIONS

A. <u>Mitigation</u>

1. Promote consideration of shelter factors to be included in new construction, especially facilities built with public funds, (e.g., encourage building structures that will withstand high winds, flooding, earthquake impact, etc).

2. Maintain plans containing information for quickly preparing shelters for occupancy. Refer to Resource Manual for additional requirements list.

B. <u>Preparedness</u>

1. Identify suitable shelters with the cooperation of building owners. Request ARC shelter survey and

agreement.

2. Train shelter managers.

3. Provide public education concerning shelters and their use.

4. Plan and prepare for upgrading of public shelters.

5. Pre-designate reception center(s).

C. Response

1. Open shelters as needed.

2. Upgrade shelters where necessary.

3. Initiate public information announcements concerning location and operations of shelters.

4. Maintain communications between shelters and EOC

5. Provide immediate and ongoing shelter management guidance.

6. Maintain shelter status information.

7. Maintain reception center operations providing information on status of disaster evacuees, and status of damaged/restricted areas.

D. Recovery

1. Maintain shelter operations as long as needed.

2. De-activate shelters that are no longer needed.

FIGURE 3.2
DIAGRAM OF GEOGRAPHICAL PLACEMENT OF RECEPTION CENTER
TOWN HALL & TOWN GARAGES

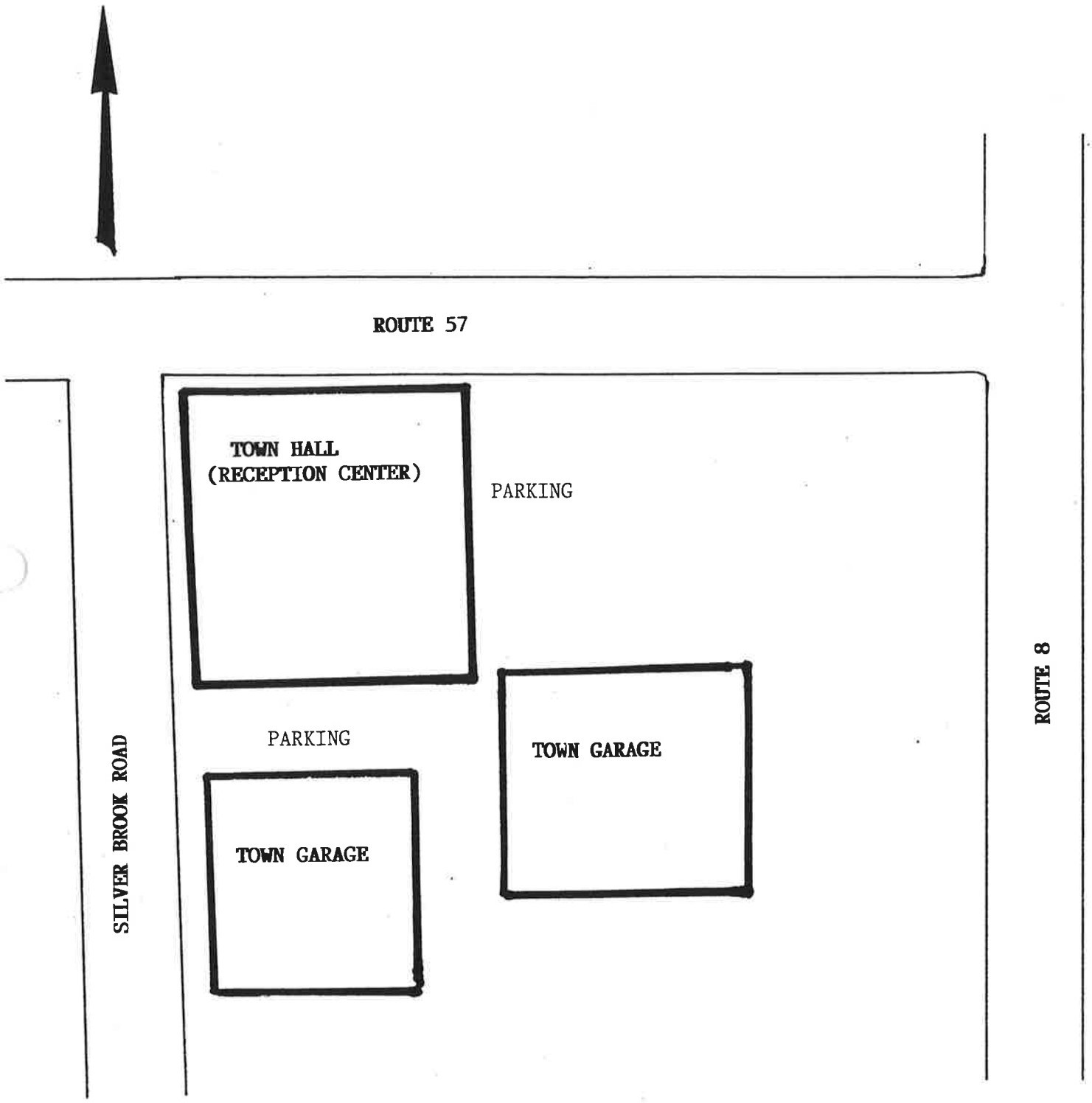

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FIGURE 3.3
MASS CARE SHELTER MAP

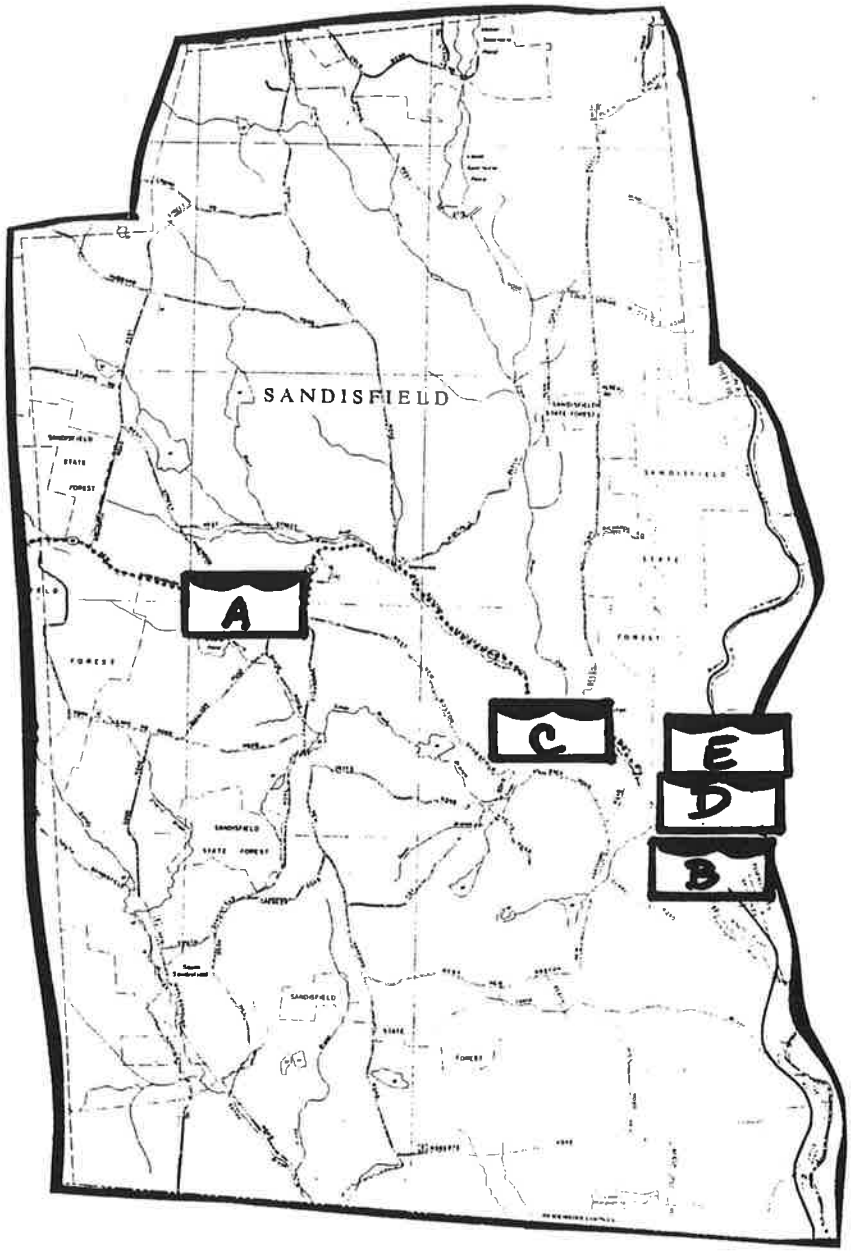

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TABLE 3.2

MASS CARE SHELTERS				
MAP	NAME/ADDRESS	GENERATOR	FEEDING	CAPACITY
A	Fire Station #2 207 Sandisfield Rd 413-258-4721	X	Yes	240
B	Fire Station #1 79 South Main St 413-258-4721	X	Yes	80
C	Town Hall 3 Silverbrook Rd 413-258-4711		No	80
D	New Boston Church 4 Sandisfield Rd		Yes	98
E	New Boston Inn 101 North Main St 413-258-4477		Yes	488

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PART FOUR

4.1 SPECIFIC HAZARDS

PART FOUR of this Plan deals with the management of specific hazards/emergencies/disasters that affect, or could affect Sandisfield at some time. Presently included in this section (in alphabetical order) are:

Civil Disturbance (rioting)
Dam Failure
Earthquake
Flooding
Hurricane
Radiological Plume Pathway
Terrorism
Tornado
Weapons-Related Incidents
Winter Storms

Hazardous Materials (Hazmat)*

*The Hazardous Material Plan for Sandisfield can be utilized as a self-contained document.

Some emergencies/disasters are generated by nature and some are human-caused. In some cases a combination of a natural phenomenon and human activities will bring about a disaster incident. Some emergencies/disasters are preventable; some are not. Whichever the case, aggressive, well conceived, well planned, and well executed mitigation, preparedness, response, and recovery measures will be effective in saving lives, minimizing injuries, reducing property damage, and generally decreasing the negative impact of all disasters.

Because of the technological character of our society, and the proliferation of a variety of chemicals in all aspects of industry, commerce, and our everyday lives, hazardous materials accidents have become a daily occurrence. They are the most frequent, and among the most threatening of all types of emergencies/disasters.

The Radiological/Nuclear Section of this plan contains basic information with detailed appendices and support forms located in the Resource Manual.

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4.2 CIVIL DISTURBANCE

Incidents of civil disturbance are more likely to occur in communities with characteristics of low income populations, ethnically diverse populations, areas where housing and unemployment problems exist, and areas where groups exist who have a propensity for instigating social protests. Civil disturbances usually start within a small geographical area, and with effective initial response can be contained and resolved within that confined area.

Depending upon the situations, the community may wish to establish a Task Force headed by Chairman Board of Selectmen and chaired by the EMD discuss concerns and strategies relative to civil disturbance incidents. Provision for emergency meetings of the task force in time of increased tensions is advisable.

4.3 SUGGESTED TASK FORCE

(1) Chairman Board of Selectmen

(2) Emergency Management Director

(3) Board of Selectmen

(4) Local Public Safety Departments

(5) Social Service Agencies

(6) Clergy

(7) Community Leaders

(8) School Department

4.4 RESPONSIBILITIES FOR CIVIL DISTURBANCE PLANNING AND RESPONSE

A. Mitigation

1. Make efforts, in cooperation with the community at large, to address root causes of civil unrest such as unemployment, substandard housing, lack of public services, ethnic disharmony and communications barriers.

2. Establish 'neighborhood watch' groups to report on conditions that could lead to a civil disturbance incident.

3. Address indications of civil unrest before they swell to a more dangerous magnitude.

4. Maintain plans to deal with all aspects and degrees of civil unrest problems. Refer to Resource Manual for Civil Disturbance additional requirements list.

B. Preparedness

1. Define areas and issues affecting the community that could be vulnerable to civil disturbance incidents.

2. Plan 'confinement area' limits which will prevent civil disturbance incidents from spreading.

3. Designate a spot for an incident command post in each of these 'confinement' areas.

4. Plan an 'access control' area just outside of each 'confinement' area with communication between the two areas.

5. Create a staffing plan for civil disturbance incidents.

6. Create dedicated access routes for Emergency Management response personnel to these areas.

7. Ensure that evacuation routing, transportation, and shelter will be available for civil disturbance victims.

8. Coordinate training for Public Safety personnel on Civil Disturbance response.

C. Response

1. Respond to civil disturbance incidents with a strong police presence.

2. Activate EOC and incident command post with clear communications between the two.

3. Convene "task force".

4. Set up media center and initiate PIO activities.

5. Establish 'confinement' and 'access control' areas.

6. Activate mutual aid if needed.

7. Provide evacuation and sheltering services for victims.

D. Recovery

1. Maintain security to ensure public safety.

2. Reduced enhanced security gradually over a period of several days.

3. 'Task Force' established mitigation policies against future incidents.

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4.5 DAM FAILURE

Dam failure is a highly infrequent occurrence, but a severe incident could prove deadly. Since 1984, three dams have failed in or very near Massachusetts, and two have come very close to failing. One of these dam failures resulted in a death.

There are over 2,500 dams in Massachusetts. Of these, the Army Corps of Engineers in conjunction with the Department of Environmental Management has classified over 50 dams as "structurally unsafe". Three hundred dams, (including over 40 of the "unsafe" dams) are designated as 'high hazard' dams. High hazard dams are those located upstream of an area which would most probably suffer fatalities and property destruction if the dam were to fail. Many of the dams in the state were built in the 19th Century during the early industrial revolution; some are even older and date back to the late 18th Century. These structures are definite hazards that must be considered when planning for the safety of local residents. Even dams which, theoretically, would pose little threat under normal circumstances can overspill or fail under the stress of such cataclysmic events as earthquake or sabotage.

The following dams impact Sandisfield:

Camp Sequena Dam - Benton Brook
West Lake Dam - Duck River
South Silver Floodwater Retarding Dam - Silver Brook
Otis Reservoir Dam - Fall River

Weather-related or human-caused conditions which may compromise a dam's integrity should be monitored by the local Emergency Management services. Assistance under these conditions is available from MEMA.

Dam Failure or overspill with subsequent flooding to downstream areas is classified as one of three types, and action is taken according to hazard rating:

Type 1: Slowly developing condition

Type 2: Rapidly developing condition

Type 3: Imminent or Instantaneous failure

The following basic measures are to be taken for each of these three types of dam failures:

Type 1: <u>Slowly developing condition</u>

(1) Activate EOC

(2) Activate all communication networks

a. Establish communications with Command Post on a 24-hour basis

(3) Release public information

(4) Notify

a. MEMA Area Headquarters

b. American Red Cross

c. Down stream communities

(5) Review Plans for evacuation and sheltering

a. Evacuation

(1) Routes

(2) Notification

b. Sheltering

(1) Availability and capacity

(2) Food, supplies and equipment

(3) Shelter owners and managers

(4) Other communities (if out of town sheltering is required)

(6) Require "Stand By" status of designated emergency response forces.

Type 2: <u>Rapidly developing condition</u>

(1) Establish a 24-hour communications from damsite to EOC.

(2) Assemble, brief and assign specific responsibilities to emergency response forces.

(3) Release public information.

(4) Obtain and prepare required vehicles/equipment for movement.

(5) Prepare to issue warning.

Type 3: <u>Practically instantaneous failure</u>

(1) Issue warning.

(2) Commence immediate evacuation.

(3) Commit required resources to support evacuation.

(4) Activate shelters or coordinate activation of shelters located outside the community.

(5) Notify

(a) MEMA Area Headquarters

(b) Red Cross

(6) Initiate other measures as required to protect lives and property.

4.6 RESPONSIBILITIES FOR DAM FAILURE PLANNING AND RESPONSE

A. Mitigation

1. Develop and conduct public education programs concerning dam hazards.

2. Maintain up-to-date plans to deal with threat and actual occurrence of dam over-spill or failure. Refer to Resource Manual for Dam Hazard additional requirements.

3. Emergency Management and other local government agencies should familiarize themselves with technical data and other information pertinent to the dams which impact Sandisfield. This should include determining the probable extent and seriousness of the effect to downstream areas.

4. Dams should be inspected periodically and monitored regularly.

5. Repairs should be attended to promptly.

6. As much as is possible burdens on faulty dams should be lessened through stream re-channelling.

7. Identify dam owners.

8. Determine minimum notification time for down stream areas.

B. Preparedness

(1) Pre-place adequate warning/notification systems in areas potentially vulnerable to dam failure impact.

(2) Pre-place procedures for monitoring dam site conditions at first sign of any irregularity that could precipitate dam failure.

(3) Identify special needs populations, evacuation routes, and shelters for dam failure response.

(4) Acquire, and have in readiness such equipment and supplies as sandbags, temporary dikes, and other items which would be used to lessen or deflect dam failure impact.

C. Response

(1) Disseminate warning/notification of imminent or occurring dam failure.

(2) Coordinate evacuation and sheltering of affected populations.

(3) Dispatch search and rescue teams.

(4) Coordinate the management of secondary emergencies such as fires, power failure, traffic accidents, etc.

(5) Activate mutual aid if needed.

(6) Acquire additional needed supplies not already in place, such as earth moving machinery.

(7) Establish incident command post as close to affected area as safely possible.

(8) Provide security for evacuated public and private property.

D. Recovery

(1) Coordinate recovery safety measures such as decontamination of water, sanitation activities, debris clearance, etc.

(2) Coordinate re-entry of evacuees.

(3) Conduct damage assessment activities.

(4) Arrange for providing short and long-term assistance to victims in matters of food, clothing, housing, insurance, etc.

(5) Initiate application for state and federal disaster relief funds, if appropriate.

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FIGURE 4.1
CAMP SEQUENA DAM MAP
NO SPECIAL NEEDS FACILITIES IN THIS AREA

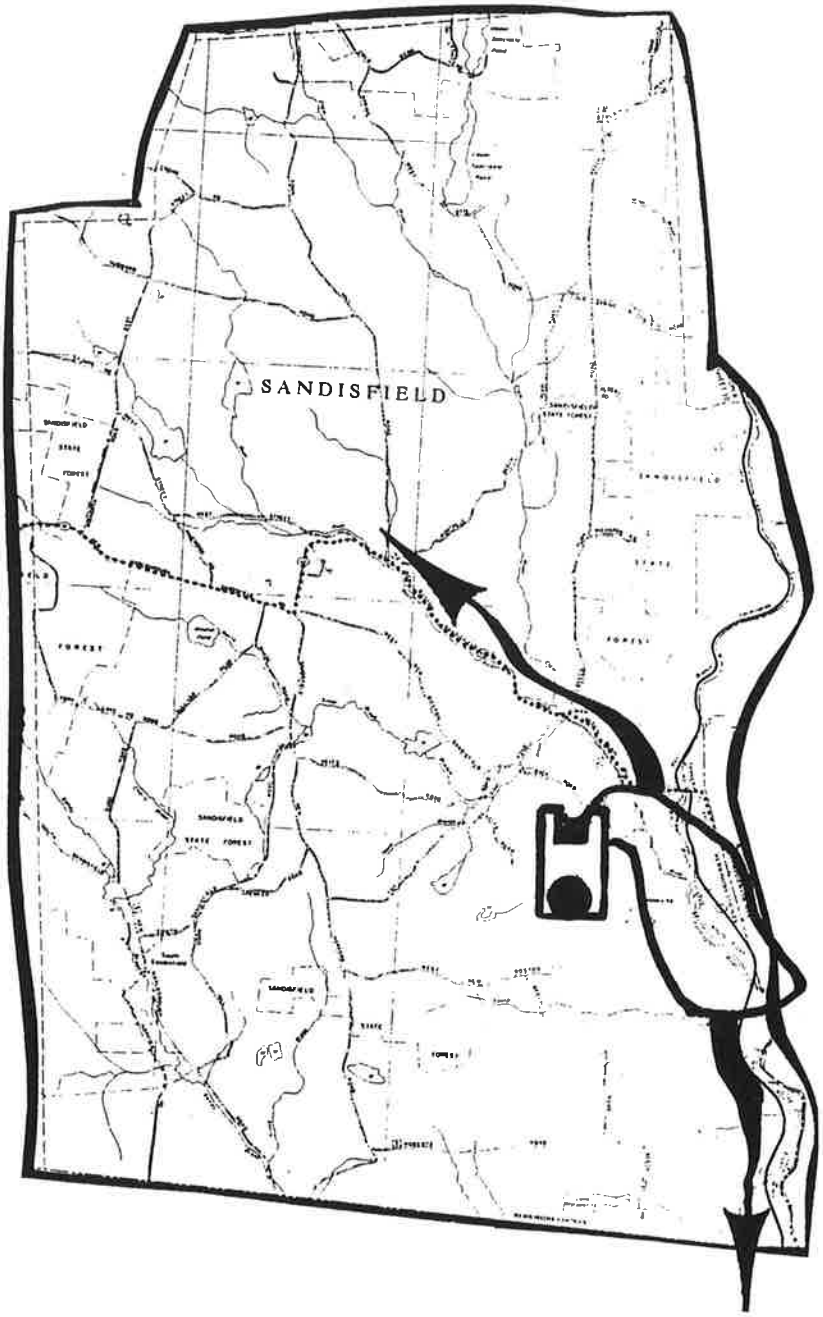

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TABLE 4.1
SPECIAL NEEDS FACILITIES IN DAM IMPACT AREA

DAM NAMES & LOCATIONS: Camp Sequena Dam - Benton Brook

SPECIAL FACILITIES THAT WOULD BE AFFECTED BY DAM EMERGENCY

	NAME OF INSTITUTION	ADDRESS/LOCATION
1.	None	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

SHELTERS FOR VICTIMS OF DAM EMERGENCY

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd
Town Hall	3 Silverbrook Rd

Estimated Peak Population Downstream of Dam: 20

Primary Warning Method: WSBS Radio - GT Barrington, WUPE Radio - Pittsfield

Backup Warning Method: Door-to-Door with emergency vehicles

TABLE 4.1.1
NON-INSTITUTIONALIZED IN DAM IMPACT AREA

DAM NAME AND LOCATION: Camp Sequena Dam - Benton Brook

Population in Affected Downstream Area: 20

Number of People Without Transportation in Area: 5

Number of Buses Needed @45 passengers per bus: 1

Hearing impaired (Notification): 1

Number of Mobility Impaired (Walking): 2

Number of Visually Impaired: 1

Number with other Impairment: 1

TOTAL needing Special Assistance: 5

Number needing ambulance? Wheelchair Van? Bus?

TRANSPORTATION RESOURCES

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Police Dept Transit Town Hall rd	911	Chief Michael Morrison

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	1	Bus	9 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Fire Station #2 207 Sandisfield Rd	413-258-4721	Dispatch

FIGURE 4.1.1
WEST LAKE DAM MAP

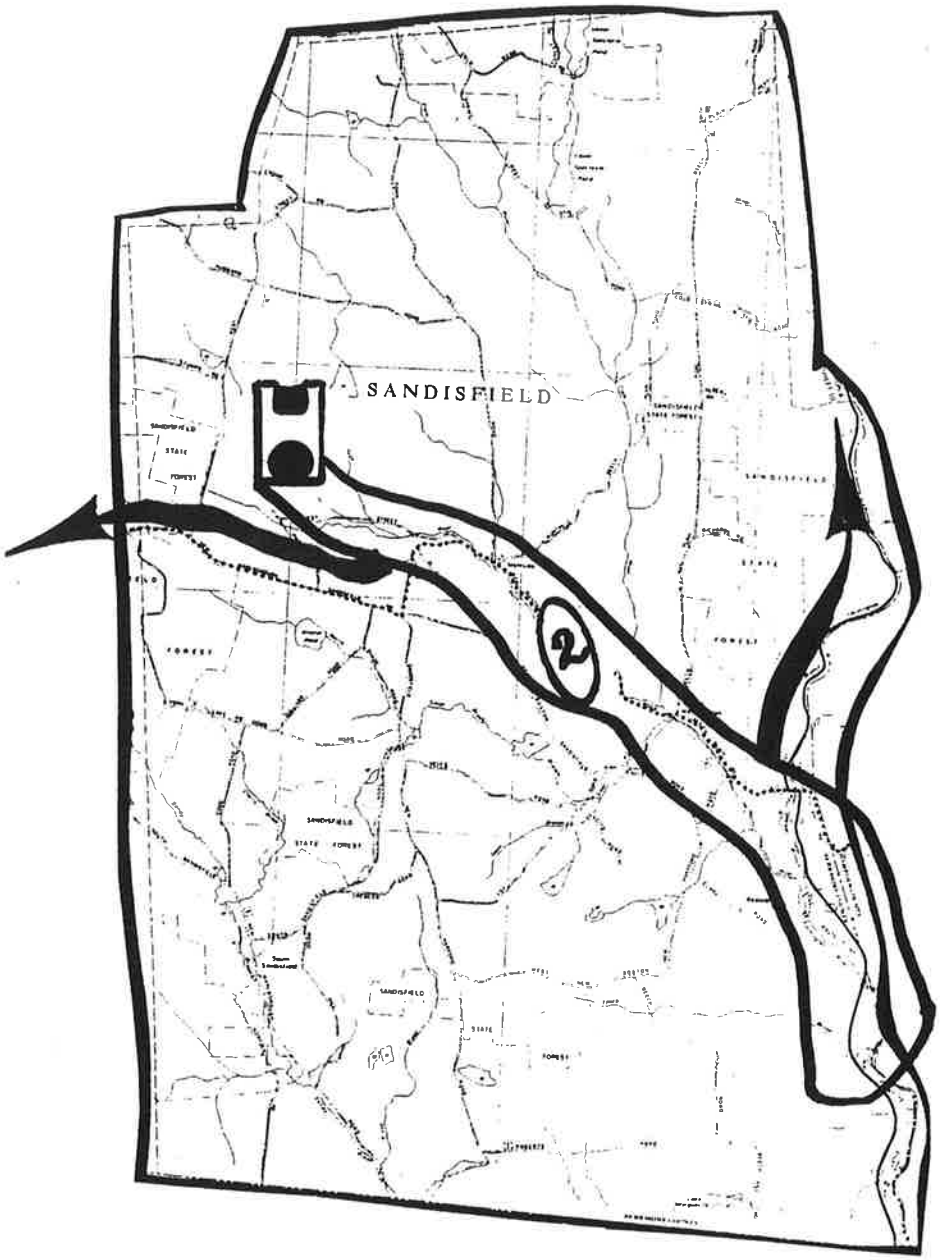

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TABLE 4.2
SPECIAL NEEDS FACILITIES IN DAM IMPACT AREA

DAM NAMES & LOCATIONS: West Lake Dam - Duck River

SPECIAL FACILITIES THAT WOULD BE AFFECTED BY DAM EMERGENCY

	NAME OF INSTITUTION	ADDRESS/LOCATION
2.	Farmington River School	66 Sandisfield Rd

SHELTERS FOR VICTIMS OF DAM EMERGENCY

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd

Estimated Peak Population Downstream of Dam: 100

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-Door with emergency vehicles

TABLE 4.2.1
NON-INSTITUTIONALIZED IN DAM IMPACT AREA

DAM NAME AND LOCATION: West Lake Dam - Duck River

Population in Affected Downstream Area: 100

Number of People Without Transportation in Area: 45

Number of Buses Needed @45 passengers per bus: 1

Hearing impaired (Notification): 1

Number of Mobility Impaired (Walking): 2

Number of Visually Impaired: 1

Number with other Impairment: 1

TOTAL needing Special Assistance: 5

Number needing ambulance? Wheelchair Van? Bus?

TRANSPORTATION RESOURCES

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Farmington Valley School District	413-269-7105	Garth Story

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	9	Bus	35 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS	PHONE	CONTACT PERSON	MOU?
Fire Station #2 207 Sandisfield Rd	413-258-4721	Dispatch	Yes

FIGURE 4.1.2
SOUTH SILVER FLOODWATER RETARDING DAM MAP
NO SPECIAL NEEDS FACILITIES IN THIS AREA

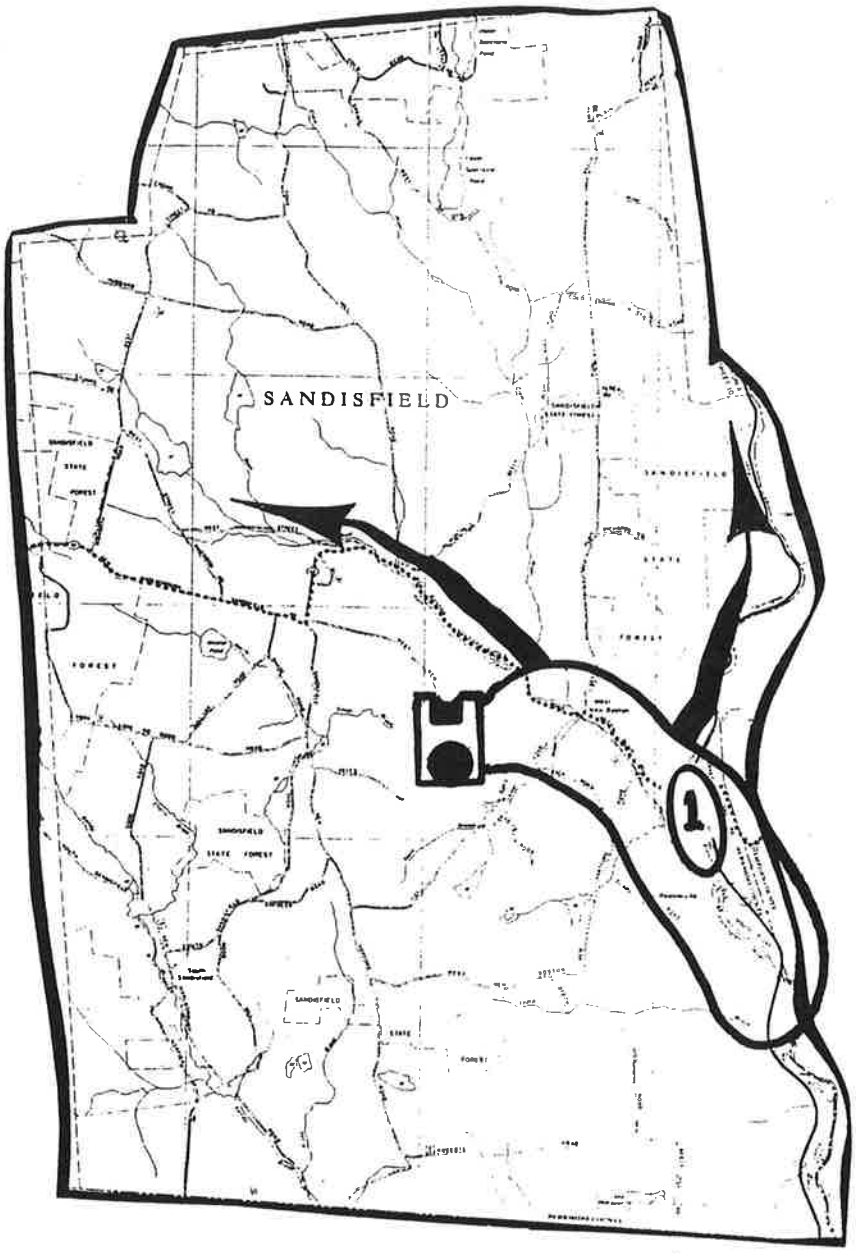

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TABLE 4.3
SPECIAL NEEDS FACILITIES IN DAM IMPACT AREA

DAM NAMES & LOCATIONS: South Silver Floodwater Retarding Dam - Silver Brook

SPECIAL FACILITIES THAT WOULD BE AFFECTED BY DAM EMERGENCY

	NAME OF INSTITUTION	ADDRESS/LOCATION
1.	New Boston Nursing Home	7 Sandisfield Road

SHELTERS FOR VICTIMS OF DAM EMERGENCY

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd

Estimated Peak Population Downstream of Dam: 100

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-door with emergency vehicles

TABLE 4.3.1
NON-INSTITUTIONALIZED IN DAM IMPACT AREA

DAM NAME AND LOCATION: South Silver Floodwater Retarding Dam - Silver Brook

Population in Affected Downstream Area: 100

Number of People Without Transportation in Area: 5

Number of Buses Needed @45 passengers per bus: 1

Hearing impaired (Notification): 1

Number of Mobility Impaired (Walking): 2

Number of Visually Impaired: 1

Number with other Impairment: 1

TOTAL needing Special Assistance: 5

Number needing ambulance? Wheelchair Van? Bus?

TRANSPORTATION RESOURCES

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Police Dept Transit Town Hall Rd	911	Dispatch

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	1	Bus	9 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS	PHONE	CONTACT PERSON	MOU?
Fire Station #2 207 Sandisfield Rd	413-258-4721	Dispatch	Yes

FIGURE 4.1.3
OTIS RESERVOIR DAM MAP

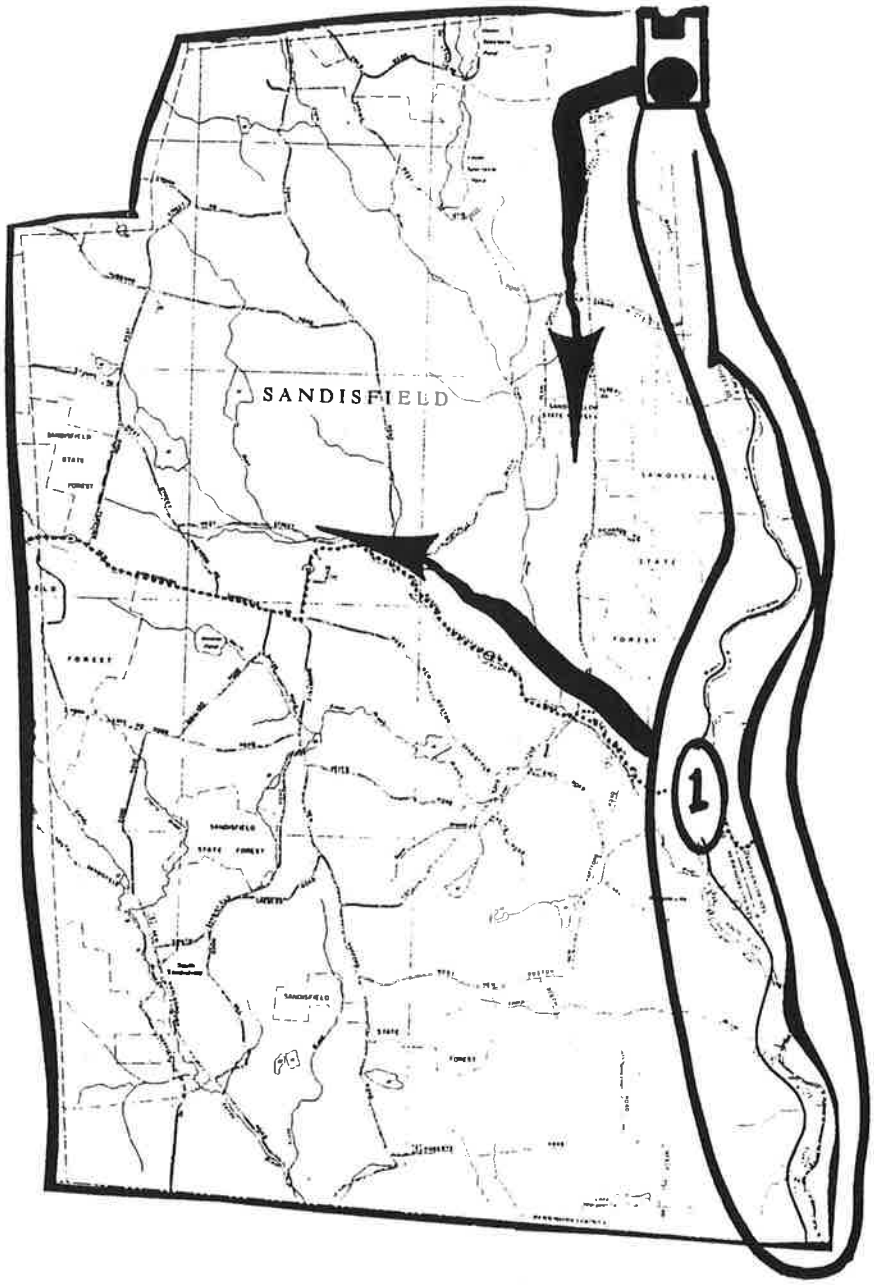

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TABLE 4.4
SPECIAL NEEDS FACILITIES IN DAM IMPACT AREA

DAM NAMES & LOCATIONS: Otis Reservoir Dam - Fall River

SPECIAL FACILITIES THAT WOULD BE AFFECTED BY DAM EMERGENCY

	NAME OF INSTITUTION	ADDRESS/LOCATION
1.	New Boston Nursing Home	7 Sandisfield Rd
2.		
3.		
4.		
5.		
6.		
7.		

SHELTERS FOR VICTIMS OF DAM EMERGENCY

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd

Estimated Peak Population Downstream of Dam: 100

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-door with emergency vehicles

TABLE 4.4.1
NON-INSTITUTIONALIZED IN DAM IMPACT AREA

DAM NAME AND LOCATION: Otis Reservoir Dam - Fall River

Population in Affected Downstream Area: 100

Number of People Without Transportation in Area: 10

Number of Buses Needed @45 passengers per bus: 1

Hearing impaired (Notification):	1
Number of Mobility Impaired (Walking):	2
Number of Visually Impaired:	1
Number with other Impairment:	1
TOTAL needing Special Assistance:	5

Number needing ambulance? Wheelchair Van? Bus?

TRANSPORTATION RESOURCES

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Police Dept Transit Town Hall Rd	911	Dispatch
Farmington Valley School District 1 N Main Rd Otis	413-267-7105	Garth Story

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	9	Buses	35 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS	PHONE	CONTACT PERSON	MOU?
Fire Station #2 207 Sandisfield Rd	413-258-4721	Dispatch	Yes

4.7 EARTHQUAKE

Although New England has not experienced a damaging earthquake since 1755, numerous less powerful earthquakes have been centered in Massachusetts and neighboring states. Seismologists state that a serious earthquake occurrence is possible.

There are five seismological faults in Massachusetts, but there is no discernible pattern of previous earthquakes along these fault lines. Earthquakes occur without warning and may be followed by after shocks. Most buildings and infrastructures in Massachusetts were constructed without specific earthquake resistant design features. Development in filled, sandy or clay soils is more vulnerable to earthquake pressures than other soils.

Earthquakes precipitate several potentially devastating secondary effects.

They are:

- The collapse of buildings, bridges, roads, dams, and other vital structures
- Rupture of utility pipelines
- Flooding caused by dam failure
- Landslides
- Major transportation accidents, (railroad, chain highway crashes, landing/taking off aircraft, and in rare cases marine mishaps from tidal waves)
- Extended power outages
- Fires and/or explosions
- Hazmat mishaps
- Water contamination

4.8 RESPONSIBILITIES FOR EARTHQUAKE PLANNING AND RESPONSE

A. Mitigation

1. Community leaders in cooperation with Emergency Management personnel should obtain local geological information and identify and assess

structures and land areas that are especially vulnerable to earthquake impact and define methods to minimize the risk.

2. Strict adherence should be paid to land use and earthquake resistant building codes for all new construction.

3. Periodic evaluation, repair, and/or improvement should be made to older public structures.

4. Emergency earthquake public information and instructions should be developed and disseminated.

5. Earthquake drills should be held in schools, businesses, special care facilities, and other public gathering places.

B. Preparedness

1. Earthquake response plans should be maintained and ready for immediate use. Refer to Resource Manual for earthquake additional requirements.

2. All equipment, supplies, and facilities that would be needed for management of an earthquake occurrence should be maintained for readiness.

3. Emergency Management personnel should receive periodic training in earthquake response.

4. If the designated EOC is in a building that would probably not withstand earthquake impact, another building should be chosen for an earthquake EOC.

5. Mass Care shelters for earthquake victims should be pre-designated in structures that would be most likely to withstand earthquake impact.

C. Response

1. EOC will be activated and response will immediately be engaged to address any and all earthquake effects listed.

2. Emergency warning/notification information and instructions will be broadcast to the public.

3. Search and rescue teams will be dispatched.

4. Emergency medical teams will be dispatched.

5. Firefighters will address fires/explosions, and hazmat incidents.

6. Law enforcement personnel will coordinate evacuation and traffic control.

7. Reception centers and shelters will be opened and staffed.

8. Animal control measures will be taken.

9. Law enforcement personnel will protect critical facilities and conduct surveillance against criminal activities.

10. Immediate life-threatening hazards will be addressed such as broken gas lines, downed utility wires, and fire control resources.

11. Emergency food, water, and fuel will be acquired.

12. Activate mutual aid.

13. Measures will be taken relating to identification and disposition of remains of deceased by the Chief Medical Examiner.

D. Recovery

Restoration of community to pre-disaster status will address immediate and long-term measures including:

1. Restoration of utility services.

2. Decontamination of water.

3. Debris clearance.

4. Damage assessment of public and private property.

5. Demolition of irreparable structures.

6. Assisting victims with the provision of short and long-term food, water, clothing, housing, medical care, etc.

7. Coordination of re-entry of evacuees.

8. Public health monitoring of lingering long-term hazards.

9. Addressing of legal and insurance matters.

10. Application for state and federal disaster relief funds.

11. Overall long-term rehabilitation and reconstruction of affected area.

FIGURE 4.2
AREAS OF EARTHQUAKE VULNERABILITY

MAP MARKINGS	AREA
	Low-lying areas

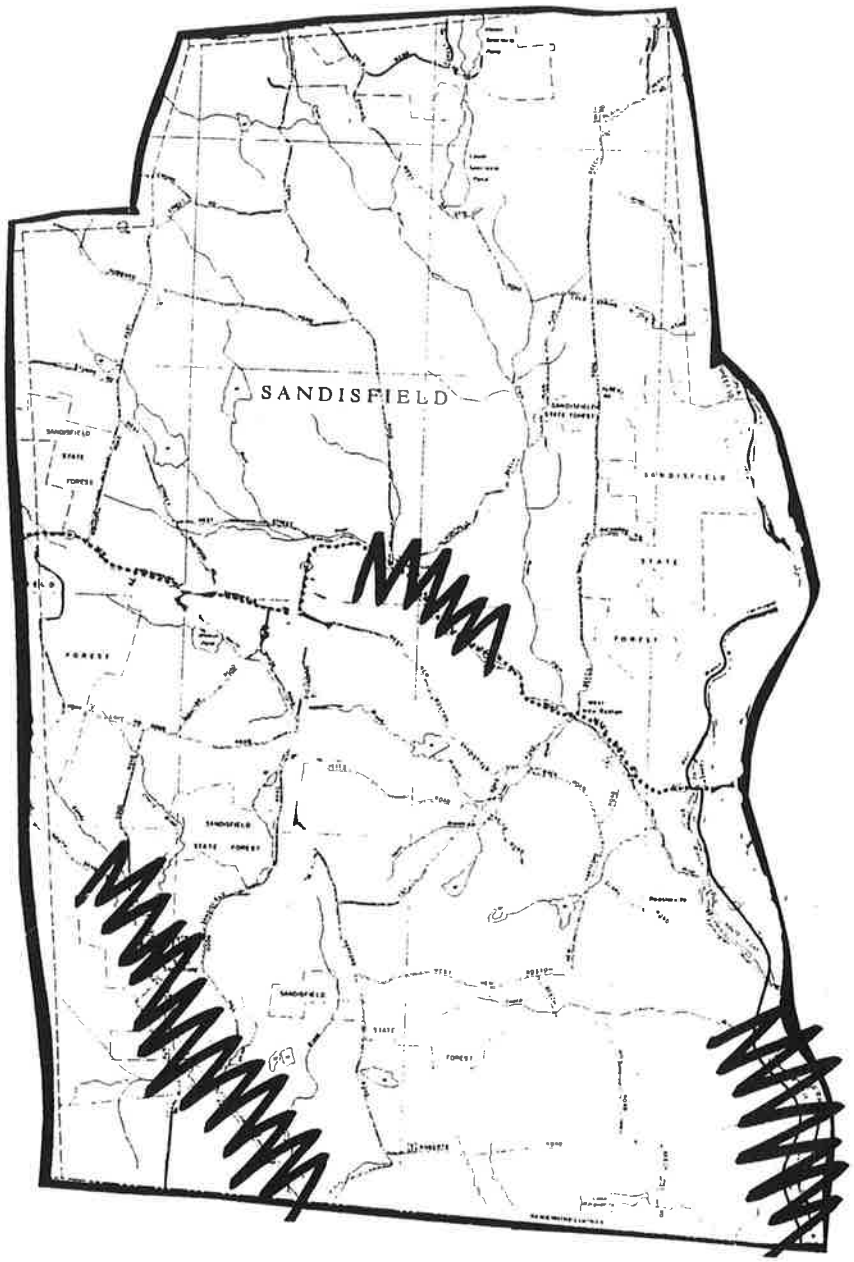

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FIGURE 4.2.1
EARTHQUAKE AREAS SPECIAL NEEDS FACILITIES
& EVACUATION RTES MAP
NO SPECIAL NEEDS FACILITIES IN THIS AREA

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TABLE 4.5
SPECIAL NEEDS FACILITIES IN EARTHQUAKE AREA

NAME/ADDRESS/LOCATION OF INSTITUTION

1. **NO SPECIAL NEEDS FACILITIES IN THIS AREA**

NOTE: Foster care facilities should be incorporated into your emergency SOP's.

SHELTERS FOR EARTHQUAKE VICTIMS

NAME OF BUILDING	ADDRESS/LOCATION
A. Fire Station #2	207 Sandisfield Rd

Estimated Peak Population in Earthquake Area: 50

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-door with emergency vehicles

TABLE 4.5.1

NON-INSTITUTIONALIZED IN EARTHQUAKE AREA

(See previous page for description of Specific Locations)

Total population in Affected Area: 50
Number of People Without Transportation in Area: None
Number of Buses Needed @45 passengers per bus: 1 max
Hearing impaired (Notification): 1
Number of Mobility Impaired (Walking): 2
Number of Visually Impaired: 1
Number with other Impairment: 1

TOTAL needing Special Assistance: 5

Number needing ambulance: Wheelchair Van: Bus:

TRANSPORTATION RESOURCES

NAME/ADDRESS OF COMPANY	PHONE	CONTACT PERSON
Police Dept Transit Town Hall Rd	911	Dispatch

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	1	Bus	9 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS	PHONE	CONTACT PERSON	MOU?
Fire Station #2 207 Sandisfield Rd	911	Dispatch	Yes

4.9 FLOODING

Communities in Massachusetts may be exposed to coastal or riverine flooding. This can range from street flooding to serious flooding resulting in damage to public and private property. Hurricane and northeaster storms have produced numerous coastal storms over the past decade, including flooding impacts. Riverine flooding is often associated with hurricanes, but may result from spring runoff as well. A key factor in riverine flooding is the water capacity of water bodies and waterways, the regulation of waterways by flood control works, and the preservation of wetlands.

Flash floods are fast moving floods resulting from extremely heavy rainfall generally over a period of less than 6 hours.

The National Weather Service, and the New England River Forecast Center issue flood watch, flood warning, and flash flood watch and warnings through MEMA, EAS, and the news media.

A flood watch would be issued if the flood stage is forecast to be reached or exceeded in 12 to 24 hours. A flood warning would be issued if the flood stage forecast suggests that the flood stage for a given location will be reached or exceeded within 12 hours.

A flash flood watch would be issued if rainfall may reach or exceed the 1 or 3 hour rainfall values or amount needed to produce flooding on small streams in a forecast zone. A flash flood warning is issued based on radar or observation that the 1 or 3 hour rainfall values will be exceeded.

Areas in each community that are vulnerable to flooding are usually well known, and are identifiable through National Flood Insurance maps. However, the intensity of flooding impact and the amount of damage that can result from an especially heavy rainfall is sometimes worse than expected. Flash floods can occur with startling suddenness and be especially devastating.

4.10 RESPONSIBILITIES FOR FLOOD PLANNING AND RESPONSE

A. <u>Mitigation</u>

1. Identify areas in the community that are flood prone and define methods to minimize the risk. Review National Flood Insurance Maps.

2. Disseminate emergency public information and instructions concerning flood preparedness and safety.

3. Community leaders should ensure that Sandisfield is enrolled in the National Flood Insurance Program.

4. Strict adherence should be paid to land use and building codes, (e.g. Wetlands Protection Act), and new construction should not be built in flood-prone areas.

5. Ensure that flood control works are in good operating condition at all times.

6. Natural water storage areas should be preserved.

7. Maintain plans for managing all flood emergency response activities including addressing potentially hazardous dams.

B. Preparedness

1. Place EOC personnel on standby during stage of flood 'watch' and monitor NWS/New England River Forecast Center reports.

2. Ensure that public warning systems are working properly and broadcast any information that is needed at this time.

3. Review mutual aid agreements.

4. Monitor levels of local bodies of water.

5. Arrange for all evacuation and sheltering procedures to be ready for activation when needed.

6. Carry out, or assist in carrying out needed flood-proofing measures such as sandbag placement, etc.

7. Regulate operation of flood control works such as flood gates.

8. Notify all Emergency Management related groups that will assist with flood response activities to be ready in case flood 'warning'.

C. Response

1. Broadcast warning/notification of flood emergency.

2. Coordinate traffic control and proceed with evacuation of affected populations as appropriate.

3. Open and staff shelters and reception centers.

4. Undertake, or continue to carry out flood proofing measures.

5. Dispatch search and rescue teams.

6. Dispatch emergency medical teams.

D. Recovery

1. Inspect all affected buildings for structural integrity.

2. Clear debris.

3. Pump out basements, lower floor, wells, etc.

4. Test and purify water.

5. Address public health and sanitation issues.

6. Coordinate re-entry of evacuees.

7. Establish disaster recovery centers for victims.

8. Apply for state and federal disaster relief funds, if appropriate.

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FIGURE 4.3
AREAS OF FLOOD VULNERABILITY MAP

MAP MARKINGS	AREA
	Flood-prone areas

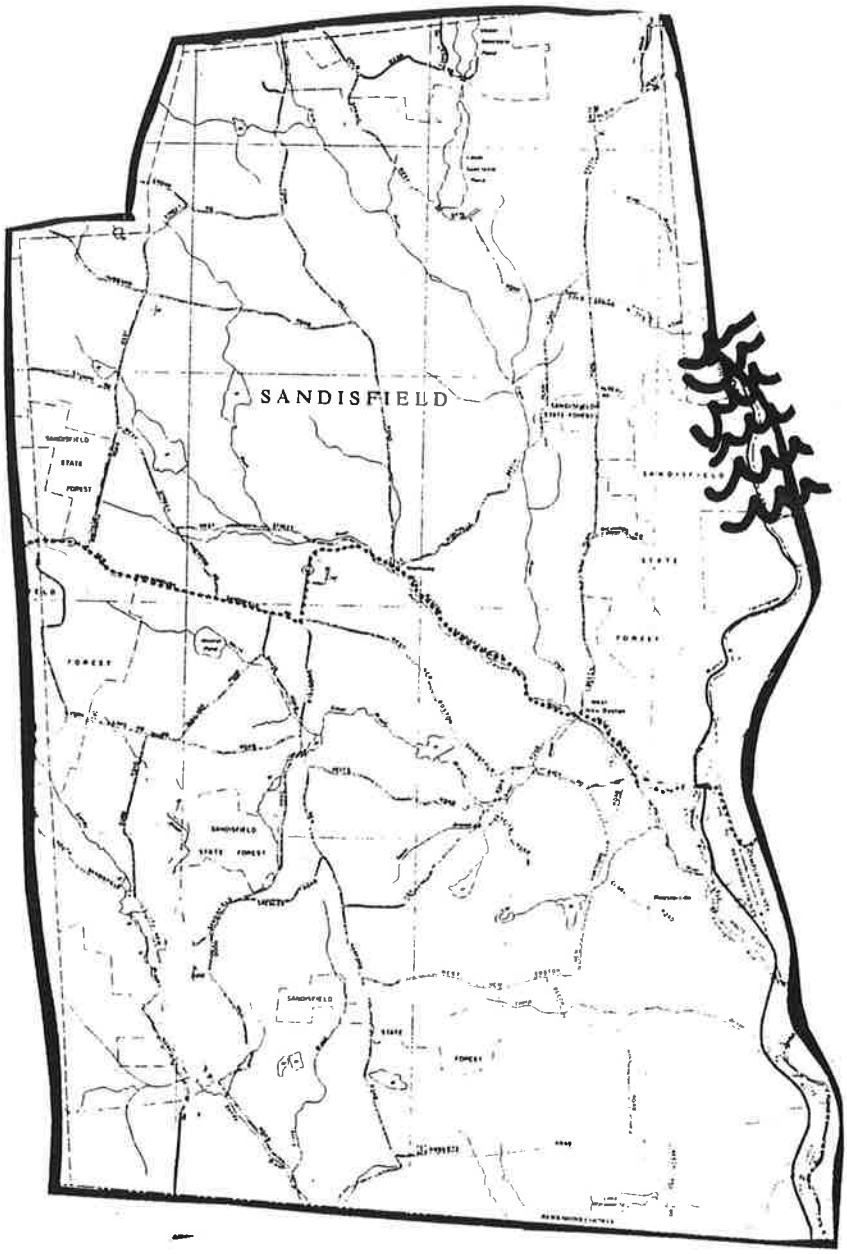

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FIGURE 4.4
FLOOD AREAS SPECIAL NEEDS FACILITIES
& EVACUATION RTES
NO SPECIAL NEEDS FACILITIES IN THIS AREA

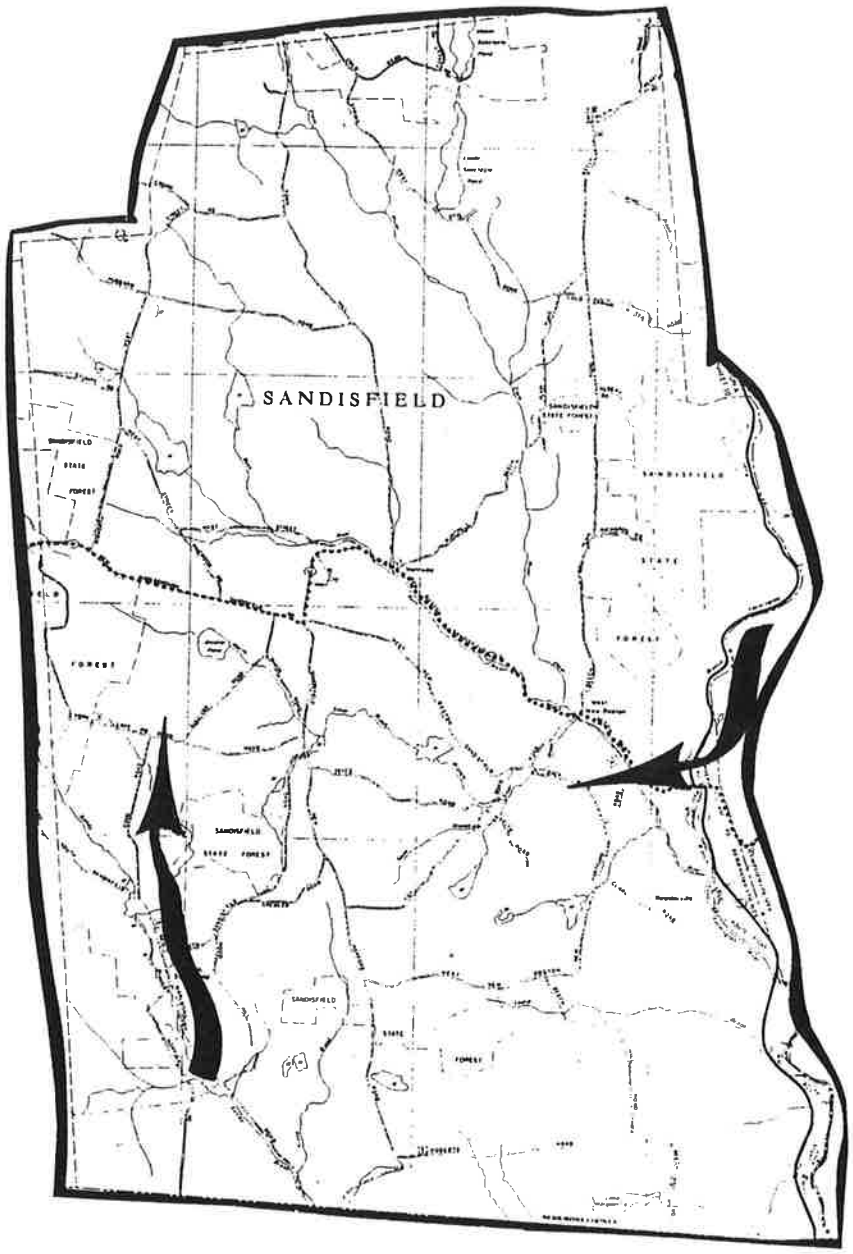

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TABLE 4.6
SPECIAL NEEDS FACILITIES IN FLOOD AREA

NAME/ADDRESS/LOCATION OF INSTITUTION

1. **NO SPECIAL NEEDS FACILITIES IN THIS AREA**

SHELTERS FOR FLOOD VICTIMS

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd

Estimated Peak Population in Affected Area: 25

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-door with emergency vehicles

TABLE 4.6.1

NON-INSTITUTIONALIZED IN FLOOD AREA

(See previous page for description of Specific Locations)

Total population in Affected Area: 25
Number of People Without Transportation in Area: 5
Number of Buses Needed @45 passengers per bus: 1 max

Hearing impaired (Notification): 1
Number of Mobility Impaired (Walking):2
Number of Visually Impaired: 1
Number with other Impairment: 1

TOTAL needing Special Assistance:5

Number needing ambulance: Wheelchair Van: Bus:

TRANSPORTATION RESOURCES

NAME/ADDRESS	PHONE	CONTACT PERSON
Police Dept Transit Town Hall Rd	911	Dispatch
Farmington Valley School District 1 N Main Rd Otis	413-267-7105	Garth Story

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	1	Bus	9 passengers
Yes	9	Buses	35 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME/ADDRESS	PHONE	CONTACT PERSON	MOU?
Fire Station #2 207 Sandisfield Rd	911	Dispatch	Yes

4.11 HURRICANES

Of all emergencies/disasters that can affect Massachusetts, hurricanes provide the most lead warning time. Even at the 'hurricane watch' stage, the storm could be hundreds of miles away from the Massachusetts coast. MEMA assumes 'standby' status when a hurricane's location is determined to be 35 North Latitude, (Cape Hatteras), unless the storm is moving unusually fast which may necessitate standby at an earlier time.

When the hurricane has reached 40 North Latitude, (Long Island), MEMA assumes 'alert' status and the decision may be made by the Governor or the local head of government to recommend evacuation of areas that the storm is likely to strike.

Coastal communities are subject to storm surge, flooding, and wind damage from hurricanes. Inland communities can experience riverine flooding from heavy rainfall, wind damage, and tornadoes which are associated with these storms.

4.12 RESPONSIBILITIES FOR HURRICANE PLANNING AND RESPONSE

A. Mitigation

1. Develop and disseminate emergency public information and instructions concerning hurricane preparedness and safety.

2. Community leaders should ensure that Sandisfield is enrolled in the National Flood Insurance Program.

3. Develop and enforce local building codes to enhance structural resistance to high winds and flooding. Build new construction in areas that are not vulnerable to direct hurricane effects.

4. Make informed decisions concerning protecting natural attributes such as beaches and dunes with breakwaters and sea walls. Review National Flood Insurance Maps for possible impact on community.

5. Maintain plans for managing all hurricane emergency response activities.

B. Preparedness

1. Ensure that warning/notification systems and equipment is ready for use at the 'hurricane

warning' stage.

2. Review mutual aid agreements.

3. Designate suitable wind and flood resistant shelters in the community and make their locations known to the public.

4. Prepare for coordination of evacuation from potentially impacted areas including alternate transportation systems and locations of special needs facilities.

C. Response

1. Activate warning/notification systems to inform public of protective measures to be taken including evacuation where appropriate.

2. Conduct evacuation of affected populations.

3. Open and staff shelters and reception centers.

4. Dispatch search and rescue teams.

5. Dispatch emergency medical teams.

6. Activate mutual aid activities.

7. Take measures to guard against further danger from downed trees and utility lines, debris, etc.

D. Recovery

1. Clear debris.

2. Inspect damaged buildings, bridges, etc., for structural integrity.

3. Test and purify water.

4. Coordinate re-entry of evacuees.

5. Address public health and sanitation issues.

6. Conduct damage assessment.

7. Establish disaster recovery centers to provide information and assistance to victims.

8. Apply for state and federal disaster relief funds, if appropriate.

FIGURE 4.5
AREAS OF HURRICANE VULNERABILITY MAP

MAP MARKINGS	AREA
XXXXXXX	Heavy rain impact

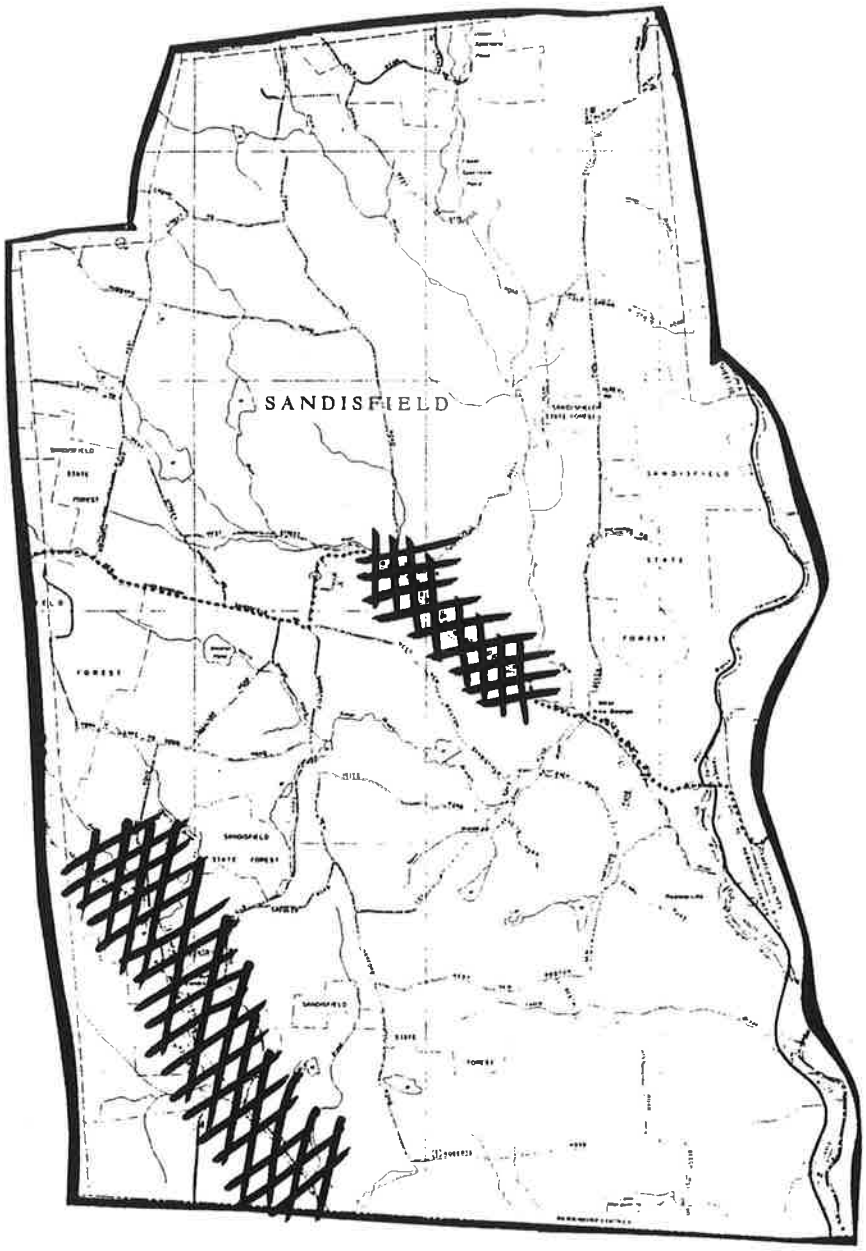

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FIGURE 4.6
HURRICANE AREAS SPECIAL NEEDS FACILITIES MAP
NO SPECIAL NEEDS FACILITIES IN THIS AREA

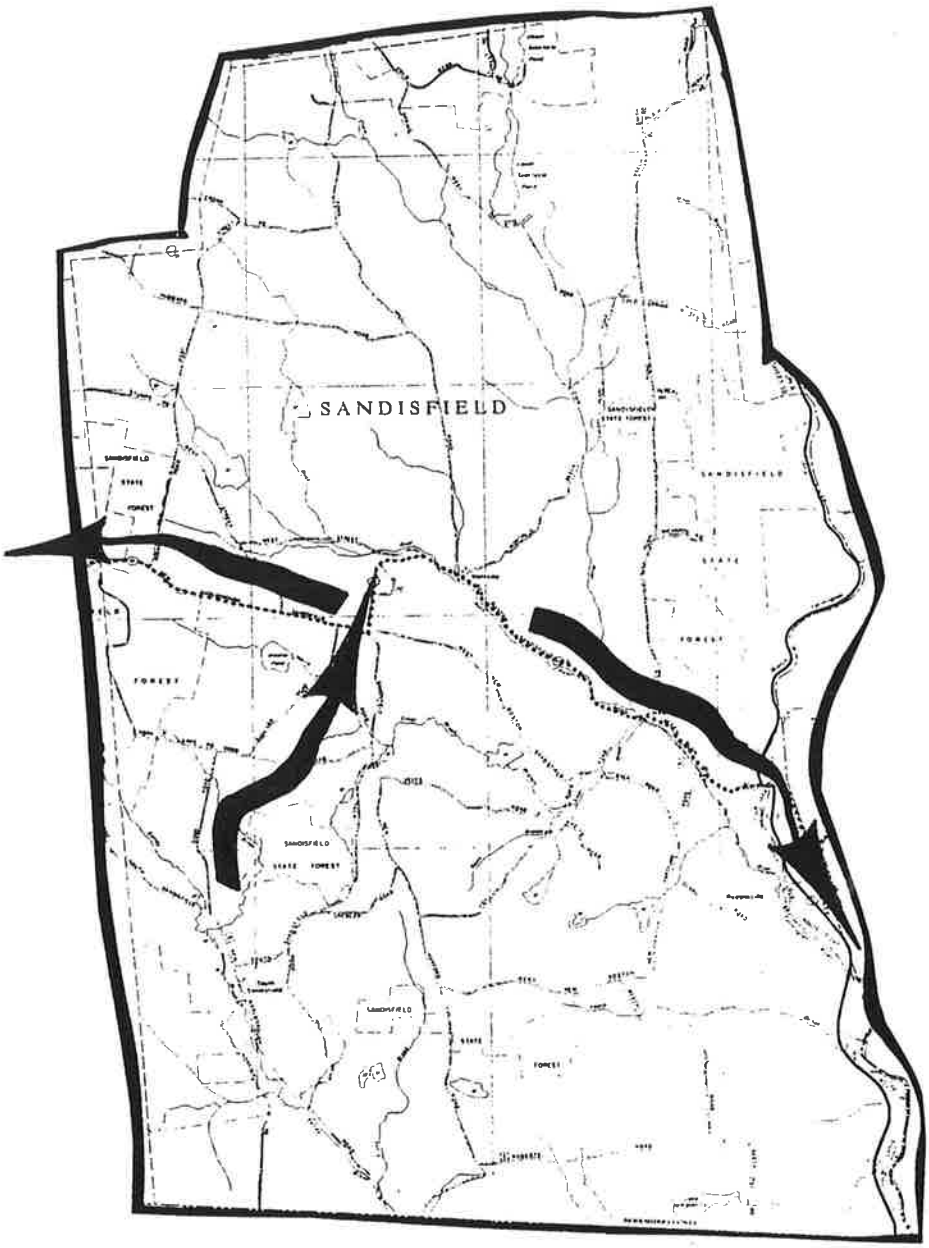

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TABLE 4.7

SPECIAL NEEDS FACILITIES IN HURRICANE AREA

NAME/ADDRESS/LOCATION OF INSTITUTION

1. **NO SPECIAL NEEDS FACILITIES IN THIS AREA**

2.

SHELTERS FOR HURRICANE VICTIMS

NAME OF BUILDING	ADDRESS/LOCATION
Fire Station #2	207 Sandisfield Rd

Estimated Peak Population in Hurricane Area: 50

Primary Warning Method: WSBS Radio - GT Barrington
WUPE Radio - Pittsfield

Backup Warning Method: Door-to-door with emergency vehicles

TABLE 4.7.1

NON-INSTITUTIONALIZED IN HURRICANE AREA

(See previous page for description of Specific Locations)

Total population in Affected Area: 50
Number of People Without Transportation in Area: 10
Number of Buses Needed @45 passengers per bus: 1

Hearing impaired (Notification): 1
Number of Mobility Impaired (Walking): 2
Number of Visually Impaired: 1
Number with other Impairment: 1
TOTAL needing Special Assistance: 5

Number needing ambulance: Wheelchair Van: Bus:

TRANSPORTATION RESOURCES

NAME/ADDRESS	PHONE	CONTACT PERSON
Police Dept Transit Town Hall Rd	911	Dispatch

MOU?	NUMBER	TYPE	CAPACITY OF VEHICLES
Yes	1	Bus	9 passengers

SHELTERS FOR NON-INSTITUTIONALIZED SPECIAL NEEDS PEOPLE

NAME & ADDRESS	PHONE	CONTACT PERSON
Fire Station #2 207 Sandisfield Rd	911	Dispatch

4.13 PLUME INGESTION PATHWAY
(Related to Nuclear Power Plant Incident)

There are eighteen towns and cities in Massachusetts - plus their host communities - that are within or service the 10-mile Emergency Planning Zones of the three nuclear power plants which impact the Commonwealth. All planning and procedures which address a potential accident at any of these nuclear facilities are fully covered by very detailed and comprehensive Radiological Emergency Response Plans. However, for a certain period of time after a radiation release to the atmosphere occurs, areas within 50-miles of the affected nuclear facility will be in the "ingestion pathway" of the radiation plume. Most of Massachusetts is within 50 miles of a commercial nuclear power station located in Massachusetts or adjacent state. Radiation exposure through the food chain will be addressed through controlling access to contaminated animal feeds, decontaminating certain foodstuffs, diversion and storage to allow decay of short half-life radionuclides, and destruction of contaminated foods.

Decisions on these protective measures will be made by the Massachusetts Department of Public Health. Implementing protective actions will primarily be the responsibility of state agencies including MDPH, MEMA, DEP, and Department of Food & Agriculture, Department of Fisheries, Wildlife and Recreational Vehicles Division of Marine Fisheries. Support is provided where necessary by local authorities.

Several laws cover these Ingestion Pathway activities and procedures:

- General Law, Chapter 128 & General Law, Chapter 94, Section 16-16K, (embargo of food)
- General Law, Chapter 134, Section 74A, (regulatory emergency measures by Department of Food & Agriculture in cooperation with DPH)
- General Law, Chapter 94, Section 16 (certification of dairies, sampling of and interdiction of contaminated milk)
- General Law, Chapter 21A, Section 2 (28), Chapter 92, Section 17 and Chapter 111, Section 160, (drinking water regulations)

4.14 RESPONSIBILITIES FOR INGESTION PATHWAY PLANNING AND RESPONSE

1. Ensure safe, effective storage of cattle feed.

2. Protect surface water supplies. Test and restrict water supplies, if recommended.

3. Agriculture growers and producers will keep informed on ingestion pathway safety measures through information available through the Massachusetts Department of Food and Agriculture, the USDA State and County Emergency Boards, and Extension Service County Agents. Refer to Resource Manual Radiological Protection Plan for additional information.

4.15 RADIOLOGICAL PROTECTION

A Radiological emergency could call for the declaration of a National Security Emergency. Under such conditions, the need to detect and measure radiation may become vital to protect the health and safety of the public and maintain continuity of government.

Various radioactive materials are transported into, out of, and through the State. There is a realistic possibility for an occurrence of incidents or accidents in the transportation and use of these materials.

Currently there are three commercial nuclear power plants in and near the State which could pose a threat in the event of an uncontrolled release of radioactive material to the environment.

a. Pilgrim Nuclear Power Station, Plymouth, MA

b. Seabrook Nuclear Power Station, Seabrook, NH

c. Vermont Yankee Nuclear Power Station, Vernon, VT

Under conditions of a National Security Emergency, response to and recovery from an uncontrolled radiological environment would require that the majority of protective warnings, guidance and measures be taken at the State and Local levels of government initially.

In the event of a serious peacetime radiological emergency, this community would receive assistance from State and Federal Governments and other local jurisdictions and from the commercial nuclear power industry if applicable.

The State will provide technical guidance and assistance in the development, implementation and maintenance of this plan.

The organization for response to a radiological emergency condition is dependent upon the type of hazard which dictates the appropriate Appendix to be used from this plan.

Specific responsibilities for responding to a radiological emergency are identified in the appropriate hazard-specific Appendices.

This portion of the CEMP has been developed and is maintained by MEMA. The local Emergency Management Agency Director is responsible for coordinating and ensuring the

development and maintenance of this Emergency Management Plan and its hazard-specific Appendices. All Departments and Agencies within the community with emergency management responsibilities will develop appropriate implementation plans and procedures.

The management of radiological emergencies involves three critical activities, as follows:

- environmental surveillance
- personnel radiation exposure control
- protective measures

Coordination of emergency response to an identified radiological hazard emergency is accomplished by a Lead Agency. This Lead Agency assumes the direction and control function in the emergency and is supported by various support agencies as provided in each Hazard-Specific Appendix.

All Appendices which will be found in the Resource Manual, even though they are bound and maintained as separate documents, are incorporated by reference and are considered as part of this plan.

TOPIC

1. National Security Emergency (RADEF)
2. Local RERP for Commercial Nuclear Power Plant(s)*
3. Transportation Radiological Accident
4. Nuclear Terrorism Incident*

*May not be applicable in some communities

4.16 TERRORISM

A terrorist threat or act could occur with little or no warning. The threat may be based on the use of conventional weapons, explosives, or chemical, biological and radiological agents or devices.

Though such threats are often associated with international, or national issues, the impact would begin at the local level. Potential targets for terrorism includes but are not limited to; federal facilities, airports, educational and research facilities , family planning centers, and utilities. Support from state and federal agencies such as the Massachusetts State Police and Federal Bureau of Investigation is available for response and investigation of terrorist threats, or acts. The Massachusetts State Police should be contacted immediately.

Awareness of the potential for terrorism is important for the public, and government officials, as well as employees of the facilities which might be subject to terrorism. A community with facilities that present a concern for potential terrorism may wish to form a Terrorism Task Force involving key public safety, business, and facility representatives. The task force should discuss measures to enhance public and private awareness of terrorism, and planning such as:

- Identifying and mapping possible terrorist targets. Refer to Resource Manual for Sandisfield's potential terrorist target list and map.

- Defining general areas of confinement around possible targets where emergency workers will be provided a secure working area.

- Developing an access control area outside of the confinement area.

- Ensuring that there will be secured facilities for those arrested.

As domestic terrorism has developed into a major emergency/disaster threat only in very recent years, local Emergency Management personnel are encouraged to avail themselves of Terrorism courses offered on the state and federal levels and coordinated through the Training Division of the Massachusetts Emergency Management Agency.

4.17 RESPONSIBILITIES FOR TERRORISM PLANNING AND RESPONSE

A. Mitigation

1. Local officials should remain constantly alert to signs that presage possible terrorist activity.

2. Maintain plans to deal with all aspects of terrorist threats and actual incidents. Refer to Resource Manual for terrorism additional requirements.

3. Form a 'Terrorist Task Force'; if appropriate.

B. Preparedness

1. Pre-designate command post locations near potential terrorist targets with communications outside confinement area and to the EOC.

2. Pre-designate Incident Commander, (usually first responding senior police or fire officer).

3. Develop police staffing plan for both confinement and access control areas.

4. Pre-determine emergency vehicle and victim evacuation routes to, from, and through confinement and access control areas.

5. Pre-determine locations of temporary shelter for non-involved populations victimized by incident.

C. Response

1. Strong police presence should quickly appear at site of terrorist threat or actual incident.

2. Set up incident command post,(ICP), and appoint incident commander.

3. Establish communications between ICP and EOC.

4. Convene Terrorism Task Force to address immediate needs and issues of the terrorism emergency, if appropriate.

5. Set up media center and initiate PIO activities. Refer to Resource Manual.

6. Establish 'confinement' and 'access control' areas.

7. Activate mutual aid if needed.

8. Dispatch search and rescue team.

9. Dispatch emergency medical teams.

10. Provide evacuation, reception, and sheltering services for victims.

11. Take necessary measures relating to the identification and disposition of the remains of the deceased under the direction of the Chief Medical Examiner.

D. Recovery

1. Sustain police presence of the area to ensure continuing public safety; reduce police presence only gradually.

2. Coordinate re-entry of evacuees.

3. Provide short and long-term assistance to any victims permanently dislocated by the terrorist incident.

4. Debris clearance.

5. Damage assessment.

6. Monitor any lingering long-term health hazards.

7. Address legal and insurance matters.

8. Apply for state and federal disaster relief funds.

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FIGURE 4.7
POTENTIAL TERRORIST TARGET MAP

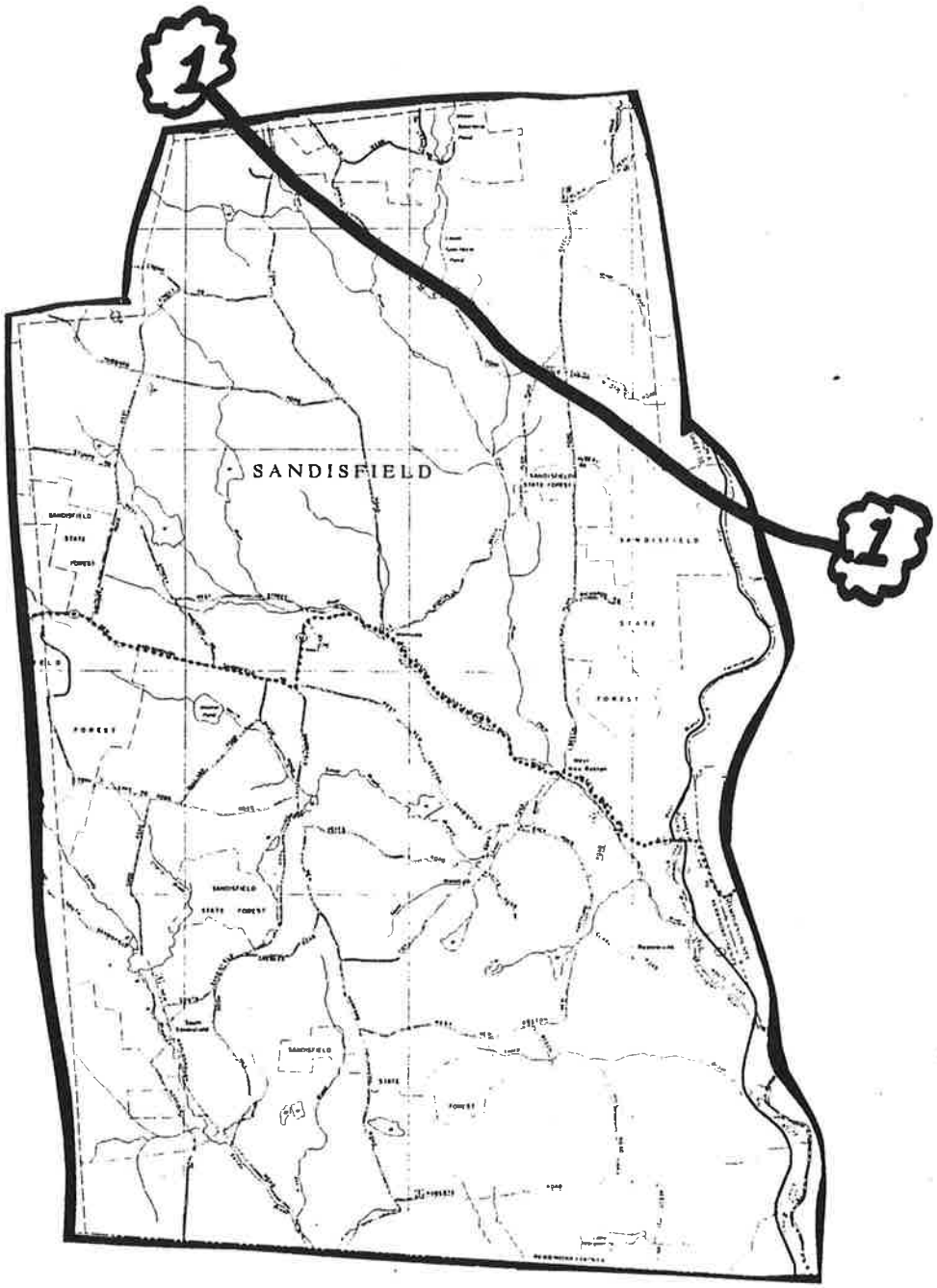

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TABLE 4.8

LIST OF POTENTIAL TERRORIST TARGETS			
MAP #	NAME/ADDRESS OF BLDG/ FACILITY	CONTACT PERSON	PHONE NUMBER
1	Tennesse Nat'l Gas Pipe Line	Al Garcia Dist Mgr 413-786-1933 (H)	413-786-1933 (B)
			See Below*

* Regional Office
1615 Suffield Street
Agawam, MA 01001

National Emergency 1-800-231-2800
Houston, TX

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4.18 TORNADO

Like earthquakes, the location of tornado impact is totally unpredictable; however a tornado's approach does provide a short time, (minutes or less), to take shelter in a basement, inner room of a building, deep ditch, or some such location.

Tornadoes are fierce phenomena which generate wind funnels of up to 200 MPH or more, and occur in Massachusetts usually during June, July, and August. Worcester County, and areas just to its west have been dubbed the "tornado alley" of the state, as the majority of significant tornadoes in Massachusetts weather history have occurred in that region.

A tornado 'watch' indicates that conditions are favorable for severe thunderstorms and tornadoes to occur. Tornado 'warnings' are issued when severe thunderstorms and/or tornadoes have occurred, or are in progress.

As tornado occurrences are relatively uncommon, but appear with unsettling suddenness and violence when they do occur, it is incumbent upon local Emergency Management organizations to have effective response measures in place.

4.19 RESPONSIBILITIES FOR TORNADO PLANNING AND MANAGEMENT

A. <u>Mitigation</u>

1. Develop and disseminate emergency public information and instructions concerning tornado safety, especially guidance regarding in-home protection and evacuation procedures, and locations of public shelters.

2. Strict adherence should be paid to building code regulations for all new construction.

3. Maintain plans for managing tornado response activities. Refer to the non-institutionalized, special needs and transportation resources listed in the Resource Manual.

B. <u>Preparedness</u>

1. Designate appropriate shelter space in the community that could potentially withstand tornado impact.

2. Periodically test and exercise tornado response plans.

3. Put Emergency Management on standby at tornado 'watch' stage.

C. Response

1. At tornado 'warning' stage, broadcast public warning/notification safety instructions and status reports.

2. Conduct evacuation, reception, and sheltering services to victims.

3. Dispatch search and rescue teams.

4. Dispatch emergency medical teams.

5. Activate mutual aid agreements.

6. Take measures to guard against further injury from such dangers as ruptured gas lines, downed trees and utility lines, debris, etc.

7. Acquire needed emergency food, water, fuel, and medical supplies.

8. Take measures relating to the identification and disposition of remains of the deceased.

D. Recovery

1. Continue debris clearance, and restoration of utilities.

2. Restore utility services.

3. Conduct damage assessment of public and private property.

4. Provide security to structures that are uninhabited.

5. Provide short and long-term food, water, clothing, shelter, medical care and other necessary assistance to victims.

6. Coordinate re-entry of evacuees.

7. Public health monitoring of long-term hazards.

8. Establish disaster recovery centers for victims.

9. Apply for state and federal disaster relief funds.

10. Assist in conducting and/or coordinating overall long-term rehabilitation and reconstruction of area.

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4.20 WEAPON RELATED

As long as human nature remains unchanged, there will be the threat, no matter how remote, of war-related attacks on the United States. The types of weapons that could be used are conventional, chemical, biological, and nuclear.

Regarding nuclear weapons: FEMA developed a "Nuclear Attack Planning Base' in 1990, listing those areas of the United States that are the most likely targets. In keeping with Massachusetts Executive Order 242, (1984), we must have building structure responses to provide the Commonwealth's population with radiation-resistant shelter within the boundaries of this state. Refer to Resource Manual for list of radiation resistant shelters and map.

The occurrence of a weapons-related incident could occur with little warning. Information and instructions would be broadcast over the EBS/EAS system. Refer to Resource Manual for list of EBS/EAS stations. The possibility, however, remains that in a certain type of situation an increase in international tensions would create a brief warning period during which measures could be taken to promote survival of the ensuring conflict.

An unexpected attack by conventional weapons, (depending upon intensity), could have an effect similar to that of other types of major disasters such as earthquakes or tornadoes and the same type of response and rescue measures would be required.

In case of a nuclear attack threat, populations should take shelter in home basements or assigned radiation-resistant shelters. It must be understood that no shelter can guarantee survival. According to FEMA's Nuclear Attack Planning Base survey, Sandisfield does not lie in a high risk area where a blast pressure possibly exceeding 2 lbs. per square inch might occur.

In case of attack by chemical weapons, the area should be evacuated limiting exposure to the immediate environment. If evacuation is not possible, shelter should be taken inside a building with all ventilating, heating and cooling systems shut off, and doors and windows sealed.

In case of a biological weapons attack, only stored water and food should be used until sources can be tested by state and federal authorities.

4.21 RESPONSIBILITIES FOR WEAPONS-RELATED PLANNING AND RESPONSE

A. Mitigation

1. Review local warning/notification, sheltering, and evacuation and relocation plans.

2. Maintain contact with MEMA Area III office for information on weapons-related emergency threats/situations.

3. Prepare to stock radiation-resistant shelters with water, food, medical and sanitation supplies, and radiation detection equipment.

B. Preparedness

1. Maintain up-to-date training of emergency personnel regarding their assignments and responsibilities in the event of a weapons-related threat or actual event.

2. Identify, and have at readiness, all personnel, equipment, supplies, and facilities that would be utilized in the event of a weapons-related threat or actual event.

3. Have all in-place warning/notification systems in readiness.

C. Response

1. Provide warning/notification via in-place systems for population to tune to EBS/EAS for instructions and emergency information.

2. Depending on type of threat, evacuate affected populations or shelter in place.

D. Recovery

1. Area will be monitored, (possibly on a long-term basis), to determine level of safety for returning evacuees.

2. Conduct re-entry of evacuees.

4.22 WINTER STORMS

Winter storms are the most common and most familiar of Bay State hazards which affect large geographical areas. The majority of blizzards and ice storms in the Commonwealth cause more massive inconvenience than they do serious property damage, injuries, or deaths. However, periodically, a storm will occur which is a true disaster, and necessitates intense, large-scale emergency response.

A winter storm is very challenging to Emergency Management personnel because, even though it has usually been forecast there is no certain way of predicting its length, size, or severity. For these reasons, it is imperative that local communities have clear and strict policies governing school and business closings, road use, parking, and other factors that could affect the management of a serious snowstorm. It is also crucial that all snow management equipment, supplies, and personnel be in place and ready to respond to a winter storm emergency.

MEMA monitors the NWS alerting systems during periods when winter storms are expected, and serves as the primary coordinating arm in the state-wide management of all types of winter storms. The MEMA EOC may be put on standby at the discretion of the Director even before a 'storm warning' is issued. The local community is responsible for the basic management of winter storm response. When local resources for winter storm management are exhausted, assistance can be requested through MEMA's Area III Office.

4.23 RESPONSIBILITIES FOR WINTER STORM PLANNING AND RESPONSE

A. <u>Mitigation</u>

1. Develop and disseminate emergency public information concerning winter storms, especially material which instructs individuals and families how to stock their homes, prepare their vehicles, and take care of themselves during a severe winter storm.

2. As it is almost guaranteed that winter storms will occur annually in Massachusetts, local government bodies should give special consideration to budgeting fiscal resources with snow management in mind.

3. Maintain plans for managing all winter storm emergency response activities.

B. Preparedness

1. Ensure that warning/notification, and communications systems are in readiness.

2. Ensure that appropriate equipment and supplies, (especially snow removal equipment), are in place and in good working order.

3. Review mutual aid agreements.

4. Designate suitable shelters throughout the community and make their locations known to the public.

5. Implement public information procedures during storm 'warning' stage.

6. Prepare for possible evacuation and sheltering of some populations impacted by the storm, (especially the elderly and special needs).

C. Response

1. Broadcast storm warning/notification information and instructions.

2. Conduct evacuation, reception and sheltering activities.

3. If appropriate activate media center. Refer to Resource Manual for media center information.

4. Dispatch search and rescue teams.

5. Dispatch emergency medical teams.

6. Take measures to guard against further danger from power failure, downed trees and utility lines, ice, traffic problems, etc.

7. Close roads, and/or limit access to certain areas if appropriate.

8. Provide assistance to homebound populations needing heat, food, and other necessities.

9. Provide rescue and sheltering for stranded/lost individuals.

D. Recovery

1. Conduct aggressive efforts to restore utilities.

2. Clear all debris with priority downed power lines, obstacles on roadways, and snow and ice on roofs susceptible to collapse.

3. Conduct damage assessment of public and private property.

4. Monitor public health threats.

5. Provide security for temporarily abandoned and/or damaged public and private property.

6. Provide short and long-term assistance to victims with housing, food, clothing, medical care, etc.

7. Address legal and insurance matters. Apply for federal and state disaster relief funds.

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PART FIVE

5.1 HAZARDOUS MATERIALS (Hazmat)

The purpose of this section is to identify and remove the threat to public health and safety resulting from an accident or release of hazardous materials to the environment. The resources of industry, local, state or federal government, separately or in combination, may be required to cope with the situation, dependent on the magnitude, nature and area threatened by a hazardous materials incident.

Hazardous materials are commonly used, stored, transported and/or produced in Sandisfield, hence it is reasonable to assume that hazardous materials accidents or releases may occur as the result of natural disasters, human error or accident. Disasters involving hazardous materials are usually confined to a localized area and action should be taken to contain the effect as promptly as possible. Rapid communication channels must be utilized to inform responsible officials of the need for emergency response.

It is the responsibility of the individual responsible for the spill, accident, release or incident to notify the proper authority. While it is recognized that in cases where accidents involve highway mishaps, the general rule of thumb is the notification usually goes from the trucker to the fire department. This notification in no way absolves the spiller from his responsibility to notify various agencies.

Upon notification by a spiller, shipper or other releaser of an incident, the persons at the scene should isolate the area and await the arrival of the Fire Department. The Fire Department will utilize the Incident Command System of on-scene management, and perform such actions necessary to mitigate the incident. Cleanup should not be attempted until the arrival of DEP or its cleanup contractor unless the time delay would effect public safety. Other responders should only conduct such operations as they are trained to accomplish.

The local fire dispatch shall notify the individual's and agencies as indicated in Hazardous Materials, Appendix 2, and also in the Resource Manual. In all cases DEP, and MEMA will be notified of the incident.

Local government officials should attempt to control the situation within the bounds of safety, and utilizing the Incident Command System, make appropriate decisions, with technical advise from DEP, MEMA, DPH, and other technically

qualified agencies. The on-scene decisions rest with the Fire Chief, or when present, the senior elected official.

When multiple state agencies are involved, Emergency Management will act as the coordination agency for all such agencies.

PHASES OF MANAGEMENT

A. Mitigation

1. Hazard Analysis

   a. Location of hazards

   b. Identification of transportation routes

   c. Determination of Environmental impact

2. Zoning/Land use controls

3. Building codes

4. Inspection procedures

B. Preparedness

1. Public information/education

2. Training emergency personnel

3. Identification of resources

   a. People

   b. Equipment

   c. Supplies

      1. Counter-agents

      2. Antidotes

4. Procedures

   a. Response plans

   b. SOP's

   c. Annual Exercise

C. Response

The following procedures will be implemented for all hazardous materials incidents:

1. Protect Exposure

   a. Stay upwind and upgrade

   b. DO NOT walk into, inhale, or touch the spilled material

   c. Eliminate all ignition sources (flares, engines, smoking materials, electrical sparks)

   d. Stay clear of the ends of tanks and points of rupture

   e. DO NOT assume that gases or vapors are harmless because of lack of smell

   f. Keep unauthorized personnel away from the scene

   g. Be aware that specified protective clothing and/or breathing apparatus may be essential for a safe approach

2. Notify the Fire Department Headquarters and advise them of the situation.

3. Identify the Hazard

   a. Look for a placard, identifying the general type of hazard the materials present, on all surfaces of the container or vehicle involved in the incident.

   b. In addition, a 4-digit number identifying the chemical may be displayed either on the placard itself or on a separate orange panel.

   c. Consult your 1996 North American Emergency Response Guidebook (NAERG96) to determine what chemical the ID Number represents, the hazards associated with it and the appropriate response actions.

   d. If possible, consult the driver and/or shipping papers to verify the chemical's identity and ascertain the quantities of

chemical(s) in the containers or vehicle.

4. Notify Authorities - Please notify the following agencies as soon as possible (the party responsible for the incident is required by law to make these notifications):

   Hazardous Materials, Appendix 2, and Hazmat section of the Resource Manual.

   a. DEP, Northeast/Metropolitan Boston Regional Office

   b. National Response Center

      - Be prepared to supply the information listed on the "Information Checklist Incident Information Form".

5. Contain Material

   - Obtain expert advice from government authorities and the shipper, concerning proper procedures for containment and level of protective clothing necessary.

   - For additional technical advice, call CHEM-TREC, consult the 1996 North American Emergency Response Guidebook (NAERG96), Hazardous Materials, Appendix 3 and the Hazmat Section of the Resource Manual.

   - DO NOT use water to control an incident unless specifically recommended for that chemical.

6. Establish a temporary command post, advise fire dispatch of the location, or use some form of easily recognizable signal on the vehicle antenna. The Command Post will be commanded by the senior fire officer on scene, for the senior fire officer to effectively combat off-limits to personnel except those trained and qualified to be in a potential hazard area.

7. The Incident Commander will designate someone to take charge of Communications, Media, Resources (less fire apparatus), Assembly Area Commander (fire apparatus), Triage and Medical Services.

8. When it is determined that an evacuation is necessary, the police and emergency management

will operate in coordination, opening shelters, moving citizens, establishing traffic control, and requesting assistance. The evacuation will follow the general rules indicated in the CEM Plan and under the specifics indicated in the Hazardous Materials Section.

9. Establish as soon as possible a security area around the scene and ensure entry is prohibited to all persons, not expressly cleared by the Incident Commander.

10. Designate a Media Assembly Area: the location dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.

11. Designate Staging Area(s): the location where personnel and equipment have been directed to respond. It is from this point the personnel and equipment will be given assignments.

12. If required, designate a Triage Area: the location to which the victims are evacuated for medical survey and emergency treatment prior to transport.

13. Initiate other measures which may be required for the specific situation at hand.

D. Recovery

1. Monitoring/surveying supervised by DEP/EPA or DPH to determine that the area is safe

2. Reporting requirements

   a. Photographs

   b. Witness statements

3. Legal Counsel (Local or DEP)

   a. Determination of liability

   b. Damage Recovery

   c. Resolving disputes

   d. Reimbursement procedures

4. Clean-up

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Task Assignments

A. LEPC Chairperson

1. Development and maintenance of the Emergency Plan's Hazardous Materials Annex with the coordination of the local Emergency Planning Committee and local Emergency Management Director.

2. An annual review of the plan must be conducted prior to the annual exercise of the plan, notification to the State Emergency Response Commission, SERC, of the plans review and acceptance, and the proposed date(s) of the exercise must be submitted to the:

   SERC
   ATTN: MEMA
   P O Box 1496
   Framingham, MA 01701

   not later then four weeks prior to the scheduled date of the exercise.

B. Emergency Management Director

1. Develop and maintain the community CEM Plan

2. Act as the controller for the annual exercise of the HAZMAT Plan

3. Coordinate with the Police Department and Red Cross on any evacuations required and establish shelters where needed

4. Open and staff the Emergency Operations Center (EOC)

C. Fire Service

1. Establish the Command Post and implement the Incident Command System. Recommend a secured area to the police, and provide instructions.

2. Evaluation of the situation and determination of the materials involved.

3. Taking the appropriate safety measures for people in the immediate areas.

4. Recommendation of protective actions to the EOC.

5. When properly trained and equipped, take actions to contain, or neutralize the hazardous materials, utilizing the advice of technical experts from DEP, EPA, Public Health or others.

6. Ensure that all fire service personnel have received the mandatory training in hazardous materials, the use of the Incident Command System, specialized training in the use of HAZMAT equipment (when available) and vehicles.

D. Law Enforcement

1. Assist Emergency Management in protective actions involving evacuation and/or shelter

2. Perimeter and access control

3. Traffic control

4. Ensure that all police personnel have received training in hazardous materials, the Incident Command System and the use of the DOT Guidebook when first on scene

5. Training in procedures and SOP's when first on scene, actions to be taken and notifications to be made

E. LEPC Coordinator

1. Functions as representative of the LEPC at the scene of the incident, acts as special staff to the Incident Commander

2. Prepares recommendations to the LEPC for changes to this plan, as appropriate based upon observations, and after action reports from all participants

3. Schedules, and notifies all parties of the after action meeting, determines location, time, and agenda

4. Maintains a current copy of the LEPC's Hazardous Materials Section, and such other portions of the CEM Plan as may be required at the Incident Command Post

DIRECTION AND CONTROL

In the normal activity at a scene of an incident, the escalation will take place over a period of hours. Initially there may be no more than the cruiser or fire engine which has responded to a call. In the city/town the following system will be used, once a HAZMAT incident is identified.

A. The first responder on scene will establish a Command Post to which all incoming apparatus will report. As the scene gets more active the decision will be made to implement the Incident Command System more fully described in the specific Implementing Procedures which are developed as support documentation to this plan.

B. Once the Incident Command System is established all incoming assistance will report to the Incident Command Post and will be directed to the appropriate area and assigned to one of the assistant Incident Commanders except that all incoming fire equipment (except the HAZMAT truck) will report to a staging area established by a senior fire officer.

C. The fire chief is in charge for all aspects of the incident, except that decisions which must be made on evacuations, expenditures, and other life threatening decisions must be made by the senior elected official on scene or directed to the EOC.

D. As part of this system it is important to note that the Fire Chief remains in command at the scene even after the fire department has closed up and returned to the station. The Chief or Deputy Chief will remain at the scene until such time as DEP or EPA declares the scene as "cleaned up". In the event that the process will take more than a few hours, the senior elected officials may relieve the Chief and appoint a member of the LEPC as the community representative on scene (preferably someone from the health or environmental area).

E. If required, law enforcement officers will evacuate an area within a minimum of a 2,000 foot radius or more of the incident site dependent on the release. The routes of evacuation will be determined by the senior law enforcement officer at the forward command post. Furthermore, in special instances, routes for incoming personnel must be special instances, routes for incoming personnel must be determined so as not to endanger their lives in the process of reporting to the incident site. This evacuation procedure must be

coordinated with liaison personnel at the forward command post to ensure the safety of law enforcement officers and evacuees. In addition, if a State of Emergency is declared, the EOC will be activated to coordinate the efforts of other department and personnel response.

F. Refer to PART 1 of the CEM Plan Direction and Control, Shelter and Evacuation for further details.

ADMINISTRATION AND LOGISTICS

A. Records and Reports

Forms for collection of information pertaining to hazardous materials incidents are found in Hazardous Materials, Appendix 1.

B. Resources

Each department with response capabilities and task assignments is responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations. Involved private facilities must make their resources available and maintain updated resource inventories.

C. Training

Local emergency response personnel as well as assigned private personnel must attend training courses offered by federal and state agencies. All training will be coordinated by MEMA Director in consonance with instructions provided by MEMA. Specialized training for first responders in accordance with OSHA requirements will be conducted by local training officers under guidance from OSHA, FEMA, and National Fire Academy. Training in Incident Command will be conducted by the Fire Chief, Police Chief, Emergency Management Director, Emergency Medical Service, and DPW employees and the other pertinent agencies.

PLAN DEVELOPMENT AND MAINTENANCE

All agencies assigned responsibilities in this plan are responsible for developing or updating internal action plans and implementing procedures that will assure a continuing acceptable degree of operational readiness to carry out their responsibilities. Affected business and industry will coordinate on-site plans with off-site plans and must assist in off-site planning.

LINE OF SUCCESSION

The Fire Department is the primary local responder to a Hazardous Materials accident.

The line of succession is as follows:

Chief Elected Official
Fire Chief
Deputy Fire Chief
Police Chief
LEPC Chairperson

CRISIS AUGMENTATION

Should additional assistance be required during a HAZMAT incident, a request for state assistance should be made through MEMA. This in no way should interfere with direct assistance presently provided by resources such as DEP and DPH.

Requests for additional assistance should be made by the Incident Commander at the Command Post, to the local Emergency Management Director (except for pre-arranged mutual support, both fire and police). The local Emergency Management Director will establish and maintain constant communications with the Area Emergency Management Office, and will forward all requests for support through the Area Office to MEMA. Support can be provided from both state and federal sources, and requests should be couched in terms of "what is to be done", eg: request fourteen tons of unsalted sand. (NOT send me three truckloads of sand by XYZ sandpit).

AUTHORITIES AND REFERENCES

References

- Public Law 99-499, Title III, SARA (Superfund Amendments and Reauthorization Act)
- Executive Order #276, Commonwealth of Massachusetts
- NRT-1, Hazardous Materials Emergency Planning Guide
- State Emergency Response Commission and State Advisory Council

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APPENDICES

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DATE: TIME OF REPORT:

APPENDIX 1
INFORMATION CHECKLIST
INCIDENT INFORMATION FORM
CALL INFORMATION

NAME/TITLE: _____

AGENCY: _____

CALL BACK NUMBER: _____

CITY/TOWN: _____

HIGHWAY/STREET: _____

LOCATOR: _____
(NEARBY LANDMARK)

MATERIALS INVOLVED: _____

_____

_____

TRADE NAME: _____

PLACARD/LABEL ID/DOT NUMBER(s): _____

QTY INVOLVED: _____ QTY RELEASED: _____

MATERIAL CHARACTERISTICS (SOLID/LIQUID/VAPOR/OTHER): _____

_____

_____

DESCRIPTION OF INCIDENT: (TYPE/TIME:) _____

_____

_____

INJURIES/FATALITIES/OBSERVED ILL EFFECTS: _____

_____

_____

AREA AND/OR WATERBODY ENDANGERED: _____

_____

PERSONNEL ON SCENE: _____

ACTIONS INITIATED: _____

APPENDIX 1
(Con't)

CARRIER/FACILITY: _____

TRAILER/TRUCK #: _____

RAIL CAR #: _____ ORIGIN/SHIPPER: _____

DESTINATION: _____ BILL OF LADING/ WAYBILL#: _____

FACILITY: _____

After DEP and/or the producer of the material is contacted, this is the type of information needed, unless already available. Confirmation of information is recommended.

1. How should material be handled if involved in a fire?

_____

2. How should material be handled if involved in spill or leak?

_____

3. What should be done for personal protection?

_____

4. If someone is exposed to material, what should be done?

_____

5. Should area be evacuated? If so, how far?

_____

6. What is recommendation of disposing of material?

_____

7. Reactivity factor:

_____

8. Is there any residual effect?

_____

9. Vapor density:

_____

10. Specific gravity:

_____

11. Any other information?

_____

_____

APPENDIX 2
NOTIFICATION LIST

LOCAL AGENCIES:	PHONE
Fire	413-258-4742
Police	413-258-4742
Health	413-258-4701
Emergency Management	413-258-4742
LEPC Chairperson	413-258-4742

STATE AGENCIES (HOT-LINES):	
MEMA	508-820-2000
DEP	508-299-5500
Northeast/Metro Boston (Woburn)	617-727-5194
Southeast (Lakeville)	508-946-2700
Central (Worcester)	508-792-7650
Western (Springfield)	413-784-1100
MDPH	617-624-6000
MSP	800-525-5555
Dept Labor & Occupational Safety (Boston)	617-727-3452
MA Highway Dept	617-973-7500

FEDERAL AGENCIES:	
National Response Center	800-424-8802
EPA	215-566-3255
DOT	617-494-2000
FEMA	617-223-9540
CHEM-TREC	800-424-9300

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APPENDIX 3
INFORMATION RESOURCE LIST

CHEMICAL	PHONE
CHEM-TREC	800-424-9300

Help to identify material and will advise mitigation actions. Chemical Transportation Emergency Center (CHEM-TREC).

COAST GUARD

Registration Office (Emergency Line) 617-223-8555

A. Provide on-scene coordination of any oil or hazardous substance discharged into or upon the navigable water of the United States

B. Assist in analysis and assessment of actual and potential hazards resulting from a discharge.

DEPARTMENT OF ENVIRONMENTAL PROTECTION AGENCY

Regional Office (Emergency Line) 617-223-7265

Report all accidents involving chemicals and pesticides.

The staff of the DEP's Emergency Branch is capable of responding immediately to provide technical assistance for management and clean-up of spills. In addition, the branch can provide field laboratory analysis if the situation warrants.

According to current federal law, the USCG and DEP are jointly responsible for receiving reports of spills.

FEDERAL HIGHWAY ADMINISTRATION

Office of Motor Carrier Safety
Regional I Office 617-494-2770/2733

- Control of all carriers to insure safety
- To be contacted in case of any irregularities or violation of safety regulations
- To be notified of all hazardous material highway accidents

BIOLOGICAL

Communicable Disease Center, Atlanta, GA 404-633-3311

Provides information concerning infectious organisms and their control. For all accidents involving Biological Materials call:

MDPH 617-727-7035

RADIOLOGICAL

MDPH, Nuclear Incident Advisory Team (NIAT) 617-727-6214

- Identify, isolate, and recover hazardous radiological materials
- Locate suitable sites and establish acceptable procedures for disposal of hazardous materials

APPENDIX 4

SUMMARY OF FACILITY PROFILES
(including transportation routes)

Attached are Facility Profiles for the following fixed facilities or transportation routes within Sandisfield having hazardous materials on site.

TAB	FACILITY NAME/ADDRESS	PHONE
1	Rte 8 from Connecticut State Line to Otis Town Line Rte 57 from Hampden City Line to New Marlboro Town Line	

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APPENDIX 5

ADDITIONAL REQUIREMENTS

Personnel: None identified at this time

Supplies: None identified at this time

Equipment: None identified at this time

Procedures: None identified at this time

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APPENDIX 6

LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS

AAR/BOE	Association of American Railroads/Bureau of Explosives
AIChE	American Institute of Chemical Engineers
ANSI	American National Standards Institute
ASCS	Agricultural Stabilization and Conservation Service
ASME	American Society of Mechanical Engineers
ASSE	American Society of Safety Engineers
ATSDR	Agency for Toxic Substances and Disease Registry (HHS)
CAER	Community Awareness and Emergency Response (CMA)
CDC	Centers for Disease Control (HHS)
CEPP	Chemical Emergency Preparedness Program
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980 (PL 96-510)
CFR	Code of Federal Regulations
CHEMNET	A mutual aid network of chemical shippers and contractors
CHEMTREC	Chemical Transportation Emergency Center
CHLOREP	A mutual aid group comprised of shippers and carriers of chlorine
CHRIS/HAC	Chemical Hazards Response Information System/Hazard Assessment Computer System
CMA	Chemical Manufacturers Association
CPG 1-3	Federal Assistance Handbook: Emergency Management, Direction and Control Programs
CPG 1-8	Guide for Development of State and Local Emergency Operations Plans
GPG 1-8A	Guide for Review of State and Local Emergency Operations Plans
CWA	Clean Water Act

LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS
(Con't.)

DEM	Massachusetts Department of Environmental Management
DEP	Massachusetts Department of Environmental Protection
DLI	Massachusetts Department of Labor and Industries
DOC	United States Department of Commerce
DOD	United States Department of Defense
DOE	United States Department of Energy
DOI	United States Department of the Interior
DOJ	United States Department of Justice
DOL	United States Department of Labor
DOS	United States Department of State
DOT	United States Department of Transportation
DPH	Massachusetts Department of Public Health
EENET	Emergency Education Network (FEMA)
EMA	Emergency Management Agency
EMI	Emergency Management Institute
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	United States Environmental Protection Agency
ERD	Emergency Response Division (EPA)
FEMA	Federal Emergency Management Agency
FEMA-REP-5	Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents
FWPCA	Federal Water Pollution Control Act
HAZMAT	Hazardous Materials

LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS
(Con't.)

HAZOP	Hazardous and Operability Study
HHS	United States Department of Health and Human Services
ICS	Incident Command System
IEMS	Integrated Emergency Management System
LEPC	Local Emergency Planning Committee
MEMA	Massachusetts Emergency Management Agency
MSDS	Material Safety Data Sheet
NACA	National Agricultural Chemicals Association
NCP	National Contingency Plan
NCRIC	National Chemical Response and Information Center (CMA)
NETC	National Emergency Training Center
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	United States Nuclear Regulatory Commission: National Response Center
NRT	National Response Team
NUREG 0654	Criteria for Preparation and Evaluation of Radiological Emergency
FEMA-REP-1	Response Plans and Preparedness in Support of Nuclear Power Plants
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration (DOL)

LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS
(Con't.)

PSTN	Pesticide Safety Team Network
RCRA	Resource Conservation and Recovery Act
Rqs	Reportable Quantities
RRT	Regional Response Team
RSPA	Research and Special Programs Administration (DOT)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499)
SCBA	Self-Contained Breathing Apparatus
SERC	State Emergency Response Commission
SPCC	Spill Prevention Control and Countermeasures
TSD	Treatment, Storage, and Disposal Facilities
USCG	United States Coast Guard (DOT)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USNRC	United State Nuclear Regulatory Commission

APPENDIX 7

TRAINING PROGRAM

Sandisfield, MA

PARTICIPANTS	SUBJECT	DATE/HRS	# TRAINED	TRAINEE
Regular Fire:				
Auxiliary/Call Fire:				
Regular Police:				
Auxiliary Police:				
Emergency Management:				
Public Works:				
Health:				
Other:				

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APPENDIX 8

EXERCISE SCHEDULE

Sandisfield, MA

TYPE	DATE	LOCATION	COORDINATOR
TABLE TOP:			
FUNCTIONAL:			
FULL-SCALE:			

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*MAP SCALE

SPECIAL NEEDS FACILITY LISTING

1.	New Boston Nursing Home	7 Sandisfield Rd
2.	Farmington River School	66 Sandisfield Rd

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TAB #1

ITEM A: TRANSPORTATION ROUTE

Street and/or route and boundaries (from-to):

Rte 8 from Connecticut State Line to Otis Town Line

Rte 57 from Hampden City Line to New Marlboro Town Line

Primary Hazardous Materials transported along route:

SUBSTANCE	GENERAL CHARACTERISTICS	EVACUATION DISTANCE
Chlorine-Liquid	Toxic	1.0 mi
Ammonia	Toxic	1.0 mi
Sulfuric Acid	Toxic/Corrosive	1.0 mi

SPECIAL NEEDS FACILITIES LOCATED WITHIN HAZARD ZONES OF ABOVE MATERIALS (eg: schools, hospitals, governmental facilities, other industries, streams, lakes, etc.)

SPECIAL NEEDS FACILITIES

See Special Needs Listing: 1-2

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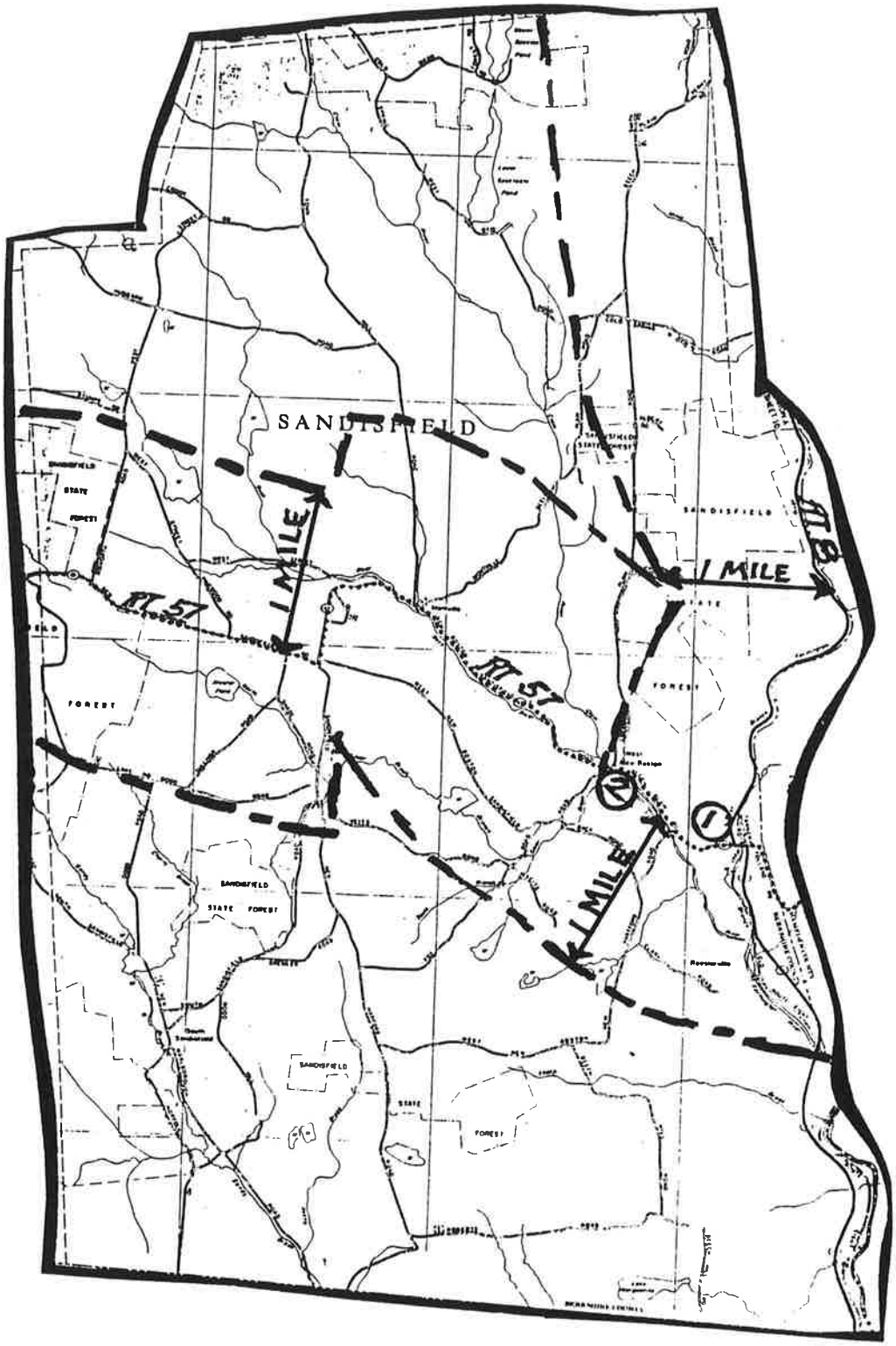
TAB # 1

ITEM B: HAZARD ZONE MAP
RTE 8 & 57

↑N

Zone Boundary

Refer to Special Needs Listing: 1-2



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TAB #1

ITEM D: SPECIAL NEEDS FACILITY RESPONSE REQUIREMENTS
Refer to "1" on Special Needs Listing and on Hazard Map

NAME: New Boston Nursing Home

ADDRESS: Rte 57

PHONE: 413-258-4731 CONTACT PERSON: Director

POPULATION: 6 STAFF: 35

SHELTER CAPABILITY (SPACES): EMERGENCY POWER: Yes

POPULATION REQUIRING AMBULANCES: 2 CHAIRVANS:

ON-SITE TRANSPORTATION:

BUSES: CAPACITY:

AUTOS: 30 CAPACITY:

SPECIAL VEHICLES: 2 CAPACITY: 4

TRANSPORTATION SHORTFALL BUSES: 1 Bus @ 45 passengers
2 Vans @ 10 passengers

SPECIAL VEHICLES SHORTFALL:

SOURCE OF OUTSIDE TRANSPORTATION NEEDS

Sandisfield Public Schools 413-258-4741
S Sandisfield Rd

Fire Dept 413-269-4409
Main St
Otis

NUMBER	TYPE	CAPACITY	*MOU

DESTINATION/ADDRESS	PHONE	CONTACT	*MOU
Fire Dept Main St Otis	911	Dispatch	Yes

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TAB #1

ITEM D: SPECIAL NEEDS FACILITY RESPONSE REQUIREMENTS
Refer to "2" on Special Needs Listing and Hazard Map

NAME: Farmington River School

ADDRESS: 66 Sandisfield Road

PHONE: 413-269-7105/
413-269-4466

CONTACT PERSON: Garth Storey/
Sheila Fitzpatrick

POPULATION: 60

STAFF: 9

SHELTER CAPABILITY (SPACES): 100

EMERGENCY POWER: No

POPULATION REQUIRING AMBULANCES:

CHAIRVANS:

ON-SITE TRANSPORTATION:

BUSES:

CAPACITY:

AUTOS: 8

CAPACITY:

SPECIAL VEHICLES:

CAPACITY:

TRANSPORTATION SHORTFALL BUSES: 1

SPECIAL VEHICLES SHORTFALL:

SOURCE OF OUTSIDE TRANSPORTATION NEEDS

Sandisfield Public Schools
S Sandisfield Rd

413-258-4741

NUMBER	TYPE	CAPACITY	*MOU

DESTINATION/ADDRESS	PHONE	CONTACT	*MOU
Historical Society Bldg Rte 183	413-258-4520	Norton Fletcher	Yes

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TAB # 1

ITEM E: SPECIAL NEEDS NON-INSTITUTIONALIZED POPULATION
RTE 8 & 57

Hazard Zone (Radius or Width)	2.0 miles
Total Population in Hazard Zone	450
Population without Transportation (1980 Census - Block Statistics)	10
Buses Needed (45 @ bus)	1 Mini Bus

PREVALENCE OF IMPAIRMENTS PREVENTING PERFORMANCE OF ACTIVITIES*

EMERGENCY ACTION IMPEDED	IMPAIRMENT	% OF POP	NUMBER
NOTIFICATION	HEARING	.08%	1
	ORTHOPEDIC	.63%	1
WALKING TO A PICKUP POINT	SEVERE VISUAL	.11%	1
	OTHER	.10%	2

TOTAL MOBILITY IMPAIRED: 5

Would need an ambulance?
Would need a chair van?
Would need a bus? 4

SOURCE OF OUTSIDE TRANSPORTATION NEEDS:

NAME	ADDRESS	PHONE	CONTACT
Sandisfield Public Schools	S Sandisfield Rd	413-258-4741	Supt

NUMBER NEEDED	TYPE	CAPACITY	*MOU

DESTINATION/ADDRESS	PHONE	*MOU
Historical Society Bldg Rte 183	413-258-4520	Yes

NOTE: SURVEY OF ACTUAL NEEDS TO BE CONDUCTED. ITEM "E" NEEDS TO BE THEN UPDATED.

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SANDISFIELD

RESOURCE

MANUAL

TABLE OF CONTENTS

6.0 Forms

7.0 Radiological

Oct 16 '98 11:51 19785443494 D.0.2 Line is busy.

Check Message

Massachusetts Emergency Management Agency

Community Data Base Form For Sandisfield

RETURN ALL FORMS TO: FAX 413-3236398

MEMA USE
Date received:
Date entered:
Date updated:
Area:

Massachusetts Emergency Management Agency
400 Worcester Road - P.O. Box 1496
Framingham, MA 01701

Phone Number: 508-820-2000

Community: Sandisfield County: Berkshire Circle one: Town or City

Form updated by: Thomas R Dawson Date: 10/19/98 Phone Number: 413-528-1248

Mailing Address for future updates to be sent: PO Box 37 Great Barrington, MA 01230

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DIRECTOR:

Circle one: Mr. Mrs. Ms. Chief First Name: Thomas Last Name: Dawson

Business Mailing Address: PO Box 37

City/Town: Gt. Barrington State: MA Zip Code: 01230

Home Number: 413-258-4964 Business Number: 413-528-1248

Pager Number: 413-445-4559 Sandisfield Car 2 Cellular Phone:

EOC Number: 413-258-4721 EOC Fax Number: 413-258-4467 24 hour Number:

MEMA Community Data Base Form

Community of: Sandisfield

EMERGENCY MANAGEMENT DEPUTY DIRECTOR:

Circle one: Mr. Mrs. Ms. Chief First Name: None Last Name:

Business Mailing Address:

City/Town: State: Zip Code:

Home Number: Business Number:

Pager Number: Cellular Phone:

FIRE

FIRE CHIEF:

Circle one: Mr. Mrs. Ms. Chief First Name: Ralph Last Name: Morrison

Business Mailing Address: PO Box 22

City/Town: Sandisfield State: MA Zip Code: 01255

Home Number: 413-258-3381 Business Number: 413-258-3381

Pager Number: 413-445-4559 Sandisfield Car 1 Cellular Phone: 413-441-6205

Fire Station Number: 413-258-4721 Fax Number: 24 hour Number: 413-258-3381

Ambulance cell phone # 413-441-2128

MEMA Community Data Base Form

Community of: Sandisfield

POLICE

POLICE CHIEF:

Circle one: Mr. Mrs. Ms. Chief First Name: Michael Last Name: Morrison

Business Mailing Address: PO Box 22

City/Town: Sandisfield State: MA Zip Code: 01255

Home Number: 413-258-4526 Business Number: 860-594-3054

Pager Number: 800-347-2574 Cellular Phone: New Ford 413-441-6204 413-441-2129

Police Station Number: 413-258-4721 Police Fax Number: 413-258-4467 24 hour Number: 413-258-4721

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT DIRECTOR:

Circle one: Mr. Mrs. Ms. Chief First Name: Edward Last Name: Riiska

Business Mailing Address: PO Box 90

City/Town: Sandisfield State: MA Zip Code: 01255

Home Number: 413-258-4816 Business Number: 413-258-4979

Pager Number: Cellular Phone:

Public Works Number: Fax Number: 24 hour Number:

MEMA Community Data Base Form

Community of: Sandisfield

LOCAL EMERGENCY PLANNING COMMITTEE

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRPERSON: _____

Circle one: Mr. Mrs. Ms. Chief First Name: _____ Last Name: _____

Business Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Home Number: _____ Business Number: _____

Pager Number: _____ Cellular Phone: _____

LEPC Number: _____ Fax Number: _____ 24 hour Number: _____

CHIEF EXECUTIVE

CHIEF EXECUTIVE OFFICER: _____

Circle one: Mr. Mrs. Ms. Chief First Name: Michael Last Name: Salame

Business Mailing Address: PO Box 90

City/Town: Sandisfield State: MA Zip Code: 01255

Home Number: 413-258-4953 Business Number: _____

Pager Number: N/A Cellular Phone: N/A

Town/City Hall Number: 413-258-4711 Fax Number: 413-258-4225 24 hour Number: _____

WMECO - Police/Fire priority lines for EMERGENCIES ONLY

1-800-286-9180

OR

1-413-499-1954

The above listed numbers should not be given out to the general public.

SANDISFIELD
RESOURCE MANUAL

INTRODUCTION

The Resource Manual contains telephone communications, resource listings, facilities information and forms that support the CEM Plan. Where references are made to the Resource Manual, that information will be found under the appropriate listing in the Resource Manual Table of Contents.

1.0 EMERGENCY TELEPHONE DIRECTORY
CALL DOWN ROSTERS

POLICE DEPARTMENT

Chief Michael Morrison

911	Emergency
413-258-4742	Business

EMD

Thomas Dawson

911	Emergency
413-258-4742	Business

FIRE DEPARTMENT

Chief Ralph Morrison

911	Emergency
413-258-4742	Business

EOC

Thomas Dawson

911	Emergency
413-258-4742	Business
413-528-8133	FAX
413-528-1248	Days
413-258-4964	Nights

EMERGENCY MEDICAL SERVICES

911	Emergency
413-258-4742	Business

DPW

Edward (Butch) Riiska

911	Emergency
413-258-4979	Business

HAZ-MAT
NOTIFICATION LIST

		PHONE
I.	LOCAL AGENCIES	
	Fire	413-258-4742
	Police	413-258-4742
	Health	413-258-4701
	Emergency Management	413-258-4742
	LEPC Chairman	413-258-4742
II.	STATE AGENCIES	
	Massachusetts Emergency Mgmt Agency, (MEMA)	508-820-2000
	Department of Environmental Protection, (DEP)	508-292-5500
	Northeast/Metro Boston (Woburn)	617-727-5194
	Southeast (Lakeville)	508-946-2700
	Central (Worcester)	508-792-7650
	Western (Springfield)	413-784-1100
	Department of Public Health, (MDPH)	617-624-6000
	Massachusetts State Police, (MSP)	800-525-5555
	Department of Labor & Occupational Safety (Boston)	617-727-3452
III.	FEDERAL AGENCIES	
	National Response Center	800-424-8802
	Environmental Protection Agency (EPA)	617-223-7265
	Department of Transportation (DOT)	617-494-2000
	Federal Emergency Mgmt Agency, (FEMA)	617-223-9540
IV.	OTHER	
	CHEMTREC	800-424-9300

EMERGENCY TELEPHONE NUMBERS

SPECIAL:

800-424-9300	CHEMTREC
301-816-5100	NRC Emergency Ops Center, Washington DC
800-424-8802	USCG National Response Center
800-851-8061	DLA Defense Logistics Agency (Hazardous Materials other than explosives or ammunition)
703-697-0218	US Army Operations Center (explosives & ammo)
703-325-2102	JNACC Defense Nuclear Agency & Dept. of Energy

FEDERAL:

202-586-8100	DOE Dept. of Energy National Emergency Operations Center
215-597-9898	EPA Environmental Protection Agency national office
202-898-6100	FEMA Federal Emergency Management Agency national office
301-951-0550	NRC Nuclear Regulatory Agency national office

Regional Offices:

516-344-2200	DOE Region 1 Radiological Assistance program
617-223-9540	FEMA Region 1 Boston MA
610-337-5000	NRC Regional Office King of Prussia PA
617-223-7265	EPA Regional Office Boston MA
617-223-3000	US Coast Guard Marine Safety Office Boston MA
617-223-8555	US Dept of Transportation Region 1 Boston MA

STATE:

617-727-9530 X456	Coastal Zone Management Boston
508-820-2000	Emergency Management Agency
617-292-5500	MA Environmental Protection Agency Boston
617-973-7305	MA Highway Department Boston
617-727-9710	NIAT team (office hours) Boston
508-820-2121	NIAT (other times) Framingham
508-820-2300	State Police Framingham

2.0 COMMUNICATIONS
LOCAL MEDIA CENTER

NAME	STREET	TOWN	TELEPHONE
Fire Station #2	207 Sandisfield Rd	Sandisfield	413-258-4742

LIST OF EMERGENCY BROADCAST STATIONS

MEDIA ORGANIZATIONS

WHYN	1331 Main St	Springfield	413-781-1011
WMAS	101 West St	Springfield	413-737-1414
WTCC	1 Armory Sq	Springfield	413-781-6628
WBRK	100 North St	Pittsfield	413-442-1553
WUHN	501 East St	Pittsfield	413-499-1100

RADIO:

WHYN	1331 Main St	Springfield	413-7811011
WMAS	101 West St	Springfield	413-737-1414
WTCC	1 Armory Sq	Springfield	413-781-6628
WBRK	100 North St	Pittsfield	413-442-1553
WUHN	501 East St	Pittsfield	413-499-1100

TELEVISION:

WGBY	44 Hampden St	Springfield	413-781-2801
WGGB	1300 Liberty St	Springfield	413-733-4040
WFSB	3 Constitution Plz	Hartford, CT	203-728-3333
WTNH	8 Elm St	New Haven, CT	203-784-8888
WVIT	1422 New Britain Av	W Hartford, CT	203-521-3030

LOCAL CABLE TELEVISION:
No cable service in Town of Sandisfield

NEWSPAPERS:

Union News/ Sunday Republican	1860 Main St	Springfield	413-788-1000
Westfield Evening News	62-64 School St	Westfield	413-562-4181
Berkshire Eagle	75 South Church St	Pittsfield	413-447-7311

ADDITIONAL MEDIA ORGANIZATIONS IN SANDISFIELD

Berkshire Courier	268 Main St	GT Barrington	413-528-3020
Berkshire Record	271 Main St	GT Barrington	413-528-5380
WBBS	Stockbridge Rd	GT Barrington	413-528-0860

COMMUNICATIONS NETWORK

EMERGENCY MANAGEMENT

911 Emergency
413-258-4742 Business
2-Way Radio
KLY 939 Car #2
154.310

EOC MONITORS

NAWAS
NWS
EAS Radio

POLICE

911 Emergency
413-258-4742 Business
2-Way Radio
3520 Car #3
154.310

PUBLIC WORKS

911 Emergency
413-258-4979 Business
CB Channel 12

FIRE

911 Emergency
413-258-4742 Business
2-Way Radio
KLY 939
154.310

RACES

R. Drennen 413-528-0328
145.270

EMERGENCY MEDICAL SERVICES

911 Emergency
413-258-4742 Business
2-Way Radio
KLY 939
154.310

PRIMARY WARNING SYSTEMS

Radio - WSBS - GT Barrington
Radio - WUPC - Pittsfield

OTHERS

SECONDARY WARNING SYSTEMS

Door-to-door
Ambulance, Police & Fire

ADDITIONAL NUMBERS OR INFORMATION

3.0 RESOURCE INVENTORIES

POLICE INVENTORY	
REGULAR POLICE:	4
RESERVE POLICE:	
SPECIAL POLICE:	
AUXILIARY POLICE:	2
TOTAL:	6
CRUISERS:	1
CRUISERS (AMBULANCE):	
AMBULANCES:	
PATROL WAGONS: (9 passenger bus)	1
TRUCKS:	
MOTORCYCLES:	
BOATS:	
RIFLES:	
RIOT & SHOTGUNS:	1
MACHINE GUNS:	
GAS GUNS:	
GAS MASKS:	
SMOKE (YES OR NO):	No
NUMBER OF CELLS:	0
SLEEPING FACILITIES (#):	
MESS FACILITIES:	

FIRE INVENTORIES		
PUMPER TANKERS:	2	1250 GPM 1250 GAL
PUMPERS:		
TANKERS:	2	3000 GAL 2000 GAL
HOSE WAGONS:		
AERIAL LADDER TRUCKS:		
FORESTRY TRUCKS:	1	350 GPM 300 GAL
FOAM (GAL/lbs.):	30 GAL	
PORTABLE PUMPS:	3	
RESUSCITATORS (OXYGEN):	2	
AIR PACKS:	11	
GENERATORS:	5	3 @ 4500 KW 1 @ 1800 KW
RESCUE TRUCKS:	1	Air Bottle
AMBULANCE:	1	
BOATS:	1	35 HP In-board

HOSE IN FEET -- TYPE OF THREAD: NST

4"--2600' 1 1/2"--1500' 2 1/2"--1800'

Miscellaneous (Deck guns, deluge sets, city service ladder trucks, breathing apparatus other than air packs, 3 or 4 inch hose, ambulances, cellar pumps, frogmen, etc.)

2 Deck Guns, 85' 6" Suction , Jaws of Life, Air bottle refill on rescue truck

OFFICERS: 4 MEN/WOMEN: 12

EMERGENCY
AUXILIARY: __

DPW INVENTORY INVENTORY OF CONSTRUCTION EQUIPMENT AND SUPPLIES	
PERSONNEL	**QUANTITY**
ENGINEERS:	
SUPERINTENDENTS:	1
FOREMEN:	1
CLERKS:	
TRUCK DRIVERS:	3
EQUIPMENT OPERATORS:	3
MECHANICS:	
LABORERS:	2
OTHERS:	
TOTAL:	

COMMUNICATIONS	QUANTITY	FREQUENCY
BASE STATIONS:	Channel 12 CB	
2-WAY RADIO UNITS (MOBILE):	8	
PORTABLE UNITS:		
OTHER:		

GARAGE, EQUIPMENT REPAIR: _X_ YES ___ NO
MACHINE SHOP: ___ YES _X_ NO

COMMENTS:

DPW INVENTORY(CON'T) EQUIPMENT AND SUPPLIES		
DESCRIPTION	**QUANTITY**	**TYPE**
BAGS, SAND:		
BARRICADE, HIGHWAY:	5	
BARRICADE/ELECTRIC BLINKERS:		
LIGHTS, PORTABLE, FLOOD:		
SAWS, CHAIN, POWER:	2	
BACKHOES:	2	
BOATS:		
CHIPPERS, BRUSH PORTABLE:	1	
COMPRESSORS:	1	
GENERATORS:		
GRADERS:	1	
LOADERS & SHOVELS:	2	
PLOWS, SNOW:	8	
PUMPS, WATER:	1	
TANKS, WATER:	1	
TRACTORS, TRAILERS:		
TRUCKS (OVER 2500 GW):	4	
WELDERS:	1	
WRECKERS:		
OTHER: Pickup Truck (1 Ton)	1	

COMMUNICATIONS INVENTORY				
EOC	**EQUIPMENT (# & TYPE)**	**CONTACT (TO WHERE)**	**CALL LETTERS**	**FREQUENCIES**
BASES	2	Berkshire Cty Fire	KLV 939	154.310
MOBILES	1	Berkshire Cty Fire	Same	Same
PORTABLES	1		Same	Same
REPEATERS				
TELETYPE				
TELEPHONE	2			
OTHER	1	CB		
POLICE				
BASES				
MOBILES	1	Berkshire Cty	5030	
PORTABLES	4			
REPEATERS				
TELETYPE				
TELEPHONE	1	413-258-4742		
OTHER	1	Cell Phone		
FIRE				
BASES	2	Berkshire Cty Fire	KLV 939	154.310
MOBILES	6	Same	Same	Same
PORTABLES	9	Same	Same	Same
REPEATERS				
TELETYPE				
TELEPHONE	2	413-258-4742		
OTHER	1	CB		

COMMUNICATIONS INVENTORY (CON'T)				
PUBLIC WORKS				
BASES	1	CB Channel 12		
MOBILES	5	Same		
PORTABLES				
REPEATERS				
TELETYPE				
TELEPHONE	1	413-258-4979		
OTHER				
MEDICAL				
BASES				
MOBILES	1	Berkshire Cty - Fire	KLV939	154.310
PORTABLES	6	Same	Same	Same
TELEPHONE				
OTHER:				

HEALTH AND MEDICAL INVENTORY			
HOSPITAL TYPE:	NUMBER	NUMBER OF BEDS	EMERGENCY FACILITIES
NURSING HOMES:	1	60+	413-258-4731
New Boston Nursing Home			
PHARMACIES:			
MEDICAL CLINICS:			
FIRST AID CENTERS:	2		
RADIOLOGICAL CLINICS:			
MEDICAL LABORATORIES:			
RED CROSS CHAPTERS:			
HOSPITAL BASED AMBULANCE:			
PACKAGED DISASTER HOSPITALS:			
OTHER:			
PRIVATE AMBULANCE:			

HEALTH AND MEDICAL INVENTORY (CON'T)

NUMBER OF PHYSICIANS IN COMMUNITY:	
NUMBER OF NURSES IN COMMUNITY:	REGISTERED _____ LPN ____
DENTISTS IN COMMUNITY:	1
VETERINARIANS IN COMMUNITY:	
BLOOD BANKS #	AVERAGE # PINTS AVAILABLE: ____
MORTUARY SERVICES DAILY CAPACITY:	

NOTE: ATTACH LIST OF FACILITIES NAMES, ADDRESSES, PHONE #'S, EMERGENCY CONTACT PERSON

TRANSPORTATION INVENTORY

BUSES (PRIVATE): COMPANY	ADDRESS	PHONE#	# OF BUSES & CAPACITY
Farmington River School	66 Sandisfield RD	413-258-4741	1 @ 8 passengers 1 @ 40 passengers 1 @ 65 passengers
BUSES (PUBLIC): COMPANY	ADDRESS	PHONE#	# OF BUSES & CAPACITY
Police Dept		911	1 @ 9 passengers
LIMOUSINE SERVICE: COMPANY	ADDRESS	PHONE#	# OF LIMOS & CAPACITY

TAXI FIRMS: COMPANY	ADDRESS	PHONE#	# OF CABS & CAPACITY

TRUCKING FIRMS: COMPANY	(NON-CONSTRUCTION) ADDRESS	PHONE#	# OF TRUCKS & CAPACITY
Berkshire Crane	224 Sandisfield	413-258-3378	1 @ 16 Tons
A & M Auto Service	Rte 57	413-258-3381	5 Wreckers
TRAIN SERVICE: COMPANY	PASSENGER	FREIGHT#	DESIGNATION (TO AND FROM)

AIRPORTS: NAME	ADDRESS	PHONE#	LENGTH OF MAIN RUNWAY	INSTRUMENT APPROVED	BASED PLANE

4.0 RESOURCES

MUTUAL AID LISTINGS

Town and Department with which Sandisfield has Mutual Aid Agreement.

Berkshire County - Fire/Police/Ambulance

Colebrook, CT - Fire/Ambulance

Winsted, CT - Ambulance

C. Monitoring and Reporting M&R Network

1. Establish or update location list

____a. Refine M&R Station facility list

2. Assign or update staff assignments to M&R Stations

____a. Assign monitors to M&R stations _____

3. Bring stations to operational status

____a. Distribute instrument sets to stations ____

____b. Produce/distribute data collection and reporting forms _____

____c. Establish communications with M&R stations _____

4. Staff training

____a. Conduct surge training (as required)_____

____b. Review SOPs_____

____c. Instrument operability tests_____

5. Expedient upgrade of facility

____a. Conduct survey of facility with expedient upgrade for recommendations_____

____b. Requests for assistance (as required)_____

____c. Oversee upgrading (as required)

D. Radiation Exposure and Exposure Rate Prediction

1. Assign EOC RADEF section staff to

____a. Predicting accumulated doses (TR-89) _____

____b. Predicting fallout exposure rates (TR-89) _____

2. Conduct surge training for staff

____a. Use of FEMA document TR-89_____

____b. Use of FEMA document TR-90 _____

3. Review of SOPs

____a. Review of TR-89 by assigned staff_____

____b. Review of TR-90 by assigned staff____

4. Produce/distribute necessary forms

____a. Predicting accumulated doses _____
____b. Predicting fallout exposure rates _____

E. Maps and plotting of RADEF Data

1. Assign EOC staff to this function

____a. Assign plotters_____

2. Checkoff of plotting supplies (by assigned personnel)

____a. Computer and computer supplies_____

____b. Overhead projection equipment & supplies___

____c. Plotting/white/chalk boards, Events Log____

____d. Road/town/geological survey maps, chart of coastal waters_____

____e. Office supplies, pens, pencils, markers, chalk, paper, staples, paper clips, etc____

____f. Dose rate history curve materials, calculator, graph paper, calculations forms____

____g. Copier and supplies_____

3. Staff training

____a. Surge training of plotters (as required)____

____b. Review of SOPs_____

SOP for EOC RADEF Section Operations
Enclosure 2: Radiation Exposure Record - Form

Name:_____ Age:_____Years

Address:_____ SSN:_____-____-_____

_____

Authorized_____
Shelter/Facility:_____Exposure/Dose:_____R

_____

Page____of____

Date	Local Time	New/Added Exposure (R)	Total Exposure (R)	Comments
		XXXXXXXXXX		

Note: SSN = Social Security Number

SOP for EOC RADEF Section Operations
Enclosure 3: Radiation Exposure Rate History Record - Form

Name of Shelter/Facility:_____

Address:_____

Instrument Used:___CDV-715___CDV-717___CDV-700___Other_____

Serial #:_____ Calibration Date:_____

Page____of____

Date	Local Time	Exposure Rate (R/hr)	Date	Local Time	Exposure Rate (R/hr)

SOP for EOC RADEF Section Operations
Enclosure 4: Radiological Reporting Log

Name of
Shelter/Facility:_____

Location
Address:_____

****

Report of when initial radiation exposure rate exceeded 0.5 R/hr:

Report Made To:_____ Location:_____
Time:_____
Date:_____ Time of Reading:_____ Exposure
Rate:_____R/hr

See Note (1) Date:_ Time	Rate	See Note (2) Date:_ Time	Rate	See Note (3) Date:_ Time	Rate	See Note (4) Once Each Day	
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
		12 hr. dose is		24 hr. dose is			
			R		R		
		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			
XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX		12 day dose is	
XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX		XXXXXXXXXXXXXXX			R
12 hr. dose is		24 hr. dose is		48 hr. dose is		14 day dose is	
	R		R		R		R

All radiation readings should by taken on the hour (H).

(1) H+1 to H+12 hourly exposure rates taken every hour.
(2) H+13 to H+24 exposure rates taken every 3 hours.
(3) H+25 to H+48 exposure rates taken every 6 hours.
(4) Daily exposure rate reading taken at noon.

STANDARD OPERATING PROCEDURE
for RADIOLOGICAL MONITORING OPERATIONS

I. PURPOSE

The purpose of this SOP is to provide guidance to RADEF System Radiological Monitors for performing their functional duties.

II. PROCEDURE

A. General

1. Radiation Records

Use SOP Enclosure 1, "Radiation Exposure Record" to record radiation exposures for each individual in each of your Local RADEF System facilities.

Use SOP Enclosure 2, "Survey Meter Record" to record general radiation readings.

Use SOP Enclosure 3, "Radiological Reporting Log" to record Monitoring and Reporting Station radiological data.

2. Radiological Reports

a. Immediate (FLASH) Report. All Radiological Monitors should make an immediate (FLASH) Report to the Local EOC upon initial measurement of 0.5 R/hr which indicates the arrival of Fallout at that location.

b. Periodic Reports. Upon request from the Local EOC RADEF Section, Radiological Monitors should provide radiological data for Local community and State use in preparing RADEF Warning and Advisory notices to the Public.

B. Increased Readiness (Surge) Period Actions

1. Radiological Monitor Training

Radiological Monitor training is expected to be made available by the local community Radiological Officer with support from the State RADEF Officer upon request.

2. Fallout Shelter Assignment

Upon assignment to a Fallout Shelter, the Radiological Monitor should ask the Local Radiological Officer about the status of RADEF instrument set(s) delivery at the assigned Fallout Shelter.

Upon arrival at the Fallout Shelter, perform actions found on Checklist B,"Standard Checklist for Radiological Monitors" in SOP FEMA Publication CPG 2-6.4, "Radiation Safety in Shelters". Report instrument problems to the EOC RADEF Section Technical Support Branch for correction.

Periodically test communications links to the Local EOC RADEF Section RADEF Operations Branch.

Listen to an available AM/FM radio for updating crisis information and instructions.

Prepare SOP Enclosure 2,"Survey Meter Readings", for recording of all radiation readings.

C. Emergency Response Period Actions

1. Fallout Shelter Assignment

Upon notification of Emergency Response phase of operations, perform Checklist A,"For Immediate Action" in SOP Enclosure 4,"Radiation Safety in Shelters".

2. Complete all items in B 2 above.

D. Recovery Period Actions

1. Fallout Shelter Assignments

Under direction from the local Radiological Officer, conduct limited unsheltered missions from the Fallout Shelter to re-establish critical community services or for relocation to a safer Fallout Shelter.

III. ENCLOSURES

1. Form, "Radiation Exposure Record" (Page 51)
2. Form, "Survey Meter Readings" (Page 52)
3. Form, "Radiological Reporting Log" (Page 53)

STANDARD OPERATING PROCEDURE
for CRISIS DISTRIBUTION OF INSTRUMENTS AND BATTERIES

I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe how Radiological Defense (RADEF) Instruments resources would be supplemented and allocated during a crisis (Surge) period.

II. PROCEDURE

During a period of crisis (Surge) activities, the Local Radiological Officer should update Page 60, "Radiological Instrument Set Inventory" to identify the quantities of dosimeters, dosimeter chargers, batteries,and instrument set resources available to the Local RADEF System.

A. Existing Local Bulk-Stored Inventory of RADEF Instruments

Instrument Descriptions	CDV-	Available	Status
1. Dosimeters	742	_____	_____
2. Dosimeters Chargers	750	_____	_____
3. Self-Protection Set	777	_____	_____
4. Monitoring & Reporting Station	777A	_____	_____
5. Alternate Self-Protection Set	777-1	_____	_____
6. Fallout Shelter Set	777-2	_____	_____
7. Batteries (D-Cell)		_____	_____

B. Crisis (Surge) Period Needs/Allocations from State Inventory

Instrument Descriptions	CDV-	Requested	Allocated
1. Dosimeters	742	_____	_____
2. Dosimeters Chargers	750	_____	_____
3. Self-Protection Set	777	_____	_____
4. Monitoring & Reporting Station	777A	_____	_____
5. Alternate Self-Protection Set	777-1	_____	_____
6. Fallout Shelter Set	777-2	_____	_____
7. Batteries (D-Cell)		_____	_____

C. Summary of Dosimeter/Charger Planned Crisis Distribution

	Facility Name and Address	Quantities CDV-750	CDV-742
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

NOTE: Identify additional distributions on page reverse side.

D. Planned Methods for Distribution

The Local Radiological Officer must coordinate with other Local Agencies to request assistance with the distribution of available RADEF instruments to their assigned locations. In addition, Radiological Monitors should also assist with the distribution/transportation of instruments, as needed.

E. Summary of Instrument Set Planned Crisis Distribution

	Quantities (CDV-)			
Facility Name/Address	777	777A	777-1	777-2
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

NOTE: Identify additional distributions on page reverse side.

III. ENCLOSURES: None

FALLOUT SHELTER CAPABILITY

Page____of____

Facility Name Address	Shelter Spaces	Instrument Sets	
		Needed	Issued

RADIOLOGICAL INSTRUMENT SET INVENTORY

Page____of____

Facility Name (1) Address	Contact Person	Phone Number	Instrument Sets	
			Type	Number

(1) Jurisdiction: List Community or Agency

TRANSPORTATION RADIOLOGICAL ACCIDENT

I. INTRODUCTION

The purpose of this plan is to provide a documented and coordinated plan for preparedness and emergency response actions for transportation accidents involving radiological materials in Massachusetts. The plan provides a methodology for a coordinated response effort by MEMA, Massachusetts Department of Public Health (MDPH), Massachusetts Department of Environmental Protection (MDEP), Massachusetts Department of Food and Agriculture (MDFA), Massachusetts Department of Labor and Industries (MDLI), Massachusetts Highway Department (MHD), Massachusetts State Police (MSP), city and town governing bodies, and local fire and police.

II. SITUATION AND ASSUMPTIONS

A. Situation

First response teams may have to respond to Transportation Accidents where part or all of a cargo being transported may involve radiological materials.

B. Assumptions

1. There are two probable accident consequences that will require prepared and trained response effort to be successful.

    a. Low Hazard with High Probability - accidents that may involve tight Type A or B packaging.

    b. High Hazard with Low Probability - accidents that involve Type B Highway Route Controlled Quantity (HRCQ) shipments with conceivable severe damage to the packaging resulting in radioactive release.

2. First Responders must be trained to assess the situation for immediate localized hazard and removed site risks.

    a. Immediate hazard - applicable to both probable accident consequences. Cargo is contained within close proximity to the transporting vehicle and will remain localized regardless of environmental or physical influences.

    b. Removed site risks - applicable to both probable accident transporting consequences. Packaged cargo

or released radioactive materials may be carried off-site through environmental or physical influences, i.e. rain,surface contours, closed and open storm water drainage systems. Removed site risks will require additional on site actions to preclude radioactive material from being transported off-site. Greatly increased response actions will be required to prevent further movement when radioactive materials have escaped the immediate transportation accident site.

3. This section of the CEMP, serves as a removable Appendix to be used in conjunction with the Radiological Protection Annex and the separately published "Transport of Radioactive Materials Q&A" furnished with every CD V-777-1 Radiation Kit provided by MEMA. This plan is further limited to non-Federal jurisdictional accidents, such as, nuclear weapons or related devices which come under the control of the Department of Defense (DOD) or Department of Energy (DOE).

III. CONCEPT OF OPERATIONS

A. Concept

1. First responders, usually police and fire fighters will initially assess the situation, restrict access to the accident site, provide incident notification to MSP, MDPH Nuclear Incident Advisory Team (NIAT) and MEMA, and request additional responders MHD, MDEP, HAZMAT and clean-up contractors to handle specific problems and try to help mitigate escalation of the situation. The first on-scene responder will take charge of the situation until properly relieved under the Incident Command System (ICS).

2. If the incident involves nuclear weapons or related devices, or if there is a transportation accident with significant radiological consequences, the transfer of Command of the situation would be to DOD and/or DOE from the local Incident Commander (IC) upon arrival of proper representatives of these agencies.

B. Response

1. First Responders arriving at the scene should assess the situation from a safe

distance, upwind, by reading placards and labels using binoculars, approach site with caution staying upwind. Locate shipping papers if practical.

2. Notify dispatcher of initial information gathered and assessment. Dispatcher notifies any local radiological authorities, the MSP who in turn notify the NIAT (Office hours 617-727-9710, Other times 508-820-2121) and MEMA who will notify others if appropriate.

3. The first responders organize under the ICS and perform life saving rescue and emergency first aid to any victim(s). Accident victims should be removed from proximity of any measurable radioactive material, emergency workers should measure any exposure using the CD V-777 kit.

4. Establish control lines to restrict access to the Controlled Area. Determine the Non-controlled area and identify an appropriate Command Post (CP) location.

5. As a minimum the following accident information needs to be obtained and recorded.

   (a) Names of injured persons requiring life saving and other priority medical care and disposition.

   (b) Name of caller, organization affiliation, location of accident, telephone number or communications identifier.

   (c) Description or other identification of the vehicle, type of vehicle, placard(s), number and type of packages and markings (labels) and DOT/NRC certification number. Indications of any possible releases such as wet areas or the presence of fire or smoke.

   (d) Description or identification of radioactive materials as obtained from the shipping papers and other identifiers.

(e) Radionuclide(s) activity level in curies.

(f) Regulated Quantities (RQ), shipping names and United Nations/North American (UN/NA) identification number(s).

(g) Make note of the Emergency Response information utilized during the response and make note of which Guide was used from the Emergency Response Guidebook (ERG) USDOT 5800.6.

(h) Record the physical and chemical form of the material and other hazardous properties noted.

(i) Description of the relevant environmental characteristics such as wind direction, weather conditions, terrain, surrounding population, accessibility, etc.

(j) Identify organizations on scene and keep a log as to requests made to others for support.

(k) Prognosis for termination or worsening of situation.

(l) Identification of shipper and carrier involved.

6. Record and document any radiation exposure of all persons including emergency workers and evacuees monitored for contamination. Include the person's name, address location, time and date of monitoring, instrument used and calibration date, radiation exposure measured, any advice given and the source of that advice and record any measurements made following decontamination.

7. Make notes or keep copies of any news releases provided to the media and retain copies, obtain written authorization for any such written releases. Make notes of what information was imparted during oral press conferences.

C. Recovery - Post-Accident Operations

1. Following the satisfactory mitigation of the incident, the next function is to assure the cleanup and decontamination of property (both real and personal), vehicles and equipment.

2. Though it should not hamper post accident operations, efforts should be made to determine who will conduct and pay for the clean up, decontamination operations and other liability concerns.

3. All vehicles and equipment used in mitigating the incident shall be monitored before return to normal service.

D. Support

1. The shipper of the materials may well be best equipped to deal with the materials involved, it is important to establish communications to determine if they can supply a team to mitigate the problem.

2. The news media can be of assistance in providing emergency announcements over radio and television explaining to the public exactly what the problem is and how exposure can be minimized.

3. Assistance from neighboring states and nuclear power plant operators may be requested by MEMA.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

NIAT, which is the action arm of MDPH concerned with radiation protection, is tasked to accept notifications of Radiological Incidents 24 hours a day and responds to such incidents when notified with appropriate radiological measuring equipment.

B. Administration and Logistics

MEMA is responsible for coordinating logistical matters regarding the maintenance of this appendix.

C. Plan Development and Maintenance

This plan puts into place assurances that the primary responsibility for emergency response to transportation accidents have been specifically established and documented in writing, and that appropriate organizational capabilities exist for responding to transportation accidents on a 24 hour basis.

D. State and Federal Involvement

1. Response to radiological transportation accidents will be directed by the jurisdictional local IC or On-Scene Commander.

2. Federal agencies will support the leading role of the State and will not become involved without direct request from the State. However, the DOD or the DOE assume the lead role when nuclear weapons or devices are involved or when the accident presents significant radiological consequences.

V. AUTHORITIES

1. Federal Laws: PL 81-920, PL 93-288, PL 100-408, Atomic Energy Act of 1954 as amended, National Security Decision Directive No. 259, 49 CFR Parts 171-180.

2. Massachusetts statutes Chapter 639 Acts of 1950, as amended, Chapter 579 Acts of 1968, Chapter 111, Sections K through P.

3. State Executive Orders: EO 34, EO 144, EO 242, EO 276.

VI. ATTACHMENTS

1. Radiological Incident Information Recording Form

2. Emergency Telephone Numbers

RADIOLOGICAL INCIDENT INFORMATION RECORDING FORM

Date:_____ Time:_____

1. Person calling _____

   a. Position-Title_____

   b. Address_____

   c. Telephone number for call back _____

   d. Radio call number for call back _____

2. Address where incident occurred _____

   _____

3. Were people injured? Yes____ No____

   If yes, what is being done with them?

4. Is fire involved? Yes____ No____

   If yes, has a fire department been called? Yes____ No____

5. What happened at the incident scene? _____

   _____

   _____

   _____

   _____

   (This information can come from an interview with the vehicle operator)

6. Has the incident area been restricted as to access?

   Yes _____ No _____

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