

**Town of  
WEST TISBURY  
Massachusetts**



**COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**

**TOWN PARTICIPANTS**

Board of Selectmen  
Police Chief  
Health Agent  
Highway Superintendent

Emergency Management Director  
Fire Chief  
Animal Control Officer

**STATE PARTICIPANTS**

Mitt Romney, Governor  
Commonwealth of Massachusetts

**MEMA PARTICIPANTS**

Cristine McCombs  
Director  
Massachusetts Emergency  
Management Agency

Michael Philbin  
Director of Planning  
Massachusetts Emergency  
Management Agency

Robert Nadeau, Acting Director, MEMA Area II  
Douglas Forbes, Jr., Sector Director, MEMA Area II



# Town of West Tisbury

West Tisbury, MA 02575

To All Recipients:

Transmitted herewith is the revised Emergency Management Plan for West Tisbury. 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 encompasses the four phases of emergency management:

1. Mitigation: Those activities which eliminate or reduce a hazard or reduce the impact of a 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 that return all systems to normal or improved standards.

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

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

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CHAIRMAN BOARD OF SELECTMEN

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DATE

# ***Section 1 - FOREWARD***

West Tisbury Emergency Management is charged with the responsibility to develop and implement Comprehensive Emergency Management (CEM). The heaviest emphasis in the past was on preparedness and response. In addition to those, equal emphasis is now placed on the Mitigation and Recovery 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 emergency medical services.

This Plan is structured in three sections. The first is the *Basic Plan*, which is an overview of the Town's approach to emergency management, including broad policies, plans and procedures. The next section contains the *Functional Annexes*. These address specific activities critical to emergency response and short-term recovery efforts that support the Basic Plan. The last section contains *Hazard-Specific Appendices*. These support each Functional Annex and contain technical information, details, and methods for use in emergency operations.

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 are contained in the *Resource Manual*. The *Resource Manual* is maintained as the last section of this plan.

# DISTRIBUTION OF PLAN

## RECIPIENTS

West Tisbury Board of Selectmen  
West Tisbury Emergency Management Director  
West Tisbury Police Chief  
West Tisbury Fire Chief  
Tri-Town Ambulance Coordinator  
West Tisbury Health Agent  
West Tisbury Treasurer  
West Tisbury Chief Assessor  
West Tisbury Highway Superintendent  
West Tisbury Animal Control Officer  
West Tisbury Free Public Library

RECORD OF CHANGES		

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## *Section 2 - BASIC PLAN*

### **PURPOSE**

The West Tisbury 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.

### **SITUATION**

Located on the Island of Martha's Vineyard, off the coast of Massachusetts, West Tisbury covers 34 square miles and has a year-round population of 2612. During the summer that number grows to several times that with day tourists, renters and seasonal homeowners. The Town is rural agricultural in nature and depends on its tourist economy.

Due to its location, demographics and geologic features West Tisbury is vulnerable to both manmade and natural incidents and disasters. Outlined below is a basic summary of risks and risk categories that have been broken down into three levels - high, moderate and low. This list is not all-inclusive.

#### **HIGH RISK OF OCCURRENCE:**

Power Outage – West Tisbury is at risk for both limited and widespread power interruption with a potential for extended periods of outages. Both residential and business community members depend on electricity for lighting, heat, and water (well pumps). Extended power outages would place a large burden on the community. An outage can occur with no warning.

Winter Storm - A history of strong winter storms exists for our area. With our limited resources, narrow roads, and multiple private "unimproved" roads, significant storms have the potential for isolating large numbers of residents and limiting emergency response capabilities for a period of time. Additionally, strong winds and high seas may affect access to certain areas of West Tisbury due to ice/snow, flooding, and downed trees. We usually have a few days warning for winter storms.

Hurricane - Damage and interruption of services for West Tisbury would be significant in any Hurricane. Damage can be estimated for the following hurricane categories:

*Cat. 1* - Minor wind damage, branches down, minor flooding.

*Cat. 2* - Minor wind damage, trees and branches down, minor flooding, possibility of power failures.

*Cat. 3* - Moderate wind damage, trees blocking roads, possibility of a 10-12 foot storm surge creating moderate flooding, probability of power failures of greater than 1 day.

*Cat. 4* - Major wind damage, significant number of trees down, buildings damaged, significant flooding, high probability of power outages of greater than 3 days.

*Cat. 5* - Catastrophic wind damage, trees down, buildings damaged and possibly destroyed, major flooding, high probability of power outages of greater than 5 days.

*Note:* Category 3 hurricanes have a historically moderate to low risk of occurrence. Category 4 & 5 hurricanes have a historically very low risk of occurrence.

We usually have several days warning prior to a hurricane.

### **MODERATE RISK OF OCCURENCE:**

Drought – Much of West Tisbury is covered with a carpet of low brush creating a fire hazard during drought conditions. Additionally water supplies can be affected by a prolonged drought. Crop damage could be significant. We can expect several weeks knowledge that drought conditions are progressing.

Fire – A widespread fire that exceeds the normal operating procedures of the Fire Department could put the Town at risk. Given the amount of low brush covering the Town a large fire could cut off normal evacuation routes for some areas. We could have less than one hour’s notice of a spreading fire.

Flood – A portion of the south side of town as well as a small amount of the north shore qualify as flood plains according to FEMA's Flood Insurance Rate Maps. These areas will be particularly affected by any storm surge associated with a hurricane. Some evacuation of these areas could be necessary. We usually would have a few days notice of the kinds of conditions that could create a flood hazard for West Tisbury.

Hazardous Materials Incidents – A small amount of Hazardous Materials pass through Town by truck regularly. These are primarily diesel fuel (home heating fuel), gasoline and propane. A small amount of materials are stored at businesses and residences. These are materials are primarily associated with landscaping, farming and swimming pools. The Town has limited resources to deal with a spill and would need to rely on local and off-Island mutual aid response. We would have no warning of a hazardous materials incident.

Emerging Public Health Crisis / Epidemic – Given the huge influx in population during the warmer months, West Tisbury is at greater risk than many communities for the introduction of an illness that could reach epidemic proportions. This is of concern given our limited medical resources. It is possible that we would not know there was a public health crisis until it was well under way.

Plane Crash – With the Martha’s Vineyard Airport in West Tisbury the likelihood of a crash is moderate. Historically the crashes that have occurred involved small planes carrying fewer than 6 people. These crashes generally result in fatalities for all on board but no further widespread problems. Aircraft carrying 100+ people do come in and out of our airport. We may have at most a few minutes warning of a crash.



Offshore Oil Spill – The environmental impact from an oil spill on West Tisbury’s miles of sensitive coastline could be significant. Additionally the economic impact from a decrease in tourism as well as clean-up costs could put stress on the Town. We could have up to several days warning of a spill approaching our shores.

**LOW RISK OF OCCURENCE:**

The following are at low risk of occurrence in West Tisbury. Although they are less likely to occur they could cause major damage and disruption to the Town if they did. They are also incidents that would most likely cause major disruptions to the rest of the State and possibly the Country. As such it could be days or even weeks before assistance would be available.

- Economic Emergency
- Widespread Computer/Internet Failure (Virus)
- Civil Disorder/Riot
- Terrorist Incident (WMD) Chemical or Biological Attack
- Nuclear Incident
- Earthquake

**ASSUMPTIONS**

Officials within the Town recognize their responsibilities regarding the safety and well being of the public and will assume their responsibilities when the Comprehensive Emergency Management Plan is implemented. Any time Town officials or department heads are requested to respond in this plan they may assign a designee to act in their place. Unless otherwise specified the designee will have the authority to speak and make decisions for the official or department they are representing.

Because West Tisbury is one of only six small rural towns on the Island of Martha’s Vineyard it should be understood that there are limited resources available for immediate use. If the Town experiences an emergency that causes it to exceed its local resources, limited assistance may be available from adjoining communities. Police, fire and EMS have existing mutual aid agreements. Use of mutual aid resources from adjoining communities may be limited or non-existent in Island-wide or multi-jurisdictional disasters. Aid from off-Island agencies may be available but because we are on an island the amount of time to receive that assistance could be extended. Additionally weather conditions can make it so that off-Island assistance is delayed for a considerable amount of time.

Volunteers staff many emergency services in West Tisbury. As such they cannot be mandated to respond. Though there is a strong sense of commitment among our volunteers and many, if not most, would wish to respond, certain situations could cause some to have to put their families and/or jobs first. Additionally many individuals volunteer for more than one organization. As such consideration must be given when estimating the number of available responders.

## **LIMITATIONS**

It is the policy of the Town of West Tisbury that no guarantee is implied by this plan. The Town will make every reasonable effort to respond based on the situation, information and resources available at the time. Because Town assets and systems may be damaged, destroyed or overwhelmed response could be delayed or unavailable.

The performance of the assigned tasks and responsibilities may be dependent on appropriations and funding to support this plan. Lack of funding may limit the services envisioned under this plan.

## **ORGANIZATION & ASSIGNMENT RESPONSIBILITIES**

### **ORGANIZATION**

1. The Board of Selectmen is responsible for the overall management of the Town, before, during and after a disaster, including delivery of emergency response activities by community officials and departments. The Board is required by law to appoint an Emergency Management Director who is responsible for coordinating the emergency management program.
2. 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 the liaison to other communities and State and Federal agencies.
3. For the purposes of organization and communications the following individuals or their designees shall be members of the Emergency Management Committee: A member of the Board of Selectmen, Emergency Management Director and Assistant Director(s), Fire Chief, Police Chief, Health Agent, Animal Control Officer, Highway Superintendent, Council on Aging Director, Financial Management Team Chair, Tri-Town Ambulance Representative, West Tisbury School Vice Principal, Red Cross Representative, Search & Rescue Representative and any other individuals the Board of Selectmen deem necessary to the situation at the time of a meeting.
4. The emergency functions for the organizations that support disaster response will generally parallel, and be an extension and enlargement of, their normal day-to-day functions. To the extent possible, the same personnel, equipment and resources will be utilized.
5. 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.
6. 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 requested to staff the EOC. The Incident Command System (ICS) as described in the National Incident Management System (NIMS) will be utilized in managing emergencies and EOC operations.

## **RESPONSIBILITIES**

### **Board Of Selectmen**

The overall responsibility for the Town lies with the Board of Selectmen.

#### Mitigation

1. Schedules Risk and Vulnerability Assessments for the Town, when necessary.
2. Reviews completed Risk and Vulnerability Assessments to determine any actions to be taken.
3. Assigns mitigation activities to appropriate departments or employees based on data collected in Risk and Vulnerability Assessments.
4. Encourages Town Departments/employees to research and institute mitigation activities appropriate to their respective departments/jobs.
5. Reviews and approves mitigation activities of Town Departments, when necessary.
6. Ensures that the Town Hall and any other town buildings or property that is not already designated to the responsibility of another Town Department and/or employee is prepared (as financially reasonable and possible) for any disaster in the High and Moderate Risk categories (page 1-2).
7. Ensures that vital records for the Town are protected from disasters included those listed in the High and Moderate Risk categories.

#### Preparedness

1. Appoints an Emergency Management Director and identifies alternates as necessary.
2. Approves, annually reviews, and updates as needed the Comprehensive Emergency Management Plan.
3. Approves emergency management policies, procedures, and plans for the Town.
4. Participates in training and exercises provided/recommended by West Tisbury Emergency Management, MEMA and/or FEMA including ICS and NIMS.
5. Encourages all appropriate Town Departments/employees to participate in training and exercises provided by the West Tisbury Emergency Management, MEMA and/or FEMA.

#### Response

1. Keeps the EOC informed as to how to contact them whenever it is in operation.
2. Provides a member of the Board to attend Emergency Management Committee meetings.
3. Assures that the EOC is manned at all times by a West Tisbury Emergency Management representative, while activated.
4. Responds to the EOC whenever a situation warrants their presence.
5. Assembles, when necessary, to assist in the emergency management process and:
  - Evaluates the status of the incident
  - Assists in the decision making processes by taking part in the command process within the Incident Command System

- Determines any emergency policy or directives necessary to meet the needs of the emergency or situation, including a declaration of a State of Emergency.
  - Ensures that any situation or decision that affects town government is addressed
  - Approves and or authorizes expenditures or acquisitions (when necessary and appropriate)
  - Assures the continuation of government within the town
  - Interacts with State and Federal agency representatives when necessary
6. Creates, oversees and/or approves an Incident Action Plan (IAP) for each operational period.
  7. Approves messages and authorizes activation of Emergency Alert System (EAS).
  8. Authorizes issuance of evacuation instructions and/or partial or full driving bans.
  9. Authorizes assistance from outside agencies when necessary.

Historically some members of the Board of Selectmen have simultaneously held key public safety positions. Should this be the case at the time of a disaster their first responsibility shall be as Selectmen. It should also be noted that many disasters/emergencies do not require the constant presence of the Board. Additionally their activities may be limited enough so that they may be able to serve in more than one capacity. If this is the case it is the policy of this town that Board Members may act in their public safety capacity so long as it does not interfere with their ability to act as a Selectman.

#### Recovery

1. Ensures that the CEMP addresses recovery operations and circumstances.
2. Assists in the development of recovery policies and strategies before, during and after and incident.
3. Authorizes mitigation strategy for recovery.

#### **Emergency Management Director**

The Emergency Management Director (EMD), appointed by the Board of Selectmen, has responsibility for coordinating the Emergency Management Program including advising the Board on courses of action available for decision-making.

#### Mitigation

1. Works closely with the Board of Selectmen and other town agencies to develop mitigation strategies and identify areas requiring mitigation.
2. Coordinates public emergency education/awareness to improve citizen response and survivability and minimize the effects of any disaster on the public.
3. Develops and maintains the local *Comprehensive Emergency Management Plan* and recommends changes or improvements to the appropriate departments.

#### Preparedness

1. Develops and/or coordinates training for public officials and EOC personnel regarding EOC operations.
2. Completes relevant training such as ICS, NIMS and Basic Emergency Management.
3. Coordinates and schedules tests and exercises of the *Plan* at least annually to provide practical, controlled, operations experience to those who have EOC responsibilities.

4. Coordinates an annual review and revision of the *Plan* by all officials involved.
5. Develops policies and procedures to assure EOC activation on short notice.
6. Ensures adequate staffing and communications capabilities within the EOC.
7. Maintains lists of resources and personnel to be notified when emergency situations occur.
8. Oversees the planning and development of basic warning/notification functions.
9. Develops Memoranda of Agreement with appropriate agencies/individuals for review/approval by the Board of Selectmen.
10. Ensures adequate stocks and tracks availability of food, water, administrative supplies, and other essential equipment for emergency operations at the EOC.
11. Designates facilities to be used as the primary EOC and alternate EOC.
12. Consults with coordinators of individual emergency functions to ensure readiness for management of potential emergency/disasters.
13. Briefs appropriate officials concerning their role in emergency management and at the EOC.

#### Response

1. Monitors potentially hazardous situations when possible and informs the Board of Selectmen at the point where action may be necessary.
2. At the request of the Board of Selectmen organizes emergency meetings of the Emergency Management Committee and other specified individuals to discuss the Town's approach to a pending or present emergency.
3. At the request of the Board of Selectmen activates the EOC and initiates response procedures and activities.
4. Coordinates all EOC activities and emergency response activities of other agencies. Agencies and services coordinated through the EOC include communications, public information, resource management and monitoring of hazards.
5. With approval and/or at the request of the Board of Selectmen requests outside assistance from MEMA.
6. Notifies MEMA of the Town's declaration of a State of Emergency.
7. When necessary and approved by the Board of Selectmen, requests State and/or federal assistance via MEMA to include: FEMA, National Guard, DMAT, DMORT, VMAT, etc.
8. Notifies the MEMA of any suspected terrorist event.
9. Coordinates with outside agencies arriving/responding to West Tisbury.

#### Recovery

1. Continues and phases out response operations as needed.
2. Initiates recovery activities including:
  - a. Coordination and deployment of damage assessment teams
  - b. Compilation of damage assessment data
  - c. Assists the Board of Selectmen in applying for federal and state disaster relief funds. (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 assistance.)
3. De-activates EOC.

## **Law Enforcement**

Law Enforcement activities in an emergency will, for the most part, be an expansion of normal daily responsibilities. Additional support may be requested through existing mutual aid agreements and from state and federal law enforcement agencies and will go through the EOC if it is operational. The police chief or his designee will integrate and manage outside law enforcement agencies, which are brought in for assistance. If, during emergency operations, law enforcement capabilities are exceeded, it shall be up to the police chief, with input from the EMC as to which and what order response activities may take place.

### Mitigation

1. Maintains plans for preserving law and order, traffic and crowd control during disaster/emergency periods.
2. Maintains law enforcement resources.
3. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the police department.

### Preparedness

1. Provides training for officers on response during emergency/disaster periods including ICS and NIMS.
2. Ensures that law enforcement mutual aid agreements are in place.
3. Establishes procedures for continuity of police operations during a disaster/emergency.

### Response

1. Provides law enforcement and maintains law and order during disaster/emergency period.
2. Initiates criminal investigations, preserves evidence and maintains chain of custody as much as practical while performing response activities.
3. Provides traffic control, crowd control, and restricted area control including patrolling evacuated areas.
4. Provides security to critical facilities, including Mass Care Shelters and the EOC.
5. Provides warning and notification support which may include mobile warning units.
6. Provides, if needed, back-up communications for shelter operations and other communications support.
7. Conducts and/or supports search and rescue operations.
8. Issues restricted area passes to appropriate personnel. Refer to *Resource Manual* for sample emergency pass.
9. Provides liaison and coordination with other law enforcement agencies.
10. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
11. Directs the disposition of individuals under arrest if the usual procedures are unavailable.
12. Coordinates with State Police to provide traffic control on state highways, and additional support to local operations.
13. Performs Incident Command duties if appropriate.

### Recovery

1. Continues response operations until no longer needed.
2. Provides estimates of costs generated due to the disaster/emergency.

## **Fire Department**

The basic responsibilities of the fire department in emergency/disaster situations are fire control and the management of hazardous materials incidents. The fire department is also involved on a regular basis with rescue operations, and, to some degree, with public warning systems. During emergency response activities, if fire department resources 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.

### Mitigation

1. Provides fire code enforcement and fire prevention services including inspection and public education.
2. Maintains fire department resources.
3. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the fire department.

### Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
2. Maintains plans for providing resources and services needed during disaster/emergency periods.
3. Maintains readiness of all fire department equipment, supplies, procedures, and mutual aid agreements needed in connection with emergency disaster response activities.
4. Establishes procedures for continuity of fire department operations during a disaster/emergency.

### Response

1. Provides fire response and control during disaster/emergency period.
2. Provides communication and warning/notification support including and warning/notification support including operating fixed and mobile siren units.
3. Assists search and rescue operations.
4. Provides radiological monitoring and decontamination support.
5. Provides hazardous material incident response, control, and operations including biochemical decontamination to the level of training of the department.
6. Provides secondary emergency medical services.
7. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
8. Provides fire control in shelters.
9. Performs incident command duties if appropriate.

### Recovery

1. Conducts, and/or supports damage assessment activities including fire inspection of damaged facilities.
2. Provides estimates of costs generated due to the disaster/emergency.
3. Continues to provide EOC support until no longer needed.

## **Board Of Health**

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

### Mitigation

1. Provides continuous health inspection of public facilities.
2. Administers immunization programs.
3. Provides training to appropriate personnel in detection, evaluation, and prevention of communicable diseases.
4. Maintains plans for administration of Board of Health responsibilities during disaster/emergency periods.
5. Provides programs to the public in disease prevention and health education.
6. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Board of Health.

### Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
2. Maintains readiness of supplies, equipment, and personnel for use during disaster/emergency period.
3. Provides for protection of food and water supply.
4. Consults with representatives of response agencies to discuss coordination of public health aspect of response to emergency/disaster.
5. Establishes procedures for continuity of Board of Health operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

### Response

1. Directs the management, distribution, and utilization of Board of Health resources during disaster period.
2. Investigates and corrects sanitation conditions during emergency/disaster periods.
3. Coordinates public health support activities of all response organizations providing such services.
4. Provides safe waste disposal.
5. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
6. Provides for water and food inspection, and laboratory testing as possible 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.

### Recovery

1. Continue response activities as needed.
2. Compile health assessment data, as needed for application for state and federal relief funds.



3. Provides estimates of costs generated due to the disaster/emergency.

### **Highway Department**

In an emergency/disaster situation, the local highway department is responsible for deploying appropriate, available equipment and manpower in a prompt and orderly manner. In the event that local resources become exhausted, assistance may be requested from Massachusetts Emergency Management Agency (MEMA) through the EMD.

#### Mitigation

1. Maintains plans for provision of equipment and services needed during emergency/disaster period.
2. Maintains highway department resources.
3. Maintains roads, bridges, waterways, water and sewer systems and services.
4. Maintains flood control systems.
5. Provides engineering services and consultation.
6. Provides snow and debris removal.
7. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the highway department.

#### Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS.
2. Maintains readiness of all highway department equipment, supplies, and personnel needed in connection with emergency/disaster response activities.
3. Maintains a fuel re-supply plan.
4. Establishes procedures for continuity of Highway Department operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

#### Response

1. Provides for pre-positioning of traffic control devices.
2. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
3. Provides debris clearance supporting emergency response activities and access to impacted areas.

#### Recovery

1. Provides damage assessment of roads and bridges.
2. Assesses impact of emergency on available equipment and resources.
3. Provides estimates of costs generated due to the disaster/emergency.
4. Provides estimates of costs to provide needed recovery resources.
5. Coordinate record keeping related to damage assessment and recover resources.
6. Provides debris clearance and disposal.
7. Provides road and bridge repair.
8. Coordinates with utility companies to restore services.

## **Emergency Medical Services**

Tri-Town Ambulance is a regional ambulance service that is the primary provider of emergency medical care in the Towns of Aquinnah, Chilmark and West Tisbury. Coordination between the three towns must be considered during emergency/disaster situations.

### Mitigation

1. Maintains Tri-Town Ambulance resources.
2. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to Tri-Town Ambulance.

### Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
2. Maintains plans for providing resources and services needed during disaster/emergency periods.
3. Maintains readiness of all Tri-Town equipment, supplies, procedures and mutual aid agreements needed in connection with emergency/disaster response activities.
4. Establishes procedures for continuity of Tri-Town Ambulance activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

### Response

1. Provides emergency medical services during disaster/emergency period.
2. Supports search and rescue operations.
3. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
4. Assigns medical personnel to shelters at the request of the EMD.

### Recovery

1. Restocks any utilized EMS supplies.
2. Provides estimates of costs generated due to the disaster/emergency.
3. Continues to provide EOC support until no longer needed.

## **Animal Control**

### Mitigation

1. Maintains Animal Control resources.
2. 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.
3. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Animal Control Department.

### Preparedness

1. Provides training for Animal Control Officers (ACOs) on response during emergency/disaster periods including ICS.
2. Maintains plans for providing resources, services and animal shelters needed during disaster/emergency periods.

3. Maintains readiness of all Animal Control equipment, supplies, procedures and mutual aid agreements needed in connection with emergency/disaster response activities.
4. Arranges activities needed to address the care of animals in an emergency such as evacuation, sheltering, medical treatment, search and rescue, etc.
5. Establishes procedures for continuity of animal control activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

#### Response

1. Coordinates the animal services and assistance necessary during a disaster including protection and care of animal victims, and disposal of dead animals.
2. Works with the Board of Health on any problems/issues that could involve public health.
3. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.

#### Recovery

1. Coordinates return of domestic animals to owners after emergency has passed.
2. Restocks any utilized supplies.
3. Provides estimates of costs generated due to the disaster/emergency.

### **West Tisbury School**

#### Mitigation

1. Incorporates mitigation strategies that will lessen the impact of any disaster/emergency.

#### Preparedness

1. Maintains plans for protection of students during any disaster/emergency period.
2. Regularly practices, through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency.
3. Coordinates with Red Cross and EMD arrangements to use schools, and/or school food stocks for mass care shelter and feeding.
4. Establishes procedures for continuity of school activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

#### Response

1. Protects students in school by releasing them, 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.
4. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.

#### Recovery

1. Coordinates safe re-entry of students into school after disaster/emergency period has passes.
2. Assists in damage assessment of school facilities.

### **Financial Management Team**

The Financial Management Team consists of the Treasurer, Accountant, Assessor, Tax Collector and the Executive Secretary.

#### Mitigation

1. Maintains jurisdiction financial records.
2. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the members of the team.

#### Preparedness

1. Establishes procedures for handling financial aspects of disaster/emergency activities and consequences.
2. Becomes familiar with Stafford Act protocol and procedures.
3. Establishes procedures for continuity of Town financial operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

#### Response

1. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
2. Handles procurement requests and maintains records of financial transactions during disaster/emergency period.
3. Provides Board of Selectmen with status of financial transactions.

#### Recovery

1. Provides support for damage assessment activities.
2. Prepares appropriate reports on costs incurred during disasters.

### **Planning Board**

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Planning Board. Coordinates planning efforts with local emergency management organization. Coordinates engineering consultant services for all aspects of emergency management. Provides support for damage assessment activities.

### **Town Clerk**

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Clerk. Assists the Board of Selectmen in establishing procedures for the preservation of vital records. Establishes procedures for continuity of Town Clerk operations during a disaster/emergency that cannot wait until the disaster has passed. Assists at the EOC and in recovery operations when requested by the Board of Selectmen to do so.

### **Tree Warden**

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Tree Warden. Establishes and presents to the Board of Selectmen mitigation strategies for tree pruning to reduce the risk of storm damage. Assists in response and recovery

operations when requested by the Board of Selectmen to do so. Provides support for damage assessment activities.

### **Library**

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Library. Establishes procedures for continuity of Library activities during a disaster/emergency that cannot wait until the disaster has passed.

## **CONCEPT OF OPERATIONS**

1. When possible the Emergency Management Director (EMD) will provide warning to Town residents and visitors of an impending disaster.
2. If a disaster occurs the Town will endeavor to respond. The first priority shall be the preservation of life.
3. The EMD, at the request of the Board of Selectmen shall call a meeting of the Emergency Management Committee
4. The EMD, at the request of the Board of Selectmen shall activate the Emergency Operations Center (EOC).
5. The EMD may also activate the EOC at the request of the Incident Commander of a localized disaster.
6. The Board of Selectmen will formulate an Incident Action Plan with input from the EMC.
7. Each Town department shall maintain control of its own operations, with the EMD through the EOC, providing coordination and assistance.
8. This plan recognizes the importance of the National Incident Management System (NIMS) in managing emergencies. As such the Incident Command System (ICS) will be utilized when applicable and the following positions assigned by the Incident Commander or Board of Selectmen as Incident Managers in addition to the positions described elsewhere in this plan:
  - a. **Safety Officer (SO):** will be appointed at all emergency scenes to monitor incident operations and advises the IC on all matters relating to operational safety. The SO is responsible to the IC for the procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, implementation of measures to promote emergency responder safety, and the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. Only one incident SO is designated (even under Unified Command). During large or lengthy operations, the SO, Operations Section Chief, and Planning Section Chief coordinate closely regarding operational safety and

emergency responder health and safety issues. The SO coordinates safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernment organizations.

- b. **Public Information Officer (PIO):** is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. A single PIO will be designated regardless of whether the incident is managed under an IC or a UC. Assistants may be assigned from other agencies or departments involved. The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements including participation in the Joint Information System (JIS). The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The IC or Board of Selectmen as Incident Managers must approve the release of all incident-related information.

## CORRESPONDING STATE ACTIONS

LOCAL ACTIONS		STATE ACTIONS	
Levels of Emergencies or Disaster	Initiating Events	MEMA Operational Levels	Corresponding Actions
I	Emergency incident for which local response capabilities are likely adequate.	I	Situation managed by an Incident Commander or Board of Selectmen as part of day-to-day operations. Situation is monitored and, if needed, appropriate state agencies are notified to take action as part of their everyday responsibilities.
II	A Level I incident begins to overwhelm local response capability. Some state assistance possible.	II	Selected members of the MEMA staff provide assistance as needed, MAESF primary agencies may be activated and support agencies placed on standby. Governor advised of the situation.
III	Situation continues to intensify, with the potential to escalate. Local States of Emergency declared. State and Federal response and recovery assistance is required. <u>(Situation equates to a major disaster)</u>	III	Full activation of State EOC. Governor may declare a State of Emergency. MAESF primary and support agencies send representatives to EOC as requested. Joint Information Center activated. Possible deployment of FEMA advance element to the SEOC. Possible activation of the Federal Response Plan.
IV	Widespread threats to the public safety. Large-scale state and Federal response and recovery assistance required. <u>(Situation equates to an emergency disaster)</u>	IV	Full activation of SEOC. All MAESF primary and support agencies send representatives to the SEOC. JIC activated. Rapid Impact Assessment Teams deployed. Federal Response Plan activated. Military assistance may be requested.

## CONTINUITY OF GOVERNMENT (COG)

In an emergency or disaster situation, it is essential that Town government be maintained.

At this time the Town is looking into a legal provision to address a situation in which all three Board Members become unavailable. As soon a means is found it will be incorporated into this plan.

As long as there is one Board Member available he/she shall continue to fill the role of the Board as detailed in this plan. He/she shall only act on those issues that are needed for the emergency operation of the Town and cannot wait until after the disaster/emergency is over. An election will be held in accordance with Massachusetts General Laws as soon as possible following the emergency.

The following locations are designated as temporary relocations sites for the Selectmen's office, including the Executive Secretary should the Town Hall become unavailable due to emergency circumstances:

Primary relocation site: Music Street Library Building

Secondary relocation site: West Tisbury Fire Station 1, 551 Edgartown Rd.

The decision to relocate the Selectman's office will be made by the Board of Selectmen. Other Town Hall departments may not be able to utilize these sites and should address relocation sites in their own policies and procedures.

### **CONTINUITY OF OPERATIONS (COOP)**

In emergency and disaster situations, it is essential that Town operations at all levels, and staff in all departments be maintained to the greatest extent possible. A duly authorized person must be designated to step in and operate each department when the person in charge is not able to do so. Each Town department shall have their own policies and procedures that define the line of succession for the Head of the Department. Further they shall have policies and procedures that detail continuation of services in the event that normal operating procedures become unavailable.

### **PRESERVATION OF VITAL RECORDS**

In order to provide normal government operations following a disaster, vital records must be protected. To the greatest extent possible departments will have policies and procedures for creating copies of vital records. Paper, digital, microfiche, photographic and other mediums are acceptable as copies. When possible copies will be stored in locations other than where the originals are kept and in a manner consistent with document storage policies set forth by each department.

### **ADMINISTRATION AND LOGISTICS**

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

### **AGREEMENTS AND UNDERSTANDING**

Should local government resources prove to be inadequate during an emergency, requests for assistance will be made to other local government entities in accordance with mutual aid agreements. Additionally requests for assistance may be requested from private businesses and individuals in accordance with Memoranda of Understanding (MOU). Such assistance may take the form of facilities, 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 MOA Listings.

## **REPORTS AND RECORDS**

Designated department personnel will submit required reports to the appropriate authorities. All records of emergency management activities will be maintained at the local Emergency Operation 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.

## **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.

## **CONSUMER PROTECTION**

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

## **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.

## **INSURANCE CLAIMS**

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the Massachusetts Insurance Commissioner.

## **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.

## **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 and by taking into account changes identified by tests, drill, and exercises.

## **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, 58<sup>th</sup> 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)

# *Section 3 - ANNEXES*

## **ANNEX 1: DIRECTION AND CONTROL**

This annex addresses the facility, personnel and procedures for activating the West Tisbury Emergency Operations Center (EOC) and for directing and controlling emergency operations from that center.

### **GENERAL**

Emergency situations vary markedly in speed of onset and their potential to escalate to disaster proportions. Normal operating procedures for West Tisbury emergency services includes the activation of an Incident Command Post (CP) during certain emergency situations. Additionally there may be disasters or potential disasters that affect or could affect a widespread area of the Town. In this case centralized direction and control, provided by the Town's emergency management organization is essential. The activation of the EOC is the most effective approach to managing large-scale disasters.

### **INCIDENT COMMAND POST**

An Incident Command Post represents the on-scene direction and control point for an Incident Commander using the Incident Command System (ICS). The senior representative of the agency with the most responsibility should assume the role of Incident Command. In many cases in West Tisbury this will be the senior fire or police official. Senior representatives from more than one department may jointly assume that role in a Unified Command. The Incident Command Post may be located in a designated building or vehicle as close to the incident as safety permits. The ICP should be equipped with informational and operational materials, communications and any other additional supplies and equipment as needed.

Although the location of an ICP is dictated by the incident the West Tisbury Fire Station 1 on the Edgartown Road is a possible off-site location when appropriate.

### **EMERGENCY OPERATIONS CENTER**

Direction and control in most emergency situations will be exercised by the on-scene Incident Commander. Emergencies of a wide scope may require that direction and control be assumed by the Board of Selectmen at the EOC. The EOC will provide support to an on-scene Incident Commander such as coordination of communications, alert and warning, transportation, evacuation, shelter and additional resources. An EOC should be established at or before the time the Incident Commander requires emergency management activities take place outside the ICP. This will allow the ICP to concentrate on essential on-scene tasks.

The EOC is the key to successful emergency response and recovery operations. It provides centralized direction and control for local, State, and Federal government organizations during emergency operations. The EOC will be activated by the EMD at the request of the Board of

Selectmen in any emergency situation of such a magnitude as to require mobilization of elements of local government other than those primarily involved in emergency services on a day-to-day basis. Upon activation a member of the Board of Selectmen will assume control of emergency operations utilizing the Incident Command System as the Incident Manager. In conjunction with the Emergency Management Committee (EMC) the Incident Manager will see that all necessary ICS positions are filled, either by assigning them to individuals and/or by designating tasks to blocks of EMC time.

The Primary EOC is: West Tisbury Fire Station #2, 454 State Rd.

The Alternate EOC is: West Tisbury Elementary School, 401 Old County Rd.

### **Board of Selectmen**

1. Receives notification from the EMD or other source that there is a situation/potential situation that could merit having the Emergency Management Committee (EMC) meet and/or opening the EOC.
2. If the notification does not come from the EMD immediately notifies him/her.
3. Assumes overall responsibility for the incident as the Incident Manager.
4. With input from the EMD decides if and when the EMC should meet and/or the EMD should open the EOC.
5. With the EMD decides which members of the EMC or other individuals need to assemble.
6. With input from the Committee produces a written Incident Action Plan (IAP), which sets overall objectives and priorities for the period/shift. *See the Reference Manual for forms.*
7. With input from the EMC produces a written command structure based on the ICS for the incident. *See the Reference Manual for forms.*
8. Has a member of the Board in the EOC or immediately available at all times throughout the incident to perform the function of Incident Manager.
9. Alters the command structure throughout the incident to see that needs of the incident are being met.
10. As the incident resolves sees that the command structure is reduced accordingly and individuals are released as appropriate.
11. Upon conclusion of the incident requests the EMD transition to the recovery phase and close the EOC as appropriate.

### **Emergency Management Director**

1. Immediately notifies the Board of Selectmen upon notification of a situation/potential situation that could merit a meeting of the Emergency Management Committee (EMC) and/or opening the EOC
2. At the request of the Board of Selectmen calls a meeting of the EMC and/or opens the EOC.
3. Provides the initial briefing on the situation and the status of resources to the Board and the Committee.
4. Provides the necessary forms to the Board to produce an IAP and a written command structure. *See the Reference Manual for forms.*
5. Serves as the primary point of contact with MEMA including initial disaster report and damage and injury assessment information.
6. Provides briefings for and coordination with MEMA and neighboring jurisdictions.
7. At the request of the Board of Selectmen forwards a disaster declaration to MEMA.

8. Manages and coordinates all activities within the EOC.
9. Upon conclusion of the incident transitions to the recovery phase and closes the EOC at the request of the Board of Selectmen

### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Board of Selectmen.
3. Provides security for the EOC.
4. Assists with transportation of EMC members if necessary.
5. Provides backup communications for the EOC with mobile and portable units.
6. Provides direction and control for law enforcement activities.

### **Fire Department**

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Board of Selectmen.
3. Maintains fire safety in the EOC.
4. Maintains communication equipment in the primary EOC (Fire Station 2).
5. Assists with transportation of EMC members if necessary.
6. Provides backup communications for the EOC with mobile and portable units.
7. Provides direction and control for fire related activities.

### **Board of Health**

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Board of Selectmen.
3. Provides direction and control for public health activities.

### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assumes positions in the command structure as requested by the Board of Selectmen.
3. Provides direction and control for individual department activities.

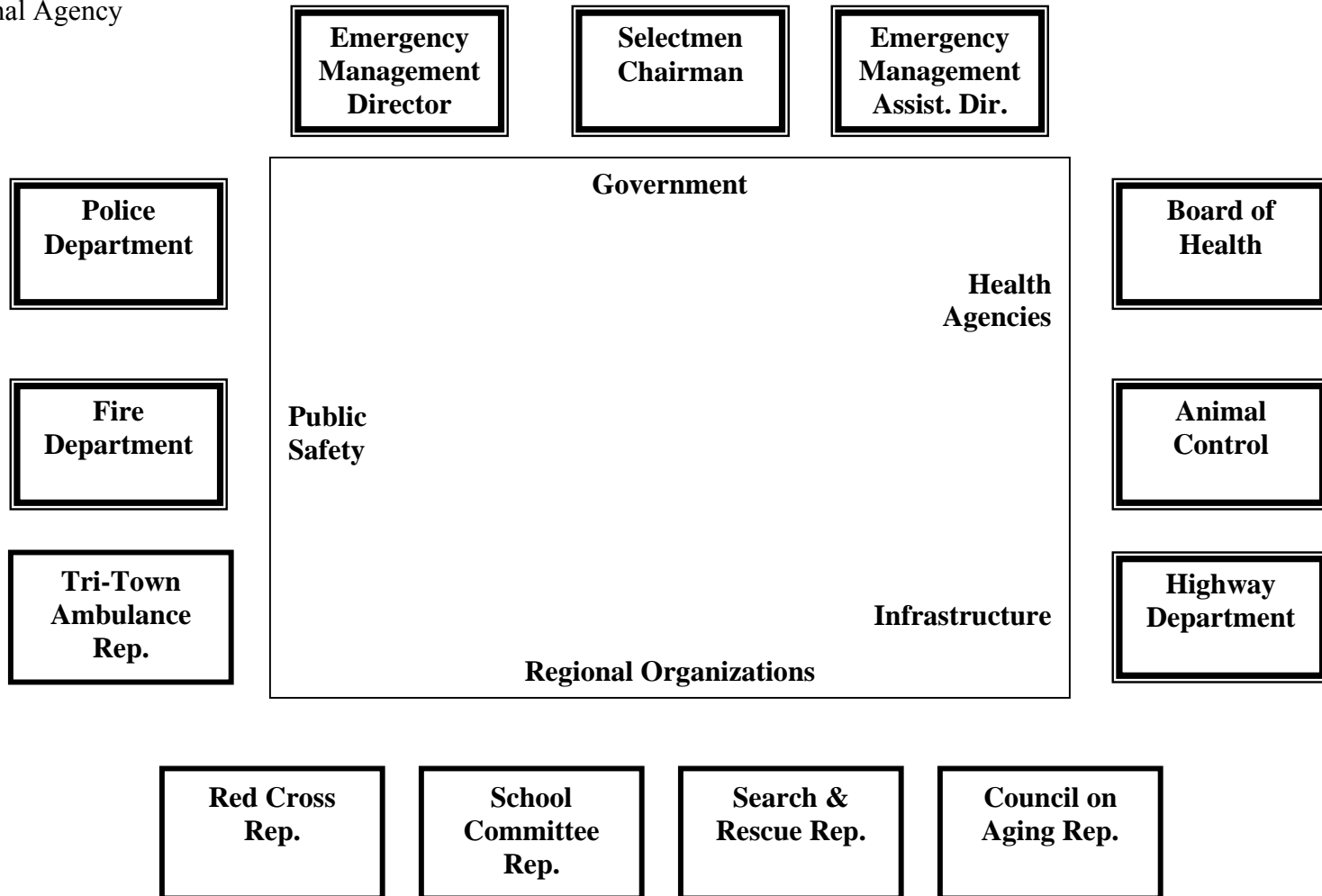


= Town Agency



= Regional Agency

### EMERGENCY OPERATIONS CENTER EMERGENCY MANAGEMENT COMMITTEE TABLE



FUNCTION ASSIGNMENT TABLE  
During emergency operations.

P = Primary Responsibility S = Secondary Responsibility	Board of Selectmen	Emergency Management	Police Department	Fire Department	Board of Health	Highway Department	EMS	Red Cross
Communications Plan	<b>P</b>	<b>S</b>						
Community Warnings		<b>P</b>	<b>S</b>	<b>S</b>	<b>S</b>			
Damage Assessment	<b>P</b>	<b>S</b>						<b>S</b>
Direction & Control	<b>P</b>							
Emergency Medical Care			<b>S</b>	<b>S</b>			<b>P</b>	
EOC Operations		<b>P</b>						
Equipment Resources	<b>P</b>		<b>S</b>	<b>S</b>		<b>S</b>	<b>S</b>	
Fire Suppression				<b>P</b>				
Fuel Allocation						<b>P</b>		
Health Care					<b>P</b>		<b>S</b>	
Law Enforcement			<b>P</b>					
Manpower Resources	<b>P</b>							
Medical Resource Allocations					<b>P</b>		<b>S</b>	
Mortuary Services					<b>P</b>		<b>S</b>	
Public Information	<b>P</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>			
Radiological Monitoring			<b>S</b>	<b>P</b>				
Reception / Registration		<b>S</b>						<b>P</b>
Resource Conservation	<b>P</b>	<b>S</b>						
Shelter Allocations	<b>P</b>							<b>S</b>
Transportation for Autoless	<b>P</b>		<b>S</b>					
Waste Disposal					<b>P</b>			
Water Supply	<b>P</b>	<b>S</b>			<b>S</b>			
Water Testing					<b>P</b>			

## **ANNEX 2: COMMUNICATIONS**

### **GENERAL**

The Dukes County Communications Center (DCCC) is located on Airport Road, West Tisbury and functions as the countywide 9-1-1 Public Safety Answering Point (PSAP). It provides dispatch services for law enforcement, fire, EMS, animal control, harbor masters and other agencies. DCCC also serves as one of the initial communications, alert, and warning points for Emergency Management. Barnstable County is the secondary PSAP should DCCC be unavailable.

In addition to DCCC, emergency services and town officials communicate with each other by radio channels that do not go through DCCC, cell phones, telephones and face-to-face conversations. They communicate with the public either indirectly through DCCC (911 or the non-emergency number 508-693-1212) or by cell phones, telephones, and face-to-face conversations.

### **NOTIFICATION OF THE EMERGENCY MANAGEMENT COMMITTEE**

Notification of the Emergency Management Committee (EMC) shall be done by the West Tisbury Emergency Management Director in the event of a threatening or occurring disaster or emergency. The EMD or his/her Assistant will monitor notices from FEMA and MEMA and monitor local and national news, weather and other appropriate information sources as often as possible. Additionally should any public safety agencies become aware of any situation that could escalate to the level where emergency management functions are needed they should notify the EMD. Upon receipt of notification of an emergency situation, the EMD will activate appropriate warning procedures.

1. **Email** – The EMD and the Assistant EMD will maintain email addresses for EMC members that have them. In the event of a slowly evolving disaster or potential disaster, such as a hurricane, early notifications and updates to appropriate EMC members will be made by email. Phone calls will be made to those individuals that do not utilize email. Email shall also be utilized for administrative messages from the EMD.
2. **Phone** – The EMD and the Assistant EMD will maintain emergency phone numbers for all EMC members. Phone calls will be utilized for any occurring, pending or potential disaster where rapid notification is needed.
3. **Dukes County Communications** by means of radios and pagers shall be utilized when appropriate as a rapid means of contact. Most EMC members carry radios and/or pagers or listen to a scanner. Most emergency service personnel also carry radios and/or pagers.
4. **Physical Notification** – In the event that all of the above fail to reach any needed EMC members attempts will be made when resources are available to physically locate and notify such individuals.



5. **Policy** - The head of each emergency service and town department should have a policy to reach their own service/department members in a disaster, pending disaster or emergency.

## **EOC COMMUNICATIONS**

The following are meant to be guidelines rather than hard-and-fast rules. It is the very nature of disasters and emergencies that make it impossible to predict the best means of communications ahead of time. Common sense must prevail at the time of the disaster to formulate and continuously modify communication methods to fit the situation.

1. **Preparedness** - All department heads will ensure readiness of communications equipment through a regular schedule of testing, repair, and maintenance, and stocking of replacement parts. The fire department will be responsible for the EOC Communications Area equipment that is located in fire department facilities.
2. **Upon opening the EOC** the EMD will arrange for 24-hour staffing of the Communications Area. When appropriate this will include the appointment of a Communications Manager who will oversee the Communications Area. The Communications Area will consist of radios capable of communicating with DCCC, police, fire and EMS including the police and fire private channels. The Communications Area will also have a number of landline telephones. At least one telephone should have a private number that is available to DCCC and public safety personnel only. Other phone lines will be utilized in a manner appropriate to the situation. All communications will be logged and a message management system will be utilized. *See the Resource Manual for forms.*
3. **Public Information Line** - A Public Information line will be set up away from the Communications Area in a location that will not disturb EOC operations. All communications will be logged and a message management system will be utilized. *See the Resource Manual for forms.*
4. **Redirecting Calls** - At the time the EOC is opened the EMC will decide when and which calls received by DCCC for West Tisbury response will continue to go through the DCCC per usual protocols and when and which calls will be forwarded through the EOC. When the EOC is fully functional all calls relating to resources being controlled by West Tisbury will go through the EOC as follows:
  - a. **Non-emergency calls** to DCCC will be forwarded to the EOC by telephone. It will be the decision of the DCCC dispatcher to either take a message and call the private EOC number him/herself with the message, refer the caller to the private EOC line (public safety personnel or town officials) or to the EOC Public Information line.
  - b. **Emergency calls** to DCCC will be forwarded by the dispatcher to an EOC Communications Area radio. As much as the disaster situation allows, the DCCC dispatcher will follow usual protocols for noting the ANI/ALI screen information and keeping the caller on the line. The EOC staff receiving the call will notify the appropriate agencies by written and voice message if the agency is in the building or

by radio if they are not. At the request of the police and/or fire chief, radio messages for the police and fire departments will be over their private channels.

- c. **Paging** will be determined by the departments that utilize pagers in conjunction with the EMC. Paging can be done by either DCCC or by the EOC Radio Room. DCCC should be notified in advanced of any deviation from normal paging procedures. Paging may be utilized as an effective means of broadcasting messages. During EOC operations, paging for an emergency response should be utilized with caution. Every effort should be made to have sufficient personnel in either the EOC, CP or Staging Area to respond by voice, phone or radio message. If pagers are used the possibility exists of individuals responding without any means of accounting for them.

## **ANNEX 3: PUBLIC WARNING**

Timely warning to the public is the responsibility of the West Tisbury Emergency Management Director and/or Assistant Director in the event of a threatening or occurring disaster or emergency. Upon receipt of notification of an emergency situation, the EMD will activate appropriate warning procedures. Should the EMD or Assistant Director be unavailable the responsibility for Public Warning passes to the Board of Selectmen, Police Chief then Fire Chief. When time safely allows the Board of Selectmen will be notified prior to the warning. Whenever possible messages to the public will be developed, written and delivered in English and Portuguese. In order to reduce non-emergency calls to 911 all emergency messages should include a phone number for the public to call if they need additional information.

1. **WMVY Radio (92.7 FM)** shall be the primary method of emergency message transmission to the community. This may include the use of the Emergency Alert System (EAS). Residents are encouraged to store a battery-powered/hand-crank radio at home and listen at times of disaster/emergency or potential disaster/emergency.
2. **Dukes County Communications** by means of radios and pagers shall be utilized when appropriate due to the large number of these devices spread throughout the community. Additionally many civilians have scanners that would also receive these messages.
3. **Cable Television** shall be utilized if there is electricity throughout most of the community. Messages sent this way would also be delivered by WMVY Radio when appropriate.
4. **Emergency Vehicle PA Systems** shall be utilized when there is very short notice of an urgent message such as an emergency evacuation or shelter-in-place message due to a hazardous materials incident.
5. **Emergency Message Banners** may be posted at major intersections when a dangerous situation is imminent to alert people to listen to WMVY Radio.
6. **Special Populations** - In addition to the above and when appropriate notification will be made to the Up-Island Council on Aging so that they may contact any West Tisbury residents known to them that may not receive an emergency message.

The Town acknowledges that even in a best-case scenario it is possible for some residents and visitors to miss an emergency message. The Town encourages all residents to pass on emergency messages as much as possible. All of these message systems will be enhanced by community involvement.

## **ANNEX 4: EMERGENCY PUBLIC INFORMATION**

In addition to Public Warnings it is crucial that the public receive accurate and timely information concerning impending and occurring disasters and emergencies. The flow of erroneous and misleading information must be controlled through effective rumor control. The Emergency Management Director, with input from the Emergency Management Committee, will control information releases until a Public Information Officer (PIO) has been appointed.

The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information.

The PIO should make every effort to provide accurate and timely information to the news media, and provide access to response scenes with strict attention to bounds of safety and efficient operations. In order that media representatives may interview local response personnel efficiently and in a manner consistent with safe and effective emergency operations, a suitable location will be designated and set aside as a 'Media Center'. Recognition of the rights and needs of the media to perform their function is important. The public should be informed of the following information through the PIO as soon as possible:

1. Nature, location, and time and anticipated duration of emergency/disaster.
2. Immediate actions that should be taken by the public, including shelter and evacuation information.
3. Number of casualties, nature and severity of injuries.
4. Agencies involved in response and scope of their involvement.
5. Information on the accessibility and status of the Steamship Authority if applicable.
6. Telephone numbers where the public can receive further information.

### **COMMUNICATION FAILURES**

If all normal means of communication with the public are unavailable, including those listed in *Annex 4: Public Warning*, the following systems will be instituted:

#### **Messages To The Public**

##### **Message Checkpoints –**

1. Messages will be posted first at Primary Checkpoints.

2. Messages will be then be posted, when possible, by means of public safety or other designated vehicles at Secondary Checkpoints.
3. Neighborhoods should cooperatively select a designee to check the closest checkpoint for messages once a day or as often as safely possible. Coordination with near-by neighborhoods is encouraged.

Primary Checkpoints:

*Alley's Porch, The New Agricultural Hall Porch, Conroy's Porch, West Tisbury Elementary School if open as a shelter*

Secondary Checkpoints:

*The nearest telephone pole at the end of any road with 3 or more houses that intersects with one of the following: Lambert's Cove Road, Old County Road, State Road, Edgartown Road, Indian Hill Road, Middle Road, Panhandle Road, North Road*

**Safety N.E.T. (Messages From The Public)**

**For use anytime the public has an emergency and:**

1. Their phone is out and they have no other means to communicate (email, cell phone, radio);
2. They can't make it to a neighbors phone or the phones are out community-wide;
3. They can't drive due to car trouble; weather/road conditions or the emergency makes it so they can't drive.
4. They can't solve the problem on their own.



If they have a **SAFTY N.E.T. Help Needed Message Packet** (*see resource manual*) they should follow the instructions in the packet. Otherwise they should follow these steps:

1. Find a piece of bright red cloth or plastic that can serve as a flag. If you can't find anything bright red use the closest, brightest, reddest thing you can find. A scarf, handkerchief, t-shirt, tablecloth or pillowcase are some possibilities.
2. Write your emergency as clearly as possible on a piece of paper. Include
  - a. Your name and age.
  - b. What your emergency is.
  - c. The exact location you need the assistance.
  - d. The names and ages of any other people in the house that also need assistance.
  - e. How urgent your problem is.
3. Put the piece of paper in a zip-lock baggie or other means to keep it dry. A bread bag with a twist tie, small Tupperware container or plastic jar are some possibilities.
4. Find a means to tie the flag and the baggie together securely. Wire, string or duct tape would work.
5. Have the most capable person in the house take the flag and message as far towards a major road as he/she can get it. If your front door is as far as you can go then secure it there. The end of your driveway or an intersection with another road are other

possibilities. A telephone pole or signpost at an intersection with a major road is the best if you can make it there. Secure it as well as you can in the most visible location you can. DO NOT overreach your capabilities.

When you see someone else's red flag:

1. Stop and read the Help Needed Message.
2. If you can help with the problem, then do so.
3. If you can't help but you can get the message to someone who can, then do so.
4. If you can't get the message to someone that can help but you can move the message closer to a major road then do so.
5. If you can get the flag and message to a main road then do so and secure it to a telephone pole, signpost or other easily visible location along the major road.

Police and other public safety personnel will keep watch for red flags particularly monitoring major roads during times of disaster when safe and available to do so.

## **ANNEX 5: PUBLIC PREPAREDNESS**

It is extremely important that programs be in place to train and educate the public with disaster preparedness information long before any emergency/disaster occurs. These programs are directed by the Emergency Management Director. Both in normal times and during times of emergency/disaster periods, local newspapers, WMVY radio, handout materials and the Town's website are effective means of disbursing information. In a community like West Tisbury with limited resources, the more residents can care for themselves the more it frees up emergency services for the most needy. Additionally West Tisbury has a strong sense of community and it is not uncommon for neighbors to reach out to neighbors during times of need to care for each other. Such a resource is not to be underestimated and as such is a part of this plan.

Information shall be made available to the residents and visitors of West Tisbury and contain, at a minimum information on:

- Home Preparedness
- Family Emergency Planning
- Pet and Livestock Emergency Planning
- Hurricane/Winter Storm Preparedness
- Shelters
- Evacuation

## **ANNEX 6: 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 decision to evacuate will be made by the Board of Selectmen unless time and safety dictate an immediate evacuation ordered by an Incident Commander. In the absence of the Board the responsibility passes to the Police Chief, Fire Chief then EMD.

There are two circumstances in which an evacuation of all or part of the Town could occur:

Rapid Evacuation for Immediate Threat to Life

Planned Evacuation for Potential Threat to Life

The principles will be the same for each with the timing and scale determined by the incident.

### **RAPID EVACUATION**

An Incident Commander may order an immediate evacuation of a building or area of the Town. The evacuation will be mandatory if ordered by the Fire Chief in accordance with 527 CMR 1.03 (8) and 527 CMR 1.06 (4). It will be the responsibility of the IC to determine the direction, timing and method (foot, private vehicles, emergency vehicles, bus) of evacuation and the destination of the evacuees and any coordination with the senior police official for any vehicular traffic over public roads.

### **PLANNED EVACUATION**

A planned evacuation is any evacuation in which there is time for the EMC to meet. If necessary the Emergency Management Committee will appoint an Evacuation Manager. General large-scale planned evacuations involving two or more communities will also be coordinated through MEMA and other Island Emergency Management Directors. The West Tisbury EMD will be the point of contact with those agencies and keep the Evacuation Manager updated with all evacuation information. The public will be advised by the methods listed in the Public Warning section to evacuate.

The primary means of transportation during a planned evacuation will initially be by private vehicle. The Evacuation Manager may request the Logistics Section Chief (or EMD if that position has not been assigned) to secure additional means of transportation, such as busses, if needed. An evacuation destination will be assigned in the form of shelter, temporary shelter or transfer location. A bus transfer should be a large, open area to accommodate private vehicle parking and bus turn around. Evacuation will be in the direction of the down-island towns when possible and not otherwise contraindicated by the incident.

### **VEHICLE PASSES**

Vehicle passes will be assigned by the Evacuation Manager or Board of Selectmen with input from the EMC to any vehicles requiring entrance into an evacuated area (*see Resource Manual*).



The Evacuation Manager will coordinate with the Police Chief on the management of any vehicular traffic over public roads and security issues post evacuation.

### **SPECIAL NEEDS POPULATIONS**

Facility managers with special needs populations are responsible for the evacuation of those in their care. Assistance in the evacuation process may be requested through the Emergency Management Director, if needed.

### **ISLAND-WIDE EVACUATIONS**

It should be briefly noted that any scenario that would dictate the evacuation of the entire Island is highly unlikely. Additionally, due to the fact that we rely solely on boat and air transportation, a rapid evacuation is not possible. Should such an incident occur or threaten the following should be taken into consideration:

- The amount of time available to evacuate
- The number of people involved
- The means of transportation available
- Weather conditions
- The safety of evacuated people once on the mainland

Because rapid evacuation of the Island is not possible the community should be educated on how to shelter as safely as possible on the Island. Any evacuation off the Island should be initially limited to special populations that could present as a drain on public safety as a situation deteriorates.

### **RE-ENTRY**

The decision to reopen evacuated areas will be made by the Board of Selectmen in conjunction with the EMC. The Evacuation Manager will coordinate re-entry into evacuated areas with the Police Chief.

### **RESPONSIBILITIES**

The responsibility for ordering/instituting a rapid evacuation of a small area or neighborhood under an immediate threat will fall to the On-Scene Incident Commander. The IC may request additional resources or assistance to complete the evacuation tasks.

Although the tasks listed below are indicated for a large-scale or planned evacuation, the IC involved in a small-scale rapid evacuation should be prepared to transition to large scale evacuation using the procedures listed below, should the incident increase in size, time or complexity.

### **Board of Selectmen**

1. Receives notification from the EMD or an Incident Commander that there is a situation/potential situation that could merit evacuation of some or all the Town or that an evacuation has been initiated.
2. If there is sufficient time, requests a meeting of the EMC through the EMD. If there is insufficient time, at a minimum makes an attempt to coordinate with the senior police official.
3. If not already done by an Incident Commander, orders the evacuation.
4. Assumes overall responsibility for the evacuation.
5. Assigns an Evacuation Manager with input from the EMC.
6. Coordinates efforts with the evacuation manager and orders shelters to be open if necessary.
7. With the EMC re-opens evacuated areas.

### **Emergency Management Director**

1. Immediately notifies the Board of Selectmen upon knowledge of a situation/potential situation that could merit an evacuation.
2. At the request of the Board of Selectmen calls a meeting of the EMC.
3. Assists in the assignment of an Evacuation Manager and/or assumes the role if necessary.
4. If evacuating the town or moving people into other communities, assures coordination with the receiving areas.
5. Assists the Evacuation Manager with re-opening evacuated areas.

### **Evacuation Manager**

1. Works with the EMD, Board of Selectmen, IC and/or other agencies to determine the scope of the evacuation.
2. Receives information from the IC, Fire or Police Chief as to whether this is a voluntary or mandatory evacuation.
3. Receives information from the Board of Selectmen on evacuation destination(s).
4. In coordination with the Police Chief, determines evacuation routes.
5. Coordinates the notification of the public, if not already done, utilizing the appropriate notification procedures outlined in the *Public Warning* section.
6. Determines and coordinates transportation/evacuation resources needed. Requests resources through the Logistics Section Chief or EMC.
7. Makes regular reports to the Board of Selectmen on the progress of the evacuation.
8. Notifies the Board of Selectmen and Police Chief of any problems encountered.
9. Requests additional personnel, through the Board of Selectmen, to assist in monitoring, coordinating, and tracking the evacuation.
10. Informs the Board of Selectmen of completed evacuation areas and/or individuals that refuse to evacuate.
11. Coordinates, through the EMD, with receiving areas and/or shelters.
12. Receives the order from the Board of Selectmen to re-open evacuated areas.
13. Coordinates re-entry into evacuated areas.

### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen and EMC.

3. With input from the Evacuation Manager, determines evacuation routes
4. Assists, when requested and available, with emergency evacuation notification by cruiser PA system.
5. Assigns and/or coordinates traffic control points and personnel.
6. Collects and/or identifies security issues and information.
7. Coordinates any mutual-aid law-enforcement resources.

### **Fire Department**

1. Collects and/or identifies hazards that could impact evacuation decisions.
2. Provides a representative to the Emergency Management Committee.
3. Coordinates with the Board of Selectmen and EMC.
4. Orders, when necessary, a mandatory evacuation in accordance with 527 CMR 1.03 (8) and 527 CMR 1.06 (4)
5. Assists, when requested, with emergency evacuation notification by department vehicle PA system.
6. Assigns fire department personnel to assist EMS with the evacuation of infirmed or mobility impaired citizens.
7. Coordinates fire department resources including mutual-aid fire departments.

### **Emergency Medical Services**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists with the evacuation of infirmed or mobility impaired citizens.
3. Assigns EMTs to stand by at the EOCCP or staging area during evacuation.
4. Assists with the re-entry of infirmed or mobility impaired citizens.

### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning an Evacuation Manager.
3. Receives information and assists the Board of Selectmen in managing the evacuation and re-opening of evacuated areas.

## **ANNEX 7: MASS CARE**

### **SHELTER-IN-PLACE**

During certain fast moving emergencies such as a chemical spill with an aerial plume, the best course of action for West Tisbury residents and visitors is to shelter-in-place. If a shelter-in-place order is given, the public would be advised by the most appropriate method listed in the Public Warning section. They will be told to seek shelter in the nearest building, turn off all air intake systems such as air conditioning, and remain indoors. Continuing emergency information will be made available on WMVY radio (92.7 FM) and other appropriate, available means.

### **PUBLIC SHELTER**

The decision to provide a shelter to residents and visitors to West Tisbury will be made by the Board of Selectmen in conjunction with the Emergency Management Director.

1. As soon as the decision is made the EMD will contact the Dukes County Emergency Management Director with that information and an estimate of the number of people expected to utilize the shelter.
2. The Dukes County EMD, per the All-Island Shelter Memorandum of Agreement will collect the same information from all Island towns.
3. The West Tisbury EMD will communicate with the EMDs from other Island towns and the Martha's Vineyard Chapter of the American Red Cross (ARC).
4. They will jointly decide which shelters will be opened and what configuration to maximize available resources across the Island. West Tisbury always has the option to open its own shelter.
5. A communications link between the EOC and the designated shelter for West Tisbury residents and visitors will be established.

The primary shelter for West Tisbury is the West Tisbury Elementary School at 401 Old County Road, West Tisbury. It is an ARC certified shelter and whenever possible will be operated under the provisions of the ARC. Specifications for the primary shelter are listed in the *Resource Manual*.

The secondary shelter for West Tisbury is the Agricultural Hall at 35 Panhandle Road, West Tisbury. It is not an ARC certified shelter. Specifications for the secondary shelter are listed in the *Resource Manual*.

### **SPECIAL NEEDS SHELTER**

When the EMDs from any of the Island's towns are considering the configuration of shelters one possibility is designating a shelter as "special needs", available to the elderly and those that need additional medical attention. The Martha's Vineyard Hospital is not an appropriate shelter for these individuals unless they develop an emergent medical condition. A Special Needs Shelter would allow for a concentration of medical resources at that shelter rather than dividing them across the Island.

The assignment of shelterees to the Special Needs Shelter will be decided at the time such a shelter is designated and will be based on the individual needs of the shelteree and the available resources. Except in extreme emergency situations, no shelteree will be assigned to a shelter whose medical needs are beyond the scope of practice of the medical personnel available at that shelter. Every attempt will be made to have shelterees with home medical care to bring those care providers to the shelter with them.

Other shelter configurations that also could be considered are “quiet” and “family” shelters.

## **ANNEX 8: HEALTH AND MEDICAL SERVICES**

Because West Tisbury is on an Island with limited resources, an emergency or disaster could easily overwhelm our public health and medical system. Additionally pharmacies, and other medical and health facilities may be damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of power, water, or sewer utilities and the inability of staff to report for duty. Should our one hospital remain in operation it will likely be overwhelmed with injured victims transported there in the immediate aftermath of the event. Medical supplies, pharmaceuticals, and other equipment will doubtless be in short supply and disruption in local communications and transport systems could prevent timely re-supply. Uninjured persons who require daily medication for chronic diseases and illnesses may have difficulty in obtaining medications because of damaged or destroyed supplies and distribution facilities. Temporary sheltering, vector control, availability of potable water, wastewater control will require effective and immediate coordination and implementation of resources.

### **EMERGENCY MEDICAL SERVICES**

Emergency Medical Services (EMS) for the Town of West Tisbury are provided by Tri-Town Ambulance (TTA). TTA is a municipal, regional service that covers the Towns of Aquinnah, Chilmark and West Tisbury. It has three ambulances, one in each town, licensed at the paramedic level. The numbers and makeup of the squad vary from year-to-year but is usually approximately 45 EMTs and 2 Paramedics. A Coordinator oversees the squad underneath the Tri-Town Committee. Back-up ambulance service is available from the down-island towns. There are eight ambulances island-wide.

During any emergency that produces multiple sick or injured, all Island ambulance services operate under the Incident Command System utilizing the Mass Casualty Incident EMS Response Plan for Martha's Vineyard. This plan includes procedures for requesting mutual aid resources from off-island. During any incident in which the EOC is operational, requests for off-island EMS resources should go through the EOC. Should a disaster or emergency affect the entire Island or region, usual resources may be delayed or unavailable. Additionally the Martha's Vineyard Hospital may be overwhelmed and unable to take some or all of the patients from West Tisbury. See the section below for alternate patient destinations.

A representative from TTA will be a member of the Emergency Management Committee. Any time the EOC is in operation and emergency medical resources from off-island are utilized those resources will be assigned under the Incident Command System. Logistics for off-island EMS resources are addressed under Resource Management.

In addition to emergency transport of patients TTA may provide the following:

- Non-emergency relocation of non-ambulatory individuals
- EMTs and/or ambulances to stand by at high-risk operations such as fires
- EMTs to assist in shelters
- Staffing at a casualty collection, triage and treatment sites
- First-aid supplies

## **HOSPITAL SERVICES**

Martha's Vineyard Hospital (MVH) is the sole hospital on the Island. It is a 15-bed critical access hospital. Transport to off-island hospitals is available by rotary and fixed wing aircraft and by ambulance. All off-island transport is dependant on weather and availability.

If, for any reason, the Martha's Vineyard Hospital becomes unable to take some or all of patients originating from West Tisbury and there are insufficient resources to transport patients off-island, an alternate casualty collection point, triage and treatment area will be designated. At such time the EMD from West Tisbury should contact the EMDs from other Island Towns to discuss an alternate site and the sharing of limited resources. The following has been pre-designated as a possible alternate site:

Martha's Vineyard Tennis Center, Amelia Way, West Tisbury  
In conjunction with Animal Health Care, Amelia Way, West Tisbury

The two facilities are in close proximity to each other and the Martha's Vineyard Airport. This would be beneficial when air transport becomes available. The Tennis Center has a large open heated space (indoor tennis courts), kitchen and restroom/shower facilities and meeting rooms. Animal Health Care has an operating room and many medical supplies that are appropriate for use on humans.

Treatment at any alternate healthcare site will be limited to the level of care of the individuals staffing the site. It will be up to the Martha's Vineyard Hospital as to whether or not they choose to staff the site and make it an extension of the Hospital. The use of any such site should be limited to the shortest amount of time as is possible. If the site is located in West Tisbury the West Tisbury Health Agent will be notified. Any time an alternate site is opened or anticipated the West Tisbury EMD, in conjunction with other Island EMDs, should request State and Federal assistance through MEMA. Logistics for off-island resources are addressed under Resource Management.

## **BOARD OF HEALTH**

The West Tisbury Board of Health through its Health Agent is responsible for disease prevention and control, health and environmental protection and promoting a healthy community. The Board of Health serves as the local arm of both the Mass. Department of Public Health and the Mass. Department of Environmental Protection. To fulfill its duties, the Board develops, implements and enforces health policies, oversees inspections and assures that the basic health needs of the community are being met.

The West Tisbury Health Agent's tasks during an emergency are an extension of his/her usual responsibilities. These include:

Disease control and epidemiology  
Food and drug safety  
Radiological, chemical and biological hazards

- Public health information release
- Vector control and monitoring
- Potability of water
- Solid waste disposal
- Safe storage, handling and disposal of waste from shelters
- Works with ACO
- Works with other agencies and State, Federal

## **MASS FATALITIES**

It is possible for certain disasters to produce a number of dead that would exceed the Island's limited storage capacity. Both human decency and public health concerns dictate that a plan be implemented in such a scenario to provide for the deceased. The West Tisbury Health Agent in conjunction with local and State Medical Examiners and the Massachusetts Department of Public Health will make any decisions regarding the movement and storage of bodies in accordance with DPH policy. Any time the EOC is in operation and West Tisbury Health Agent requires resources for such an operation, those resources will be assigned through the EOC under the Incident Command System. If the situation affects other Island towns, the West Tisbury EMD and Health Agent will contact their counterparts in the affected towns to discuss cooperative efforts and sharing of resources. The Red Cross and police department should be included to assist with victim identification and family notification. Security of bodies, evidence and property will be the responsibility of the police department. Every attempt should be made to also allow Island clergy to participate in these efforts. Logistics for any off-island resources requested for this task are addressed under Resource Management.

Alternate efforts could include:

- Cold storage locations with consideration for generator capabilities
- Activation of State resources
- Activation of Federal resources (DMORT)
- Mass burial



## **ANNEX 9: RESOURCE MANAGEMENT**

West Tisbury Emergency Management is responsible for the coordination and management of resources during a disaster. This may include the appointment of a Logistics Section Chief under the Incident Command System. Resource management activities will be coordinated through the EOC. All organizations, agencies and departments participating in the disaster response and/or recovery activities will be responsible for the ongoing assessment of resource needs and the tracking the availability, allocation, documentation, and use of resources under their control. This information will be provided to the West Tisbury EMD and/or the EOC during disaster operations to provide for a coordinated and effective effort of resource management.

### **RESOURCE MANAGEMENT PROCEDURES**

Prior to any disaster/emergency each Town department is responsible for the inventory and maintenance of resources under their control. West Tisbury Emergency Management is responsible for the development of resource management procedures which may include the inventory, storage, maintenance and replacement of administrative support items and the management of donated goods and services. The Emergency Management Committee and/or the Board of Selectmen will be responsible for relocation, staging and prioritization of disaster resources. Resource management procedures utilized during a hazardous materials incident may be included in the Operational Procedures of the West Tisbury Fire Department.

### **SUSTAINABILITY**

Because of the length of time it will take to get off-island resources to West Tisbury, coordination of resource management activities will begin as soon as possible after of the onset of a disaster. It is anticipated that most emergency response agencies will be self-sustaining for at least 24 hours unless a resource that is unavailable on the Island is needed. Citizens and businesses are encouraged to prepare to sustain themselves for at least 72 hours after the onset of the disaster.

### **ON-GOING RESOURCE ASSESSMENT**

Each agency or organization involved in disaster operations will conduct resource needs assessment throughout the incident to include mutual aid requests for their organization. Needs assessment and resource management information will be included in EOC and Incident Command regular briefings, and will be made available to and by the West Tisbury Emergency Management Director.

### **ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES**

The EMD will inform MEMA when requesting mutual aid from neighboring cities and towns and coordinate with MEMA when mobilizing and deploying mutual aid resources and will be the single point of contact for acquiring state and federal resources during disaster situations. As soon as the EMD is aware of the threat or presence of a disaster situation a request will be made to the Board of Selectmen for a declaration of a State of Emergency that covers the area

impacted. Once the declaration of a State of Emergency is made to MEMA, assistance from state and federal agencies can be requested. All requests for disaster assistance from other governmental agencies will be requested through the EMD. Information regarding assistance, which may be available from state or federal resources, will be provided by the EMD during the incident.

## **RESOURCE LOGISTICS**

Any time off-island resources are requested, either by West Tisbury, or in conjunction with other Island EMDs, procedures must be implemented for transportation, housing and food for personnel and transport, fuel, re-supply, storage and maintenance for equipment. The EMD must make it clear to any agency sending resources which items can be supplied on-island and which the agency needs to send with their resource.

## **RESPONSIBILITIES**

This function includes providing communication services and information technology, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required both for the EOC and responder/site requirements.

### **Board of Selectmen**

1. Has overall responsibility for resource management.
2. Prior to any disaster/emergency, verifies that town departments inventory and maintain the resources under their control.
3. Upon opening the EOC, with input from the EMC, assigns a Logistics Section Chief as needed.
4. In conjunction with the EMD Makes a Declaration of Disaster.
5. Approves requests for out-of-town and private resources as appropriate.
6. Approves expenditures for additional resources as appropriate.

### **Emergency Management Director**

1. At the request of the Board of Selectmen calls a meeting of the EMC.
2. Assists in the assignment of a Logistics Section Chief and/or assumes the role if necessary.
3. Forwards a Declaration of Disaster to MEMA.
4. Acts as the single point of contact for acquiring State and Federal resources during disaster situations.
5. Maintains a resource inventory and provides the information to the Logistics Section Chief.

### **Logistics Section Chief**

1. Meets with the EMC and identify immediate resource needs and determine level of purchasing authority for the Logistics Section.
2. Establishes the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Based on the situation, activates units as needed and designates Unit Leaders for each element:

- a. Communications Unit
  - b. Personnel Unit
  - c. Transportation Unit
  - d. Equipment Unit
  - e. Facilities Unit
  - f. Supplies Unit
  - g. Food Unit
4. Ensures the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
  5. Ensures Logistics objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
  6. Ensures that Logistic Section logs and other necessary files are maintained.
  7. Ensures that all resources are tracked and accounted for in cooperation with the EMC, including resources requested through Mutual Aid.
  8. Coordinates closely with the Operations Section Chief to establish priorities for resource allocation.
  9. Coordinates with the EMD when the EMD requests State and Federal resources.
  10. Keeps the EMD informed of all significant issues relating to the Logistics Section.
  11. Ensures coordination with the Operations Section Chief or EMC before commencing demobilization.
  12. Ensures that all expenditures and financial claims have been coordinated through the Finance/Administrative Section.
  13. Completes all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to demobilization of the Logistics Section.

#### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning a Logistics Section Chief.
3. Assists with the tasks of the Logistics Section when requested.

## **ANNEX 10: DAMAGE ASSESSMENT**

Disasters cause injury or death to individuals and damage to property, the environment, businesses, and government-owned assets. After any hazardous event that impacts the town, a damage assessment of the affected area will be conducted. The assessment will be collected in two phases. The first is *Urgent*, for rapid assessment of what has happened town-wide to prioritize initial response activities and determine the immediate need for outside assistance. The second is *Detailed*, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance. It should be understood that initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community. There also may be a shortage of individuals qualified to assess the damage.

### **URGENT DAMAGE ASSESSMENT (WINDSHIELD ASSESSMENT)**

1. An urgent damage assessment is needed to provide the Emergency Operations Center (EOC) and first responders with an immediate sense of the types and magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a windshield assessment.
2. Urgent damage assessment will generally begin during the hazardous event, if conditions allow for it, or immediately following, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the town.
3. Simultaneously other urgent information will also be coming into the EOC through DCCC, public phone lines and from town departments. That information will be added to the Urgent Damage Assessment and immediately made available to the EMC for triage of response.
4. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives. Damage assessment reports will be made to the EOC by the most expeditious means under the circumstances.
5. Personnel assigned to perform an Urgent Damage Assessment should consider the assessment a priority objective. Depending on the severity of disaster they could be presented with a situation where they would need to bypass victims in need of assistance in order to complete the assessment. The decision to do so will be made by the Board of Selectmen.
6. Following the Urgent Damage Assessment, and as necessary, the EMC will establish response priorities, attending to the needs of the public in a way that provides maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through the EOC.

7. EOC staff will analyze the information received, develop town and island-wide response priorities and coordinate resources accordingly. The EMD will also disseminate damage information to appropriate government officials, the media, and the public.

## **DETAILED DAMAGE ASSESSMENT**

1. A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.
2. Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.
3. Initial Detailed Damage Assessment of residential and business structures will be conducted by the American Red Cross. The ARC data will be provided to the EOC. When requested, the EMD will forward private damage assessment information to the state for determination of whether West Tisbury qualifies for state and federal assistance for individuals, families and businesses.
4. Depending on the nature of the hazard, the West Tisbury Building Inspector and/or the West Tisbury Health Agent will conduct inspections of privately owned structures and businesses to determine whether they are safe to enter and/or occupy. Subsequent engineering evaluations to determine corrective action or to appeal the town's action will be the responsibility of the property owner or occupant.
5. Additional Town departments may be involved with private damage assessment depending on the nature of the hazard, information received by the EOC, information discovered by the building inspector/ health agent.
6. Each town department will conduct a detailed damage assessment of the assets that they ordinarily utilize and are responsible for documenting and forwarding the information to the EOC. *See the forms in the Resource Manual.*

## **RESPONSIBILITIES**

### **Board of Selectmen**

1. Has overall responsibility for damage assessment of town owned assets.
2. Prior to any disaster/emergency, verifies that town departments maintain an inventory of assets under their control.
3. With input from the EMD, Police and Fire Chiefs, orders an Urgent Assessment as needed. This may be prior to opening the EOC.
4. Declares a State of Emergency as needed and has the EMD forward the declaration to MEMA.
5. With input from the EMC, assigns a Damage Assessment Manager if needed.
6. With input from the EMC, orders a Detailed Damage Assessment as needed.

7. Requests the EMD contact the American Red Cross to perform an ARC Damage Assessment.
8. Sees that each town department performs a Detailed Damage Assessment on assets under their control.

### **Emergency Management Director**

1. Includes damage assessment activities in training programs and exercises to evaluate procedures and to maintain or refine damage assessment skills.
2. Develops and maintains a list of critical facilities within the town.
3. Prior to any disaster/emergency, assists town departments in maintaining an inventory of assets under their control.
4. Through the EMDs of other towns, ascertains the status of critical facilities, such as the hospital and Steamship Authority that could affect West Tisbury but are not in West Tisbury.
5. Assumes the role of or assists the Board of Selectmen with the assignment of a Damage Assessment Manager.
6. Forwards a declaration of a State of Emergency to MEMA with any required damage assessment information.
7. Updates MEMA as new information comes into the EOC.

### **Damage Assessment Manager**

1. Meets with the EMC and identifies Urgent Assessment status and needs.
2. If not already underway, at the request of the Board of Selectmen and with input from the EMC, initiates an Urgent Assessment, including the assignment and briefing of Assessment Personnel.
3. Assures that all damage assessment information is immediately forwarded to the EOC.
4. At the request of the Board of Selectmen and with input from the EMC, initiates a Detailed Assessment, including the assignment and briefing of Assessment Personnel.
5. Completes all required forms, reports, and other documentation.

### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.
2. Reports any urgent information that comes to the attention to the police department that should be included in the urgent or detailed damage assessment.
3. Assists with the Urgent and/or Detailed Damage Assessments as requested.

### **Fire Department**

1. Provides a representative to the Emergency Management Committee.
2. Reports any urgent information that comes to the attention to the fire department that should be included in the urgent or detailed damage assessment.
3. Assists with the Urgent and/or Detailed Damage Assessments as requested.

### **Highway Department**

1. Provides a representative to the Emergency Management Committee.
2. Reports any urgent information that comes to the attention to the highway department that should be included in the urgent or detailed damage assessment.

3. Assists with the Urgent and/or Detailed Damage Assessments for the condition of the roadways with priority on the main roads first.

### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning a Damage Assessment Manager if needed.
3. Assists with the tasks of Damage Assessment when requested.

### **PUBLIC ASSISTANCE**

The Public Assistance Program provides partial reimbursement to State and Local governments for the repair or reconstruction of public facilities that 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. The Public Assistance Program is administered by MEMA, Disaster Recovery Division.

An Applicant Briefing on all aspects of the Public Assistance Program will be organized by MEMA 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.

The Individual and Family Grant Program provides assistance to individuals and families adversely affected by a major disaster for meeting disaster related expenses, or for the needs of those unable to meet expenses 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 Farmer's 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.

## **ANNEX 11: DEBRIS MANAGEMENT**

The purpose of the Debris Management Annex is to establish responsibilities for the management of debris accumulated as a result of an emergency or major disaster; describe the policies and procedures in place to manage debris on a regional basis; and specify goals, recommended practices and implementation strategies to ensure that disaster debris efforts are coordinated, efficient, effective, and environmentally sound.

Hurricanes, winter storms and other disaster have the potential to create a vast amount of debris. In West Tisbury this will most likely be downed trees but could also be debris from damaged/collapsed structures. Any structural debris should be considered to contain hazardous materials until it is determined that it does not.

### **ASSUMPTIONS**

1. For purposes of this annex, debris management will not be considered a short-term life saving operation. Immediate temporary debris removal operations to rescue trapped or injured persons will be accomplished as needed under the Basic Plan.
2. Debris cleanup will be prioritized as follows:
  - a. Debris removal from public roads (i.e. main and access roads) to provide access for emergency vehicles.
  - b. Access routes to essential public facilities. First priority is the police and fire stations, and critical emergency operations facilities. Second priority is other critical community facilities (i.e. public buildings, the landfill, the airport, etc).
  - c. Eliminate debris-related threat to public health and safety.
3. Debris removal from private property rests with the property owner. Residents and businesses will be provided with information about the categories of disaster debris, the proper disposition of each debris category, and their options for removal.
4. Debris management efforts will be coordinated and cooperative throughout the Island in conjunction with the procedures established by an Island-wide MOA on debris management.
5. To the degree possible, local resources for debris collection and disposal will be used.
6. Accurate and organized debris and expense tracking must be maintained.

### **LOCATIONS**

1. The primary location for organic (plant) debris will be Keene's Pit on Old Stage Road in West Tisbury if available and practical for the situation.



2. The secondary location for organic (plant) debris will be Goodale's Pit at the "Four-way Stop" in Oak Bluffs if available and practical for the situation.
3. The primary location for structural and non-organic debris will be at the recommendation of the Health Agent and BFI.
4. Any hazardous materials fall under the responsibility of the Fire Department and the Hazardous Materials Appendix to this plan.

## **RESPONSIBILITIES**

### **Board of Selectmen**

1. Has overall responsibility for debris removal on Town owned property.
2. With input from the EMC, assigns a Debris Manager if needed.
3. With input from the EMC, creates a priority list for debris removal locations.
4. At the request of the EMD works with other Island Boards of Selectmen to ensure regional cooperation.
5. With input from the EMC approves the hiring of private contractors if needed.
6. Declares a State of Emergency, if not already done, when debris removal exceeds the capabilities of the Town, available private contractors and mutual aid.

### **Emergency Management Director**

1. Includes debris management activities in training programs and exercises to evaluate procedures and maintain or improve debris management actions.
2. Through the EMDs of other towns, ascertains the status of critical routes, such as to the hospital and Steamship Authority that could affect West Tisbury but are not in West Tisbury.
3. Assumes the role of or assists the Board of Selectmen with the assignment of a Debris Manager.
4. Forwards a declaration of a State of Emergency to MEMA with any requests for assistance.

### **Debris Manager**

1. Meets with the EMC and identifies priority debris removal areas.
2. With input from Keene's, Goodale's, other appropriate parties and the EMC, formulates an organic debris plan.
3. With input from BFI, the West Tisbury Health Agent, other appropriate parties and the EMC, formulates a non-organic debris plan including evaluation of debris for hazardous materials.
4. If not already underway, at the request of the Board of Selectmen and with input from the EMC, initiates debris removal.
5. Assures that all debris management information is immediately forwarded to the EOC.
6. Completes all required forms, reports, and other documentation.

### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.

2. Reports any urgent information that comes to the attention to the police department that should be included in the debris management plan.
3. Formulates a traffic management plan during debris removal. Works with the Debris Manager to ensure that traffic safety is addressed.

### **Fire Department**

1. Provides a representative to the Emergency Management Committee.
2. Reports any urgent information that comes to the attention to the fire department that should be included in the debris management plan.
3. Assumes responsibility for any sites that are determined to contain potentially hazardous, flammable or explosive materials.
4. Assists with debris removal as requested and available.

### **Highway Department**

1. Provides a representative to the Emergency Management Committee.
2. Acts as or assists the Debris Manager.
3. Gets information from Damage Assessment teams and performs or requests any additional assessments needed to formulate a debris management plan.
4. Makes recommendations to the BOS and the EMC on hiring private contractors.
5. Reports on the status of debris removal to the EOC.
6. Tracks and records all expenses related to debris removal.

### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning a Debris Manager if needed.
3. Assists with the tasks of debris removal when requested

# ***Section 4 - HAZARD-SPECIFIC APPENDICES***

## **APPENDIX A: HURRICANES**

### **PURPOSE**

This appendix attempts to provide, the Town of West Tisbury, by using all reasonable means available and adhering to all appropriate safety considerations,

- For *the safety of the public* before, during and after a hurricane.
- For *the protection of property* before, during and after a hurricane.
- For *the restoration of normal services* as soon as possible after a hurricane.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate this Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

### **SITUATION**

Located on the Island of Martha's Vineyard, off the coast of Massachusetts, West Tisbury lies in an area that is vulnerable to hurricanes. According the National Weather Service, Massachusetts has been hit by six hurricanes between 1900 and 1996. Of those none were a direct hit of a major hurricane (category 3-5). Never the less the potential for severe damage exists even with a category 1 or 2 hurricane. The majority of our roadways are lined with trees large enough to block traffic should they come down. Flooding is possible at the intersection of Edgartown and State Road (in addition to many private roads on the south side of town and a section of the Lambert's Cove Road near the town beach parking lot). The majority of our power and phone lines are above ground and subject to damage. In addition to this, hurricane season coincides with our tourist season, sometimes multiplying our population. Much of this added population is on vacation and sometimes unaware of a pending storm situation.

### **ASSUMPTIONS**

All normal Town policies and procedures shall remain in effect until the Board of Selectmen, in conjunction with the Emergency Management Committee (EMC) decides to utilize this appendix. In the case of a hurricane this may be when the National Weather Service broadcasts the possibility of a storm hitting the Island within 96 hours (four days). It should be noted that most departments would not see a change in procedure until the storm is imminent. Early initiation is for notification and organizational purposes only.

### **ORGANIZATION**

The Emergency Management Director (EMD) shall call an initial meeting of the EMC, at the request of the Board of Selectmen. In the case of a pending hurricane this shall be within 72 hours of land fall when possible. The EMD, in conjunction with the Board of Selectmen, shall

decide if the entire EMC needs to meet or which individuals and departments heads should attend. In the case of a hurricane in addition to the EMC, the West Tisbury Tree Warden should also be considered for attendance. Anyone unable to attend should contact the EMD and convey any information and/or concerns before the meeting.

## **RESPONSIBILITIES**

Due to the unpredictable nature of hurricanes the following timeline is for guidance only. A variety of conditions, which may include the size, speed and changing direction of the storm, may make it necessary for alterations. The EMD shall make every effort to notify the departments and individuals affected by the changes.

- **Mitigation**
  - Have trees on town-owned property trimmed to reduce storm damage.
  - Have power outage policies in place.
  - Educate the public on hurricanes and hurricane preparation.
  - Encourage hurricane resistant construction of buildings and residences.
- **Pre-Storm (96 hours to land fall):**
  - EMD monitors weather and notifies Board of Selectmen.
  - EMC meeting time and place designated by Board of Selectmen.
  - EMC contacted by the EMD with storm information and meeting time and place.
- **72 hours to land fall:**
  - EMD calls EMC meeting at request of Board of Selectmen.
  - EOC location designated.
  - EMD to monitor storm track and keep EMC informed.
- **48 hours to land fall:**
  - EMD calls EMC meeting at request of Board of Selectmen.
  - Discuss evacuation and shelter needs.
  - EMD meets or contacts Dukes County Emergency Management and American Red Cross with shelter needs.
  - Additional meetings as deemed necessary by the Emergency Management Committee.
  - Test generators and communication systems that may be needed.
- **36 hours to land fall:**
  - EMD calls EMC meeting at request of Board of Selectmen.
  - Discuss shelter information from the County and Red Cross and decide on shelter openings.
  - Check generator at Mid-Island Garage for fueling equipment.
  - Issue public service announcement and place intersection warning signs. Encourage early evacuation of low-lying areas. Announce shelter locations and opening times.
  - Assist Red Cross in opening shelter(s).
  - EMD opens the EOC with minimal staff.
  - Issue public service announcement of non-emergency information phone number.
  - EMD maintains continuous monitoring of weather conditions.
- **24 hours to land fall:**
  - EMD calls EMC meeting at request of Board of Selectmen.

- o Notify all departments to consider topping off emergency vehicles.
- o Check the storage status of fuel at Mid-Island Garage.
- o Fill propane storage tanks at EOC. Have additional tanks delivered for standby use.
- o Contact owners of heavy equipment regarding availability during and after the storm.
- o Meet with departments as necessary.
- o Identify volunteers and set up schedules.
- **12 hours to land fall:**
  - o Augment EOC staff as needed.
  - o EMD calls EMC meeting at request of Board of Selectmen.
  - o Decide what emergency equipment may be needed and where it should be staged.
  - o Continue coordination with the Red Cross.
  - o Assign Food Coordinators for the shelter and the EOC.
  - o Begin door-to-door evacuation and announcements in high-risk areas.
  - o Allow personnel time to secure their families and property.
  - o Update public service announcements.
  - o Assist with the relocation of home bound/ handicapped individuals.
- **6 hours to land fall:**
  - o Sound Emergency Alert through news media, fire horn and public address systems on emergency vehicles.
  - o Meet to discuss predicted severity of the storm and the possibility of a driving ban.
  - o Most staff in place at shelter, EOC or designated positions.
  - o Arrange for food and supply delivery to shelter and the EOC.
  - o Establish radio communication between the EOC and the Town Highway Department.
  - o Establish radio communication between the EOC and the shelter.
  - o Establish communication between the EOC and DCCC.
  - o Update public service announcements.
- **3 hours to land fall:**
  - o Resound Alert.
  - o Consider voluntary or mandatory driving ban and make announcements.
  - o Consider voluntary or mandatory curfew and make announcements.
  - o Notify DCCC of communications procedures.
  - o Prioritize calls for assistance. Respond to non-emergency calls as resources allow and according to departmental protocols.
- **Land fall:**
  - o Secure all emergency vehicles and equipment as conditions warrant.
  - o All emergency personnel and staff should be accounted for and in secure locations as per their departmental hurricane protocols.
  - o Requests for assistance should go through the EOC and action decided on a case-by-case basis, considering the safety of personnel and equipment. Storm elements may warrant no response until the conditions improve.
  - o Maintain a log at the EOC of all activities and communications. Prioritize responses for after the storm. Decide what personnel and equipment shall respond to which calls.
  - o Maintain public service announcements, as information is available.
- **Post storm:**

- o Determine when it is safe for emergency vehicles and personnel to respond to calls.
- o Perform an Urgent Damage Assessment (Windshield Assessment).
- o Consider declaration of State of Emergency.
- o Determine which roads should have priority in clearing based on public service needs and emergency calls.
- o Determine continued need for the shelter and monitor food and supply levels.
- o Determine the need for unforeseen resources and coordinate getting those resources.
- o Perform a Detailed Damage Assessment in cooperation with the Red Cross.
- o Meet to coordinate clean up procedures with the necessary departments.
- **Recovery:**
  - o Deactivate the EOC as appropriate.
  - o Follow shelter-closing procedures as appropriate. Consider consolidating shelters with other towns as the need declines.
  - o Determine long-term considerations for public services, public safety and property damage.
  - o Coordinate the financial considerations and reimbursements to the Town and departments.
  - o EMD calls EMC meeting at request of Board of Selectmen to discuss improvements/changes to the CEMP and Hurricane Appendix.

## **APPENDIX B: WINTER STORMS**

### **PURPOSE**

This appendix attempts to provide, the Town of West Tisbury, by using all reasonable means available and adhering to all appropriate safety considerations,

- For *the safety of the public* before, during and after a winter storm.
- For *the protection of property* before, during and after a winter storm.
- For *the restoration of normal services* as soon as possible after a winter storm.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate this Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

### **SITUATION**

Winter Storms are one of the most common hazards that affect West Tisbury. Fortunately the majority of these storms in our area cause more 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.

Winter storms, unlike hurricanes, are more difficult to predict length, size, or severity. For this reason, it is important that the community has clear 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.

### **ASSUMPTIONS**

All normal Town policies and procedures shall remain in effect until the Board of Selectmen, in conjunction with the Emergency Management Committee (EMC) decides to utilize this appendix. In the case of a winter storm this may be when the National Weather Service broadcasts the possibility of a storm hitting the Island within 12 hours but because of the unpredictability of winter storms, the appendix may be instituted based on actual conditions rather than a weather forecast. In the past heavy snowfalls and ice storms have occurred unexpectedly. Should this occur again, particularly if it happens overnight the community should be directed to shelter-in-place rather than attempt to travel in unsafe conditions.

### **ORGANIZATION**

#### **Pending Storm (that may exceed normal operation procedures)**

The Emergency Management Director (EMD) shall call an initial meeting of the EMC, at the request of the Board of Selectmen. In the case of a pending winter storm this shall be within 6 hours of storm conditions when possible. The EMD, in conjunction with the Board of Selectmen,

shall decide if the entire EMC needs to meet or which individuals and departments heads should attend. In addition to the EMC, the West Tisbury Tree Warden should also be considered for attendance. Anyone unable to attend should contact the EMD and convey any information and/or concerns before the meeting.

### **Sudden Storm (that exceeds normal operating procedures)**

The EMD shall maintain contact with the Board of Selectmen, the Police Chief, Fire Chief and ambulance coordinator. This contact will most likely be by telephone. A decision will be made by the Board to institute this appendix at a point where it appears that the storm may exceed the normal operating procedures of the Town. If road conditions are very hazardous the Board may request the EMD contact EMC members by phone and relay information until such time that members can get to the EOC with relative safety. The Board may also request limiting EMC response to critical members only.

## **RESPONSIBILITIES**

Due to the unpredictable nature of winter storms the following timeline is for guidance only. A variety of conditions, which may include the size, speed and changing direction of the storm, may make it necessary for alterations. The EMD shall make every effort to notify the departments and individuals affected by the changes.

- **Mitigation**
  - Have trees on town-owned property trimmed to reduce storm damage.
  - Have power outage policies in place.
  - Educate the public on winter storms and winter storm preparation.
  - Encourage construction of buildings and residences that can bear the weight of snow and ice.
- **Pre-Storm (12 hours to winter storm conditions):**
  - EMD monitors weather and notifies Board of Selectmen.
  - EMC contacted by the EMD with storm information and meeting time and place.
  - EMD calls EMC meeting at request of Board of Selectmen.
  - Additional meetings as deemed necessary by the Emergency Management Committee.
  - Test generators and communication systems that may be needed.
- **6 hours to winter storm conditions:**
  - EMD calls EMC meeting at request of Board of Selectmen.
  - Decide what emergency equipment may be needed and where it should be staged.
  - EMD meets or contacts Dukes County Emergency Management and American Red Cross with shelter needs.
  - Announce shelter locations and opening times.
  - Assign Food Coordinators for the shelter and the EOC.
  - Allow personnel time to secure their families and property.
  - Update public service announcements.
  - Assist with the relocation of home bound/ handicapped individuals.
  - EMD maintains continuous monitoring of weather conditions.



- **3 hours to winter storm conditions:**
  - EMD calls EMC meeting at request of Board of Selectmen.
  - Issue public service announcements as appropriate including non-emergency information phone number.
  - Meet to discuss predicted severity of the storm and the possibility of a driving ban.
  - EMD opens the EOC with minimal staff.
  - Notify all departments to consider topping off emergency vehicles.
  - Check the generator and storage status of fuel at Mid-Island Garage.
  - Fill propane storage tanks at EOC. Have additional tanks delivered for standby use.
  - Contact owners of heavy equipment regarding availability during and after the storm.
  - Assist Red Cross in opening shelter(s).
  - Identify volunteers and set up schedules.
  - Arrange for food and supply delivery to shelter and the EOC.
  - Establish radio communication between the EOC and the Town Highway Department.
  - Establish radio communication between the EOC and the shelter.
  - Establish communication between the EOC and DCCC.
- **1 hour to winter storm conditions:**
  - Update public service announcements.
  - Notify DCCC of communications procedures (in writing when possible).
  - Review pre-storm tasks and complete any that have not been done.
  - Consider local Declaration of State of Emergency.
- **Winter storm conditions:**
  - BOS declare a State of Emergency if warranted.
  - Secure all emergency vehicles and equipment as conditions warrant.
  - Consider voluntary or mandatory driving ban and make announcements.
  - All emergency personnel and staff should be accounted for and in secure locations as per their departmental winter storm protocols.
  - Requests for assistance should go through the EOC and action decided on a case-by-case basis, considering the safety of personnel and equipment. Storm elements may warrant no response until the conditions improve.
  - Maintain a log at the EOC of all activities and communications. Decide what personnel and equipment shall respond to which calls.
  - Maintain public service announcements, as information is available.
- **Post storm:**
  - Determine when it is safe for emergency vehicles and personnel to respond to calls.
  - Perform an Urgent Damage Assessment (Windshield Assessment).
  - Consider local declaration of State of Emergency if not already done.
  - Determine which roads should have priority in clearing based on public service needs and emergency calls.
  - Determine continued need for the shelter and monitor food and supply levels.
  - Determine the need for unforeseen resources and coordinate getting those resources.
  - Perform a Detailed Damage Assessment in cooperation with the Red Cross.
  - Meet to coordinate clean up procedures with the necessary departments.
- **Recovery:**

- o Deactivate the EOC as appropriate.
- o Follow shelter-closing procedures as appropriate. Consider consolidating shelters with other towns as the need declines.
- o Determine long-term considerations for public services, public safety and property damage.
- o Coordinate the financial considerations and reimbursements to the Town and departments.
- o EMD calls EMC meeting at request of Board of Selectmen to discuss improvements/changes to the CEMP and Winter Storm Appendix.

## **APPENDIX C: HAZARDOUS MATERIALS**

### **PURPOSE**

The West Tisbury Hazardous Materials Appendix has been prepared to meet both Federal and State statutory planning requirements, and to provide for a higher degree of preparedness to respond to incidents involving hazardous materials. Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, which requires local and state governments to plan for chemical emergencies. Massachusetts General Law c.21E, Ch. 639 Acts of 1950 and E.O. 242 require emergency planning by communities for chemical emergencies. The primary purpose of this plan, however, is to provide the framework and methodology to efficiently respond to hazardous materials emergencies and/or incidents that occur within or affect West Tisbury so as to protect lives, property and the environment.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate the Hazardous Material Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

### **SITUATION**

The Federal Superfund Amendments and Reauthorization Act (SARA) Title III requires that all facilities that handle or store hazardous materials are required to annually submit inventory reports to the local fire department and the Local Emergency Planning Committee (LEPC). At this time there are no storage facilities located in West Tisbury with an amount of hazardous materials sufficient to require reporting. A small number of hazardous materials transports do pass through Town by truck regularly. These shipments consist of primarily diesel fuel (home heating fuel), gasoline and propane. A small amount of hazardous materials are stored at businesses and residences. These materials are primarily associated with landscaping, farming and swimming pools.

The West Tisbury Fire Department (WTFD) is an all-volunteer department. It is a goal of the department to increase its hazardous materials training level. They do not have any members trained to the Technician level at this time. The department does carry Tychem garments which, when utilized with SCBA provides Level B protection against radiological, biological and chemical aerosols and light liquid splash. These garments are reserved for use during rescues only. The Oak Bluffs Fire Department is trained and equipped to perform decontamination of contaminated individuals. The Island does not maintain a formal hazardous materials team with capabilities to perform agent identification and/or active offensive scene operations.

The Island is within the statewide Hazardous Materials Response District #1. The activation of that program, by the Fire Chief, can bring a range of assistance from Technical Advisors to a full-scale response including equipment and Technician Level personnel. Each team has 1-2 Operational Response Units (ORUs) vehicles that contain specialized personal protective

equipment, decontamination equipment and containment equipment to allow the technician to enter the hazardous environment, mitigate the hazard and to be properly decontaminated.

Each team has a Technical Operations Mobile Unit (TOM) vehicle for hazard risk assessment and incident management. Each TOMs unit is a state-of-the-art support vehicle containing computers and printers equipped with the software necessary to provide chemical information databases, mapping programs of the entire state as well as surrounding states; a computerized weather station; an elaborate communications network of radios and telephones; and video cameras mounted on telescoping masts to enable responders to visualize the affected area from a safe distance until the necessary scientific data can be compiled to establish the safest, most efficient plan to mitigate the incident. A comprehensive medical surveillance program was established to provide constant medical monitoring of firefighters for pre-screening and post-screening at all incidents.

The plan of the program is to be available to respond to any community in the district within one hour. However, because we are located on an island, additional time allowance must be made for transportation. Although it is possible to have Advisors here within that time period by utilizing air transport, the best-case scenario for a full-scale response is three to four hours.

Island-wide EMS has minimal hazardous materials response training however most have received training to at least the awareness level.

## **ASSUMPTIONS**

The West Tisbury Fire Department will direct the response to any hazardous materials incident in the Town. A request for mutual aid will be made for any incident that exceeds their capabilities. The request will include the Oak Bluffs Fire Department and the District #1 Hazardous Materials Response Team. The Martha's Vineyard Hospital will be notified immediately of any hazardous materials incident that involves the possibility of contaminated individuals. This is so they can be prevented from entering the hospital prior to decontamination procedures.

- No chemicals on the “extremely hazardous” list are stored or transported through West Tisbury.
- WTFD will take a defensive posture during any hazardous materials response and begin any necessary evacuation of persons.
- WTFD is not expected to have the capability of performing Technician level offensive leak/spill control or clean up.
- All major hazardous materials incidents will require off-island support and/or activation of the District #1 Hazardous Materials Response Team.
- Complex incidents or incidents involving serious exposures and/or injuries will require technical support from off-island.
- Martha's Vineyard Hospital has minimal resources for dealing with hazardous materials exposures and will require assistance from both the Oak Bluffs Fire Department and off-island technical advisors/technicians.

## **CONCEPT OF OPERATIONS**

Hazardous materials emergencies can range from small fuel spills to large-scale releases requiring major evacuations and other problems. For purposes of consistency, the following response level definitions have been developed for this plan:

### **Response Level Criteria**

#### ***Level 1 – Controlled Emergency Condition***

- Incident that can be controlled by the West Tisbury Fire Department
- Single jurisdiction and limited agency involvement
- Does not require evacuation, except for the structure or affected facility
- Confined geographic area
- No immediate threat to life, health or property

#### ***Level 2 – Limited Emergency***

- Potential threat to life, health or property
- Expanded geographic scope
- Limited evacuation of nearby residents or facilities
- Involvement of one, two, three, or more jurisdictions
- Mutual aid from other island departments
- Specialist or technical team is called to the scene
- Combined emergency operation such as fire fighting and evacuation, or containment and emergency medical care

#### ***Level 3 – Full Emergency Condition***

- Serious hazard or severe threat to life, health and property
- Large geographic impact
- Major community evacuation
- Multi-jurisdictional involvement
- State and Federal involvement
- Specialists and technical teams deployed
- Extensive resource management and allocation
- Multiple emergency operations

In accordance with OSHA regulation 29CFR 1910.120 and EPA regulation 40CFR 311, the Incident Command System must be used when dealing with any Hazardous Materials Incident.

## **ORGANIZATION & RESPONSIBILITIES**

### **ORGANIZATION**

1. The Local Emergency Planning Committee will perform the following functions:
  - Establish rules by which the LEPC will function
  - Establish provisions for public notification, comments, etc
  - Develop and maintain the hazmat Plan
  - Assist the jurisdiction, departments and agencies with hazmat plan development
  - Coordinate hazmat exercises as required
  - Conduct hazmat training as required
2. Departments and agencies with responsibilities under this plan will develop and maintain procedures for implementing this hazardous materials plan. Facilities with extremely hazardous substances (EHS) will develop and maintain procedures for implementing this hazardous materials plan. Facilities with EHS will develop plans specific to the chemicals they use and the area they may affect. These plans will be kept at the Fire Department, which serves the facility.
3. The Commonwealth of Massachusetts shall provide assistance to the LEPC as provided for in the Commonwealth of Massachusetts Comprehensive Emergency Management Plan and the Massachusetts Contingency Plan.

### **NOTIFICATIONS**

Timely, informative and accurate notification of a hazardous material emergency is critical for effective emergency response operations. Section 304 of EPCRA requires the immediate notification of the community emergency coordinator and the State when a release of an extremely hazardous substance or hazardous chemical in an amount above the Reportable Quantity (RQ) occurs. Specific information is required by the notification such as chemical name, method of release, health effects, medical attention and protective actions.

The Commonwealth of Massachusetts State Emergency Response Commission (SERC) believes that the direct notification through the local point of contact is critical. The Release Report Form (*See Resource Manual*) provides for notification to the local point of contact. Requirements set forth by the Commonwealth of Massachusetts Department of Environmental Protection also require the responsible party to report the release of oil or hazardous material to DEP. The Release Report Form should be used when calling the 24-hour contact point (888-304-1133). Under Federal requirements the NRC must also be notified (800-424-8802).

NOTE: The local point of contact is the West Tisbury Fire Department through the 911 Dispatch Center. The nature and extent of the incident will dictate the order and number of phone calls to be placed.

***In addition to notifications required by statute, West Tisbury, MA must immediately notify the Massachusetts Emergency Management Agency of any hazardous materials emergency that meets Level 2 or Level 3 criteria. MEMA can be reached at 800-982-6846.***

At the request of the senior fire official DCCC will notify the following:

1. The Martha's Vineyard Hospital (508-693-0410)
2. The Oak Bluffs Fire Department (by local fire radio)
2. The Massachusetts District #1 Hazmat Response Team (978-567-3100)
3. The Massachusetts Department of Environmental Protection (DEP) (888-304-1133)
4. The Massachusetts Emergency Management Agency (MEMA) (800-982-6846)
5. The Federal Government through the NRC (800-424-8802)

## **STATE RESPONSE PROCEDURES**

1. Upon notification of a hazardous material emergency, the State Coordination Agency (MEMA) shall record all emergency notification information.
2. The State Coordinating Agency (MEMA) shall receive and act upon requests for State assistance.
3. The State Coordinating Agency (MEMA) shall notify the appropriate State agencies of the HAZMAT emergency as specified in the Commonwealth of Massachusetts, Comprehensive Emergency Management Plan.
4. State agencies will provide assistance as described in the Massachusetts Hazardous Materials Incident Response Plan and/or the Massachusetts Comprehensive Emergency Management Plan.

## **RESPONSIBILITIES**

### **Response**

#### ***Response Level 1 – Controlled Emergency Condition***

- Responding local agency(s) designate an *Incident Commander*
- Command Post established, Incident Command System implemented
- *Incident Commander* establishes liaison with the Facility Emergency Coordinator if applicable

- *Incident Commander* ensures the appropriate local emergency organization(s) are notified and briefed
- Notify State DEP (888-304-1133)
- *Incident Commander* evaluates the need to declare a higher response level, if appropriate
- Continue evaluation of incident

### ***Response Level 2 – Limited Emergency Condition***

- Identify *Incident Commander*
- Command Post established, Incident Command System implemented
- *Incident Commander* evaluates the need for a Deputy or other on-scene assistants
- *Incident Commander* designates a Safety Officer
- Unified Command established
- Notify State DEP (888-304-1133) and MEMA (800-982-6846)
- *Incident Commander* evaluates the need to declare higher or lower Response Level
- Local chief executive notified and briefed
- Public Information Officer notified or appointed by *Incident Commander*
- Board of Selectmen evaluates the need to declare a Local State of Emergency
- EMD or *Incident Commander* determines the need for activation of the local Emergency Operations Center
- Continue evaluation of incident and make adjustments as necessary

### ***Response Level 3 – Full Emergency Condition***

- NOTE: If the incident begins at this level, response activities must include all functions designated at the previous level (Limited Emergency Condition above)
- Board of Selectmen declares a Local State of Emergency and requests the EMD notify MEMA (800-982-6846)
- EMD activates the Emergency Operations Center

A full Emergency Condition Response level could be of the magnitude that requires resources from State and Federal agencies and other national sources. The Commonwealth of Massachusetts Emergency Management Agency (MEMA) coordinates the application of the state's resources in an emergency, in support of local government. At this response level, unified command would likely include State and possibly, Federal resources. Local and State officials should re-examine response requirements and designations of the *Incident Commander* at this time based upon the scope, technical complexity and State and local statutes and ordinances.

## **Containment**

### ***Level 1 – Controlled Emergency Condition***

- *Incident Commander* will assess the impact of the release, the need for containment operations and clean up. DEP, facility personnel and the responsible party may assist
- Fire Chief monitors containment assistance and resource requirements



- Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Agent and EMS may assist.

***Level 2 – Limited Emergency Condition***

- Incident Commander, in consultation with DEP, facility personnel and responsible party takes appropriate containment action
- Local Fire Chief activates Facilities Emergency Coordinator (see Attachment 1) and coordinates containment resources and assistance
- Facilities Emergency Coordinator advises Fire Chief of facilities’ containment resources situation
- Fire Chief assesses need for State resources to assist with containment
- Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist

***Response Level 3 – Full Emergency Condition***

- Incident Commander, in consultation with DEP, HAZMAT Team and other technical specialist, will determine if appropriate containment actions can be implemented without State assistance. If State assistance is requested, the State responding agency will determine if Federal assistance will be requested through the Federal Regional Response Team
- Incident Commander should coordinate containment resources and assistance providing responding personnel are qualified and have received appropriate containment training and adequate protective equipment is available
- Facilities emergency Coordinator continues to provide support to Incident Commander
- Safety Officer continues to monitor health impact of containment activities on emergency workers and nearby residents and request assistance from the Massachusetts Department of Public Health, if appropriate.

**AUTHORITY**

This HMEP is authorized and regulated under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, Public Law 99-499, Massachusetts General Law c. 21E, 310 CMR 40.0000 (The Massachusetts Contingency Plan) and the Massachusetts Comprehensive Emergency Management Plan. Other supporting legislation exists in the Clean Water Act, the Clean Air Act section 112 R, the National Contingency Plan, and Disaster Relief Programs. Chapter 639 Acts of 1950 and E.O. 242 requires emergency planning at the community level.



## **APPENDIX D: ANIMAL EMERGENCY**

### **PURPOSE**

This appendix attempts to provide, the Town of West Tisbury, by using all reasonable means available and adhering to all appropriate safety considerations,

- For *the protection of animals* before, during and after an emergency.
- For *the health of animals and humans* as a result of an animal emergency.
- For *the return of animals* to their owners as soon as possible after an emergency.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate this Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

### **SITUATION**

The Town of West Tisbury is a rural, agricultural community with a large amount of livestock and domestic animals relative to the number of people. Residents of the Town have strong feelings about their animals and in many cases consider them members of the family. There is limited emergency shelter space for large animals such as cattle and horses. Though there is more space for smaller, household pets, that too is limited. There are two veterinarians within the town with several more island-wide. The Town employs one Animal Control Officer and one Assistant.

There is an amount of wildlife with the Town that is considered normal for many acres of undeveloped oak and pine woodlands and wetlands. Primarily of concern is a large number of white-tailed deer. Additionally there are a number of smaller species such as raccoon, squirrels, rabbits, otter, mice and rats. There are no indigenous poisonous snakes or other species. There is one Environmental Police officer stationed on the Island.

Not only is the sheltering of our animal population during an emergency a concern but also the safe return of loose animals after an emergency. Additionally this plan will address steps to protect the community during an animal health emergency.

### **ASSUMPTIONS**

The West Tisbury Animal Control Officer and/or the Board of Health will direct the response to an animal emergency within the Town dependent on the situation. Assistance is available from other Town departments such as the police, fire and highway departments. Local veterinary services will be included and kept informed of any large-scale animal emergency within the Town.

## **CONCEPT OF OPERATIONS**

The Animal Control Officer, Health Agent, Police Chief or any other town department will notify the EMD immediately upon the realization the Town is or may experience an animal emergency that exceeds the normal operating procedures of the Town. The EMD will contact the Board of Selectmen and call a meeting of the EMC upon their request. Should the emergency occur during or as a result of a widespread emergency (such as unsheltered or loose animals during a hurricane) steps to correct the animal emergency will be included in EOC operations for the overall emergency.

## **RESPONSIBILITIES**

### **Board of Selectmen**

1. Receives notification from the EMD that there is an existing/potential animal emergency.
2. Requests a meeting of the EMC through the EMD or if during a widespread emergency allots EMC time to animal issues.

### **Emergency Management Director**

1. Immediately notifies the Board of Selectmen upon knowledge of an existing/potential animal emergency.
2. At the request of the Board of Selectmen calls a meeting of the EMC or allots EMC time if during a widespread emergency.
3. At the request of the Board of Selectmen notifies MEMA of the emergency and requests State and Federal resources such as a VMAT team.

### **Animal Control Officer**

1. Works with the EMD, Board of Selectmen, Health Agent and/or other agencies to determine the scope of the emergency.
2. Assumes or assists the role of Animal Branch Manager if one is assigned.
3. Provides information and requests assistance from the EMC.
4. With the EMD coordinates with local ACOs, veterinarians, Environmental Police and other wild and domestic animal agencies.
5. Through the EMC asks that the EMD requests VMAT response and assists in that response.
6. Works with the Board of Health on disease and disposal issues.
7. Maintains a written log.
8. Maintains a written record of expenses that are related to the emergency and reports such to the EMC.
9. Notifies the EMD when the situation has returned to a level of normal operating procedures.

### **Board of Health**

1. Works with the EMD, Board of Selectmen, Animal Control and/or other agencies to determine the scope of the emergency.
2. Assists the Animal Branch Manager if one is assigned.
3. Provides information and requests assistance from the EMC.
4. With the EMD coordinates with local Health Agents, MDPH and other health agencies.

5. Works with Animal Control on disease and disposal issues.
6. Maintains a written log.
7. Maintains a written record of expenses that are related to the emergency and reports such to the EMC.
8. Notifies the EMD when the situation has returned to a level of normal operating procedures.

#### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen and EMC.
3. Assists the ACO and BOH as requested and resources allow.
4. Coordinates any mutual-aid law-enforcement resources including the Environmental Police.

#### **Fire Department**

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen and EMC.
3. Assists the ACO and BOH as requested and resources allow.

#### **Emergency Medical Services**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assigns EMTs to stand by at the EOC, CP or staging area during animal emergencies that could potentially injure humans.

#### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning an Animal Branch Manager.
3. Receives information and assists the Board of Selectmen in managing animal emergencies.
4. Assigns a Logistics Branch Manager if needed, particularly if off-island resources are requested.

#### **AUTHORITY**

This Appendix is authorized and regulated under MGL Chapter 111 Public Health and Chapter 129 Livestock Disease Control in addition to all the laws and regulations granting the authority for the Comprehensive Emergency Management Plan.



# **APPENDIX E: PUBLIC HEALTH EMERGENCY**

## **PURPOSE**

If West Tisbury is ever be faced with a biological attack such as anthrax, smallpox, or plague, or a major food borne or waterborne disease outbreak or pandemic influenza, we must have strategic plans in place to provide earliest possible detection, containment, and treatment of those stricken in our community. In order to address major community-wide events, we must be prepared to coordinate all necessary resources, including surveillance, as we plan for something we hope will never occur.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate this Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

## **SITUATION**

West Tisbury is on an Island with limited resources. The Martha's Vineyard Hospital, located in Oak Bluffs, is a 15 bed, critical care hospital with a full service lab. In addition to the one at the hospital, there are four pharmacies on the Island. One of these is located in West Tisbury (Conroy's Apothecary). Although the number varies there are approximately 50 physicians, with a wide range of specialties, practicing on the Island full-time. Additionally there are a number of RNs, LPNs, home health aids, dentists, chiropractors and other medical practitioners. EMS has approximately 10 paramedics, 20 EMT-Intermediates, 70 EMT-Basics and 8 ALS ambulances. Each town has a Health Agent. West Tisbury participates in the National Stockpile program and is in the process of designating EDSs and formulating an EDS plan.

## **ASSUMPTIONS**

The West Tisbury Health Agent will direct the response to a public health emergency within the Town. Assistance is available from other Town departments such as the police, fire and EMS. The Health Agent will be the liaison with the Massachusetts Department of Public Health and other Island Health Agents. The EMD will be the liaison with MEMA.

Community-based Emergency Dispensing Sites (EDS) to administer vaccine or dispense antibiotics are likely to be part of the response to infectious disease outbreaks of any magnitude. The Strategic National Stockpile (SNS) consists of an inventory of pharmaceuticals and medical materials managed by the U.S. Centers for Disease Control and Prevention (CDC), and is available to all states. During a declared emergency, state and local health and emergency management officials – working with CDC – will determine the need for federal assets. Once the Massachusetts Emergency Management Agency (MEMA) requests federal assets, SNS materials will be sent to a previously identified warehouse facility and will be turned over to MDPH for staging and distribution to hospitals and community EDS.

## **CONCEPT OF OPERATIONS**

The Health Agent, Tri-Town EMTs, Police Chief or any other town department will notify the EMD immediately upon the realization the Town is or may experience a public health emergency that exceeds the normal operating procedures of the Town. The EMD will contact the Board of Selectmen and call a meeting of the EMC upon their request. Should the emergency occur during or as a result of a widespread emergency (such as contamination of well water secondary to flooding) steps to correct the public health emergency will be included in EOC operations for the overall emergency. The Emergency Dispensing Site Plan will be utilized should there be a need for dispensing of medication on a Town-wide basis.

As soon as possible in the course of an outbreak or a suspected outbreak, state and local health and emergency management officials, in collaboration with CDC if necessary, will determine the appropriate scope (who, where, and when) of the EDS response, based on the following criteria:

- Size of the initial exposure or outbreak,
- Number of individuals to receive vaccine/prophylaxis,
- Status of vaccine/medication supply chain, and
- Possibility that additional new and related cases of disease or potential exposure will be identified in subsequent days based on epidemiological surveillance.

## **ORGANIZATION & RESPONSIBILITIES**

### **ORGANIZATION**

Organization will be the same as detailed in the Basic Plan.

### **RESPONSIBILITIES**

The responsibilities listed here are in addition to those listed in the Basic Plan.

#### **Board of Selectmen**

1. Receives notification from the Health Agent or EMD that there is an existing/potential public health emergency.
2. Requests a meeting of the EMC through the EMD or if during a widespread emergency allots EMC time to public health issues.
3. Appoints a Public Information Officer (PIO) as needed.

#### **Emergency Management Director**

1. Immediately confers with the Health Agent and notifies the Board of Selectmen upon knowledge of an existing/potential public health emergency.
2. At the request of the Board of Selectmen calls a meeting of the EMC or allots EMC time if during a widespread emergency.
3. At the request of the BOS opens the EOC.
4. Maintains communications with MEMA.



### **Health Agent**

1. Works with the EMD, Board of Selectmen, other Island Health Agents and/or other agencies to determine the scope of the emergency.
2. Assumes or assists the role of Operations Section Chief or Medical Branch Manager if one is assigned.
3. Provides information and requests assistance from the EMC.
4. Coordinates press releases and public information with the PIO.
5. Institutes and coordinates the EDS plan if needed.
6. With the EMD coordinates with local Health Agents, the Martha's Vineyard Hospital, Island EMS and other health agencies.
7. Through the EMD requests and assists DMAT response.
8. Works with the EMC on disease and disposal issues.
9. Maintains a written log.
10. Maintains a written record of expenses that are related to the emergency and reports such to the EMC.
11. Notifies the EMD when the situation has returned to a level of normal operating procedures.

### **Law Enforcement**

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen, Health Agent, PIO and EMC.
3. Assists the Health Agent as requested including enforcement of isolation and quarantine as resources allow,
4. Provides security for an EDS if applicable and resources allow.
5. Coordinates any mutual-aid law-enforcement resources.

### **Fire Department**

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen and EMC.
3. Assists the Health Agent as requested and resources allow.

### **Emergency Medical Services**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assigns EMTs to stand by at the EOC, CP, EDS or staging areas as applicable and resources allow.

### **Emergency Management Committee**

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Health Agent in implementing the EDS plan if needed.
3. Receives information and assists the Board of Selectmen as requested.
4. Directs all media and public inquiries to the PIO.

## **AUTHORITY**

This Appendix is authorized and regulated under MGL Chapter 111 Public Health and 105 CMR – Department of Public Health in addition to all the laws and regulations granting the authority for the Comprehensive Emergency Management Plan.



# **APPENDIX F: GLOBAL INCIDENT**

## **PURPOSE**

There are a number of scenarios where an incident that occurs off-island could impact West Tisbury. The effects could either be directly as in a widespread power outage, Internet failure or a shutdown of supply availability/routes or indirectly as in citizen panic and concern for an off-island catastrophic event. This appendix is intended to offer guidance in providing for the needs of the Town during event that both directly and indirectly affects the community.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate this Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

## **SITUATION**

The Town of West Tisbury could be affected by a catastrophic event that occurs elsewhere. Most of our basic supplies, including food and fuel, arrive here by boat with a small amount arriving by plane. For many daily necessities we depend on a multitude of off-island resources that are beyond our control. During an event that causes profound effects on larger population areas it is unlikely that State and Federal assistance to West Tisbury and the other towns of Martha's Vineyard is going to be a top priority. We may have to depend on ourselves for a period of time until off-island support is available. We could have little or no warning of an event of this magnitude but the effects would be slow to develop here. We could have hours to days before the consequences were felt.

## **ASSUMPTIONS**

The Board of Selectmen will direct the response to any off-island global incident that has the potential to affect the Town. Given the wide range of situations much of the response efforts will need to be tailored to the incident at the time. Coordination with the other Island towns will be accomplished through each town's EMD.

## **ORGANIZATION & RESPONSIBILITIES**

### **ORGANIZATION**

Organization will be the same as detailed in the Basic Plan.

### **RESPONSIBILITIES**

The responsibilities listed here are in addition to those listed in the Basic Plan.

### **Board of Selectmen**

1. Has overall responsibility for the Town.
2. Monitors the situation and receives updates from the EMD.
3. Requests the EMD open the EOC as appropriate.
4. Decides which Town services will continue and which will be delayed until a resolution of the situation.
5. Appoints a Public Information Officer as appropriate.
6. Declares a State of Emergency if the effects of the event become critical.
7. Upon a Governor's Declaration of a State of Emergency monitors critical supplies, resources and infrastructure and takes steps to protect them.
8. Lifts the State of Emergency as the situation de-escalates.

### **Emergency Management Director**

1. Contacts the Board of Selectmen as soon as possible after receiving information that an off-island event with the potential to affect the Town has occurred.
2. At the request of the Board of Selectmen organizes meetings of the EMC to discuss potential issues that could evolve and the Town's approach to the situation.
3. At the request of the BOS contacts the other Island EMDs to coordinate Island-wide efforts.
4. Opens the EOC at the request of the Board of Selectmen and requests sufficient staffing assistance from within other Town departments.
5. Performs the tasks of the Public Information Officer until one is appointed by the BOS.
6. Maintains contact with department heads to ascertain the affects of the situation on the areas of their responsibility and reports the findings to the BOS.

### **Law Enforcement**

1. Monitors any effects/potential effects of the incident on the police department's area of responsibility.
2. Monitors mental health/crowd control issues within the Town that may be a result of the incident and notifies the BOS through the EMD of issues/potential issues.
3. Monitors staffing levels within the department and immediately notifies the BOS through the EMD when it appears that levels may/have become inadequate.
4. Assists the PIO in providing information to the public.

### **Fire Department**

1. Monitors any effects/potential effects of the incident on the fire department's area of responsibility.
2. Monitors staffing levels within the department and immediately notifies the BOS through the EMD when it appears that levels may/have become inadequate.
3. Assists the PIO in providing information to the public.

### **Health Agent**

1. Monitors any effects/potential effects of the incident on the Board of Health's area of responsibility.
2. Monitors health issues within the Town that may be a result of the incident and notifies the BOS through the EMD of issues/potential issues.

3. Monitors staffing levels within the department and immediately notifies the BOS through the EMD when it appears that levels may/have become inadequate.
4. Assists the PIO in providing information to the public.

### **Emergency Medical Services**

1. Monitors any effects/potential effects of the incident on their area of responsibility.
2. Monitors emergency health issues within the Town that may be a result of the incident and notifies the BOS through the EMD of issues/potential issues.
3. Monitors staffing levels within the department and immediately notifies the BOS through the EMD when it appears that levels may/have become inadequate.

### **Animal Control**

1. Monitors any effects/potential effects of the incident on the Animal Control Officer's area of responsibility.
2. Monitors animal health issues within the Town that may be a result of the incident and notifies the BOS through the EMD of issues/potential issues.
3. Monitors staffing levels within the department and immediately notifies the BOS through the EMD when it appears that levels may/have become inadequate.
4. Assists the PIO in providing information to the public.



# APPENDIX G: TERRORIST INCIDENT

## PURPOSE

This Appendix has been prepared to provide the framework and methodology to efficiently respond to terrorist incidents that occur within or affect West Tisbury so as to protect lives, property and the environment.

This section has been specifically designed to serve as an Appendix to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate the Terrorism Appendix with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

## SITUATION

Terrorism is federal issue, and is defined as “the implied or unlawful use of violence, committed by a group of two or more individuals against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives”.

Martha’s Vineyard, and with it the Town of West Tisbury, is a popular vacation destination for a large number of high profile individuals. Many of these people rent or own residences here. Among them are well-known politicians, top corporate executives, foreign dignitaries and movie stars. The majority of these individuals travel through the Martha’s Vineyard Airport. Additionally it is not unusual for multiple high profile individuals to attend the same event such as fundraisers, political parties and other social functions some of which are heavily covered by the news media. Any of these people or events are potential terrorist targets.

Additionally, Martha’s Vineyard, like any small community, has its own political issues that can generate anger among sections of the population. There are also many residents and visitors with mental health issues, some of which are severe. The potential exists for a group of individuals, in which mental health plays a part, to be amongst those that have been angered by a local issue (or even an issue of their own imagination) and respond with an act of local terrorism.

Historically, terrorist attacks have occurred at places of special significance, against identifiable segments of the population on dates of interest to the terrorist or the intended victims, and at unique events; however, any place people gather in large numbers could be a terrorist target.

## POTENTIAL TARGETS

### 1. Potential target *locations* include:

- Martha’s Vineyard Airport
- Homes or vehicles of visiting high profile individuals
- West Tisbury Elementary School

Steamship Authority Office  
West Tisbury Town Hall  
Martha's Vineyard Charter School  
Congregational Church  
Agricultural Hall  
Up-Island Automotive  
United States Post Office  
Cronig's Market  
Grange Hall

**2. Potential target *populations* include:**

- a. Religious or ethnic minorities.
- b. Political opposition groups.
- c. Controversial groups.
- d. State and local agencies or workers, including emergency responders.

**3. *Dates or anniversaries of significance* may include:**

- a. Government holidays (especially July 4<sup>th</sup> and Labor Day).
- b. Religious observances or holidays such as Yom Kippur, Ramadan, Christmas, etc.
- c. Important dates in the lives of famous or controversial figures or celebrated martyrs of the terrorists cause (especially dates of birth, arrests, convictions, or death).
- d. Dates that are famous and/or significant to a terrorist.

**4. *Times when casualties or damage would be greatest and response would be most difficult (examples)* might include:**

- a. Times of peak usage of a facility.
- b. During a period of large-scale civil unrest off-island.
- c. Following response to a significant disaster such as a flood or hurricane.

**5. *During special events* such as:**

- a. Events covered by the media.
- b. Agricultural Fair.
- c. Town Meetings.
- d. High profile arrivals at the airport.
- e. School events.
- f. Farmer's Market/Artisan's Festival.

Terrorist use of WMD may seriously affect short and long term health and safety, damage infrastructure, contaminate large areas, and cause extraordinary damage to the economic welfare of the Town. The following are possible WMD devices that could be used in West Tisbury:



1. *Conventional explosive devices* that can kill, injure, and cause various degrees of damage to specific infrastructure targets such as buildings, vehicles, fuel, or roadways.
2. *Biological agent dissemination devices* that can release microorganisms or toxins that cause disease, injury, or death over a very large area. Many biological agents are cheap and easy to manufacture, and are relatively easy to deliver on a target. A biological agent could be delivered by mail, in the food/water supply or dispersed in a crowded area. In addition to humans, livestock could be targeted. Biologic agents usually take hours to days to take effect.
3. *Chemical agent dissemination devices* that may release toxic chemicals and cause injury and death over a large area. Chemical agents are widely available and easily manufactured. Within the toxic category, chemicals are further divided into four groups labeled nerve, blood, blister, and choking, based upon the physiological effects the chemicals have on the human body. A chemical agent could be delivered in the same means as a biological agent but usually take seconds to hours to take effect.
4. *Nuclear explosive devices* that can cause extensive death, destruction, and radioactive contamination. It is unlikely that a nuclear device would be used on Martha's Vineyard but should never be discounted completely.

## **ASSUMPTIONS**

1. A terrorist incident may occur at any time with little or no warning.
2. The incident may include secondary or multiple devices. The devices may be intended to injure responders, impede response actions, or divert attention and resources from other activities.
3. Terrorists may employ, or threaten to employ, WMD.
4. The FBI, FEMA, and other federal government agencies will become involved; however, their response may be delayed. Local and state agencies must be prepared to respond to the situation for at least 24 hours without significant levels of federal assistance.

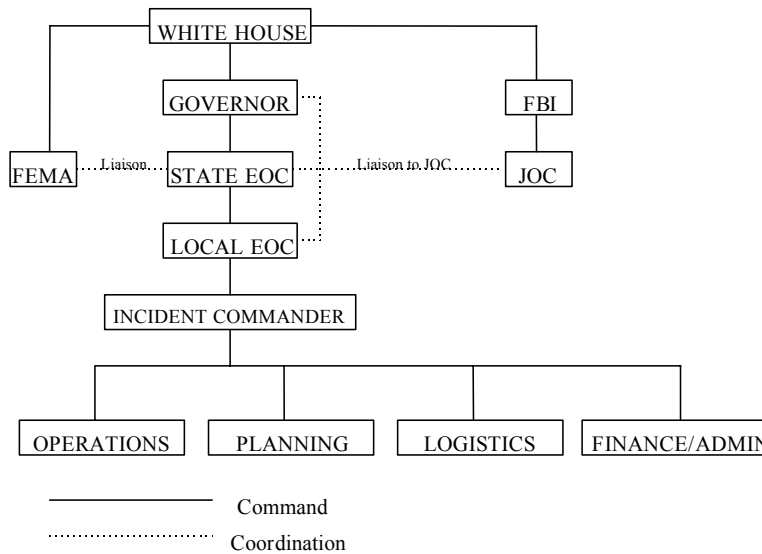
## **CONCEPT OF OPERATIONS**

1. *Crisis Management* refers to actions taken to anticipate, prevent, and /or resolve a terrorist threat or incident. The federal government has primary authority for crisis management.
2. *Consequence Management* refers to the actions taken to alleviate the damage, loss, hardship, or suffering caused by emergencies. State and local government has primary authority for consequence management.
3. The Department of Justice is designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice assigns lead responsibility for operational

response to the Federal Bureau of Investigation (FBI). Within that role, the FBI operates as the on-scene manager for the Federal Government. It is FBI policy that crisis management will involve only those Federal agencies requested by the FBI to provide expert guidance and/or assistance, as described in the PDD-39.

4. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal response. It is FEMA policy to use Federal Response Plan structures to coordinate all Federal assistance to State and local governments for consequence management.

**Figure 2  
State and Federal  
Coordination**



5. To ensure that there is one overall Lead Federal Agency (LFA), PDD-39 directs FEMA to support the Department of Justice (as delegated to the FBI) until the Attorney General transfers the overall LFA role to FEMA. FEMA supports the overall LFA as permitted by law.
6. During an incident in West Tisbury, local Incident Command will, at a minimum, be the Police Chief or other senior police official. Dependant upon the situation Incident Command may be a Unified Command shared between the Police Chief and the head(s) of other West Tisbury agencies with direct responsibility for the incident (i.e. The Fire Chief during an incident involving an explosive device or the Health Agent during an incident involving a biological agent).
7. The focus of the local efforts will be to use local resources and activate mutual assistance agreements to contain the situation, protect the population, care for the ill and injured, control

possible contamination, and prevent harm to community infrastructure, private property, or the environment.

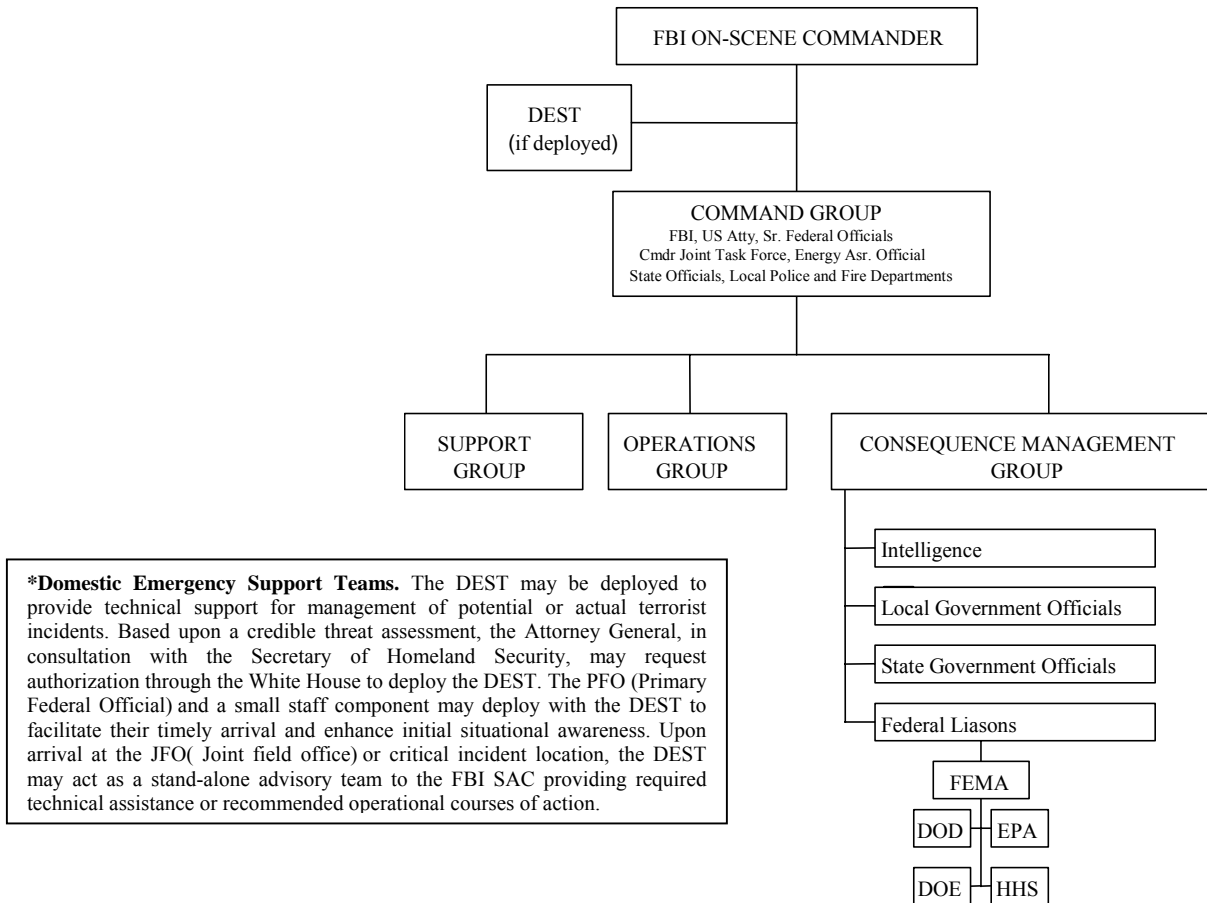
8. The Incident Command System will be utilized at all levels of response.

**ORGANIZATION**

**1. Crisis Management**

- a. **Federal.** During crisis management the FBI field office responsible for the incident will establish and operate a Joint Operations Center (JOC). The JOC is composed of a Command Group, Support Group, and Consequence Management Group (Figure 3). It is established to accommodate the growing interagency response to a terrorist incident. Local and state consequence management agencies may be requested to provide support or liaison for any of the four groups.

**Figure 3  
Joint Operations  
Center**



**\*Domestic Emergency Support Teams.** The DEST may be deployed to provide technical support for management of potential or actual terrorist incidents. Based upon a credible threat assessment, the Attorney General, in consultation with the Secretary of Homeland Security, may request authorization through the White House to deploy the DEST. The PFO (Primary Federal Official) and a small staff component may deploy with the DEST to facilitate their timely arrival and enhance initial situational awareness. Upon arrival at the JFO( Joint field office) or critical incident location, the DEST may act as a stand-alone advisory team to the FBI SAC providing required technical assistance or recommended operational courses of action.

- b. **State:** MEMA will initiate the appropriate Operational Levels and activate the state Emergency Operations Center (EOC) as necessary to support local response and support activities. In order to support federal crisis management operations, MEMA will dispatch personnel to the JOC as requested.
- c. **Local:**
1. In order to support the federal crisis management operations, local authorities will dispatch personnel to the JOC as requested.
  2. In order to support activity at or near the incident site, the West Tisbury Emergency Management Director will activate the local EOC and begin 24-hour operations.
  3. State and local law enforcement agencies will periodically contact the Federal Bureau of Investigation (FBI) to review terrorist threat intelligence updates.
  4. As required, state and local authorities will assist with the criminal investigation.

## 2. *Consequence Management.*

- a. **Federal.** As the terrorist incident progresses, adverse consequences may become imminent or occur. FEMA will consult with the Governor's office and the White House. When directed, FEMA may use the authority of the Public Law 93-288 (The Stafford Act) to preposition federal consequence management assets or implement a federal consequence management response.
- When consequence management operations begin, FEMA will begin to disengage from the JOC and form Joint Information Center (JIC) in the field and Washington, D.C. The JIC will establish a media center and coordinate the release of all information to the press.
  - FEMA will use FRP structures to coordinate federal support for state and local recovery operations.
- b. **State:**
- When consequence management operations are implemented, MEMA will activate or continue 24-hour EOC operations and prepare to coordinate assistance as needed.
  - MEMA will use the MAESFs outlined in the CEMP to coordinate support for local response through recover operations.
- c. **Local:**
- It is vital to employ the established Incident Command System to integrate all recovery assets and control consequence management operations
  - Response and recovery agencies must coordinate requirements and forward requests for additional assistance and periodic status reports through the established chain of command through the West Tisbury EOC to the state EOC.
  - Local consequence management agencies will establish a Unified Command structure (if required), operate the local EOC, continue 24-hour operations, and prepare for extended response through recovery activity.

## **NOTIFICATION**

### **1. *Prior Warning:***

- a. In accordance with the National Response Plan (NRP), the FBI will provide initial notification of terrorist threats or confirmed incidents to state law enforcement agencies.
- b. State law enforcement agencies must relay such notifications to MEMA and local response agencies immediately.
- c. MEMA will notify the Governor's office.

### **2. *No Warning:***

- a. If a suspected or confirmed terrorist incident occurs without prior notification by the FBI, local response agencies will notify MEMA immediately (through the EMD).
- b. MEMA will notify the Governor's office, state law enforcement agencies, and the National Terrorism Hot Line (NTH) – 800-424-8802 [Note: This is also the National Response Center (NRC) which is normally notified for Hazmat incidents]
- c. The NTH/NRC will notify the FBI and alert other federal assets.

## **RESPONSE**

### **1. *General response* steps include:**

- a. Identification of the type of agent (or explosive) involved
- b. Identification of the impact area (potential area which could be affected by blast or down wind hazard estimation)
- c. Conduct of evacuation or shelter in place activities
- d. Establishment of site security
- e. Search for secondary devices
- f. Search and extrication
- g. Fire suppression or neutralization and mitigation of the hazard
- h. Medical treatment
- i. Investigation and evidence collection
- j. Execution of recovery operations
- k. Release of information to the media (The JOC should release all information to the media during the Crisis Management phase. Information during the Consequence Management phase should be released by a single point of contact, within the JIC, to be determined by the Incident Commander)

### **2. *Crisis Management.*** While the lead agency for crisis management, the FBI maintains that the first priority in a crisis is public safety and preservation of life. *Crisis management*, however, is predominantly a law enforcement action.

- a. Federal response actions are outlined in FBI Incident Contingency Plans, including plans for nuclear or chemical/biological responses, and the NRP. In general, the FBI will establish a JOC and request supporting elements from the Department of Health and

Human Services, the Environmental Protection Agency, the Nuclear Regulatory Commission, various intelligence agencies, and the Departments of Energy, Defense, Agriculture, Transportation, Treasury, and State as required. The FBI plans a graduated response based on a range of parameters:

- A credible threat, which may be presented in verbal, written, intelligence-based, or other form. Credible threats are those assessed by the FBI as capable of producing consequences that warrant activities by key agencies to increase readiness
  - An act of terrorism which exceeds the capability of the local FBI field division to resolve
  - The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss
  - The detonation of an explosive device, use of a NBC material, or other destructive event, with or without warning, that results in limited injury or death and is within state resources to address, (e.g., “limited consequences/state and local consequence management response”)
  - The detonation of an explosive device, use of a NBC material, or other destructive event, with or without warning, that results in substantial injury or death and exceeds state resources to address (e.g., “major consequences/federal consequence management response”)
- b. *State Agencies* will work with the FBI and other federal agencies to identify requirements and provide support and advice. State agencies will also work with local authorities to anticipate requirements and prepare to implement consequence management activities.
- c. *Local agencies* should conduct “first responder” operations to safeguard lives and contain the situation.
- *The West Tisbury Police Department* will control the situation, manage evacuation, conduct an investigation, gather and control evidence, and maintain response force security.
  - *Tri-Town Ambulance* will conduct triage, provide care for their casualties, and arrange casualty transportation and hospitalization.
  - *The West Tisbury Fire Department* will control fire damage, mitigate hazards from flammable materials or explosive gases, conduct search and rescue operations (high explosive incidents), and perform emergency decontamination of the population and responders to the level of their training.
  - *Hazardous material response teams* (through the statewide Hazardous Materials Response District #1) perform hazard detection, identification, conduct search and rescue operations (NBC incidents), containment, technical decontamination, take air samples for evaluation by gas chromatograph/mass spectrometers, evacuate and overpack contaminated evidence, and execute clean-up operations.
3. *Consequence Management.* Regardless of the scale of the potential consequences, it is prudent to perform the following activities in order to establish priorities and make informed decisions:

a. *Assess the situation:*

- Determine the location(s) and type(s) of device(s) used (i.e., conventional explosive, nuclear detonation, radiological, chemical biological agent)
- Anticipate and determine the presence, location(s), and type(s) of secondary or multiple devices
- Identify the resources available on the site, which are still capable of performing required operations. Include personnel, vehicles, equipment, and supplies
- Estimate the level and type(s) of damage and the potential size of the contamination and hazard area
- Identify resources available which are capable of responding or providing additional support at short notice

b. *Activate response plans:*

- Initiate planned response actions to cope with mass casualties and conduct search and rescue operations as necessary
- Initiate criminal investigations. Preserve evidence and maintain the chain of custody as much as practicable while performing necessary response actions
- For incidents involving conventional or nuclear explosives, initiate disaster response actions to limit casualties, mitigate or repair damage, and restore services
- Activate hazardous material response and recovery plans as necessary to deal with incidents involving radiological, chemical or biological agents. Perform necessary agent detection, identification, and decontamination procedures. If required, initiate evacuation or shelter in place actions for areas at risk
- Activate plans designed to deal with radioactive material releases and contain radioactive contamination following a nuclear detonation or detonation of a radioactive material scattering device

c. Assign missions and deploy or safely pre-position the resources necessary to quickly contain the anticipated damage or contamination.

## **RECOVERY ACTIONS**

1. *Crisis Management.* In some cases both crisis and consequence management activities will overlap; however, crisis management is primarily law enforcement, not recovery. The principle activity of crisis managers during recovery operations will be to continue the investigation and collect evidence while maintaining a strict chain of custody for all evidence.

2. *Consequence Management.* Regardless of the scale of the incident, it is prudent to perform the following activities in order to establish priorities and make informed decisions:

a. *Assess the situation:*

- Determine:

- The changes in the hazard (i.e., what is the probability that changing work phases or climatic conditions will cause an increase or decrease in the risk to responders)
  - Refine the location and character of the hazard
  - The presence, type(s), and probable levels of contamination
  - The resources available on the site, which are capable of performing required operations and those additional assets, which are required. Include personnel, vehicles, equipment, and supplies.
- Estimate:
    - The expected level and type(s) of damage
    - The scope and duration of reduced services
    - The size of the contaminated area
    - The number of contaminated people, vehicles, facilities, and equipment, etc.
    - Resources available in the immediate area which are capable of responding or providing additional support at short notice

b. *Execute response plans:*

- Initiate planned actions to cope with casualties and conduct urban search and rescue operations as necessary
- Continue criminal investigations. Preserve evidence and maintain the chain of custody as much as practicable while performing necessary response actions
- For incidents involving conventional or nuclear explosives, continue disaster response actions to limit casualties, mitigate or repair damage, and restore services
- Continue hazardous material response and recovery plans as necessary to deal with incidents involving chemical, biological, or radiological agents. Continue necessary agent detection, identification, and decontamination procedures. If required, take steps to evacuate or shelter in place
- Continue to execute plans designed to deal with radioactive material releases and contain radioactive contamination following a nuclear detonation

c. *Assign missions* and deploy the resources necessary to restore essential services; repair damage; reduce, eliminate, and clean-up contamination; and restore the environment.

## **RESPONSIBILITIES**

**Responsibilities of Primary Agency.** MEMA is the primary Massachusetts agency responsible for response to a terrorist incident involving the employment of WMD. In addition to those responsibilities already cited, MEMA shall:

1. Work with federal, state, and local agencies to identify potential targets and maintain current intelligence information.



2. Notify federal response authorities and other responsible state authorities of terrorist incidents involving NBC agents or WMD.
3. Coordinate state-level crisis and consequence management response activities and resources based on MAESF structures.
4. Track response expenditures, file appropriate reports and financial statements, and coordinate post-incident reimbursement procedures.

**Responsibilities of support agencies.** In addition to those responsibilities already cited, support agencies shall provide the following special resources or capabilities.

1. State Police will:

- a. Perform intelligence gathering and information processing for state and local authorities.
- b. Assist the FBI with the investigation and perform crime scene services.
- c. Provide K9 bomb detection for explosive searches, including secondary devices.
- d. Provide security coverage, control access to the incident site, and provide incident containment teams, which are trained to work with the FBI.
- e. Facilitate transportation of required assets to and from the incident site and/or staging areas.
- f. As directed, establish and maintain traffic control and staging area discipline.
- g. Provide tactical response team services.

2. Fire Services will:

- a. Provide Hazmat support to contain, confine, and control releases of hazardous material
- b. Perform initial estimates of the down wind hazard
- c. Determine the nature of and identify the hazard
- d. Execute site management and site safety functions
- e. Execute both emergency decontamination of responders

3. Department of Public Health:

- a. Assists with jurisdictional issues in Boston
- b. Assists with communication to CDC

4. Department of Environmental Protection provides:

- a. Chemical experts
- b. Controlled detonations
- c. Level A suits
- d. Tap and sample support for containerized Hazmats
- e. Decontamination support
- f. Temporary containment and disposal

5. Massachusetts National Guard provides:
  - a. 272 CM Company to secure scene and preserve evidence
  - b. Twenty two member chemical response team to augment Hazmat personnel and provide chemical EOD support
  - c. Helicopters
  - d. Engineer units
  - e. Decontamination
  - f. Cooks
  - g. Water purification

**Responsibilities of the Federal Government.** Federal responsibilities are outlined in the Federal Response Plan, Terrorism Annex.

## REFERENCES

### State:

1. Massachusetts Comprehensive Emergency Management Plan. Massachusetts Emergency Management Agency. September 1997
2. The Massachusetts Contingency Plan, 310 CMR 40.0000. Massachusetts Department of Environmental Protection. 31 October 1997
3. Statewide Fire Mobilization Plan. Commonwealth of Massachusetts. February 1996
4. Massachusetts Radiological Emergency Response Plan.

### Federal:

1. PDD-39, "*United States Policy on Counterterrorism*".
2. Federal Response Plan (for Public Law 93-288, as amended). Federal Emergency Management Agency. April 1992
3. Public Law 93-288 (The Stafford Act).
4. National Contingency Plan.
5. Federal Radiological Emergency Response Plan.

# Section 5 - RESOURCE MANUAL

## CONTACTS

*\*All numbers are 508 area codes unless otherwise listed.\**

### TOWN OF WEST TISBURY: (Home and Cell #'s are not in public plan)

Name:	Agency:	Work:	Home:	Cell/Pager:	Work Email:	Home Email
Amols, Lisa	P&R	696-0147			parkrec@town.west-tisbury.ma.us	
Bowker, Joyce	COA	696-2896			upicoa@adelphia.net	
Early, John	Select/ EM AD	693-6177			selectmen@ town.west-tisbury.ma.us	
Estrella, Manny	WTFD	696-7738			chief@fire.west-tisbury.ma.us	
Gadowski, John	Tree Warden	693-9370				
Healy, Alan	ACO	693-1212				
Hearn, Glenn	Selectman	696-0102			selectmen@ town.west-tisbury.ma.us	
Holt, Michael	Sch. Princ.	696-7738				
Jenkinson, Joan	ACO	693-1212			aco@town.west-tisbury.ma.us	
Lane, Bob	WTS	696-7738			rlane@fc.mv.k12.ma.us	
Logue, Kathy	Tres.	696-0108			treasurer@ town.west-tisbury.ma.us	
Manter, Skip	Select/ Sgt.	696-0102			selectmen@ town.west-tisbury.ma.us	
Mastromonaco, M.	TTA	693-4992			coordinator@tritown.org	
Ogden, Karen	S&R				finderdog@msn.com	
Olsen, Keith	Hway	693-2940				
Olsen, Rich	Hway	693-2940			rolsen@vineyard.net	
Rand, Jennifer	Exec. Sec.	696-0102			execsec@ town.west-tisbury.ma.us	
Powers, John	BOH	696-0105			boh@town.west-tisbury.ma.us	
Resendes, Jo Ann	Assessors	696-0101			assessors@ town.west-tisbury.ma.us	
Sibert, Judy	EM Dir.	693-0020			oem@town.west-tisbury.ma.us	
Stone, Bruce	Accountant	696-0106			accountant@ town.west-tisbury.ma.us	
Toomey, Beth	WTPD	693-0020			chief@police.west-tisbury.ma.us	
Whiting, Prudy	Clerk	696-0148			clerk@ town.west-tisbury.ma.us	

## ISLAND/COUNTY CONTACTS:

Name:	Agency:	Work:	Home:	Cell/Pager:	Work Email:	Home Email
Cotnoir, Chuck	DC EM	696-3381				
Grady, Patrick	Env. Police	693-1212				
McCormack, Mike	Sheriff	627-5328			sheriffs@vineyard.net	
Headquarters	Trustees of Reservations	693-7662				
Kennedy, Chris	Trustees of Reservations	693-7662				
Egan, Chris	Trustees of Reservations	693-3678				
MV Community Services		693-7900				
Adelphia Cable		693-6644				
Athearn, Brian	MV Tech.	693-3178			brian@mvtechinc.com	
MV Barracks	MSP	693-0545				
ComElectric		693-7219				
Mass Highway	Local	693-2819				
NYNEX	Local	693-9945				
WMVY Radio		693-5000				
Vineyard Gazette		693-4311				
MV Times		693-6100				
96.3 "The Rose"		800-634-7499				

## REGIONAL:

Name:	Agency:	Work:	Home:	Cell/Pager:	Work Email:	Home Email
Thomas, Peter	Barnstable Co. Comm.	375-6102				
Radio Room	Barnstable Co. Comm.	375-6111				
Headquarters	ComElectric	693-7219				
Emergency	ComElectric	800-642-7070				
Dig Safe	ComElectric	888-DIG-SAFE				
Nelson, Len	CIEMSS	800-932-7345				

**MEMA:**

<b>Name:</b>	<b>Agency:</b>	<b>Work:</b>	<b>Home:</b>	<b>Cell/Pager:</b>	<b>Work Email:</b>	<b>Home Email</b>
McCombs, Cris	Director	508-820-2010			Cris.McCombs@state.ma.us	
Tommaney, John	Response & Recovery	508-820-2016			John.Tommaney@state.ma.us	
Nadeau, Bob	Region II Director	508-697-3600			Robert.Nadeau@state.ma.us	
Forbes, Doug	Sector Director	508-697-3600			Doug.Forbes@state.ma.us	
Judge, Peter	PIO	508-820-2002			Peter.Judge@state.ma.us	
HazMat Reporting		800-982-6846				

**STATE:**

<b>Name:</b>	<b>Agency:</b>	<b>Work:</b>	<b>Home:</b>	<b>Cell/Pager:</b>	<b>Work Email:</b>	<b>Home Email</b>
Bomb Squad	MSP	978-567-3310				
State Medical Examiner	MSP	617-267-6767 x112				
Communications Room	MSP	508-820-2121				
Dept. of Public Health		617-624-6000				
Dept. of Env. Prot.		617-292-5500			24 hr. #: 888-304-1133	HazMat: 888-304-1133
Fire Marshall		978-567-3110			24 hr. #: 508-820-2000	
District #1 Hazmat		978-567-3100				
Agricultural Resources		617-626-1795				

**RED CROSS:**

<b>Name:</b>	<b>Agency:</b>	<b>Work:</b>	<b>Home:</b>	<b>Cell/Pager:</b>	<b>Work Email:</b>	<b>Home Email</b>
Grunden, Sharon	ARC	Shelters				
Medders, Deborah	ARC	Director			mvarc@vineyard.net	

# ICS FORMS

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
<b>4. EVENT Status</b>			
<p>Situation Summary:</p> <p>Unusualness/Severity:</p> <p>Extent:</p> <p>Number Hospitalized _____</p> <p>Number of Deaths _____</p> <p>Assisting/Cooperating Support:</p> <p>Objectives:</p> <p>Map attached if appropriate</p>			
<b>5. Current Organization</b>			
<pre> graph TD     A[Board of Selectmen] --- B[Safety Officer: Liaison Officer: Information Officer:]     A --- C[Operations]     A --- D[Planning]     A --- E[Logistics]     A --- F[Finance]         </pre>			
<p>Police _____</p> <p>Fire _____</p> <p>EMS _____</p> <p>_____</p> <p>_____</p>			
ICS 201 WTEM	PAGE 1	6. Prepared by (Name and Position)	







<b>INCIDENT ACTION PLAN</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period ( DATE/TIME)			
5. Objectives for the Incident (include alternatives)			
9. Current Status and Potential Growth			
10. General Safety Message/Security			
8. Attachments (mark if attached)			
<input type="checkbox"/>	Organization List	<input type="checkbox"/>	Medical Plan
<input type="checkbox"/>	Assignment List	<input type="checkbox"/>	Incident Map
<input type="checkbox"/>	Communications Plan	<input type="checkbox"/>	Traffic Plan
11. Prepared by (Planning Section Chief)		10. Approved by (Incident Manager)	

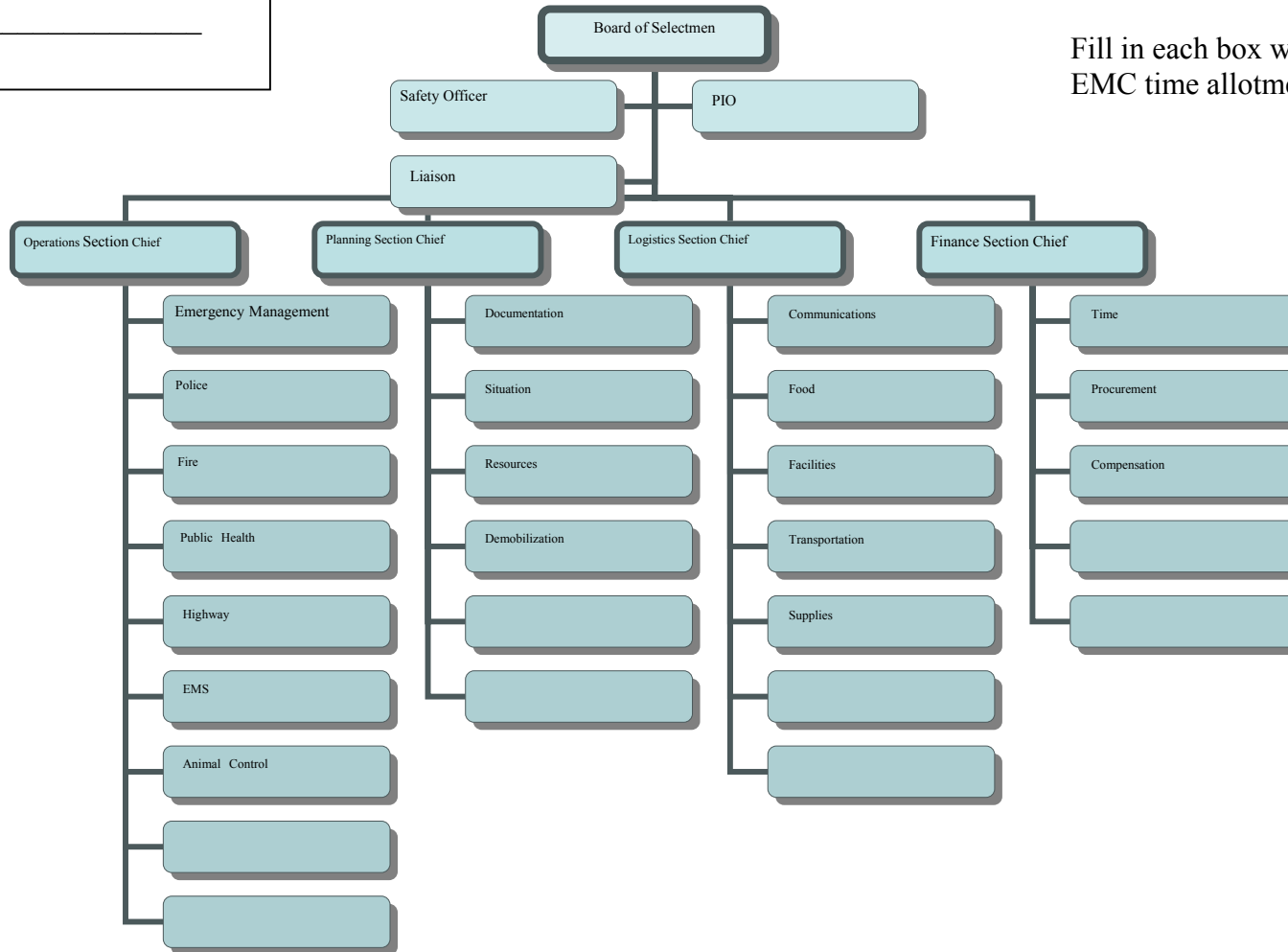


# EOC ORGANIZATIONAL CHART

Organizational Period: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_



Fill in each box with a name or EMC time allotment.



**GENERAL MESSAGE**

<b>TO:</b>	<b>POSITION:</b>
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<b>FROM:</b>	<b>POSITION:</b>
--------------	------------------

<b>SUBJECT:</b>	<b>DATE:</b>	<b>TIME:</b>
-----------------	--------------	--------------

**MESSAGE:**

<b>SIGNATURE:</b>	<b>POSITION:</b>
-------------------	------------------

**REPLY:**

<b>DATE:</b>	<b>TIME:</b>	<b>SIGNATURE/POSITION:</b>
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# OTHER FORMS

## HAZARDOUS MATERIALS RELEASE FORM Locally Dial 911 – NRC Dial 1-800-424-8802 Massachusetts Department of Environmental Protection 1-888-304-1133

1. Caller Name: \_\_\_\_\_ Call Date: \_\_\_\_\_
2. Affiliation: \_\_\_\_\_ Time: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Ref #: \_\_\_\_\_ Yes / No
4. Material Released: \_\_\_\_\_ EHS: \_\_\_\_\_ DOT# / CAS #: \_\_\_\_\_
5. Amount Released: \_\_\_\_\_ Gals/Lbs: \_\_\_\_\_
6. Date of Release: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Hrs \_\_\_\_\_ Min
7. Release Medium: \_\_\_\_\_ Air \_\_\_\_\_ Water \_\_\_\_\_ Land \_\_\_\_\_  
(include height and direction of plume) (-----describe terrain-----)
8. Weather Conditions: \_\_\_\_\_  
(Direction, MPH, Temperature, etc.)
9. Location of Release: \_\_\_\_\_  
(address – street, building #, City, County, etc)
10. Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_
11. Facility Emergency Contact: \_\_\_\_\_ (Name) \_\_\_\_\_ (Address)
12. Incident Description: \_\_\_\_\_  
(Color, odor, solid, liquid, gas)
13. Nearby Populations: \_\_\_\_\_
14. Other Hazardous Materials Nearby: \_\_\_\_\_
15. Additional Notifications Made:

Local Fire Department	Yes / No	Time: _____
Community Emergency Coordinator	Yes / No	Time: _____
MA DEP	Yes / No	Time: _____
Federal National Response Center	Yes / No	Time: _____
16. Number of Dead / Injured: \_\_\_\_\_
17. Dead / Injured taken to: \_\_\_\_\_
18. Action Taken: \_\_\_\_\_
19. Form Completed by: \_\_\_\_\_  
(Print Name and Title) (Signature)

# STATE OF EMERGENCY PROCEDURES

## MASSACHUSETTS

A Declaration of Emergency by the Governor because of a disaster does not mean that the state will provide financial assistance to cities and towns affected by the disaster. Such financial assistance may, however, be made available by vote of the Legislature consequent to the declaration of a State of Emergency by the Governor, because of a disaster.

Elements of the Commonwealth's laws dealing with community financial requirements as a result of a local emergency are: **Section 31 of Chapter 34 of the General Laws, Section 19 of Chapter 40 of the General Laws, and Sections 31 and 33B of Chapter 44 of the General Laws.** These allow communities to assist themselves immediately by incurring financial liabilities in excess of existing appropriations, because of extreme emergency involving the health and safety of persons or property. Implied in these laws and reinforced by established practice is that the extraordinary nature of some community emergencies warrants a Declaration of Emergency by the duly elected or appointed local chief executive.

Prior to a Gubernatorial Declaration of Emergency, the State Director, Region and Sector Directors of Emergency Management, may in cases where existing mutual aid systems do not provide adequate outside assistance, transmit requests to other communities from a city or town requiring assistance. However, it is up to local officials receiving such requests to determine their authority or to send such assistance.

The Governor may, on a recommendation by the State Director of Emergency Management, authorize assistance from appropriate State Agencies, and request Federal agency support allowable under existing Federal statutory authority, to tender assistance to a stricken community so long as a written declaration of the emergency is sent to the Governor through the Region and State Emergency Management Director, from the Chief Executive of the community.

**A Governor's or Local Chief Executive's Declaration of Emergency does not directly affect the operation of private enterprise.** A Declaration may be accompanied by a request to stay off the roads, to release employees early, or to request a staggered arrival at work in order to promote public safety, but such action is usually in the form of a request, not an order. In extreme circumstances, roads may be ordered closed to all but emergency traffic.

When the local situation warrants the above, documentation may be transmitted verbally to the State Emergency Management Agency over the fastest and most reliable communications possible; i.e. telephones, radio, etc.; however, written official documentation of the situation must follow as soon as possible.



# Town of West Tisbury

Office of the Selectmen  
P.O. Box 278  
West Tisbury, MA 02575

## EMERGENCY DECLARATION

**WHEREAS**, a sudden, generally unexpected occurrence or set of circumstances demanding immediate public action has arisen within the Town of West Tisbury which can generally described as

; and

**WHEREAS**, the Board of Selectmen upon advice of the Director of the Town's Office of Emergency Management has determined that the aforesaid incident poses a present and reasonable imminent danger to public health, safety or general welfare of the people of West Tisbury or their property so that it has become necessary for the Director to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices and agencies of the Town for the purposes of civil defense/emergency management and emergency functions; and

**WHEREAS**, the Board of Selectmen has determined that the immediate public action is needed to prevent, minimize, or mitigate damage to the public health, safety or general welfare of the people of West Tisbury or their property which may otherwise result from the above described incident and that taking the time required to comply with the various state and local procurement laws would endanger the health or safety of the people or their property; and procurement laws would endanger the health or safety of the people or their property; and

**WHEREAS**, the Board of Selectmen has recommended that state of emergency be declared in the Town of West Tisbury, and

**WHEREAS**, the people of the Town of West Tisbury should be able to depend upon guidance from their chief executive officer,

**NOW THEREFORE**, I, \_\_\_\_\_, Board of Selectmen Chair of the Town of West Tisbury, Massachusetts, hereby declare that as of \_\_\_\_\_, 20\_\_ a state of emergency exists in the Town of West Tisbury. This declaration of emergency shall remain in effect until notice is given, pursuant to my judgment, that the state of emergency no longer exists.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Selectmen, West Tisbury



# JOB ACTION SHEETS

## Evacuation Manager

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Mission: To coordinate the safe and orderly evacuation of an area of the Town at the request of the Board of Selectmen.

Area to be evacuated: \_\_\_\_\_

TASK	Time Initiated	Time Completed
1. Determine scope of evacuation.		
2. <input type="checkbox"/> Voluntary or <input type="checkbox"/> mandatory evacuation.		
3. Evacuation destination(s). _____		
4. Evacuation routes. _____		
5. Coordinate notification of the public.		
6. Determine transportation/evacuation resources needed.		
7. Request resources.		
8. Report progress to Supervisor.		
9. Notify Supervisor of problems encountered.		
10. Request additional personnel as needed.		
11. Inform Supervisor of completed evacuation areas and/or individuals that refuse to evacuate.		
12. Coordinate, through the EMD, with receiving areas and/or shelters.		
13. Receive the order to re-open evacuated areas.		
14. Coordinate re-entry into evacuated areas.		

Job Action Sheet  
**Logistics Section Chief**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Mission: To manage and coordinate personnel, vehicles, equipment and supplies.

TASK	Time Initiated	Time Completed
1. Identify immediate resource needs.		
2. Determine level of purchasing authority.		
3. Obtain staff.		
4. Designate Unit Leaders as needed: a. Communications _____ b. Personnel _____ c. Transportation _____ d. Equipment _____ e. Facilities _____ f. Supplies _____ g. Food Unit _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
5. See that personnel, equipment, supplies, maps, status boards, vendor references, and other resource directories are in place.		
6. Obtain EOC Action Plan and review Logistics objectives.		
7. Maintain Logistic Section log.		
8. Track all resources.		
9. With Operations Section Chief, establish priorities for resource allocation.		
10. Coordinate with EMD when EMD requests State and Federal resources.		
11. Inform EMD of all significant issues.		
12. Coordinate with the Operations Section Chief or EMC for demobilization.		
13. Coordinate with Finance/Administrative on expense tracking.		
14. Complete required forms, reports, and documentation and submit to Planning.		

Job Action Sheet  
**Damage Assessment Manager**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Mission: To coordinate, record and report on emergency related damage.

TASK	Time Initiated	Time Completed
1. Identify Urgent Assessment status and needs.		
2. Obtain staff, forms and vehicles.		
3. Initiate Urgent Assessment.		
4. Forward all damage assessment information to EOC.		
5. Initiate Detailed Assessment.		
6. Complete all required forms, reports, and other documentation.		

Notes:

Job Action Sheet  
**Debris Manager**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Mission: To coordinate and manage debris removal.

TASK	Time Initiated	Time Completed
1. Identify priority debris removal areas.		
2. Obtain resources list (Highway Dept., Private Contractors, etc.).		
3. Meet with EMC, Keene's, Goodale's, BFI, WT Health Agent etc., to formulate: <ul style="list-style-type: none"> <li>a. An organic debris plan.</li> <li>b. A non-organic debris plan.</li> <li>c. HazMat evaluation plan.</li> <li>d. HazMat disposal plan.</li> </ul>	_____ _____ _____	_____ _____ _____
4. Obtain approval of Safety Officer for plans.		
5. Initiate debris removal.		
6. Update the EOC.		
7. Complete all required forms, reports, and other documentation.		

Organic Debris Plan:

Non-Organic Debris Plan:

HazMat Evaluation Plan:

HazMat Disposal Plan:

**WEST** **BURY**  
**EMERGENCY**  
**VEHICLE** **PASS**

**SAMPLE**

Name: \_\_\_\_\_ Vet \_\_\_\_\_  
Restrictions: \_\_\_\_\_  
Authorized by: \_\_\_\_\_  
\_\_\_\_\_

or: \_\_\_\_\_ Plate: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**DAMAGE ASSESSMENT FORMS:  
URGENT DAMAGE ASSESSMENT**

WEST TISBURY	DUKES COUNTY	MASSACHUSETTS	Date:	Time:	
Damage Assessment Manager (to fill out this page):					
Description of disaster (type and status):			Current Conditions (Utilities, roads, weather, etc.)		
Geographic area affected:			Access information (roads closed or blocked):		
Characteristics of area: <i>West Tisbury is a rural, agricultural town with ~1800 single family dwellings and a number of small businesses.</i>			Comments: (unique conditions, community needs, etc.)		
<b>Estimated number of dwellings affected:</b>					
	<b>Destroyed:</b>	<b>Major:</b>			<b>Minor:</b>
Single family dwellings:					
Apartments:					
Businesses:					
<b>Total:</b>					

## URGENT DAMAGE ASSESSMENT TALLY SHEET

WEST TISBURY	DUKES COUNTY	MASSACHUSETTS	Date:	Time:	
Name of person filling out this page:					
Street:			Cross street:		
	<b>Single Family Dwellings:</b>	<b>Apartments:</b>	<b>Businesses:</b>	<b>Public Buildings:</b>	<b>Totals:</b>
<b>Destroyed</b>					
<b>Major</b>					
<b>Minor</b>					

Tally example = = three vertical lines with a diagonal slash through them

## DETAILED DAMAGE ASSESSMENT

WEST TISBURY		DUKES COUNTY		MASSACHUSETTS		Date:		Time:													
Name of person filling out this page:																					
Street Name:					Cross Street:																
Bldg Type	Bldg Use	Street #	Map/Lot	Bldg. Damage				Owner:	Renter:	# of floors	Water depth	Contents Damage									
				3	2	1	0					3	2	1	0						
			/																		
			/																		
			/																		
			/																		
			/																		
			/																		
			/																		
			/																		
			/																		
			/																		
TOTALS this page:																					
Building Type:		S						3 = Destroyed 2 = Major Damage (Need Repair) 1 = Minor Damage (Habitable) 0 = No Damage  Bldg. Use: P = Primary (Full-Time, Year-round) S = Seasonal W = Weekend I = Intermittent	Renter:	TOTALS:											
S= Single Family Home M = Mobile Home A = Apartment B = Business P = Public Bldg		M								Write water depth in inches.											
		A																			
		B																			
		P																			



## PUBLIC BUILDING DAMAGE ASSESSMENT

WEST TISBURY	DUKES COUNTY	MASSACHUSETTS	Date:	Time:
Name of person filling out this page:				
Building Name:		Department:		Location:
No. of Floors:	Full Basement <input type="checkbox"/>	Partial Basement <input type="checkbox"/>	Crawl Space <input type="checkbox"/>	Slab <input type="checkbox"/>
Water Level (inches):			Usable: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Building Damage: Destroyed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/>				
Building Damage Description:				
Contents Damage: Destroyed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/>				
Contents Damage Description:				
Vehicle #1 Damage (that is normally parked or associated with this building): Destroyed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/>			Plate #:	ID #:
Vehicle #1 Damage Description:				
Vehicle #2 Damage (that is normally parked or associated with this building): Destroyed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/>			Plate #:	ID #:
Vehicle #2 Damage Description:				
Vehicle #3 Damage (that is normally parked or associated with this building): Destroyed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/>			Plate #:	ID #:
Vehicle #3 Damage Description:				



## **SHELTER SPECIFICATIONS**

<b>Primary Shelter:</b>	This shelter is a Red Cross Certified Shelter
Location:	West Tisbury Elementary School 401 Old County Road West Tisbury, MA
Phone:	508-696-7738 (office main line)
Sleeping Capacity:	694 (based on 40 sq. ft. per person)
Other:	Current phone availability is one pay phone in the lobby. The other phones are not accessible. WTEM is working on getting another phone line off the gym area for shelter worker and shelteree use.  Cell phone service is very limited.  WTEM is working on the addition of a VHF radio in the gym area.  There are 4 refrigerators, 5 ovens and a 1330 sq. ft. cafeteria.  There are multiple rest rooms but no showers.
<b>Secondary Shelter:</b>	This shelter is a NOT a Red Cross Certified Shelter
Location:	West Tisbury Agricultural Hall 35 Panhandle Road West Tisbury, MA
Phone:	508-693-5949 (office main line)
Sleeping Capacity:	~300
Other:	There is a refrigerator and ovens.  There are two (M & Ws) rest rooms but no showers.

## MEMORANDA OF AGREEMENT

Memoranda of Agreement will be entered into by the Board of Selectmen. Because we are located on an Island with limited resources and because it is likely that any disaster or emergency that effects West Tisbury is likely to also impact the other Island towns, it is vital that we have mechanisms in place to cooperate. The purpose of these memoranda will be to create procedures whereby the towns and other agencies, private businesses and individuals can coordinate and prioritize actions. As the agreements are entered into they will be included here. Ultimately it is the goal of this plan to have, at a minimum, agreements covering the following:

Communications

Shelters

*2005 - Entered into by all island towns, the County and the Red Cross*

Public Information

Fuel

Food

Medical Care

Facilities

Heavy Equipment



## **SAFETY N.E.T. (Neighborhood Emergency Team)**

### **West Tisbury Help Needed Message System**

#### **For use anytime you have an emergency and:**

1. Your phone is out and you have no other means to communicate (email, cell phone, radio);
2. You can't make it to a neighbors phone or the phones are out community-wide;
3. You can't drive due to car trouble; weather/road conditions or your emergency makes it so you can't drive.
4. You can't solve the problem on your own.

#### **If you have a SAFETY N.E.T. Help Needed Message Packet follow the instructions in the packet. Otherwise follow these steps:**

1. Find a piece of bright red cloth or plastic that can serve as a flag. If you can't find anything bright red use the closest, brightest, reddest thing you can find. A scarf, handkerchief, t-shirt, tablecloth or pillowcase are some possibilities.
2. Write your emergency as clearly as possible on a piece of paper. Include
  - a. Your name and age.
  - b. What your emergency is.
  - c. The exact location you need the assistance.
  - d. The names and ages of any other people in the house that also need assistance.
  - e. How urgent your problem is.
3. Put the piece of paper in a zip-lock baggie or other means to keep it dry. A bread bag with a twist tie, small Tupperware container or plastic jar are some possibilities.
4. Find a means to tie the flag and the baggie together securely. Wire, string or duct tape would work.
5. Have the most capable person in the house take the flag and message as far towards a major road as he/she can get it. If your front door is as far as you can go then secure it there. The end of your driveway or an intersection with another road are other possibilities. A telephone pole or signpost at an intersection with a major road is the best if you can make it there. Secure it as well as you can in the most visible location you can. DO NOT overreach your capabilities.

#### **When you see someone else's red flag:**

1. Stop and read the Help Needed Message.
2. If you can help with the problem, then do so.
3. If you can't help but you can get the message to someone who can, then do so.
4. If you can't get the message to someone that can help but you can move the message closer to a major road then do so.
5. If you can get the flag and message to a main road then do so by securing it to telephone pole, signpost or other easily visible location along the major road.
6. Police and other public safety personnel will keep an eye out for red flags particularly monitoring major roads during times of disaster when safe to do so.

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