

**TOWN OF JAMESTOWN  
STATE OF RHODE ISLAND**



**EMERGENCY OPERATIONS PLAN**

**Town of Jamestown  
Emergency Management Agency  
May 2025**

## Master Table of Contents

<b><u>Section Number</u></b>	<b><u>Section Title</u></b>	<b><u>Page Number</u></b>
N/A	Signature Page	Jamestown EOP, p.1
N/A	Promulgation Statement	Jamestown EOP, p.2
N/A	Record Of Change	Jamestown EOP, page 3 - 6
N/A	Promulgation Page	Jamestown EOP, Page 7
N/A	Foreword	Basic Plan, p. 1
Section 1.0	Purpose	Basic Plan , p. 2
Section 2.0	Situation And Assumptions	Basic Plan, pp.3-5
Section 3.0	Concept Of Operations	Basic Plan, pp.6-10
Section 4.0	Organization And Assignment Of Responsibilities	Basic Plan , pp. 11-18
Section 5.0	Administration And Logistics	Basic Plan , pp. 19-22
Section 6.0	Plan Development, Maintenance and Testing	Basic Plan , pp. 23-24
Section 7.0	NIMS Training Standard Compliance	Basic Plan, pp. 24-26
Section 8.0	Authorities And References	Basic Plan, p. 27
Section 9.0	Selected Definitions	Basic Plan. pp.28-29
N/A	Appendices To The Basic Plan: Emergency Support Functions Introduction	ESF Intro, p.1
N/A	Emergency Support Function Primary And Support Agencies	ESF Intro, p.2
Appendix I	Emergency Support Function 1 – Transportation	Appendix 1, pp.1-4
Appendix II	Emergency Support Function 2 - Communications	Appendix 2, pp.1-4
Appendix III	Emergency Support Function 3 – Public Works And Engineering	Appendix 3, pp.1-4
Appendix IV	Emergency Support Function 4 - Firefighting	Appendix 4, pp.1-3
Appendix V	Emergency Support Function 5 – Emergency Management	Appendix 5, pp.1-2
Appendix VI	Emergency Support Function 6 – Mass Care, Housing And Human Services	Appendix 6, pp.1-3
Appendix VII	Emergency Support Function 7 – Resource Support	Appendix 7, pp.1-4
Appendix VIII	Emergency Support Function 8 – Public Health And Medical Services	Appendix 8, pp.1-6

## **Town of Jamestown EOP- Table of Contents**

Appendix IX	Emergency Support Function 9 – Urban Search And Rescue	Appendix 9, pp.1-3
Appendix X	Emergency Support Function 10 – Hazardous Materials	Appendix 10, pp.1-6
Appendix XI	Emergency Support Function 11 – Agriculture And Natural Resources	Appendix 11, pp.1-3
Appendix XII	Emergency Support Function 12 – Energy	Appendix 12, pp.1-3
Appendix XIII	Emergency Support Function 13 – Public Safety And Security	Appendix 13, pp.1-4
Appendix XIV	Emergency Support Function 14 – Long-Term Community Recovery	Appendix 14, pp.1-3
Appendix XV	Emergency Support Function 15 – External Affairs	Appendix 15, pp.1-3

Annex A	All Weather/Natural Hazard	Annex A, pp.1-12
Annex B	Radiological Hazards	Annex B, pp.1-8
Annex C	Terrorism (Weapons Of Mass Destruction)	Annex C, pp.1-14
Attachment 1	Maps And Lists	Attach. 1, pp.1-7
Attachment 2	Communication	Attach. 2, pp.1-14
Attachment 3	Contact List And Resource Listing	Attach. 3, pp.1-5
Attachment 4	Sops. Checklist, Standing Orders	Attach. 4, pp.1-17
Attachment 5	Memorandums Of Understanding, Mutual Aid And Agreements	Attach. 5, pp.1-21
Attachment 6	North Kingstown/Jamestown Emergency water Supply Agreement	Attach. 6, pp.1-3

Reviewed and Approved by:

## **Town of Jamestown Emergency Operations Plan**



Reviewed and Approved by:

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rhode Island Emergency Management Agency

\_\_\_\_\_  
Date

**DISTRIBUTION LIST**

**ORGANIZATION**

**NUMBER OF COPIES**

Jamestown Town Administrator	1
Jamestown Emergency Management Director	1
RIEMA	1

**TOWN OF JAMESTOWN EMERGENCY OPERATIONS PLAN**

**RECORD OF CHANGES**

Change Number & Date	Date of Entry	By Whom Entered
1	01/01/2014	Town Administrator-Andy Nota
2	12/08/2015	Revised appendix II to include communication devices
3	06/01/2024	Created section 4.3.2 Responsibilities of Other Jamestown Entities
4	06/27/2024	Additions added to Section 3.2.2 Emergency Operations Center
5	06/28/2024	Revisions to Section 4.3.2
6	07/16/2024	Additions to section 4.3.2 regarding initial notification and coordination
7	07/24/2024	Addition of Attachment 6: North Kingstown/Jamestown Water Supply Agreement
8	08/01/2024	Creation of Section 7.0 Training of Jamestown EMA Personnel and NIMS Training Standard Compliance
9	08/01/2024	Creation of Section 6.2 Testing and Exercise of the EOP
10	08/05/2024	Updated Jamestown's NFIP Information in Annex A, p. 7
11	08/05/2024	Updated Section 5.1.1 Records and Reports to include use of WebEOC
12	08/06/2024	Changed all mentions of National Grid to Rhode Island Energy
13	08/06/2024	Updated MOUs list in Attachment 5
14	08/08/2024	Updated the Jamestown/American Red Cross MOU
15	08/08/2024	Included the RI Police Statewide Mutual Aid Agreement into Attachment 5
16	08/09/2024	Updated information in Attachment 3
17	08/16/2024	Miscellanies formatting updates
18	08/21/2024	Reformatted Emergency Contact List in Attachment 3
19	08/21/2024	Reformatted Declaration of Disaster Emergency form in Attachment 4
20	08/21/2024	Reformatted Hurricane declaration release in Attachment 4

**TOWN OF JAMESTOWN EMERGENCY OPERATIONS PLAN**

**RECORD OF CHANGES**

Change Number & Date	Date of Entry	By Whom Entered
21	08/22/2024	Removed pre-staged equipment list in attachment 3
22	08/22/2024	Expanded on section 5.1.1 to include location of Volunteer Reception Center
23	08/29/2024	Reformatted sample hazmat messages
24	08/29/2024	Reformatted Sample Report Items in Appendix 4
25	09/10/2024	Removed info about RIEMA rad. protection equip. in Annex B
26	09/10/2024	Updated ERG information to most recent version in Annex B
27	09/10/2024	Removed 2 <sup>nd</sup> National Response Center Phone # in Annex B, Section 5.8
28	09/17/2024	Removed Critical Facilities lists from Attachment 1
29	09/25/2024	Created section 5.1.2 Expenditure Reimbursement
30	10/03/2024	Perfromred various updates in Communications annex
31	10/03/2024	Removed missing evacuation sign listing from Attachment 1
32	11/18/2024	Performed page number formatting corrections for annexes and attachments
33	11/18/2024	Performed heading corrections for annexes and attachments

**TOWN OF JAMESTOWN EMERGENCY OPERATIONS PLAN**

**RECORD OF CHANGES**

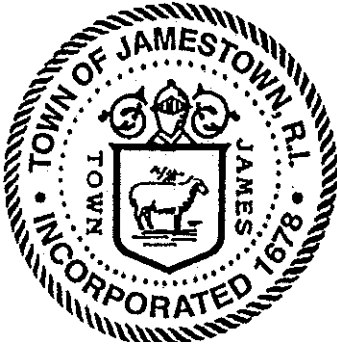
Change Number & Date	Date of Entry	By Whom Entered



**TOWN OF JAMESTOWN EMERGENCY OPERATIONS PLAN**

**RECORD OF CHANGES**

Change Number & Date	Date of Entry	By Whom Entered



**TOWN OF JAMESTOWN**  
**P.O. Box 377**

**93 Narragansett Avenue**  
**Jamestown, RI 02835**

Town Offices 401-423-7200

Fax 401-423-7229

**LETTER OF PROMULGATION**  
**TOWN OF JAMESTOWN**

To All Recipients:

Transmitted herewith is the revised Emergency Operations Plan (EOP) for the Town of Jamestown, Rhode Island. This plan supersedes any previous Emergency Operations Plan. It provides a framework in which Town of Jamestown elected and appointed officials, department heads and emergency services personnel can plan and perform their respective emergency functions during a disaster or national emergency.

This comprehensive Emergency Operations Plan attempts to be all inclusive in combining the four phases of Emergency Management, which are:

1. **MITIGATION:** Those activities which may eliminate or reduce the probability of disaster;
2. **PREPAREDNESS:** Those activities which governments, organizations, and individuals develop to save lives and minimize damage;
3. **RESPONSE:** Those emergency operations that help prevent loss of lives, reduce property damage, and provide emergency assistance; and
4. **RECOVERY:** Those short- and long-term activities which return all systems to normal.

This plan is in consonance with FEMA State and Local Guide (CPG-101), with Federal, State and City applicable statutes and understandings of the various departments involved.

All recipients are requested to advise the Jamestown Emergency Management Agency Director of any changes that might result in its improvement or increase its usefulness.

Signed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## **FOREWORD**

The Jamestown Emergency Operations Plan addresses the Town's planned response to extraordinary emergency situations associated with natural disasters, technological accidents, Terrorism, and Weapons of Mass Destruction (WMD). This plan does not replace the well-established, routine procedures used in coping with normal day-to-day emergencies. Instead, the operational concepts reflected in this Emergency Operations Plan focuses on potential large-scale disasters, which can generate unique situations, requiring extraordinary responses. The disaster situations addressed by this plan are those in which the actions of many different agencies must be coordinated. Such disasters pose major threats to life and property and can impact the well-being of large numbers of people.

The Emergency Operations Plan should be considered as a preparedness document to be read, understood, and exercised before an emergency. The plan is designed to complement the State of Rhode Island Emergency Operations Plan and the Federal Emergency Management Agency's (FEMA) National Response Framework.

This Emergency Operations Plan has been organized into three parts:

- The first part is the basic plan which provides overall organizational and operational concepts for responding to various types of identified hazards that may impact the Town of Jamestown.
- The second part consists of Emergency Support Function (ESF) Appendices. While the Basic Plan provides information relevant to the EOP as a whole, the ESF appendices concentrate on responsibilities, tasks and operational actions that pertain to the function being covered.
- Finally, the third part of this Emergency Operations Plan is the annexes which support the ESF appendices that enumerate hazard-specific responses. Based on the hazards identified and prioritized by the Town of Jamestown, they recommend modifications to operations and procedures identified in the appendices.

Individuals and agencies assigned emergency responsibilities within this plan are urged to prepare appropriate supporting Standard Operating Procedures (SOP), some of which are "For Official Use Only" and therefore are not appended to this plan. Such procedures, standing orders, checklists and call-down lists shall be periodically reviewed and updated in order to maintain an acceptable level of preparedness.

## **BASIC PLAN**

### **1.0 PURPOSE**

This Basic Plan addresses the Town of Jamestown's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, terrorism and weapons of mass destruction (WMD). It provides operational concepts relating to various emergency situations, identifies components of an organized emergency response and describes the overall responsibilities and actions required to save lives, protect property, and mitigate suffering.

The plan predetermines, to the maximum extent possible, actions to be taken by the Town of Jamestown, both by its elected and appointed officials, the Jamestown Emergency Management Agency (EMA), and by cooperating private organizations, to help prevent or minimize effects from disasters. This plan also recognizes the four phases of Emergency Management (EM): Preparedness, Response, Recovery and Mitigation.

If this plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Town of Jamestown's Emergency Management Director will brief the appropriate local officials concerning their roles in emergency management and in particular their responsibilities as described in this plan upon approval.

This plan may be activated, from time to time, in the form of an exercise (simulated emergency) in order to provide practical controlled emergency operations experience to those who have direction and control responsibilities and to ensure local readiness. This plan will be executed upon order of Jamestown's Town Administrator, Emergency Management Director, or duly authorized representative upon the existence or threat of a local emergency.

This plan may also be activated, at the time of an actual disaster event, under any of the following conditions:

- When proclaimed by the Town Administrator
- When the Governor of Rhode Island has proclaimed a "State of Emergency" in an area which includes the community.
- On receipt of Department of Homeland Security (DHS) imminent threat alert.
- By a Presidential Declaration of a National Emergency.

This plan shall be effective upon approval by the Town Administrator. This plan applies to all Town of Jamestown agencies, boards, commissions, and departments assigned emergency responsibilities.

## **2.0 SITUATION AND ASSUMPTION**

### **2.1 SITUATION**

#### **2.1.1 Specific Hazards**

The Town of Jamestown has identified and prioritized hazards that can affect the community. This process forms the basis for this plan. Based upon history, vulnerability, threat and probability, the following hazards were identified in order of priority:

- Hurricane
- Severe Weather
- Flooding and Dam Failure
- Hazardous Materials Incidents
- Widespread Power Failure
- Radiological Incidents
- Earthquake
- Conflagration

All hazards of significance as listed above have destructive and/or disruptive potential, and will place demands on response resources available to the Town. Other hazards may affect the Town of Jamestown such as terrorism and weapons of mass destruction.

Threats from foreign governments and terrorist groups cannot be taken lightly. Advances in weapons lethality and sophistication, the open nature of a democratic society, and the vulnerability of Rhode Island's critical facilities and networks combine to form an environment which poses extreme problems and unique challenges. The Town of Jamestown has examined critical facilities within the community with the intent of setting priorities for the deployment of law enforcement officials if the municipality is ever confronted with a terrorist threat and/or when threat levels are raised.

#### **2.1.2 Capability and Resources**

The Town of Jamestown has both the capability and sufficient resources, if effectively employed, to prevent or limit the loss of life and damage to property in the event of an emergency or major disaster. Emergency operations will include mutual aid but will not be entirely dependent on it. Military assistance, if available, will complement, not substitute for local civil action.

Jamestown has the following capabilities and resources:

- Town Administration
- Law Enforcement (Police Department)
- Fire Department
- Emergency Medical Services (EMS)
- Public Works
- Emergency Management Agency

The Town of Jamestown is not served by private services for fire, EMS and ambulance.

These resources can be effectively employed to minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This plan attempts to organize day to day functions into Emergency Operations functions.

### **2.1.3 Infrastructure and Services**

A map of the Town of Jamestown with critical facilities identified and a listing of critical Town facilities is attached to this plan. See Attachment 1. Other municipal facilities that are relevant to emergency management are also included.

The Town of Jamestown is served by the following major highways:

- Route 138

Critical links to the Town include the Newport Pell Bridge and the Jamestown Verrazano Bridge which connects the island to Newport and North Kingstown respectively.

Jamestown is served by several means of public transportation. Rhode Island Public Transit Authority (RIPTA) provides bus service to communities in Rhode Island. Rhode Island's T.F. Green Airport, located in Warwick, was recently expanded and upgraded. It provides both international and domestic jet service. Commuter flights are available at Newport State Airport in Middletown. Amtrak and Massachusetts Bay Transit Authority (MBTA) provide rail service from stations in Providence while Amtrak offers additional service from Kingston as well.

Jamestown is served by the following utilities (See Attachment 1 for contact information):

- Electricity is supplied by Rhode Island Energy
- Natural Gas is not supplied to the Town of Jamestown
- Water is supplied mostly by the local reservoir from the Town of Jamestown Water Department and from private wells
- Wastewater is managed by the Jamestown Waste Water Treatment Facility or through individual septic tanks
- Telephone service is provided by Verizon and Cox
- Cox Communications provide cable television service

## **2.2 ASSUMPTIONS**

The Town of Jamestown is likely to request all available outside assistance in most disaster situations. Plans to coordinate this assistance with Town resources have been developed. This plan is based on Jamestown planning for, and being prepared to carry out, disaster response and short-term recovery operations on an independent basis.

Disasters can occur with or without public warning. The Town can increase its readiness for such events through the use of preparedness measures such as testing, completing drills and exercising plans.

The possible occurrence of an emergency or major disaster requires that officials of Jamestown's Emergency Management Agency and the emergency staff of other government agencies, be aware of and be ready to execute this plan. Town officials will fulfill their responsibilities during a disaster by executing this plan and will gather as an Emergency Response Team (ERT) at the EOC. The proper execution of this plan will serve to reduce or prevent the loss of life and damage to property. Furthermore, to ensure the effectiveness of this plan, it will be reviewed by all departments annually on July 1 and updated as necessary.

It may be necessary to request assistance from various non-governmental organizations and private entities as well as state and federal sources depending on the severity and magnitude of the disaster situation. To this end, necessary mutual aid agreements have been formulated.

## **3.0 CONCEPT OF OPERATIONS**

### **3.1 PHASES OF EMERGENCY MANAGEMENT**

Although at times, state or federal assistance may be available, it is the responsibility of each department or agency head in the Town of Jamestown to meet the emergency needs of anyone who has been affected by an emergency or major disaster. Town government has the primary responsibility for overseeing the phases of emergency management.

#### **3.1.1 Mitigation**

Mitigation activities are those actions designed to either prevent the occurrence of an emergency or those long-term activities intended to minimize the potentially adverse effects of an emergency.

#### **3.1.2 Preparedness**

Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

#### **3.1.3 Response**

Response activities are designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, shelter, and other similar emergency operations.

#### **3.1.4 Recovery**

Recovery activities are designed to restore systems to normal. Short-term recovery actions are taken to assess damage and return vital life support systems to minimal operating standards. Long-term recovery actions may continue for many years and take into consideration appropriate mitigation measures.

### **3.2. Jamestown**

#### **3.2.1 Chief Executive Official (CEO)**

The Chief Executive Official (CEO) for the Jamestown is the Town Administrator. Town Administrator is ultimately responsible for protecting lives and property in an emergency or disaster situation. By law, the Town Administrator leads the Emergency Response Team (ERT) and has the authority to direct operations within the Town of Jamestown in the event of a disaster. The CEO's responsibility is to minimize the loss of life and reduce property damage. Restoration of property during the recovery phase will require close cooperation and coordination with the Jamestown Emergency Management Agency (EMA).

The Town Administrator has the authority to "Declare a State of Emergency", for the Town of Jamestown. A sample form for the Declaration of a Local Disaster is included in Attachment 4.



## **Town of Jamestown EOP- Basic Plan- 2024**

The initial response in an emergency will be by the Town of Jamestown utilizing its own resources. When assistance from outside the community is required, it will be requested by the execution of mutual aid agreements with other jurisdictions and agencies identified in this plan. Should there be a need for public shelters; Jamestown's agreement with the American Red Cross (ARC) will be exercised. Should State assistance be required, specific requests shall be routed to the Rhode Island Emergency Management Agency (RIEMA). If the level of assistance is beyond the State of Rhode Island's capabilities, RIEMA will coordinate requests to the Rhode Island National Guard and the Federal Emergency Management Agency (FEMA). RIEMA can also assist by coordinating a request for a presidential declaration for an emergency or major disaster declaration.

Depending upon the severity and magnitude of the emergency, it may be necessary to suspend some routine municipal activities. During and shortly after an occurrence, a determination whether to divert resources into response and short-term recovery activities will be made.

### **3.2.2 Emergency Operations Center (EOC)**

An Emergency Operations Center (EOC) has been established at Jamestown Police Station located at 250 Conanicus Avenue. An alternate EOC has been established at the Jamestown Fire Station at 50 Narragansett Avenue. The EOC provides a central location where the Town Administrator and senior decision-makers will gather to provide a coordinated response. These decision makers make up the Emergency Response Team (ERT). This team consists of the Town Administrator, Jamestown EMA Director, Jamestown Deputy EMA Director, Jamestown Chief of Police, Public Works Director, as well as the Jamestown Fire Chief and Harbormaster when needed.

The Department of Homeland Security (DHS) has developed a two-tier warning system to alert the nation of impending threats to the country's security that is sector specific. During an Elevated or Imminent threat notice the EOC will be activated or at least placed on a stand-by basis.

The EOC will be opened at the following levels as appropriate to the requirements of the incident:

- Level 1- Monitoring
- Level 2- Partial Activation
  - Limited Emergency Support Function (ESF) response, only those required will report
- Level 3- Full Activation
  - All ESFs report

In the event of a Level 2 – Partial Action or Level 3 – Full Activation, ESF representatives may/will be needed to report to the Emergency Operations Center to assist in response efforts. The necessary personnel will be contacted by Jamestown EMA utilizing Code Red to send an "all call". If Jamestown EMA does not receive a response from an ESF representative within 30 minutes of the "all call", they will be contacted by the EMA Director using all available communication methods.

When the decision has been determined by the Jamestown EMA Director to activate the EOC, the following procedures will take place:

1. Turn on heat in EOC
2. Set up laptop to project WebEOC on EOC projector board
3. Set up communication devices (telephone and portable radio)
4. Print out and distribute damage tracking worksheets

If EOC personnel must relocate from the primary EOC location to the alternate EOC location, all EMA team members will be notified of the move. Jamestown EMA's portable radios and laptop will be packed up. All necessary equipment and staff will then be moved to the training room at the Jamestown Fire Station.

Jamestown operates with an ESF Model for their EOC organization. ESFs consolidate multiple departments/agencies into a single, cohesive unit to provide better management of emergency response functions. 15 ESFs consist of the totality of their organizational structure and are the following:

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 3 - Public Works and Engineering
- ESF 4 - Firefighting
- ESF 5 - Emergency Management
- ESF 6 - Mass care, Housing and Human Services
- ESF 7 - Resource Support
- ESF 8 - Public Health and Medical Services
- ESF 9 - Search and Rescue
- ESF 10 - Hazardous Materials
- ESF 11 - Agriculture and Natural Resources
- ESF 12 - Energy
- ESF 13 - Public Safety and Security
- ESF 14 - Long-Term Community Recovery
- ESF 15 - External Affairs

*Table 1 in Section 4.3.1 Jamestown Response Functions* offers an at-a-glance identification of the primary and support departments/agencies in Jamestown that have been assigned to each ESF. The ESF appendices also contain information regarding the departments/agencies assigned to a particular ESF as well as the functional assignment that outlines the duties and responsibilities that must be performed by the ESF. These functions closely parallel regular day-to-day duties. Available material resources and personnel will be fully employed possible before seeking outside assistance.

### **3.2.3 Special Needs Population**

The special needs of the handicapped and elderly must be met by the Town of Jamestown's officials and emergency personnel. The Rhode Island Departments of Human Services and Elderly Affairs maintain current listings of disadvantaged groups and citizens. In the Town of Jamestown, the Emergency Management Agency and the Fire Department also maintains a confidential list of special needs individuals known to the community and has also identified facilities that house such groups. Additional information is included in ESF 8: Public Health and Medical Services.

### **3.2.4 Records**

Preservation of important records, to ensure continued municipal operations both during and following major disasters, is the responsibility of the elected and appointed officials. Legal documents of both a public and private nature recorded by a designated official (i.e., Town clerk, tax assessor, tax collector) must be protected and preserved in accordance with State and Town of Jamestown public laws. (Examples of records that must be preserved are: ordinances, resolutions, and minutes of meetings, land deeds, and tax records.)

## **3.3 STATE AND REGIONAL RELATIONSHIPS**

### **3.3.1 Operational Areas (OA's)**

Each of the thirty-nine (39) cities and Towns in the State of Rhode Island is designated as a separate operational area. The Town of Jamestown is an "operational area" in itself, yet it could be part of a countywide or statewide system for managing major emergency operations depending upon the area of damage.

### **3.3.2 County**

The Town of Jamestown is located in Newport County. While county government is of little consequence in Emergency Management response in Rhode Island, both FEMA and Small Business Administration (SBA) make Disaster Designations by County, so it is important to insure that damage assessments be collected county-wide and forwarded to the State.

### **3.3.3 Mutual Aid**

The Town of Jamestown maintains certain mutual aid agreements with other jurisdictions to coordinate provisions of mutual assistance across municipal boundaries during emergencies.

### **3.3.4 State Support**

The State of Rhode Island Emergency Management Agency (RIEMA) will coordinate state level emergency operations. In case of a major disaster, RIEMA plays an important role providing direct support to the local level and in serving as a conduit for obtaining and providing resources from state agencies and from outside the state.

### **3.4 FEDERAL RELATIONSHIPS**

The Federal Emergency Management Agency (FEMA) has a regional office located in Boston, MA that serves Rhode Island as the main federal government contact during natural disasters and national emergencies. During a major disaster or incident of national significance FEMA will coordinate response out of the Region I Regional Response Coordination Center (RRCC) located in Maynard, MA. A Federal Coordinating Official (FCO) may be appointed to handle federal assistance to the affected areas. This support will be coordinated through RIEMA.

### **3.5 MILITARY SUPPORT**

Military support to civil authorities is accomplished as follows: The Joint Forces Headquarters (JFHQ) will accept requests for military support only from the Rhode Island Emergency Management Agency.

Military assistance is meant to complement and not be a substitute for local participation in emergency operations. Military forces, if made available, will remain at all times under military command, but will support and assist Jamestown forces. Mission-type requests shall be formulated, to include objectives, priorities, and other information necessary to accomplish what is needed in Jamestown. Memorandum(s) of Agreement, arranged through RIEMA, may be necessary, when equipment loans are required.

## **4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **4.1 STATE AUTHORITY**

#### **4.1.1 Emergency Authority-State of Rhode Island**

Authority for emergency actions and powers are in Title 30, Chapter 30-15, General Laws of Rhode Island, as amended. Examples of such authorities are:

- Executive Orders
- Emergency Agreements and Understandings Declaration of State of Emergency
- Forced Evacuation
- Emergency Contracts and Expenditures Certain Liability Protection

The Rhode Island Emergency Management Agency has the overall responsibility for coordinating State level disaster operations. The agency will be expecting Situation Reports from all communities as it formulates reports to the Governor and FEMA. An example Situation Report is included in Attachment 4.

### **4.2 EMERGENCY AUTHORITY – Town of Jamestown**

#### **4.2.1 Local Emergency Management Organization**

The Town of Jamestown's Emergency Management Agency was established under the Town charter, Article IV, Section 407.

Jamestown's Emergency Management Agency Director, at the direction of the Town Council, will coordinate the existing departments that have emergency management responsibilities with the resources of private organizations having emergency management functions.

The Jamestown Emergency Management Agency is responsible for implementing policies related to emergency management programs and activities.

The leader of each Town of Jamestown department or agency directs its own primary responsibilities consolidated under the Town Administrator. During emergency operations, support activities provided to other departments or agencies are coordinated by the Jamestown Emergency Management Director to maximize results.

Emergency functions at the Town level are accomplished by most departments/agencies, in addition to normal duties. Such emergency functions closely parallel or complement normal day-to-day activities. Each Jamestown department/agency is responsible for developing and maintaining its own emergency Standard Operating Procedures, some of which may be confidential on a need-to-know basis. Specific responsibilities are outlined and further defined in the appendices.

#### **4.2.2 Chief Executive Official (CEO) Duty and Power**

As CEO, the Town Administrator has the ultimate responsibility for direction and control over Town of Jamestown activities related to emergencies and disasters. Whenever a disaster emergency has been declared in the Town of Jamestown, the Town Administrator may order the Emergency Operations Center (EOC) opened; or if conditions prevent, use of the alternate EOC.

Subject to any applicable requirements for compensation under RI § 30-15-11, the Town Administrator may, as authorized by RI § 30-15-12b:

- Commandeer or utilize any private property deemed necessary to cope with the disaster emergency.
- Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the jurisdiction if such action is deemed necessary for the preservation of life, take other disaster mitigation, response or recovery measures.
- Prescribe routes, modes of transportation, and destinations in connection with evacuation.
- Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein.
- Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles

In the event that the Town of Jamestown becomes isolated from the State government and all communications with higher authority within the State have been disrupted due to a disaster emergency, the Town Administrator may do all things necessary to effectively cope with the disaster that are consistent with the provisions of applicable State Statutes.

The Town Administrator shall have powers and duties with respect to disaster preparedness similar to those of the Governor on the State level, not inconsistent with other provisions of law.

Upon delegation of authority by the Town Administrator, the director of the Jamestown Emergency Management Agency acts on behalf of the Town Administrator in coordinating and executing Town of Jamestown activities to cope effectively with the situation.

### **4.3 RESPONSIBILITIES**

#### **4.3.1 Jamestown Response Functions**

Table 1 provides a matrix identifying primary / support responsibilities for the response functions identified in the appendices of this EOP. Jamestown has assigned individuals to all positions indicated below and considers them part of the Emergency Response Team. The appendices provide a detailed delineation of duties and responsibilities for some of the major organizations and individuals identified below:

- Chief Executive Official (Town Administrator): Responsible for overall response and recovery operations

	<b><u>ESF</u></b>	<b><u>Primary</u></b>	<b><u>Support</u></b>
1	Transportation	Jamestown EMA	Jamestown DPW/EMA
2	Communications	Jamestown EMA	Jamestown PD/FD/DPW
3	Public Works and Engineering	Jamestown DPW	Jamestown EMA
4	Firefighting	Jamestown FD	Jamestown EMA
5	Emergency Management	Jamestown EMA	None
6	Mass care, Housing and Human Services	Jamestown EMA	None
7	Resource Support	Jamestown EMA	Jamestown DPW/Finance/Planning/Schools
8	Public Health and Medical Services	Jamestown FD	Jamestown FD
9	Search and Rescue	Jamestown FD	Jamestown PD/EMA
10	Hazardous Materials	Jamestown FD	Jamestown FD
11	Agriculture and Natural Resources	Jamestown EMA	Jamestown Water Dept/DPW/Planning Dept
12	Energy	Jamestown EMA	Jamestown DPW/DP
13	Public Safety and Security	Jamestown PD	Jamestown EMA
14	Long-Term Community Recovery	Jamestown EMA	Jamestown Town Administrator/DPW
15	External Affairs	Jamestown Town Administrator	Jamestown EMA

#### **4.3.2 Responsibilities of Additional Jamestown Entities**

The entities included have been identified as having emergency preparedness, response, and recovery activities:

##### **Jamestown Police Department Dispatchers**

- Notifications of emergencies come to the Jamestown PD via 911, directly to the PD, or through the JFD telephone line (that also rings at Jamestown EMA).
- Jamestown PD dispatchers are the people responsible that document the call to include identifying the location and all parties involved.
  1. This information is then entered into the computer aided dispatch console.
- Jamestown PD dispatchers are responsible for dispatching officers and any other agencies as appropriate (Jamestown Fire, Department of Environmental Management Police, RI State Police, etc.) depending on the incident/emergency.
- Jamestown PD dispatchers are responsible for contacting and coordinating the agencies that will respond.
- They may use the telephone or the 800 MHz RISCON radio system to relay pertinent information and request assets for assistance

##### **Director of Public Works**

- Pre-Emergency Procedures
  1. Alert key personnel and place them on 24 hour on-call duty.
  2. Test all Public Works communications.
  3. Expedite maintenance and repairs to all equipment.

4. Determine number of sand bags on hand and get more if necessary.
  5. Visually check all catch basins.
  6. Prepare all Public Works Garage and Town Buildings for emergency response
  7. Determine where specific vehicles will be located in the event of an emergency
  8. Check operability of Emergency Generators. Fuel to 100%.
  9. Check level of available at all town facilities.
  10. Review all Public Works projects to determine those that may suffer damage or cause extensive damage as the result of a hurricane. Upon completion of such review, discontinue work on projects considered to be endangered or dangerous in event plans to move heavy equipment and materials to secure storage.
  11. Ascertain the need for and ready availability of materials for roadblocks and traffic control as deemed necessary by the Chief of Police and Fire Chief, especially in East Ferry and Mackerel Cove areas.
- Emergency Procedures
    1. Relocate all public works equipment as necessary
    2. Remove all loose equipment located throughout the Town.
    3. Locate heavy barrel barriers to East Ferry area and Mackerel Cove.
    4. Notify E.O.C of Manpower Allocation Plan.
  - Post-Emergency Procedures
    1. Immediately commence clearing main roads of obstructions consistent with E.O.C plan

**Water and Sewer Department (Superintendent)**

- Pre-Emergency Procedures
  1. Commence filling water tower to full capacity.
  2. Review and update information with all personnel within the Water Division who are required to be on duty during an emergency. Alert key personnel and place on 24 hour on-call duty.
  3. Check operability of all sources of emergency power and fuel to 100%.
  4. Prepare Water and Sewer buildings for emergency
  5. Fuel all vehicles to 100%
  6. Begin preparation of Manpower Allocation Report.
- Emergency Procedures
  1. Keep E.O.C. advised of status of filling water tower.
  2. Shut off non-essential water to all exposed, low-lying areas.
  3. Notify E.O.C of Manpower Allocation Plan.
- Post Emergency Procedures
  1. Conduct inspection of water and service mains for damage
  2. Test reservoir for contamination as necessary.



### Harbor Master

- Pre-Emergency Procedures
  1. **Level 3 – 72 Hours**
    - If hurricane, begin tracking and monitoring hourly weather reports;
    - Contact any services under contract for after event to assess their readiness;
    - Manage harbor traffic as it increases during marina/boater preparation activities;
    - Ensure fuel tanks are full and reserve batteries are charged;
    - Inventory and update first aid equipment and other onboard emergency tools;
    - Contact local marinas and boat moving companies for statuses and relay to mariners;
    - Maintain radio watch and attendance at daily status meeting normally held at the Emergency Operations Center (EOC)
    - Alert local port community, encouraging boat owners to seek safe refuge, remove boats from water, or take action to minimize damaging effects;
    - Alert local marinas, marine interests, holders of mooring permits, and occupants of special anchorage areas to impending emergency;
    - Document waterfront using photographs, drone video or camera and video;
    - Start tracking time and resource allocations for possible state and federal reimbursement;
    - Post notice to have all vessels removed from Town docks.
    - Encourage vessels within anchorages to move further inland. Jamestown anchorage areas may take direct wind impact.
  2. **Level 2 – 48 Hours**
    - Continue to perform activities in Level 3;
    - Contact mooring permit holders who are not complying with preparedness plan;
    - Attend daily emergency preparations meetings
    - Establish radio communications with town authorities, coast guard, other Harbor Masters nearby
    - Assist marinas/ waterfront businesses with special requests;
    - Continue to manage harbor traffic as it increases;
    - Finalize emergency work schedule with Assistant Harbormasters;
    - Confirm arrangements to have Harbormaster vessels hauled and stored;
    - Preparation of Town properties with department of public works that includes:
      - Removing all Town equipment from flood plain;
      - Securing all items such as trash bins, benches, etc.;
      - Complete necessary precautions for Harbormaster office

- Alert maritime community to unsafe conditions in the harbor as needed;
  - Curtail regular business activities;
  - Begin regular patrols of the harbor to ensure necessary individual precautions are being taken
  - Alert local harbor community to any impending closure of anchorages or waterways;
  - Encourage local marinas to suspend fueling operations and to secure fueling piers sufficiently to minimize pollution threat;
  - inventory of individuals who plan on staying on their moored vessels during the storm event.
  - Secure pump out stations
  - Raise touch and go docks ramps off the water
  - Remove touch and go docks if severe conditions expected
- 3. Level 1 – 24 Hours**
- Final patrol of the harbor;
    - Inventory number of vessels and precautions taken by harbor and shoreline users;
    - Clear public piers of vessels and equipment.
  - Log information on transient boats;
  - Fuel Harbormaster vessels;
  - Haul and store Harbormaster vessels with assistance of public works department;
  - Complete shoreline survey and final harbor check from shore;
  - Alert harbor community to any unsafe conditions in the harbor;
  - Continue to perform pertinent Level 2 activities;
  - All vessels must be removed from Town docks at this time. Transient moorings will not be allowed to be used during any storm event.
- Emergency Procedures
    1. The Town of Jamestown's policy is that no emergency watercraft will be dispatched for emergency response during a storm event. All requests for assistance will be forwarded to the nearest Coast Guard station. This policy will remain in effect unless revoked by the Fire Chief or Police Chief. The Harbormaster will remain on-call to address any harbor-related issues. This will also allow the Harbormaster vessel to begin operation immediately at the conclusion of a storm. The Harbormaster shall monitor police, fire, and marine frequencies throughout the event.
  - Post-Emergency Procedures
    1. Immediately after the event has terminated, the Town has three recovery priorities:
      - Priority 1 - Reestablish the Harbormaster's Office as an operational unit in order to facilitate the second and third priorities;
      - Priority 2 - Take the necessary and immediate action to minimize additional risk to life and property;
      - Priority 3 - Reopen the harbor for recovery activity

2. To achieve these priorities, the following sequential actions will be taken:

▪ **Immediate – 24 Hours**

- Assess readiness of the Harbormaster's office, reestablish radio communications, and correct deficiencies.
- Relaunch Harbor Master vessels
- Complete rapid appraisal of damage to town facilities, assisting Public Works;
- Conduct waterway survey via watercraft or drone vehicle
- Provide damage assessment information to Town officials;
- Contact boat owners with vessels washed up on shore
- Initiate pre-established contract services companies (towing, salvage) if required;
- Institute security watches as necessary;
- Alert maritime community to unsafe conditions in the harbor;
- Track time and resource allocation of Harbormaster's office for possible state and federal reimbursement.
- Contact marinas for damage assessment to facilities and client vessels

▪ **Mid-Term – 1 to 14 Days**

- Complete comprehensive inventory of damage using photographs and video, if possible;
- Notify appropriate parties regarding damage (i.e. mooring holders);
- Contact local harbor and shorelines users to assess their situation;
- Begin to remove large pieces of floating debris from the harbor;
- Assist Town and state agencies with damage assessments and emergency permitting process.
- Recommission pump out stations
- Return touch and go docks to water way

▪ **Long-Term – 14 to 90 Days**

- Analyze effects of storm on the harbor, complete summary report within 30 days of storm event for the Town Administrator;
- Review mitigation list and select actions that could be implemented during the recovery phase;
- Conduct an evaluation meeting for harbor and shoreline users to identify problems not properly addressed by this plan;

- Complete a survey of boat damage;
- Identify new mitigation opportunities;
- Assist emergency situations as appropriate;
- Track time and resource allocations for possible state and federal reimbursement.

#### **4.3.3 State/Federal Support Functions (RIEMA/FEMA)**

The following Emergency Management activities can be provided by State and Federal resources and used to supplement local resources:

- Damage Assessment (FEMA Public Assistance, RI DOT engineers, Coastal Resources Management Council)
- Human Services (Crisis counseling, etc.)
- Law Enforcement (State Police, Military Police)
- Health and Medical Services (RI DOH, Medical Examiner, Laboratory Services, Quarantine Control, Mental Health Services)
- Resources (Equipment, Personnel, Supplies, Warehousing, Donations) Financial Assistance (Record keeping, matching funds and grants) Training and exercises (Overseen by RIEMA)
- Mitigation: Hazard Mitigation grants can be applied for by any community in any county following a disaster declaration
- Small Business Administration (SBA): Has several assistance programs; SBA also designates assistance following disasters, by county.

At the Governor's request, Presidential Emergency Disaster Declarations are made in the following categories:

- Public Assistance:
  - Category A- Debris Removal
  - Category B- Protective Measures
  - Category C- Roads and Bridges
  - Category D- Water Control Facilities
  - Category E- Public Buildings
  - Category F- Public Utilities
  - Category G- Other
- Individual Assistance:
  - Disaster Housing Program
  - Individual and Households Program
  - Disaster Unemployment Assistance

## **5.0 ADMINISTRATION AND LOGISTICS**

### **5.1 ADMINISTRATION**

Some local administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such actions should, however, be carefully considered, and the consequences should be projected realistically. Clearly, it is desirable that there needs to be proper administration to facilitate operations in order to carry out appropriate disaster response actions. The following considerations need to be addressed: management and administrative needs, general support requirements, availability of services, record-keeping and logistics related to an emergency. Certain other areas of concern are detailed in annexes to this plan. Any necessary departures from business- as-usual methods should be noted.

The Town Administrator may direct the procurement of supplies and equipment required by Town of Jamestown departments during disasters. Legal authority required for such procurement is found in RI § 30-15. A receipt shall be given to the owner or possessor of the property on items being requisitioned.

Town government employees with emergency responsibilities and similarly authorized non-governmental organizations should provide their employees with an identification card or pass which includes a picture. In addition, volunteers that come forward during disaster should be duly enrolled, have background checks completed and are issued an Identification card. At present, Emergency Management identification cards for employees and volunteers are not issued in Jamestown. Volunteers are duly enrolled on an as needed basis and a sample volunteer enrollment form is included in Attachment 4.

#### **5.1.1 Records and Reports**

Town government employees with emergency responsibilities and similarly authorized non-governmental organizations should provide their employees with an identification card or pass which includes a picture. In addition, volunteers that come forward during disaster should be duly enrolled, have background checks completed and are issued an Identification card. At present, Emergency Management identification cards for employees and volunteers are issued in Jamestown. Volunteers are duly enrolled on an as needed basis with the Jamestown Police Station acting as the primary Volunteer Reception Center (VRC). All perspective volunteers should complete the Volunteer Registration Form located on the Jamestown Emergency Management Agency website and turn it in to the Jamestown Police Station. A sample volunteer enrollment form is included in Attachment 4.

Responsibility for submitting the Town of Jamestown's post-disaster report to RIEMA rests with the Town Administrator.

Records of expenditures and obligations during emergency operations must be maintained by the Town of Jamestown employing its own bookkeeping procedures. Emphasis must be placed on meeting applicable audit requirements.

The Rhode Island Emergency Management Agency and the Jamestown's Emergency Management Agency will request reports from relief agencies and other non-governmental organizations, for inclusion in situation reports. Narrative and log-type records of response actions are required. Reports required or requested will be submitted in accordance with Federal, State and Town directives.

### **5.1.2 Expenditure Reimbursement**

FEMA's Public Assistance (PA) grant program may provide funds to assist Jamestown with the response to and recovery from a major disaster or emergency declared by the President. The program provides funding for emergency assistance to save lives and protect property, and assists with funding for permanently restoring community infrastructure affected by a federally declared incident

This program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so communities can quickly respond to and recover from major disasters or emergencies. To be eligible for such reimbursement, Jamestown must be under a Presidential Disaster Declaration and meet the four basic components of PA:

**applicant, facility, work and cost.**

- An applicant must be a state, territory, tribe, local government, or certain type of private nonprofit organization.
- A facility must be a building, public works system, equipment, or improved and maintained natural feature.
- Work is categorized as either "emergency" or "permanent." It must be required as a result of the declared incident, located within the designated disaster area, and is the legal responsibility of the eligible Applicant.
- Costs are expenses tied directly to eligible work, and must be adequately documented, authorized, necessary and reasonable. Eligible costs include labor, equipment, materials, contract work, and management costs.

The federal share of assistance will not be less than 75 percent of the eligible cost for emergency measures and permanent restoration.

Jamestown will be responsible for the 25 percent non-federal share. For more detailed information, please see FEMA's *Public Assistance Program and Policy Guide*.

### **5.1.3 Consumer Protection**

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

**5.1.4 Nondiscrimination**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all levels of government, contractors, and labor unions. The Town Administrator will designate a civil rights compliance officer, as necessary.

**5.1.5 Environmental Policy**

The Department of Environmental Management (DEM) will assist local, state, and federal agencies in the implementation of the National Environmental Policy Act. Environmental policy will be followed particularly with respect to debris removal and disposal.

**5.1.6 Availability of Materials**

The FEMA Regional Director may, at the request of the Governor, provide for a survey of materials needed in a disaster-affected area and take appropriate action to ensure the availability and fair distribution of such resources. Requests to the Governor should be made from the Town Administrator via the Rhode Island Emergency Management Agency using the best available communications.

**5.1.7 Duplication of Benefits**

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

**5.1.8 Use of Local Firms**

When major disaster assistance activities are carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the affected area.

**5.1.9 Management of Personnel (Paid and Volunteer)**

Personnel, both paid and volunteer, who shall be killed or sustain disability or injury while in training for or on disaster response duty shall be construed to be employees of the State of Rhode Island, any other provisions of the law to the contrary notwithstanding, and shall be compensated in like manner as State employees are compensated under the provisions of RI § 30-15-15.

**5.1.10 Agreements and Understandings**

Should the Town of Jamestown resources prove to be inadequate during emergency operations, requests may be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

## **5.2 LOGISTICS**

All Town of Jamestown government personnel with an emergency operating responsibility who requisition supplies should use a receipt system that indicates date, items requisitioned, establishment providing resources, and requisitioning agent. Personnel who requisition property, supplies or equipment will keep a duplicate copy of receipts given, as a basis for later settlement of claims.

All checkpoints and mobile units should be provided with a listing of critical facilities that must be kept in operation during emergencies. Points of contact for the various facilities can be found in Attachment



## 6.0 PLAN DEVELOPMENT, MAINTENANCE, AND TESTING

### 6.1 DEVELOPMENT AND MAINTENANCE OF THE EOP

Jamestown's Town Administrator will be responsible for ensuring that an annual review of this plan is conducted by all involved officials. The primary responsibility for coordinating any revisions of this plan belongs to the Jamestown Emergency management Director, who is charged with keeping its Appendices, Annexes, Attachments and Figures current and ensuring that SOPs and other references documents are maintained. All agencies will be responsible for the maintenance of their respective segments of the plan.

The plan shall be reviewed annually on July 1, or following any exercise or activation of the plan that identifies where potential improvements can be made. All revisions to the plan will be properly recorded on the Record of Changes included at the front of the Basic Plan. The Jamestown Emergency Management Director will maintain a distribution listing of who has copies of the plan and provide both electronic and print copies to RIEMA. This will that ensure new changes will be distributed properly to those holding copies of the plan.

Leaders of each Town of Jamestown emergency service have the responsibility for maintaining internal plans, separately promulgated Standing Operating Procedures (SOPs), and resource data to ensure prompt and effective response to disaster.

### 6.2 TESTING AND EXERCISING OF THE EOP

The EOP will be tested at least one (1) time a year through an exercise that aligns with all standards and requirements set in the Homeland Security Exercise and Evaluation Program (HSEEP), including planning, development, execution, evaluation, and improvement planning. The exercise shall be either discussion-based or operations-based:

- Discussion Based
  - **Seminar:** A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas
  - **Workshop:** A discussion-based exercise often employed to develop policy, plans, or procedures
  - **Tabletop Exercise (TTX):** A discussion-based exercise in response to a scenario, intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures
  - **Game:** A discussion-based exercise that is a structured form of play designed for individuals or teams in a competitive or noncompetitive environment. It is an event players take part in and are guided by clear rules, data, and procedures for its execution. Games are designed to depict an actual or hypothetical situation to ensure that the participants make decisions and take actions that would be plausible. Games can be used to reinforce training, stimulate team building, or enhance operational and tactical capabilities.
- Operations Based
  - **Drill:** An operations-based exercise often employed to validate a single operation or function

- **Functional Exercise (FE):** An operations-based exercise is designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.
- **Full-Scale Exercise (FSE):** An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/organizations, and real-time movement of resources

The exercise will be conducted and directed by the Jamestown Emergency Management Agency in coordination with all relevant municipal entities. After the completion of the exercise, a Hotwash/After Action Report will be conducted to determine areas of strength, weakness, best practices, and opportunities for growth that emerge as the result of the exercise.

## **7.0 NIMS Training Standard Compliance**

Jamestown EMA utilizes the training standards laid out in the National Incident Management System (NIMS) Training Program to guide positional training requirements for all personnel that have a role in the Incident Command System and EOC during steady state operations and emergency activations. Those operating under ICS will follow the ICS Training progression appropriate for their level of responsibility within the ICS system while EOC personnel given positional assignments will follow the EOC training progression. All NIMS training falls into three basic categories, which share many of the same foundational courses.

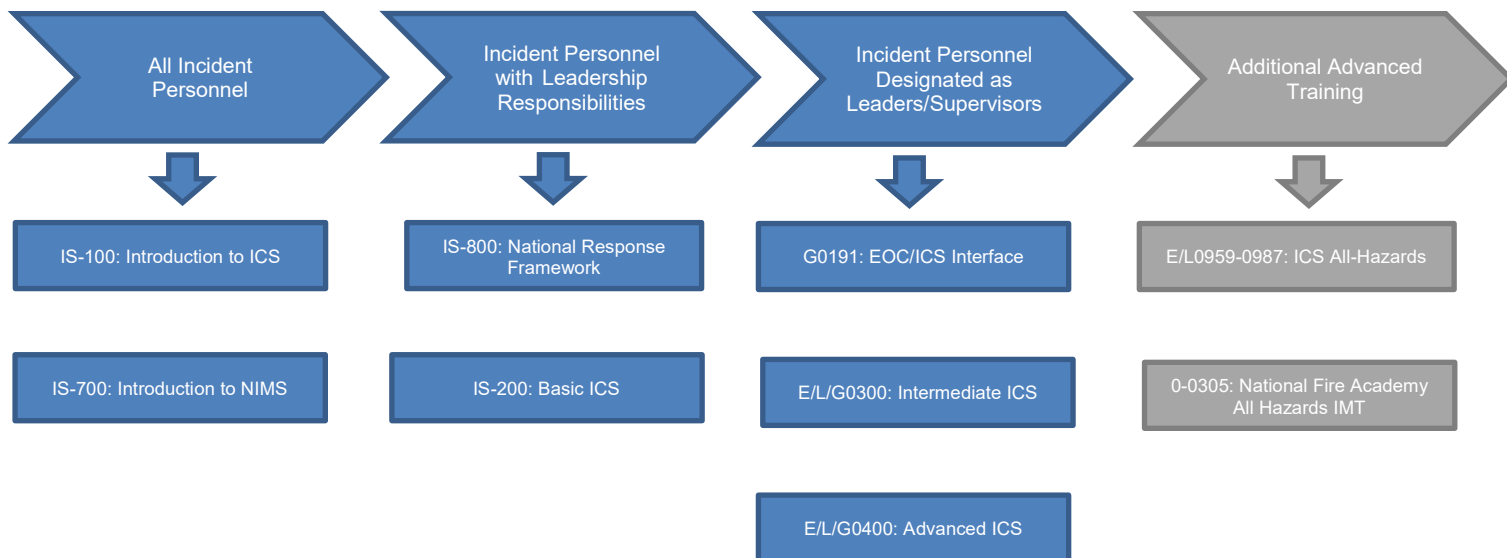
- **All Incident Personnel:** Associated courses provide the foundational knowledge to help nonsupervisory incident personnel understand where they fit in the overall incident structure. Many incident personnel never advance beyond these baseline courses.
- **Incident Personnel with Leadership Responsibilities:** Associated courses provide additional background on external incident management systems for mid-level incident personnel responsible for establishing the initial incident command or for those preparing for a future supervisory role.
- **Incident Personnel Designated as Leaders/Supervisors:** Courses provide enhanced knowledge and increased comfort in using NIMS structures and processes, for senior level incident personnel. Trainees are typically those designated as ICS or EOC leaders/supervisors for large or complex incidents that extend beyond a single operational period and generate an Incident Action Plan (IAP).

### **7.1 Training of ICS Personnel**

Personnel who will operate within ICS follow the ICS training progression. Below is a list of the courses required for each personnel category:

- **All ICS Personnel:** All incident personnel working within the ICS should complete the following courses for foundational knowledge of incident response:
  - **IS-100: Introduction to the Incident Command System, ICS 100** – This course introduces ICS and provides the foundation for higher-level ICS training.
  - **IS-700: National Incident Management System, An Introduction** – This course introduces NIMS concepts and principles.

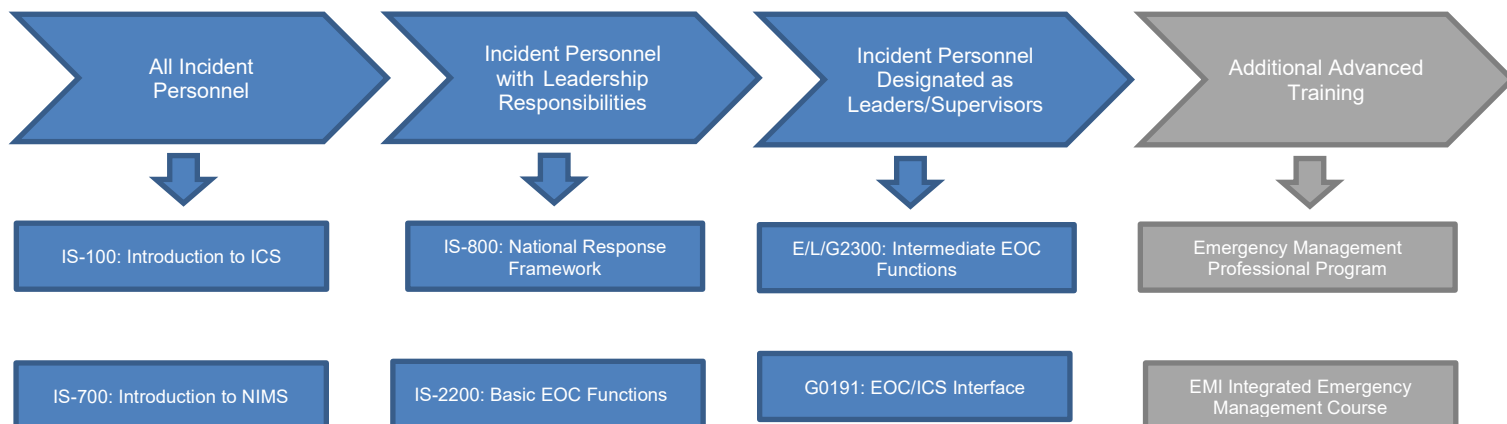
- **ICS Personnel with Leadership Responsibilities:** Supervisory personnel working within the ICS should complete the following courses for additional background in incident management systems with leadership responsibilities:
  - **IS-800: National Response Framework, An Introduction** – This course introduces participants to the concepts and principles of the National Response Framework (NRF).
  - **IS-200: Basic Incident Command System for Initial Response, ICS-200** – This course enables personnel to operate efficiently within the ICS during an incident or event.
- **ICS Personnel Designated as Leaders/Supervisors:** Leaders who could be responsible in complex incidents should complete this level of training. These courses apply higher-level concepts, methods, and tools for larger, more complex incidents: NIMS Training Program 14
  - **G0191: Emergency Operations Center/Incident Command System Interface** – This course provides an opportunity for emergency management and response personnel to begin developing an ICS/EOC interface for their communities.
  - **E/L/G0300: Intermediate Incident Command System for Expanding Incidents, ICS-300** – This course provides training for personnel who require advanced ICS knowledge. – FEMA recommends that students take the two-day classroom version of ICS-200 before attending ICS-300 to ensure they have the foundational knowledge necessary to be successful in ICS-300
  - **E/L/G0400: Advanced Incident Command System for Command and General Staff–Complex Incidents, ICS-400** – This course provides training in managing large, complex incidents or events. – FEMA recommends that students not take ICS-400 immediately following ICS-300 but instead wait to take ICS-400 after gaining additional ICS experience.



## 7.2 Training of EOC Personnel

Personnel staffing an EOC follow the EOC training progression. Below is a list of the courses required for each personnel category:

- **All EOC Personnel:** All incident personnel working within an EOC should
  - complete the following courses for foundational knowledge of incident response:
    - **IS-100: Introduction to the Incident Command System, ICS 100** – This course introduces ICS and provides the foundation for higher-level ICS training.
    - **IS-700: National Incident Management System, An Introduction** – This course introduces NIMS concepts and principles.
- **EOC Personnel with Leadership Responsibilities:** Supervisory personnel working within an EOC should complete the following courses for additional background in incident management systems with leadership responsibilities:
  - **IS-800: National Response Framework, An Introduction** – This course introduces participants to the concepts and principles of the NRF.
  - **IS-2200: Basic EOC Functions** – This course prepares incident personnel working in an EOC to understand the role and functions of an EOC during incident response and the transition to recovery.
    - FEMA recommends that personnel with leadership responsibilities in an EOC complete IS-2200 instead of IS-200.
  - **G0191: Emergency Operations Center/Incident Command System Interface** – This course provides an opportunity for emergency management and response personnel to begin developing an ICS/EOC interface for their communities.
- **EOC Personnel Designated as Leaders/Supervisors:** EOC leaders need enhanced knowledge. This course applies higher-level concepts, methods, and tools for larger, more complex incidents:
  - **E/L/G2300: Intermediate EOC Functions** – This course describes the role, design, and function of EOCs as components of a Multiagency Coordination System (MACS)



## **8.0 AUTHORITY AND REFERENCES**

### **8.1 AUTHORITY**

#### **7.1.1 Federal**

- Homeland Security Act of 2002, Establishes Department of Homeland Security (DHS)
- The Robert T. Stafford Disaster Relief Act, Public Law 93-288, as amended
- The Superfund Amendment and Re-authorization Act of 1986, (SARA) Title III, as amended, Emergency Planning and Community Right-To-Know.

#### **7.1.2 State**

- General Laws of Rhode Island, Title 30, Chapter 30-15, as amended.

**7.1.3** This plan is authorized under authority of Emergency Management Agency established by the Town Charter, Article IV, Section 407

### **8.2 REFERENCES**

- Emergency Operations Plan, State of Rhode Island, Rhode Island Emergency Management Agency (RIEMA), as amended
- Emergency Operating Center Handbook, CPG 1-20, with Change 1, Washington: FEMA, 1989
- Objectives For Local Emergency Management, CPG 1-5, Washington, DC, FEMA 1984
- Guide For All-Hazard Emergency Operations Planning, State and Local Guide (SLG) 101, Washington: FEMA, Sept. 1996
- Guide For Increasing Local Government Civil Defense Readiness During Periods Of International Crisis, SLG 100, FEMA, September, 1996
- Rhode Island Mass Fatality Plan (DRAFT)
- EOC Management and Operations Student Manual, G775, December, 2012
- National Incident Management System Training Program, Summer 2020
- Federal Emergency Management Agency Process of Public Assistance Grants  
[Process of Public Assistance Grants | FEMA.gov](https://www.fema.gov/process-public-assistance-grants)

## **9.0 SELECTED DEFINITIONS**

**ANNEX** - Annexes to an Emergency Operations Plan provide detailed information regarding policies, responsibilities, and procedures about mitigation, preparedness, response, and recovery activities associated with a given emergency operation. The annexes are integral components of the Emergency Operations Plan (EOP) that develop specific information on a particular emergency function in a format that parallels that of the basic plan. Annexes are action oriented, with the focus on emergency operations, and serve as a planning scenario for identifying preparedness actions that ensure a timely and effective response to emergency and disaster situations.

**BASIC PLAN** - The Basic Plan portion of an Emergency Operations Plan establishes general policies, responsibilities, and procedures for implementing integrated emergency management response in an emergency or disaster situation.

**CATASTROPHIC EVENT**- An event that could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.

**CRISIS MANAGEMENT** - This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism

**CONSEQUENCE MANAGEMENT**- Measures to protect public health and safety, restore Essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

**CONTINUITY OF GOVERNMENT (COG)/CONTINUITY OF OPERATIONS (COOP)** - All measures that may be taken to ensure the continuity of essential functions of Governments before, during or after an all hazard event, including terrorism and the use of weapons of mass destruction.

**EMERGENCY MANAGEMENT (EM)** - The organized analysis, planning, decision making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to or recovery from emergency of any kind, whether from attack, manmade, or natural sources.

**EMERGENCY OPERATIONS CENTER (EOC)** - The site from which civil government officials (municipal, state, or federal) exercise direction and control operations.

**EMERGENCY OPERATIONS PLAN (EOP)** - A document which focuses on how a jurisdiction will respond to disaster events. The plan states the method for taking coordinated action to meet the needs of an emergency situation. The Emergency Operations Plan (EOP) consists of a Basic Plan and several Annexes. State or local government Emergency Operations Plans identify the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction and state the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural, manmade and WMD disasters.

**EMERGENCY SUPPORT FUNCTION (ESF)** - A grouping of government and certain private-sector and volunteer capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance departments and agencies conducting missions of primary local responsibility.

**EMERGENCY OR DISASTER** - An occurrence threatening the health, safety, or property of a community or larger area. Emergencies are categorized as being natural or technological. Examples include hazardous materials accidents, earthquakes, winter storms, floods, transportation accident, hurricanes, or urban fires. Emergencies may be handled with local resources. Disasters require aid beyond the local resource capability.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** - At the federal level of government, FEMA is involved in mitigation, preparedness, response, and recovery activities. FEMA, in conjunction with State Government, provides planning assistance, training events, exercise programs, and research on the latest mitigation measures. FEMA makes funds available for disaster response and recovery activities, provides disaster assistance services, and makes low cost disaster insurance available to individuals and businesses. FEMA also coordinates emergency operations to insure continued government at the Federal level in a national or regional emergency.

**STANDING ORDERS/STANDARD OPERATING PROCEDURES (SOP)** - A set of instructions having the force of a directive, covering those features of emergency operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

**TERRORISM** - The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States.

**WARNING** - The alerting of public officials, emergency support services, and the general public to the threat of extraordinary danger and the related effects of both enemy caused and natural disasters.

**WEAPONS OF MASS DESTRUCTION (WMD)** - Any explosive, incendiary or poison, gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above, poison gas; weapon involving disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**EMERGENCY SUPPORT FUNCTION (ESF)  
APPENDICES I Thru XV**

**Town of Jamestown  
Emergency Management Agency**



## **APPENDICIES TO THE BASIC PLAN**

### **Emergency Support Functions Introduction**

The following Emergency Support Function (ESF) Appendices group government agencies, non-governmental organizations and volunteer capabilities into an organization structure to provide support, resources, program implementation, and services that are most likely to be needed to save, lives, protect property and the environment. The first fifteen ESFs mirror both the National Response Plan and the Emergency Operations Plan for the State of Rhode Island

These ESFs are activated, as required, when the EOC is running. ESF activation is completely response driven. Only those ESF that are required based on the incident should be activated. The decision to activate individual ESFs will come from the Jamestown Town Manager and/or his/her designee.

The Following is a brief summary of each Emergency Support Function and the designated lead agency/department.

- **ESF 1 Transportation:** Jamestown Emergency Management
- **ESF 2 Communications:** Jamestown Emergency Management
- **ESF 3 Public Works and Engineering:** Jamestown Department of Public Works
- **ESF 4 Firefighting:** Jamestown Fire Department
- **ESF 5 Emergency Management:** Jamestown Emergency Management
- **ESF 6 Mass Care:** Jamestown Emergency Management
- **ESF 7 Resource Support:** Jamestown Emergency Management
- **ESF 8 Public Health and Medical Services:** Jamestown Fire Department
- **ESF 9 Search and Rescue:** Jamestown Fire Department
- **ESF 10 Hazardous Materials:** Jamestown Fire Department
- **ESF 11 Agriculture and Natural Resources:** Jamestown Emergency Management
- **ESF 12 Energy:** Jamestown Emergency Management
- **ESF 13 Law Enforcement and Security:** Jamestown Police Department
- **ESF 14 Long-Term Community Recovery:** Jamestown Emergency Management Agency
- **ESF 15 External Affairs:** Jamestown Town Administrator

## Emergency Support Function Primary and Support Agencies

	<u>ESF</u>	<u>Primary</u>	<u>Support</u>
1	Transportation	Jamestown EMA	Jamestown PD/EMA
2	Communications	Jamestown EMA	Jamestown PD/FD/DPW
3	Public Works & Engineering	Jamestown DPW	Jamestown EMA
4	Firefighting	Jamestown FD	Jamestown EMA
5	Emergency Management	Jamestown EMA	None
6	Mass care, Housing & Human Services	Jamestown EMA	None
7	Resource Support	Jamestown EMA	Jamestown DPW/Finance/Planning/Schools
8	Public Health & Medical Services	Jamestown FD	Jamestown PD
9	Search & Rescue	Jamestown FD	Jamestown PD/EMA
10	Hazardous Materials	Jamestown FD	Jamestown PD
11	Agriculture & Natural Resources	Jamestown EMA	Jamestown Water Dept/DPW/Planning Dept
12	Energy	Jamestown EMA	Jamestown DPW/PD
13	Public Safety & Security	Jamestown PD	Jamestown EMA
14	Long-Term Community Recovery	Jamestown EMA	Jamestown Town Administrator/DPW
15	External Affairs	Jamestown Town Administrator	Jamestown EMA

## **APPENDIX I:     EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION**

**Primary Agency:**                     Jamestown Emergency Management Agency

**Support Agencies:**                 Jamestown Police Department

**State Counterparts:**             RI Department of Transportation  
State Police  
National Guard  
RI Public Transportation Authority  
RI Emergency Management Agency

**Private Support:**                 Jamestown School Department buses, Senior Center  
buses

**Volunteer Support:**             None

### **I.     INTRODUCTION**

The purpose of Emergency Support Function 1 (ESF 1) is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of ESF 1 agencies to support local emergency transportation needs during an emergency or a disaster.

The available or obtainable air, water, rail, and land transportation resources of each ESF 1 agency will be provided through ESF 1 of the Emergency Operations Center (EOC) for:

1. Emergencies or disasters that require activation of the Emergency Operations Center and a broad range of local, state and/or federal assistance.
2. Catastrophic emergencies or disasters that require activation of the EOC.

Agency available resources are the human, technical, equipment, facility, and material and supply resources available from within an agency.

Agency obtainable resources are the human, technical, equipment, facility, and material and supply resources obtainable through agency contractors, vendors, suppliers, and agency related and known local, state, regional, or national government(s) and public or private associations and groups.

The transportation resources of, or obtainable by, ESF 1 agencies will be used to assist in the:

1. Evacuation of persons from threatened or immediate danger.
2. Monitoring, control, and coordination of vehicular traffic flow.
3. Provision of infrastructure status reports for all modes of transportation.
4. Multi-modal logistical transportation of evacuees, personnel, equipment, and materials and supplies.

5. Provision of maps for all modes of transportation.
6. Identification of obstructions and damage to the multi-modal transportation infrastructure.
7. Prioritization and initiation of emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the multi-modal transportation infrastructure.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

ESF 1 will be in charge of maintaining and re-establishing multi-modal transportation within Town of Jamestown. They will also coordinate all available and attainable resources needed to address transportation infrastructure concerns.

1. During an emergency or disaster, the Jamestown Department of Public Works will assign personnel to the ESF 1 schedule in the EOC.
2. ESF 1 will proactively assess and routinely develop action plans, for submission to ESF 5, to meet the short and long-term transportation needs of the threatened and/or impacted area.
3. ESF 1 will routinely prepare and file situation reports with ESF 5.
4. The transportation resource requests will be met with the available or obtainable transportation resources of one or more ESF 1 agencies, including the transportation resources available through mutual-aid agreements, compacts, and the Rhode Island Emergency Management Agency.
5. Obstructions and/or damage to the multi-modal transportation infrastructure in the threatened and/or impacted area will be assessed and evaluated by ESF 1 in cooperation with ESF 3 and, as appropriate, tasked to ESF 3, for emergency work and/or repair.

### **B. Organization**

The Police Department will coordinate all Emergency Transportation needs during and actual disaster or event. The Police Department has a dual role as a coordinating agency and as a supporting agency. All ESF-1 supporting agencies must ensure that their designated ESF-1 personnel have access to their agency's available and obtainable transportation resources. The Police Department will evaluate mission assignments of transportation resource requests submitted to the EOC from supporting agencies.

### **C. Notifications**

Upon notification of a potential or actual event requiring response, the Jamestown Department of Public Works will notify the appropriate staff to respond to the incident and man ESF 1 at the EOC.

All support agency contact persons for ESF 1 will be instructed to alert their contacts throughout Town to ensure that all available resources are on standby. Resource inventories will also be confirmed for possible use.

### **D. Actions**

A minor, major, or catastrophic emergency or disaster may require the ESF 1 members to accomplish one or more preparedness, response, and recovery actions. The following listing of such actions to be accomplished can be accessed at the corresponding preparedness, response, or recovery phase that the EOC is activated:

#### **1. Preparedness**

- a. Ensure that personnel within both the Primary and Supporting Agencies are trained in the Incident Command System
- b. Perform yearly checks of stand-by equipment/contracts to ensure that they can effectively be activated as necessary
- c. Ensure evacuation routes are clearly marked
- d. Ensure that all transportation assets are typed based on NIMS requirements
- e. Ensure accessibility to RI DOT's Transportation Management Center
- f. Establish transportation staging areas throughout Town to help evacuate those who need assistance or cannot provide their own means of evacuation

#### **2. Response**

- a. Establish emergency transportation and evacuation routes, as necessary
- b. Coordinate with ESF 13 to establish emergency transportation and evacuations routes, as necessary
- c. Continuously monitor the transportation situation using RI DOT's Transportation Management Center and reports from the field
- d. Adjust and re-route evacuation routes with ESF 13, as necessary, to ensure an effective and expedient evacuation
- e. Coordinate with ESF 3 to conduct damage assessments of affected multi-modal transportation infrastructure to ensure that it is fit for use
- f. Institutes Debris Management Plan to clear transportation routes
- g. Assist any agency with securing/providing emergency transportation, as needed
- h. Provides emergency transportation as necessary
- i. Note matters that may be needed for inclusion in Local or State/Federal briefings, situation reports and action plans

#### **3. Recovery**

Repair multi-modal transportation infrastructure, as necessary

#### **4. Mitigation**

Anticipate, plan for, and ready the necessary notification systems to support the requests and directives resulting from the Town Council President and/or the Governor concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities

### **III. RESPONSIBILITIES**

#### **A. Primary Agency**

##### Jamestown Emergency Management

1. The coordination of all ESF 1 administrative, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities.
2. Assign EMA personnel to the ESF 1 duty schedule in the EOC.
3. Providing all available and obtainable transportation resource support for the ESF 1 mission.

#### **B. Support Agencies**

##### Jamestown Police Department

1. Staff traffic control points.
2. Assist with damage assessments.
3. Assist with providing emergency transportation, as required.

##### Jamestown Emergency Management Agency

Provide/Assist in coordination of additional resources.

### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

### **V. REFERENCES AND AUTHORITIES**

Rhode Island General Law Chapter 30-15

## **APPENDIX II: EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

**Primary Agency:** Jamestown Emergency Management Agency

**Support Agencies:** Jamestown Police Department  
Jamestown Fire Department  
Jamestown Department of Public Works

**State Counterparts:** State Police  
National Guard  
Division of Information Technology  
Public Utilities Commission  
RI Emergency Management Agency

**Private Support:** Verizon Wireless  
Cox Communications

**Volunteer Support:** RI Civil Air Patrol  
Amateur Radio (RACES/ARES)

### **I. INTRODUCTION**

Emergency Support Function 2 (ESF 2) provides the Town's provisions for communications support before, during, and after an emergency/disaster situation. ESF 2 will coordinate communications assets (both equipment and services) that may be available from a variety of sources (i.e., Jamestown agencies, voluntary groups, the telecommunications industry, state government agencies, and the National Guard) before or after the activation of the Jamestown's Emergency Operations Center (EOC).

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

Under the leadership of the Jamestown Emergency Management Agency, representatives from each of the support and voluntary agencies will staff the Town's EOC. The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts.

#### **B. Organization**

The Jamestown Police Department provides direction and control for Emergency Support Function 2. The Police Department will manage and control the operation of this Emergency Support Function to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities.

**C. Notifications**

When an area of the Town of Jamestown is threatened or has been impacted by an emergency or disaster event, the Jamestown Emergency Management Director, will provide further notification to supporting agencies, as required, through commercial telephone or other means described in established ESF operating procedures.

**D. Actions**

1. Preparedness

- a. Identify communications facilities, equipment, and personnel located in, and outside, the affected area that could be made available to support response and recovery efforts
- b. Begin accessing needs to pre-stage communications assets for rapid deployment into the affected area
- c. Test all available systems, including standby systems, to insure their availability. Code Red Calling System, VMS equipment, Vehicle mounted PA systems, all two radio equipment.

2. Response

- a. Identify the actual and planned actions of commercial telecommunications companies to restore services
- b. Determine what assets are available and nearest to the affected area(s) by each ESF 2 support agency and the time frame in deploying those assets
- c. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area
- d. Accumulate damage information obtained from assessment teams, the telecommunications industry, and other State/local agencies and report that information through ESF 5
- e. Assess the need for and obtain telecommunications industry support as required
- f. Prioritize the deployment of services based on available resources and critical needs
- g. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required

3. Recovery

- a. Assemble a listing of all Town communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated



- b. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports
  - c. Evaluate and task the transportation support requests for impacted areas
  - d. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans
  - e. Plan and prepare the notification systems to support the establishment of staging areas, distribution sites, a Disaster Field Office, Recovery Centers, Joint Information Centers, mutual aid teams, and other local, State, and federal recovery facilities and emergency workers in the impacted area
  - f. Assign and schedule sufficient personnel to cover an activation of the Town Emergency Operations Center for an extended period of time
- 4. Mitigation
  - a. All agencies should ensure all telecommunications systems are installed and operated in a manner that will allow their continued availability
  - b. Systems should be provided physical and operational security to prevent unauthorized access
  - c. All systems should be protected from lightning damage
  - d. All equipment should be powered by a UPS and/or backup generators

### **III. RESPONSIBILITIES**

#### **A. Primary Agency**

##### **Jamestown Emergency Management Agency**

The Jamestown Emergency Management Agency operates and maintains the Emergency Management State Radio System (EMSTARS).

#### **B. Supporting Agencies**

##### **Jamestown Police Department**

The Agency maintains its individual dispatch system for the coordination of Police assets throughout the Town. Additionally, the department is capable of using the Police intercity radio network to communicate between local jurisdictions. The Department also maintains a Rhode Island Tactical Emergency Radio Network (RITERN) radio system for interoperability in times of emergency.

##### **Jamestown Fire Department**

The Jamestown Fire Department maintains its individual dispatch system for the coordination of Fire assets throughout the Town. Additionally, the department is capable of using the Fire Intercity Radio Network to communicate between local jurisdictions. The Department also maintains a Rhode Island Tactical Emergency Radio Network (RITERN) radio system for interoperability in times of emergency.

**Jamestown Department of Public Works**

The Jamestown Department of Public Works maintains its individual dispatch system for the coordination of Public Works assets throughout the Town.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment as required.

**V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 30-15
2. Presidential Executive Order 12472, April 3, 1984
3. National Warning System Operations Manual, FEMA Manual 1550.2, March 30, 2001
4. Telecommunications Electric Service Priority Restoration Initiative, United States Department of Energy, February 1993
5. NCS Manual 3-1-1, July 9, 1990, Telecommunications Service Priority, system for National Security Emergency Preparedness, Service User Manual
6. Attachment 2- Emergency Communications

## **APPENDIX III: EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS AND ENGINEERING**

<b><u>Primary Agency:</u></b>	Jamestown Department of Public Works
<b><u>Support Agencies:</u></b>	Jamestown Emergency Management Agency
<b><u>State Counterparts:</u></b>	Narragansett Bay Commission Department of Environmental Management Public Utilities Commission National Guard Department of Labor and Training RI Emergency Management Agency
<b><u>Private Support:</u></b>	Coordinated through Public Utilities Commission
<b><u>Volunteer Support:</u></b>	None

### **I. INTRODUCTION**

The purpose of Emergency Support Function 3 (ESF 3) is to provide, in a coordinated manner, the resources of ESF 3 agencies to support emergency public works and engineering needs during an emergency or a disaster.

The public works and engineering resources of, or obtainable by, ESF 3 agencies will be used to assist in the:

1. Emergency clearing of debris from the multi-modal transportation infrastructure.
2. Emergency repair or closure of damaged segments of the multi-modal transportation infrastructure.
3. Emergency repair and restoration of damaged but potentially operable water, electrical, natural gas, sanitary sewage, and storm water generating, and distribution systems.
4. Emergency demolition or stabilization of damaged public and private houses, buildings and structures to facilitate search and rescue and/or the protection of public health and safety.
5. Development and initiation of emergency collection, sorting, and disposal routes and sites for the debris cleared from all public and private property.
6. Emergency survey and identification of the damage to transportation, water, electrical, natural gas and sewage systems.
7. Emergency survey and identification of the damage to hazardous materials and hazardous waste generation, distribution, collection, storage, and disposal sites.

8. Deployment and/or establishment of local, State and/or Federal Assessment Teams, Damage Assessment Teams, Damage Survey Teams, staging areas, and Recovery Centers.
9. Prioritization and initiation of emergency, initial response, and short term recovery work to restore, repair, and mitigate the impact of the public works and engineering needs listed above.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. During an emergency or disaster, Jamestown Department of Public Works will assign previously designated personnel to the ESF 3 duty schedule in the EOC.
2. ESF 3 will pro-actively assess and routinely develop action plans and situation reports, for submission to ESF 5, to meet the short and long-term public works and engineering needs of the threatened and/or impacted area.
3. The public works and engineering resource requests will be met with the available or obtainable public works and engineering resources of one or more ESF 3 agencies, including the public works and engineering resources available through mutual-aid agreements, compacts, and the Rhode Island Emergency Management Agency.
4. Obstructions and/or damage to the public works infrastructure in the threatened and/or impacted area will be assessed and evaluated by the ESF 3 team and, as appropriate, tasked to ESF 3 agencies as emergency, initial response, and short-term recovery restoration and repair work.

### **B. Organization**

The Jamestown Public Works must coordinate ESF-3 activities within the EOC during periods of activation by; developing and maintaining the ESF-3 duty schedule, coordinating the receipt, evaluation, and mission tasking of support requests from the threatened and/or impacted area. Additionally, ensuring that situation reports and action plans are developed and submitted to ESF-5.

### **C. Notifications**

1. Upon notification of a potential or actual event requiring response, the Jamestown Department of Public Works will notify the appropriate staff to respond to the incident and man ESF 3 at the EOC.
2. All support agency contact persons for ESF 3 will be instructed to alert their contacts throughout the Town to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

**D. Actions**

A minor, major, or catastrophic emergency or disaster may require ESF 3 agencies to accomplish one or more preparedness, response, and recovery, and mitigation/redevelopment actions. The following listing of such actions to be accomplished can be accessed at the corresponding preparedness, response, or recovery phase that the EOC is activated:

**1. Preparedness**

- a. Assign sufficient personal to the ESF 3 duty schedule to allow for shift changes during the period of anticipated EOC activation
- b. Ensure contact/call down lists are up-to-date and effective
- c. Develop and maintain a resource list that identifies the source, location and availability specialized equipment which could be used to support emergency operations
- d. Evaluate and plan for the probability and time period of a response phase and/or a recovery phase for the event, if possible
- e. Ensure personnel from all primary and supporting agencies are trained in the Incident Command System
- f. Ensure all Public Works resources are typed based on NIMS requirements
- g. Activate stand-by contracts, as necessary

**2. Response**

- a. Evaluate, task, and manage all public works and engineering requests and operations
- b. Provide personnel and equipment for heavy rescue operations
- c. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 3 action plans
- d. Evaluate the probability and time period of a recovery phase for this event. If a recovery phase is probable, start pre-planning for recovery actions
- e. Provide technical support to all response operations, as necessary
- f. Clear storm drains
- g. Determine the safety of public buildings, emergency operations and mass care facilities in a post-disaster environment
- h. Assist ESF 1 in the survey multi-modal transportation routes to ensure their integrity for use
- i. Assists in restoration of Town utilities to critical and essential facilities

**3. Recovery**

- a. Evaluate, task, and manage the public works and engineering requests and operations
- b. Assist with the restoration of all public services, as necessary
- c. Provide engineering assistance to reconstruction projects, as necessary
- d. Coordinate/Assist with debris management, as necessary

**4. Mitigation**

Investigate and address potential infrastructure vulnerabilities within the Town of Jamestown.

### **III. RESPONSIBILITIES**

ESF 3 is responsible for developing and maintaining a list of available resources typed using the *National Mutual Aid Glossary of Terms and Definitions* and *Resource Typing Definitions* developed by FEMA and the NIMS Integration Center (NIC) (see: [http://www.fema.gov/emergency/nims/mutual\\_aid.shtm](http://www.fema.gov/emergency/nims/mutual_aid.shtm)). Individual agency responsibilities are as follows:

#### **A. Primary Agency**

##### Jamestown Department of Public Works

1. Coordinate ESF 3 operation and incident response.
2. Provide all available resources to response and recovery operations.
3. Coordinate all emergency repairs to infrastructure and Town owned property.

#### **B. Support Agencies**

##### Jamestown Emergency Management Agency

Provide/Assist in coordination of additional resources.

### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment as required.

### **V. REFERENCES AND AUTHORITIES**

R.I.G.L. Chapter 30-15

## **APPENDIX IV: EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING**

<b><u>Primary Agency:</u></b>	Jamestown Fire Department
<b><u>Support Agency:</u></b>	Jamestown Emergency Management Agency
<b><u>State Counterparts:</u></b>	State Fire Marshal's Office Department of Environment Management RI Emergency Management Agency
<b><u>Private Support:</u></b>	RI Fire Chief's Association
<b><u>Volunteer Support:</u></b>	Providence Canteen

### **I. INTRODUCTION**

The purpose of Emergency Support Function 4 (ESF 4) is to coordinate all firefighting resources to prepare for, respond to, recover from and mitigate emergency situations.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

Firefighting involves managing and coordinating firefighting resources within the Town of Jamestown for the detection and suppression of fires, mobilizing and providing personnel, equipment, and supplies to suppress, control and eliminate the fire.

#### **B. Organization**

The Jamestown Fire Department is made up of a firefighting and EMS Division. The Fire Chief is responsible for both divisions

#### **C. Notifications**

1. Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Director will notify the appropriate staff to respond to the EOC and man ESF 4.
2. All support agency contact persons for ESF 4 will be instructed to alert their contacts throughout the Town to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

#### **D. Actions**

1. Preparedness

- a. Ensure all staff maintains appropriate levels of training to response to any event that may affect the Town
- b. Ensure all firefighting resources are typed based on NIMS requirements

**2. Response**

- a. Send response teams and equipment to the Incident Site
- b. Ensure ESF 4 is staffed at the EOC, as needed
- c. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 4 action plans
- d. Manage fire/rescue resources, directs fire operations; defines the area at risk
- e. Inform response team members about health risks so that proper turnout gear is worn by first responders
- f. Ensure that decontamination is in place before ordering responders into hot zones; monitor the environment and response personnel
- g. Assist in evacuations that may be required
- h. Search impacted area to find and remove dead/injured, secondary devices and inspect and report damage in coordination with ESFs 3, 9, and 13
- i. Coordinate Mutual Aid for Fire and Rescue Resource, as needed
- j. Coordinate with State ESF 4

**3. Recovery**

Upon request, ESF 4 will provide fire fighting personnel and resources for recovery efforts

**4. Mitigation**

- a. Enforcement of State and Local Fire Codes, plans review, and on-site inspections
- b. Conduct Fire Safety educational outreach

**III. RESPONSIBILITIES**

**A. Primary Agency**

**Jamestown Fire Department**

The Jamestown Fire Department will coordinate the provision of local firefighting personnel and equipment. It will also plan, coordinate and assign any responding mutual aid resources. It additionally will coordinate those resources volunteered for ESF 4 from other unidentified sources.

**B. Support Agency**

**Jamestown Emergency Management Agency**

Provide/Assist in coordination of additional resources.



#### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

#### **V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 23-28, Fire Prevention and Investigation
2. R.I.G.L. Chapter 30-15, Emergency Management Act
3. The Rhode Island Association of Fire Chiefs, Southern New England Fire Emergency Assistance Plan – Edition 2004, as amended

\* There are no local laws that come into effect regarding Firefighting Support Function during an emergency situation.

## **APPENDIX V: EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

<b><u>Primary Agency:</u></b>	Jamestown Emergency Management Agency
<b><u>State Counterpart:</u></b>	RI Emergency Management Agency
<b><u>Private Support:</u></b>	None
<b><u>Volunteer Support:</u></b>	Community Emergency (State) Response Team

### **I. INTRODUCTION**

Emergency Support Function 5 (ESF 5) provides overall coordination and management of the Emergency Operations Center (EOC) in support of emergency operations.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

The primary responsibility of ESF 5 is to ensure that there is a coordinated response to emergency events within the Town of Jamestown. ESF 5 will work with the various Town departments to ensure that field operations have the necessary resources to complete their mission. Also, ESF 5 will coordinate that acquisition of state and federal resources, as required, through the State EOC.

#### **B. Organization**

ESF 5 will be staffed by the Jamestown Emergency Management Agency or a designee.

#### **C. Notifications**

Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Agency will notify the appropriate staff to man ESF 5.

#### **D. Actions**

1. Preparedness
  - a. Maintain a trained staff to fulfill tasks associated with ESF 5
  - b. Maintain and update needed computer data and programs, maps, critical infrastructure information, evacuation studies, demographics and critical Town data (e.g. shelter capacity, evacuation routes, etc)
  - c. Periodically evaluate systems, processes and methodologies in an effort to anticipate operational requirements
2. Response

- a. Assist with the coordination of emergency operations
- b. Communicate local needs to RIEMA and/or the State EOC
- c. Ensure all local stakeholders are kept apprised of on-going events
- d. Generate incident action plans and situation reports, as needed

3. Recovery

- a. Collect and process information concerning recovery activities while the response phase of the disaster is on-going
- b. Disseminate recovery information, plans and reports
- c. Compile information to support recovery activities

4. Mitigation

- a. Ensure all local stakeholders continuously reassess areas in which mitigation efforts can be expanded, refined and/or continued
- b. Provide leadership and support to on-going mitigation activities

**III. RESPONSIBILITIES**

**Primary Agency**

**Jamestown Emergency Management Agency**

- 1. Provide overall support and coordination of the emergency response effort.
- 2. Assist in the procurement of additional resources and support, as necessary.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment as required.

**V. REFERENCES AND AUTHORITIES**

R.I.G.L. Chapter 30-15

There are no local laws pertaining to the Emergency Support Function 5.

## **APPENDIX VI: EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

**Primary Agency:** Jamestown Emergency Management Agency

**Supporting Agencies:** None

**State Agency Support:** RI Emergency Management Agency  
State Police  
State Fire Marshal  
Department of Transportation  
Economic Development Corporation

**Private Support:** Marriott/Sodexo  
Sysco  
Szabo  
Aramark  
RI Realtors Association

**Volunteer Support:** American Red Cross of RI  
Salvation Army  
American Radio Relay League of RI  
Community Emergency State Response Team

### **I. INTRODUCTION**

The purpose of Emergency Support Function 6 (ESF 6) is to coordinate local and state assistance in support local efforts to meet mass care needs of victims and disaster workers involved in a disaster. This coordinated assistance will support the delivery of:

1. Ensures that agreements with the American Red Cross (ARC) are current and agree with evacuation plans.
2. Coordinates with the Public Information Officer (PIO) to ensure that any Public announcements contain the correct information (location, address, pet policy, and what evacuees should bring).
3. Acts as liaison with the Resources and Public Information Officers, to ensure that any places of assembly are marked and arranges for bus transportation for those without cars.
4. Arranges for community Emergency Response Team (CERT) certification training of Mass Care volunteers.
5. Track Number of people sheltered and fed for situation report in conjunction with ARC MOU and policies.
6. Provide listings of who is at each mass care facility to the PIO.

This Emergency Support Function does not command resources, but rather works in cooperation with the governmental and non-governmental organizations that provide mass care to disaster victims and disaster workers.

### **II. CONCEPT OF OPERATIONS**

### **A. General**

During an emergency or disaster, the responsibilities of the primary and support agencies of ESF 6 are to provide and support the delivery of mass care services to the Town of Jamestown. The ARC independently provides mass care services to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by Congress, Act of January 5, 1905. The responsibilities assigned to the American Red Cross of RI (RIARC) at no time super cede those responsibilities assigned to the Red Cross by congressional charter.

### **B. Organization**

ESF 6 will be coordinated through the Emergency Operations Center which will be headed by Jamestown Emergency Management Agency,

### **C. Notifications**

As a critical Emergency Support Function, mass care support agencies are one of the first to be notified and activated as a result of a threat, or in response to a disaster. Upon this notification, Jamestown will coordinate with the American Red Cross of RI to manage mass care activities.

### **D. Actions**

#### **1. Preparedness**

- a. Jamestown, in coordination with the American Red Cross of RI, will identify and train volunteers to support ESF 6
- b. Review all actions during previous emergencies to determine if ESF 6 requires modification
- c. Ensure local shelters are identified and tracking mechanisms are implemented to track shelter capacities and populations
- d. Ensure shelter teams are typed based on NIMS requirements

#### **2. Response**

- a. Support agencies and other local agencies may be directed to deploy personnel and other resources
- b. Buildings will be identified as staging areas to support mass care functions
- c. Coordinate communication resources with ESF 2
- d. Transportation needs will be provided in coordination with ESF 1
- e. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 6 action plans

#### **3. Recovery**

- a. In cooperation with the American Red Cross of RI, and RIEMA personnel in the field, gather and consolidate all information on mass care activities and report to the State Emergency Operations Center (EOC)

- b. Produce and update regularly a list of all mass care and shelter facilities in affected areas. This list will include all resources positioned at these sites

4. Mitigation

Establish agreements with local and national food chains for feeding needs

### **III. RESPONSIBILITIES**

#### **Primary Agency**

##### **Jamestown Emergency Management Agency**

1. Coordinate mass care services of shelter, feeding, and emergency first aid to disaster victims.
2. Develop the capability to provide news releases, media briefs and situation awareness briefs.
3. Provide security and custodial services to shelters in accordance with Red Cross Statements of Understanding.
4. Provide and assist in coordination of additional resources as needed.

### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

### **V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 30-15, Rhode Island Emergency Management Act
2. Red Cross of RI "Statements of Understandings"

## **APPENDIX VII: EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT**

**Primary Agency:** Jamestown Emergency Management Agency

**Support Agencies:** Jamestown Department of Public Works  
Jamestown Finance Department  
Jamestown Building Official  
Jamestown School Department

**State Counterparts:** RI Emergency Management Agency

**Private Support:** none

**Volunteer Support:** American Red Cross of RI  
Salvation Army

### **I. INTRODUCTION**

The purpose of Emergency Support Function 7 (ESF 7) is to support the logistical and resource support to local entities for emergency response and recovery efforts for an emergency or disaster that impacts the Town of Jamestown.

ESF 7 provides direct and active support to emergency response and recovery efforts during and following a disaster. ESF 7 support includes the locating, procuring and issuing resources, including but not limited to, supplies, office space, staging areas, media areas, office equipment, fuels, contracting services, personnel, heavy equipment, generators, and transportation.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

The Jamestown Emergency Management Agency is responsible for planning, coordinating and managing the resource support in ESF 7. Municipal resources and capabilities will be coordinated and allocated by Jamestown EMA. Logistical support to save lives and property will receive the first priority. The primary source of equipment, supplies and personnel will be municipal departments with consideration of the impacted area and until the resources are exhausted. Support which cannot be provided from municipal department will be contracted by commercial vendors or acquired through mutual aid agreements with other municipalities or the state. Acquisitions may be made with Emergency Purchase Orders trying to utilize regular vendors, Master Price Agreements (MPA) and with every effort to obtain the best price, under the circumstances.

Individuals assigned to ESF 7 must have knowledge of municipal resources, have access to them and have the authority for committing the resources or services during the response and recovery operations.

**B. Organization**

ESF 7 will be coordinated thru the Emergency Operations Center and directed by the Emergency Management Director.

**C. Notifications**

1. Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Agency will notify the appropriate staff to respond to the EOC and man ESF 7 at the EOC.
2. All support agency contact persons for ESF 7 will be instructed to alert their contacts throughout the Town to ensure that all available resources are on standby.
3. An inventory of resources will be assessed and analyzed for standby or deployment and the method of transportation. Staging areas, personnel and equipment may be needed, along with the use of buildings and vehicles. This list will be coordinated with the Town Administrator, his/her designee, and/or the Incident Commander.

**D. Actions**

1. Preparedness
  - a. Personnel and equipment may be placed on standby, schedule or limited activation during an imminent threat or warning period
  - b. Stand-by contracts will be notified of impending activation, as necessary
  - c. Staging areas or pre-positioning of personnel will be identified and coordinated as soon as possible
  - d. Ensure that all municipal resources are fueled including vehicles, generators, and gas-powered equipment
  - e. Identify, verify, and prioritize back up fuel storage for all municipal resources, especially critical infrastructure generators
  - f. Ensure all municipal resources are typed based on NIMS requirements
2. Response
  - a. Town owned buildings, land, areas and equipment should be utilized to the maximum extent possible. Renting or leasing buildings, land, areas or equipment may be utilized when other municipal resources are exhausted or being utilized and in coordination with the Purchasing Department
  - b. All resources covered under other ESFs, such as communications, transportation, fuels, security, etc. will be coordinated and provided in cooperation with that respective ESF
  - c. Assist, coordinate and facilitate contracting and commercial services with established local vendors whenever possible
  - d. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 7 action plans
3. Recovery



- a. Provide all necessary logistical support to recovery operation, including, but not limited to hiring of temporary staff and procuring post disaster equipment
- b. Ensure the return of rented, leased, or borrowed equipment
- c. Provide logistical support and purchasing assistance to Disaster Field Offices, this may include such items as vehicles, meals, communication and buildings

4. Mitigation

Develop databases for acquisition of equipment, materials goods and services that may be needed for preparedness, response, recovery and mitigation.

**E. Direction and Control**

ESF 7 normally operates in the EOC but may be required to function in a Command Post or Forward Area to complete the assignment and coordinate with the other supporting ESFs. ESF 7 may be required to assist Rapid Assessment Teams from both the state and federal government regarding damage and response needs.

**III. RESPONSIBILITIES**

**A. Primary Agency**

**Jamestown Emergency Management Agency**

1. Responsible for allocating and coordinating resources and all support activities through ESF 7. Designated support agencies will furnish resources as required and such support will continue throughout the event and will be terminated at the earliest practical time.
2. Provide staff support for the procurement of equipment, materials, commodities, services and personnel. Procurement of the above may be in the form of purchase, lease, rental or loan. This may include but is not limited to buildings, vehicles, other facilities and facility management.
3. Coordinate and allocate all equipment, materials, commodities, services and personnel from current municipal supplies when practical or from state, federal, and commercial sources.
4. Serve as the primary agency for ESF 7 at the EOC or other designated or assigned area and coordinate with Town purchasing agents.

**B. Support Agencies**

Jamestown Department of Public Works

Responsible for allocating and coordinating resources related and in support of ESF-7. Agency will furnish and coordinate equipment and personnel needed for the support of Primary Agency

Jamestown Finance Department

Responsible for providing staff and resources to arrange for and track procurement of supplies, equipment and purchases. Responsible for the ongoing management of funding and allocation processes.

Jamestown Building Official

Provide staff and resources in support of ESF-7.

Jamestown School Department

Responsible for providing staff and resources to coordinate resources which may be available or procured through the school department

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment as required.

**V. REFERENCES AND AUTHORITIES**

R.I.G.L. Chapter 30-15

## **APPENDIX VIII: EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES**

<b><u>Primary Agency:</u></b>	Jamestown Fire Department EMS (or City Medical Director) Stake Holders Meeting
<b><u>Support Agency:</u></b>	Jamestown Police Department
<b><u>State Counterparts:</u></b>	Department of Health Department of Human Services Department of Behavioral Health Care and Developmental Disabilities Hospital (BHDDH) National Guard State Police RI Emergency Management Agency
<b><u>Private Support:</u></b>	Hospital Association of RI RI Blood Center Hospitals, Clinics, Nursing Facilities, Medical Providers, EMS (See Attachment 3)
<b><u>Volunteer Support:</u></b>	American Red Cross of RI Salvation Army

### **I. INTRODUCTION**

The Health and Medical Services Emergency Support Function 8 (ESF 8) address the activities associated with mobilizing and managing health and medical services in the Town of Jamestown under emergency or disaster conditions. Responsibility for health and medical Services is shared between Rhode Island Department of Health (RIDOH), licensed doctors, health care workers and local Emergency Medical Technicians (EMT) throughout the Town of Jamestown.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

##### **1. Situation**

- a. Local Health and Medical operations are limited to treating casualties, first aid, extraction of victims, transportation of victims to emergency rooms and establishing medical command posts
- b. The Town of Jamestown normally transports patients to the emergency rooms (ER) of the following hospitals: Newport Hospital, South County Hospital
- c. Public and private health and medical facilities that be utilized during a disaster are listed in Attachment 3
- d. Under State law, the Rhode Island Department of Health (RIDOH) is the lead agency for public health issues

- e. Town of Jamestown has drafted a Medical Emergency Distribution System (MEDS) Plan
- f. State ESF 8 addresses Behavioral Health. It identifies 8 regional teams of 8 to 12 trained critical incident stress managers. One of these teams is available to Jamestown

**2. Assumptions**

- a. A damage assessment following any event may discover that some health and medical issues have developed in the Town of Jamestown
- b. Volunteers may come forward and should be utilized effectively under this and coordinated with ESF 7
- c. Any loss of electrical power could have a serious affect on health and medical operations
- d. There may be a need to request state and federal assistance, depending on the nature of the event
- e. During the first 12 to 24 hours of a disaster, emergency health and medical measures will be handled by local and state resources
- f. It may be necessary to relocate victims or patients from an impacted area to contingency field hospital
- g. Hospitals will implement their internal and/or external disaster plans at the onset

**3. General Concepts**

- a. The Jamestown Fire Department EMS is responsible for all ESF 8 activities and will provide the appropriate guidance and leadership to fulfill this responsibility
- b. The Town has designated that the Lead EMS Technician will act as the lead ESF
- c. The adopted system within Jamestown for managing emergency events is the Incident Command System
- d. ESF 8 will be responsible for coordinating the efforts of the Jamestown 's Health and Medical Response Team
- e. While ESF 8 may manage activities from the EOC, a field command post at a disaster site may also be necessary
- f. Health and medical issues commonly addressed from the EOC include: monitoring medical care and transportation of victims, monitoring isolation, decontamination and the treatment of victims, arranging for triage when there are large numbers of victims, identifying victim holding and treatment areas, ensuring identification, transportation and disposition of the deceased and infectious diseases, notifying RIDOH of any such events, determining any need to activate the Town's MEDS Plan, and assisting in drafting advisories to the public. The identified temporary mass fatality planning facility is the Highway Dept Building. Portable refrigerators, generators, and trailers (28' and 48') are available at a monthly fee.
- g. Depending on the location of the incident, the Fire Department has been identified as locations for triage and treating large numbers of injured

**B. Organization**

Initial ESF 8 will be run through EOC to Command Post at incident location.

**C. Notification**

When an area of the Town of Jamestown is threatened or has been impacted by an emergency or disaster event, the Director of the Jamestown Emergency Management Agency, will provide further notification to supporting agencies, as required, through commercial telephone or other means described in established Emergency Support Function operating procedures.

**D. Actions**

Actions carried out by ESF 8 are grouped into the four phases of emergency management: preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. This ESF encompasses a full range of activities from education to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide the framework upon which actions will occur:

- a. Management, Command and Control of assets
- b. Assessment of health and medical needs
- c. Disease control/epidemiology
- d. Public health information
- e. Communications with the professional community
- f. Health/medical equipment and supplies including mass dispensing operations
- g. Patient evacuation, movement and transportation
- h. Food, water and drug safety
- i. Emergency responder health and safety
- j. Victim identification/mortuary services
- k. Emergency Medical Services (pre-hospital)

**1. Preparedness**

- a. Conduct training, orientation sessions, and exercises for all ESF 8 personnel. As possible, integrate ESF 8 needs into other training activities and exercises
- b. Support assessments of all Health/Medical needs and systems across the Town of Jamestown
- c. Develop systems to be able to access emergency health/medical equipment and supplies
- d. Develop patient evacuation and management systems
- e. Develop systems for managing patient care across the Town during large events
- f. As possible use day-to-day public health and medical systems to prepare for emergency events. Integrate emergency planning needs into routine activities such as food, water and facility safety issues
- g. Develop emergency public health and professional communications systems

- h. Coordinate with all possible partners to develop appropriate plans. This includes planning for specific type facilities (schools, government buildings, offices, etc.). Provide technical assistance for building safety plans and environmental health issues
- i. Ensure all health and medical resources are typed based on NIMS requirements

**2. Response**

- a. Coordinate operations with State ESF 8, if activated
- b. Conduct field assessments and surveys; conduct rapid assessments for immediate response objectives; determine whether to activate existing mutual aid plans and the State Mass Casualty Plan which can be conveyed through ESF 2
- c. Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities. As necessary request the Local MEDS Plan to be activated to provide medical supplies (drugs/vaccines) to the Town population
- d. As needed assist in the movement of patients and the identification of alternate care sites
- e. Assist in hazardous materials response through consultation, technical support or staff deployment
- f. Monitor the health and safety of all responders and the population in general. Provide guidance and direction as appropriate
- g. Activate public information and professional communications systems.
- h. As necessary for the emergency notify the Rhode Island Health Department

**3. Recovery**

- a. Maintain operations as needed at the EOC
- b. As appropriate maintain assessments to monitor the situation
- c. As possible restore operations of health and medical functions to normal levels. Restore essential health and medical components of delivery systems, permanent medical facilities to operational status and; restore pharmacy services to operational status
- d. Identify populations requiring event-driven health, medical or social services post-event. Develop and provide services as needed

**4. Mitigation**

- a. Support vaccination programs to maximize the population's protection against all diseases
- b. Support stockpiling activities for medical supplies and drugs
- c. Encourage and support physical upgrades to facilities and buildings to prevent or minimize the impact of contaminants or disease

**E. Direction and Control**

As a situation transitions from a level I (Local Fire and EMS Response) to a level II (EOC lead) public health crisis, a smooth transfer of command and control will

be critical. Integration of all local, state, federal, public and private assets for a public health emergency will be critical.

### **III. RESPONSIBILITIES**

#### **A. Primary Agency**

##### Jamestown Fire Department EMS

The Jamestown Fire Department EMS serves as the main agency for ESF 8. The agency operates local EMS response for the Town of Jamestown.

#### **B. Support Agency**

##### Jamestown Police Department

1. Be prepared to manage a Town -wide security system to protect critical assets such as pharmacies, hospitals, other medical facilities, and governmental offices.
2. Be prepared to provide secure escort for the movement of critical items/samples, including both environmental samples and clinical specimens/isolates around the Town.

### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

### **V. REFERENCES AND AUTHORITIES**

1. R.I.G.L Chapter 30-15, Emergency Management Act
2. National Response Plan (Draft) U.S. Dept of Homeland Security
3. National Disaster Medical System (NDMS) Operations Plan, 14 April 1997, US Naval Clinic, Newport. (For Federal Coordinating Center activation in Rhode Island).
4. RI Emergency Support Function 8
5. Emergency Support Function 8 Reference Guide
6. RI MEDS Plan
7. RI Flu Pandemic Plan
8. RI Smallpox Planning and Response Plan

9. RI Medical Reserve Corps Plan
10. RI Mass Casualty Plan



## **APPENDIX IX: EMERGENCY SUPPORT FUNCTION 9 – URBAN SEARCH AND RESCUE**

<b><u>Primary Agency:</u></b>	Jamestown Fire Department
<b><u>Support Agencies:</u></b>	Jamestown Police Department Jamestown Emergency Management Agency
<b><u>State Counterparts:</u></b>	RI Urban Search and Rescue (RITF-1) RI State Police (Lost/Missing Person) RI Emergency Management Agency (Urban and Aircraft) Department of Environmental Management
<b><u>Private Support:</u></b>	None
<b><u>Volunteer Support:</u></b>	RI Civil Air Patrol RI Chapter of the Red Cross Salvation Army

### **I. INTRODUCTION**

The purpose of Emergency Support Function 9 (ESF 9) is to coordinate the use of municipal resources in both urban and non-urban search and rescue in response to actual or potential emergency/disaster events. Furthermore, because of the limited capabilities of the Town of Jamestown in the area of search and rescue, the primary responsibility of the ESF 9 is to act as a liaison between all cooperating state agencies such as, but not limited to, Rhode Island Urban Search and Rescue, Rhode Island State Police, and the Rhode Island Emergency Management Agency.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

1. Urban search and rescue activities include, but not limited to, locating and extricating victims trapped in collapsed structures through the use of specialized equipment.
2. Non-urban search and rescue activities include, but not limited to, emergency incidents that involve locating missing/lost persons, locating downed aircraft, extraction if necessary, and treating any victims upon their rescue.

#### **B. Organization**

The Jamestown Fire Department will act as the primary agency to staff ESF 9. However, as mentioned, coordination with the state and assisting in operations will be their primary responsibility. There will be two supporting agencies, the Jamestown Police Department and the Jamestown Emergency Management Agency.

**C. Notifications**

1. Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Director will notify the appropriate staff to respond to the EOC and man ESF 9.
2. The State Police must be made aware of any lost or missing person. Upon request by Jamestown Police or Fire Department, the State Police shall join a search and rescue operation. The State Police shall have the authority to seek assistance from other governmental agencies.

**D. Actions**

1. Preparedness
  - a. Ensure all necessary Town personnel are trained in basic search and rescue
  - b. Ensure that all Town search and rescue assets are in working order
2. Response
  - a. Conduct light urban search and rescue operations, as capable
  - b. Coordinate Town efforts with RI Urban Search and Rescue when activated by the Governor
  - c. Track missing persons complaints and conduct a basic investigation into the validity of the complaint, as necessary
  - d. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 9 action plans
3. Recovery

Ensure an effective demobilization from the event, including but not limited to, making certain all volunteers have been accounted for and all assets returned
4. Mitigation

ESF 9 will perform mitigation activities as requested

**III. RESPONSIBILITIES**

**A. Primary Agency**

Jamestown Fire Department

1. Manage/Assist with search coordination.
2. Provide/Assist in coordination of additional resources.

**B. Support Agencies**

Jamestown Emergency Management Agency

Provide/Assist in coordination of additional resources.

**Jamestown Police Department**

1. Investigate the validity of missing person's complaints.
2. Provide manpower and assets, as required.

**IV. FINANCIAL MANAGEMENT**

Financial Management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

**V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 30-15
2. Jamestown Fire Department Standard Operating Procedures
3. Jamestown Police Department Standard Operating Procedures

## **APPENDIX X: EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS**

<b><u>Primary Agency:</u></b>	Jamestown Fire Department
<b><u>Supporting Agency:</u></b>	Jamestown Police Department
<b><u>State Counterparts:</u></b>	Department of Environmental Management Department of Health RI Emergency Management Agency
<b><u>Private Support:</u></b>	RI Association of Fire Chiefs The Responsible Party Hospitals, News Media
<b><u>Volunteer Support:</u></b>	American Red Cross of RI Community Emergency (State) Response Team

### **I. INTRODUCTION**

The Town of Jamestown is responsible for safety measures and precautions that protect the public until a hazardous situation has been corrected by returning the hazardous material to a controlled environment. The Town of Jamestown is responsible for hazardous materials response until resources are unavailable, exhausted, or not within the capabilities of local government.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

##### **1. Situation**

Industries and businesses located throughout Jamestown are manufacturing, storing, transporting and/or using extremely hazardous substances. These materials do not present a threat in their controlled environments; however accidental release could result in hazardous situations affecting the public and emergency responders.

##### **2. Assumptions**

Timely, informative and accurate notification of hazardous materials emergency is critical for an effective emergency response operation. Section 304 of SARA Title III requires the immediate notification of Community Emergency Coordinator (Police Chief) and the State when the release of hazardous substance occurs.

A release of a hazardous material into the environment could quickly bring harm to public health and immediately pose a life-threatening situation to emergency responders. In-place sheltering and evacuation are protective

actions that the public could take to reduce or eliminate their exposure to hazardous material.

**B. Organization**

During an emergency or disaster, the primary and support agencies of Emergency Support Function 10 (ESF 10) will respond directly to the Incident Commander.

During the response phase, ESF 10 will evaluate and analyze information regarding medical and public health status in the impact area and do contingency planning to meet anticipate plans.

**C. Notifications**

Timely, detailed, and accurate information is critical for an effective response to a hazardous substance emergency. Any news of an actual or potential exposure in the Town of Jamestown – even an anonymous call – is normally sufficient to initiate response.

Key agencies at each level – Local (public safety officers), State (DEM, Fire Marshal, HEALTH, RI EMA), and Federal (NRC) – shall be ready to receive and respond to emergency calls, 24 hours a day, 7 days a week.

Most incidents that entail hazardous substances will first be reported to DEM (E.g. through its 24-hour hot line) or to a local public safety office (e.g. through the 911 System). The first responder is normally the member of the DEM office of Emergency Response or the local Jamestown Fire or Police department who was dispatched to the incident.

**D. Actions**

**1. Preparedness**

The Jamestown Fire Department regularly trains and exercises its ability to respond to hazmat incidents.

**2. Response**

- a. Local safety officials will follow department SOP for HAZMAT response and use the Incident Command System
- b. Incidents shall be classified in accordance with the following response levels:

Level I – Fire personnel handling minor incidents, such as leaking propane tanks. Single agency response, with no evacuation except for a structure involved. There is no immediate threat to life, health or property.

Level II – Incidents that require the response of a full alarm assignment. Incident will expand beyond fire department response; specialist or a

technical team called to the scene. Potential threat to life, health and property with an expanded geographic scope.

Level III – Incidents that require the response of different agencies to bring under control. Evacuations and hazardous material teams are needed. Serious hazard or severe threat to life, health and property (potential or actual). Large geographic and community impact. State and federal involvement.

- c. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 10 action plans

3. Recovery

The Jamestown Fire Department will conduct damage assessment and respond to spills and releases following a natural disaster. DEM will provide support functions as designated in other Emergency Support Functions.

4. Mitigation

The Jamestown Fire Department will provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### **III. RESPONSIBILITIES**

#### **A. General**

All Town of Jamestown tasked agencies will perform the following:

1. Attend briefings and coordinate activities with other response participants
2. When requested by IC, report for deployment
3. Report resource requirements to IC or ICS logistics unit
4. Maintain logs of activities and expenditures
5. Monitor safety of individual employees
6. Maintain records of safety of employees, especially in regard to protective measures, exposure to hazardous substances or response-related injuries, and subsequent treatment
7. Provide documentation of agency costs

#### **B. Primary Agency**

##### Jamestown Fire Department

1. Coordinate with local agencies for hazardous materials response.

2. Monitor emergency response operations.
3. Contact local or state agencies for support.

**C. Support Agency**

**Jamestown Police Department**

1. Assist local first responder's on-scene.
2. Upon request of the IC, provide vehicle escort service for transit over-sized containment and/or cleanup equipment on hazardous material location.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

**V. REFERENCES AND AUTHORITIES**

R.I.G.L. §23-17, 23-23, 30-1542-17.1, 46-12, 46-13.1 and 46-14

ENVIRONMENTAL EMERGENCY	DESCRIPTION	FEDERAL &/OR STATE STATUTORY AUTHORITY
AGRICULTURE	Authority for the State Veterinarian to quarantine, destroy, and regulate domestic livestock to eradicate disease	R.I. Gen. Laws Section 4-4-1 et seq.
AIR POLLUTION RI Clean Air Act	Emergency powers for air pollution episode control	R.I. Gen. Laws Section 23-23.1-1 et seq.
The Clean Air Act	Emergency powers to protect air resources and ensure compliance with Federal Clear Air Act	42 USC 7401 et seq.
ANIMALS	Emergency powers for quarantine and eradication of disease in bees	R.I. Gen. Laws Section 4-4-1 et seq.
DAMS AND RESERVOIRS	Emergency powers to drain and order	R.I. Gen. Laws

	repairs of unsafe dams and reservoirs	Section 46-19-1 et seq.
FISH AND WILDLIFE	Authority over fish (including shellfish) and wildlife within the State	R.I. Gen. Laws Section 20-1-1 et seq.
FOREST FIRES	Emergency powers over fire hazards	R.I. Gen. Laws Section 2-12-15
HAZARDOUS WASTE		
RI Hazardous Waste Management Act	Emergency powers for the management of hazardous waste	R.I. Gen. Laws Section 23-19.1-16
Comprehensive Environmental Response Compensation and Liability Act (CERCLA)	Enables Federal agencies to provide a response to un-permitted releases of hazardous substances to the environment and procedures to remediate those releases. Requirements include Emergency Planning and the Community Right-to-Know Act	42 U.S.C. 9601 et seq., CERCLA Section 103E, 103F
Resource Conservation and Recovery Act (RCRA)	Regulates the storage and management of hazardous wastes	42 U.S.C. Section 321 et seq.
Superfund Amendments and Reauthorization Act (SARA), Title III	The purpose of SARA Title III is to assist the community and responsible public agencies in planning for and responding to hazardous material incidents	42 U.S.C. 9601 et seq., CERCLA Section 103E, 103F
Toxic Substances Control Act (TSCA)	Regulates the management of chemical substances and mixtures (including PCBs) that present an unreasonable risk of injury to health and the environment	15 U.S.C. Section 2601 et seq.
MEDICAL WASTE	Management of Regulated Waste Act	R.I. Gen. Laws Section 23-19.2-1
OIL SPILLS		
Oil Pollution Control Act	Emergency powers in connection with discharge of oil	R.I. Gen. Laws Section 46-12.5.1-11
Water Pollution Act	Emergency powers in connection with the discharge of pollutants, including petroleum or oil	R.I. Gen. Laws Section 46-12-10
Oil Pollution Act of 1990	Regulates discharge of oil	33 U.S.C. 2702-2761



PLANT PESTS	Powers to control and eradicate disease-infested plants and plant pests	R.I. Gen. Laws Sections 2-16-3 – 2-16-12
PLANT DISEASE AND PARASITES	Powers for regulation, suppression and extermination of plant parasites and diseased plants	R.I. Gen. Laws Section 2-17-1 et seq. Section 2-18-1 et seq. Section 2-18.1 et seq.
SOLID WASTE Refuse Disposal Act	Regulation of refuse disposal	R.I. Gen. Laws Section 23-18.9-1 et seq.
WATER POLLUTION RI Water Pollution The Clean Water Act	Emergency powers to protect water resources  Establishes structure for regulation discharges of pollutants into waters	R.I. Gen. Laws Section 46-12-10  33 U.S.C. 1251 et seq.

## **APPENDIX XI: EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE AND NATURAL RESOURCES**

**Primary Agency:** Jamestown Emergency Management Agency

**Support Agencies:** Jamestown Water Supply Board  
Jamestown Department of Public Works  
Jamestown Planning Department

**State Counterparts:** RI Department of Environmental Management  
RI Department of Health  
RI Emergency Management Agency

**Private Support:** None

**Volunteer Support:** None

### **I. INTRODUCTION**

Emergency Support Function 11 (ESF 11) will be responsible for all issues concerning agriculture and natural resources. ESF 11 will attempt to address issues on the local level and then coordinate with state agencies to address concerns regarding natural resources and agriculture.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

ESF 11 will prioritize and coordinate the response to protect all natural resources and agriculture in the Town of Jamestown, including but not limited to, the water supply, parks, and cultural and historic property resources. The Town of Jamestown will support the coordination of agencies pertaining to animal, pests, and food supply management. Specialized resources, especially those from State and Federal government will be coordinated through the Rhode Island Emergency Management Agency.

#### **B. Organization**

ESF 11 in the event of an incident will coordinate all resources to respond and recover from an agriculture or natural resource incident. ESF 11 will utilize its support agencies to assist with ESF 11 operations and planning.

#### **C. Notifications**

Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Agency will notify the appropriate staff to man ESF 11.

**D. Actions**

**1. Preparedness**

Coordinate with ESF 6 in identifying animal friendly shelters sites near approved emergency American Red Cross (ARC) shelters.

**2. Response**

- a. Manage and direct evacuation of animals from risk areas and provide assistance to prevent animal injury and disease dissemination.
- b. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to the Town of Jamestown.
- c. Coordinate public information and provide updates for ESF 15.
- d. Identify and address critical needs of natural, cultural and historic resources protection.
- e. Task veterinary personnel with assisting in delivering animal health care to injured and abandoned animals and performing veterinary preventive medicine activities.

**3. Recovery**

- a. Assess the operating status of inspected meat, poultry, and egg product processing, distribution, import, and retail facilities in the affected area
- b. Establish logistical links with organizations involved in long-term congregate services
- c. Coordinate with State and voluntary organizations to determine the extent to which Food Safety and Inspection Service resources are needed and can be provided
- d. Establish Logistical links with organizations involved in long-term natural, cultural and historic resources protection, conservation, rehabilitation, recovery, and restoration

**4. Mitigation**

This Emergency Support Function will perform mitigation activities as requested.

**III. RESPONSIBILITIES**

**A. Primary Agency**

Jamestown Emergency Management Agency

1. Provide overall support and coordination of the emergency response effort for ESF 11.
2. Assist in the procurement of additional resources and support, as necessary.

**B. Support Agencies**

Jamestown Water Supply Board

1. Provide technical expertise to all response and recovery operations.
2. Ensure all recovery operations are completed in a manner consistent with all applicable Standard Operating Procedures.

Jamestown Department of Public Works

1. Coordinate ESF 3 operation and incident response.
2. Provide all available resources to response and recovery operations.
3. Coordinate all emergency repairs to Town -owned parks and historic properties.

Jamestown Planning Department

1. Provide technical expertise to all response and recovery operations.
2. Make available all applicable city plans, maps, and drawings and ensure their safety and availability in the event of an emergency.
3. Ensure appropriate steps are taken to mitigate further incidents.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment as required.

**V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 30-15
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
3. National Response Plan ESF 11

## **APPENDIX XII: EMERGENCY SUPPORT FUNCTION 12 – ENERGY**

**Primary Agency:** Jamestown Emergency Management Agency

**Support Agencies:** Jamestown Department of Public Works  
Jamestown Police Department

**State Counterparts:** Department of Administration  
RI State Energy Office  
Public Utilities Commission  
RI Emergency Management Agency

**Private Support:** Rhode Island Energy  
The Oil Heat Institute  
ISO New England  
Propane Dealers Association

**Volunteer Support:** None

### **I. INTRODUCTION**

Emergency Support Function 12 (ESF 12) involves close coordination with the utilities operating in the Town to ensure that the integrity of the power supply systems are maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner afterward. ESF 12 is also responsible for notifying State ESF 12 of any power outages or downed wires within the Town of Jamestown.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

ESF 12 will be responsible for the reporting of power outages within the Town of Jamestown and coordinating power restoration. Furthermore, support will be provided to power restoration crews by the Jamestown Department of Public Works to ensure that power is restored in an efficient manner.

#### **B. Organization**

The Jamestown Public Works Department is the lead agency for Emergency Support Function 12. ESF 12 will coordinate with public and private utilities for the restoration of services. Other agencies and entities supporting Emergency Support Function 12 should be coordinated through Public Works.

#### **C. Notifications**

Upon activation of the Emergency Operations Center, the Director of the Jamestown Emergency Management Agency will notify the necessary Town personnel to support ESF 12.

**D. Actions**

1. Preparedness

- a. Identify and address any potential hazards that may lead to the interruption of energy to the Town of Jamestown such as overhanging branches, weak electrical poles, etc.
- b. Ensure communication operability with local utilities, as necessary
- c. Pre-identify critical infrastructure and prioritize restoration of utilities to those facilities
- d. Develop agreements with utility companies to shut off power to evacuated areas as a public safety measure

2. Response

- a. Assist individual power restoration crews by clearing debris and providing required assistance so that power can be restored to critical infrastructure
- b. Establish power restoration priorities and communicate those to State ESF 12
- c. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 2 action plans
- d. Executes agreements with utility companies to shut off power to evacuated areas as a public safety measure

3. Recovery

- a. Coordinate with State ESF 12 to secure emergency power supply, as necessary
- b. Monitor and assist restoration efforts throughout the Town of Jamestown

4. Mitigation

ESF 12 will perform mitigation activities as requested.

**III. RESPONSIBILITIES**

**A. Primary Agency**

Jamestown Emergency Management Agency

- 1. Coordinate/Prioritize the restoration of power within the Town of Jamestown.
- 2. Assist with the coordination of additional resources as necessary.

**B. Support Agencies**

Jamestown Department of Public Works

Assist with clearing debris to allow power restoration crews to operate.

Jamestown Police Department

1. Relay outage reports as received.
2. Provide security around down wires to ensure public safety.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

**V. REFERENCES AND AUTHORITIES**

1. RI Emergency Energy Plan
2. R.I.G.L. Chapter 42-60
3. R.I.G.L. Chapter 42-81
4. R.I.G.L. Chapter 30-15

## **APPENDIX XIII: EMERGENCY SUPPORT FUNCTION 13 – PUBLIC SAFETY AND SECURITY**

<b><u>Primary Agency:</u></b>	Jamestown Police Department
<b><u>Support Agency:</u></b>	Jamestown Emergency Management Agency
<b><u>State Counterpart:</u></b>	State Police State Fire Marshal National Guard RI Emergency Management Agency
<b><u>Private Support:</u></b>	None
<b><u>Volunteer Support:</u></b>	None

### **I. INTRODUCTION**

The purpose of Emergency Support Function 13 (ESF 13) is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment. ESF 13 also coordinates with State ESF 13 to procure any additional resources as needed.

ESF 13 assists in the development, maintenance and planning of security force responses to disasters and emergencies including terrorist incidents involving weapons of mass destruction. Additionally, ESF 13 will act as the liaison to all security forces in order to increase or decrease the response based on the needs of ongoing operations and other ESF activities.

The responsibilities of ESF 13 include, but are not limited to:

1. Provide on-scene security management and resource allocation.
2. Coordinate additional resources for response as required to support the anticipated or current needs for forces to maintain security within Jamestown and on-scene at the incident.
3. Coordinate remote and external support elements for laboratory and evidence analysis.
4. Establish positive control systems for evidence collection and positive control of evidence procedures. Track the production of evidence samples to ensure timely response and disposition of samples and evidence.
5. Establish the level of security presence required to maintain order and support on-going response operations.
6. Provide tracking and resource utilization for all manner of security responders and follow on elements.



## **II. CONCEPT OF OPERATIONS**

### **A. General**

ESF 13 will be in charge of all the public safety and security concerns as it pertains to law enforcement response and maintaining order throughout the Town of Jamestown.

### **B. Organization**

The organization of Emergency Support Function 13 consists of one primary agency, the Jamestown Police Department, and all other support agencies that are aligned under a unified command structure. Each agency has specific basic responsibilities, which are outlined in the other Emergency Support Functions. During an emergency or disaster, the primary agency of ESF 13 will be responsible for all law enforcement and public security throughout the Town of Jamestown. The Police Department is made up Patrol, Detectives, Dispatch, Jamestown personnel.

### **C. Notifications**

1. Upon notification of a potential or actual event requiring response, the Jamestown Emergency Management Director will notify the appropriate staff to respond to the Emergency Operations Center (EOC) and man ESF 13.
2. All support agency contact persons for ESF 13 will be instructed to alert their contacts throughout the Town to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

### **D. Actions**

1. Preparedness
  - a. Maintain training of all sworn and civilian members of the Jamestown Police Department including, but not limited to, the Incident Command System
  - b. Ensure all evacuation routes are correctly labeled
  - c. Ensure all public safety and security resources are typed based on NIMS requirements
2. Response
  - a. Send response teams and equipment to the Incident Site
  - b. Ensure that ESF 13 is staffed at the EOC, as needed
  - c. Notify EOC of law enforcement issues from the scene
  - d. Restrict, re-route, direct and/or control traffic during emergency operations in coordination with ESF 1

- e. Provide security for teams working in the area affected by the emergency, at mass care facilities and the EOC
- f. Assist in conducting damage assessment
- g. Secure and protect evidence found at the incident site
- h. Control access to the incident site areas, watch for looting
- i. Integrate state and federal authorities into the on-scene organization
- j. Assist in the orderly evacuation of residents from risk areas
- k. Controls, evacuates and provides security to designated or restricted areas and vital installations as necessary. Isolates damaged areas and secures critical facilities
- l. Coordinates explosive ordinance reconnaissance and disposal with the State Fire Marshall
- m. Establishes a chain of command to integrate and manage all law enforcement resources within the Town of Jamestown
- n. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 13 action plans

**3. Recovery**

Provide necessary security to on-going recovery operations to ensure the safety of all those involved.

**4. Mitigation**

Mitigation actions, generally, are not applicable to ESF13. Considerations are given, however, after each incident to identify problems that need to be addressed within the Emergency Support Function to better enhance future emergency response.

**III. RESPONSIBILITIES**

**A. Primary Agency**

Jamestown Police Department

The Jamestown Police Department is the lead agency responsible for overall command and coordination of ESF 13 and the deployment of law enforcement assets throughout the Town of Jamestown. The Jamestown Police Department will assign personnel to staff the EOC upon activation.

**B. Support Agency**

Jamestown Emergency Management Agency

Provide/Assist in coordination of additional resources.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident

Commander may assign an administrative section to handle all financial documentation and payment, as required.

**V. REFERENCES AND AUTHORITIES**

1. R.I.G.L. Chapter 42-28 thru 48
2. R.I.G.L. Chapter 30-15

## **APPENDIX XIV: EMERGENCY SUPPORT FUNCTION 14 – LONG-TERM COMMUNITY RECOVERY**

**Primary Agency:** Jamestown Emergency Management Agency

**Support Agencies:** Jamestown Town Administrator's Office  
Jamestown Department of Public Works

**State Counterparts:** RI Emergency Management Agency  
RI Economic Development Corporation  
RI Governor's Office

**Private Support:**

**Volunteer Support:** None

### **I. INTRODUCTION**

Emergency Support Function 14 (ESF 14) will be responsible for planning and coordinating all issues regarding long-term recovery from a disaster, including but not limited to federal assistance programs and post-disaster mitigation. This ESF will work closely with state and federal counterparts to ensure the Town of Jamestown maximizes the assistance it will receive and allows for a quick and complete recovery from an emergency event.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

ESF 14 will coordinate all aspects of long-term community. ESF 14 will also work closely with RIEMA and FEMA, as well as, the other cities and towns in Bristol County to identify if a Presidential Disaster Declaration is necessary and assist RIEMA and the Governor's Office with the application, as required.

#### **B. Organization**

During a town-wide catastrophic event the Town Manager will coordinate Long-Term Community recovery within the Town of Jamestown. The Town Manager will coordinate all the town departments in a united recovery effort. Additionally, the Manager will liaison with other non-governmental organizations, private partnerships, state and federal government to assist the Town in long-term recovery.

#### **C. Notifications**

Upon notification of an event requiring response, the Jamestown Emergency Management Agency will make the proper notifications to staff ESF 14.

#### **D. Actions**

- a. Preparedness
  - a. Pre-identify potential infrastructure hazards and work with other ESFs to minimize their effect on the Town
  - b. Ensure all applicable plans and stand-by contracts are reviewed annually
- b. Response
  - a. Assess event impact through the Town
  - b. Identify and address long-term needs
  - c. Develop plans to limit the socio-economic impact of an emergency event
- c. Recovery
  - a. Prioritize recovery projects according to need and available resources
  - b. Coordinate all recovery operations, as necessary
  - c. Coordinate with RIEMA to develop a comprehensive State and local recovery plan
  - d. Ensure all affected areas and populations receive the support needed to return to pre-event conditions
  - e. Identify and document economic losses that were prevented based on previous mitigation activities
  - f. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 14 action plans
- d. Mitigation
  - a. Ensure that recovery operations address future mitigation needs
  - b. Coordinate the assessment and revision of current mitigation plans, as necessary

### **III. RESPONSIBILITIES**

#### **A. Primary Agency**

##### Jamestown Emergency Management Agency

- 1. Ensure that all needs of the affected population are met to the best of the Town's ability.
- 2. Coordinate with RIEMA and the Governor's Office to apply for a Presidential Disaster Declaration, as necessary.
- 3. Identify and address needed mitigation measures both before and after an event.

#### **B. Support Agencies**

##### Jamestown Town Administrator's Office

Serve as liaison to the Governor's Office.

Jamestown Department of Public Works

1. Assist with the coordination of debris removal.
2. Assist in the identification of infrastructure damage and other long-term recovery issues.

**IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

**V. REFERENCES AND AUTHORITIES**

R.I.G.L. Chapter 30-15

## **APPENDIX XV:           EMERGENCY SUPPORT FUNCTION 15 – EXTERNAL AFFAIRS**

<b><u>Primary Agency:</u></b>	Jamestown Town Administrator's Office
<b><u>Support Agency:</u></b>	Jamestown Emergency Management Agency
<b><u>State Counterparts:</u></b>	RI Emergency Management Agency RI Economic Development Corporation RI Governor's Office
<b><u>Private Support:</u></b>	Jamestown Chamber of Commerce
<b><u>Volunteer Support:</u></b>	None

### **I.       INTRODUCTION**

The purpose of Emergency Support Function 15 (ESF 15) is to provide a central point for the coordination of all external affairs and public information.

### **II.      CONCEPT OF OPERATIONS**

#### **A.      General**

The primary purpose of ESF 15 is to coordinate the dissemination of emergency public information, warning notifications and to control the spread of misinformation. ESF 15 will not be activated in all disasters but only in response to a verifiable need, in conjunction with the operation of a Joint Information Center (JIC), if necessary. Furthermore, ESF 15 also coordinates the local public-private sector partnership ensuring that private sectors assets are bought to bear in the best possible matter.

#### **B.      Organization**

During an incident or emergency, ESF 15 will coordinate additional staff from various agencies to support staffing requirements. As needed, ESF 15 will provide appropriate staff to rapidly deploy to an incident location.

#### **C.      Notifications**

In the event of an impending or actual emergency or disaster, the Jamestown Town Administrator's Office will disseminate all pertinent information, as necessary, and ensure all citizens receive this information as soon as practical.

#### **D.      Actions**

1. Preparedness

- a. Warn citizens, through all available means, of impending emergency or actual event, as well as, provide steps that need to be taken to protect their life and property
- b. In conjunction with ESF 2, ensure that the Town of Jamestown has contact with both the primary state warning point and at least one alternate state warning point to receive pertinent warnings
- c. Establish relationship with private sector entities to ensure effective communication, support, and assistance in the event of an emergency

**2. Response**

- a. Assist in the communication of voluntary and/or mandatory evacuation orders with special attention paid to ensuring disadvantaged groups, such as the hearing impaired and non-English speaking groups, receive the information
- b. Ensure that rumors are controlled and the public is informed of all pertinent information
- c. Coordinate with the State PIO, JIC, and State ESF 15, as needed, to ensure that there is a singular message being communicated to both the press and the public
- d. Serves as a liaison to the press by answering individual requests and holding briefings as necessary
- e. Serves as a liaison to private sector entities to coordinate any assistance they can provide, as needed, during response operations
- f. Note matters that may need to be included in EOC briefings, situation reports and/or ESF 15 action plans

**3. Recovery**

- a. Make the public aware of any public assistance programs and who will qualify
- b. Provide information regarding insurance claims to assist the general public in their personal recovery efforts
- c. Provide the general public with updates regarding the re-establishment of municipal services
- d. In conjunction with ESF 14, liaise with private sector entities to ensure effective re-establishment of disrupted operations

**4. Mitigation**

- a. Ensure that all pertinent information about Town mitigation efforts are communicated to the general public
- b. Assist other ESFs with conveying their mitigation messages
- c. Work with private sector entities to identify and coordinate assistance for their mitigation activities

**E. Direction and Control**

ESF 15 activities will be coordinated from the Jamestown Emergency Operations Center during activation. ESF 15 will also work closely with the State EOC and JIC, if activated.



### **III. RESPONSIBILITIES**

#### **A. Primary Agency**

##### Jamestown Town Administrator's Office

Provide support to the Jamestown Emergency Management Agency in drafting emergency notices and transmitting them to the public.

#### **B. Supporting Agency**

##### Jamestown Emergency Management Agency

1. Ensure the public is informed of all necessary information.
2. Coordinate the dissemination of information with other appropriate agencies.

### **IV. FINANCIAL MANAGEMENT**

Financial management will be handled through generally accepted practices as directed by municipal guidelines and standard operating procedures. Furthermore, the Incident Commander may assign an administrative section to handle all financial documentation and payment, as required.

### **V. REFERENCES AND AUTHORITIES**

R.I.G.L. Chapter 30-15

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ANNEX A  
ALL WEATHER/NATURAL HAZARD**

**Town of Jamestown  
Emergency Management Agency**

## SECTION 1.0 PURPOSE

The purpose of this attachment is to develop a consequence management plan for preparing, responding to, and recovering from the effects of a severe weather/natural hazard event striking the Town of Jamestown or the nearby region. The plan, in conjunction with other related emergency plans and procedures, serves as a guide for Town officials to ensure effective severe weather/natural hazard preparedness, response, and recovery.

## SECTION 2.0 SPECIFIC HAZARD AND ASSESSMENT OF RISK

### 2.1 SPECIFIC HAZARDS

Severe weather/Natural hazards as defined for this annex includes Nor'easters, Winter Storms, Ice Storms, Severe Thunderstorms, Tornados, Hurricanes and Earthquakes.

### 2.2 NATURE OF THE HAZARDS

#### 2.2.1 Nor'easters

Nor'easters are cyclonic storms which form along the North American coast during the fall and winter seasons.

The primary hazard agents associated with a Nor'easter are the high sustained winds, heavy rain and snow, coastal flooding and shoreline erosion from storm surge and high waves.

The Town of Jamestown considers the overall risk of experiencing the direct effects of a Nor'easter as ***MEDIUM***.

The following facilities, services and infrastructures in Jamestown are particularly susceptible to the effects of Nor'easters:

- East Ferry marinas, boat yards and Town docks
- Dumpings area marinas and boat yards
- Newport Bridge
- Jamestown Verrazano Bridge
- West Ferry, Dutch Harbor

#### 2.2.2 Winter Storms

Winter storms can range from moderate snow over a few hours to blizzards that can last for days. Often during a winter storm, precipitation type may vary and change several times.

Winter storms are generally characterized by low temperatures, heavy and or blowing snow, sleet or ice, severely reduced visibilities, or a combination of any of these. Winter storms can cause transportation difficulties by making roads and highways impassable. Other hazards include loss of electric power and

communications from downed utility lines and structure collapse due to the weight of accumulating snow.

The Town of Jamestown considers the overall risk of experiencing the direct effects of a winter storm as **MEDIUM**.

The following facilities, services and infrastructures in Jamestown are particularly susceptible to the effects of winter storms:

- Newport Bridge
- Jamestown Verrazano Bridge
- Town Offices
- Elementary Schools (2)

### **2.2.3 Ice Storms**

While not as prevalent as winter storms involving snowfall or a mix of precipitation types, ice storms can create a hazardous event. As with snow events, ice storms can affect large geographic areas or single communities.

Ice storms can completely immobilize large areas and cause transportation difficulties by making roads and highways impassable and extremely dangerous. Other hazards include loss of communications and electric power from downed utility lines and destructive tree collapse (and subsequent property damage) due to the weight of accumulating ice.

The Town of Jamestown considers the overall risk of experiencing the direct effects of an ice storm as **MEDIUM**.

The following facilities, services and infrastructures in Jamestown are particularly susceptible to the effects of ice storms:

- Newport Bridge
- Jamestown Verrazano Bridge

### **2.2.4 Severe Thunderstorms**

Severe thunderstorms may occur singularly, in clusters or in lines related to frontal boundaries.

Hazard agents associated with severe thunderstorms are heavy rains which may lead to flash flooding and down bursts or straight line winds that may exceed one hundred miles per hour, causing property damage similar to a tornado. In addition, lightning is always a major risk during a severe thunderstorm. Lightning can cause power and communications outages and ignite fires in structures or woodland areas. Hail produced by many strong thunderstorms can cause property damage.

The Town of Jamestown considers the overall risk of experiencing the direct effects of a severe thunderstorm as **Low**.

There are no facilities, services and infrastructures in Jamestown that are particularly susceptible to the effects of severe thunderstorms.

### **2.2.5 Tornadoes**

Tornadoes are produced from severe thunderstorms and are one of nature's most destructive storms. Fortunately, Rhode Island ranks very low for the frequency of tornadoes.

The primary hazard agent associated with a tornado is severe wind with Incredible destructive power effecting property, structures and critical infrastructure. The worst of the damage is usually oriented on a path associated with areas where the tornado "touches down". Since tornadoes are associated with severe thunderstorms, the hazard elements discussed above will also add to the potential destruction and disruption of services.

**TABLE 1: OPERATIONAL ENHANCED FUJITA SCALE**

EF Number	3-Second Gust (mph)
0	65-85
1	86-110
2	111-135
3	136-165
4	166-200
5	Over 200

The Town of Jamestown considers the overall risk of experiencing the direct effects of a tornado as **LOW**.

The following facilities, services, and infrastructures in Jamestown are particularly susceptible to the effects of tornadoes:

- Any facilities in the tornado's path

### **2.2.6 Earthquakes**

An earthquake is the result from the sudden release of stored energy in the Earth's crust that creates seismic waves. A powerful earthquake could subject Jamestown to multiple emergency situations requiring activation of the Emergency Operations Plan and its supporting annexes, appendices and attachments.

While there has been shocks felt in the State of Rhode Island as recent as 2003 the Town of Jamestown views the risk seismic activity as **LOW**.

The following facilities, services and infrastructures in Jamestown are particularly susceptible to the effects of earthquake:

- North and South Surface Reservoir earthen dams
- Water and Sewer pipe infrastructure throughout town
- Water Tower
- Water Treatment Facility
- Wastewater Treatment Facility
- Sewer Pump Stations
- Fire Station

Minimal Risk to the following:

- Town Hall
- Police Station
- Melrose and Lawn Avenue schools

Depending on the severity of the earthquake there will be damage to Town Roads. Beavertail Road at Mackerel Cove, North Road at the Great Creek, and East Shore Road and Route 138 at the Toll Plaza will be flooded, dividing the island into three.

Services that will be affected include:

- Water Service
- Sewer Service
- Access by vehicle
- Schools

### **2.2.7 Hurricanes**

The primary hazard agents associated with a hurricane are the high sustained winds, flooding from storm surge or heavy rains and shoreline erosion. There are also a variety of secondary hazards which depend on the strength of the hurricane. See Table 2 for a description of the five hurricane categories:

**TABLE 2: SAFFIR-SIMPSON SCALE**

<b>Hurricane Category</b>	<b>Ctrl. Pressure (in)</b>	<b>Wind Speed (mph)</b>	<b>Storm Surge (ft)</b>	<b>Damage</b>
1	> 28.9	74-95	4-5	Minimal
2	28.5 – 28.9	96-110	6-8	Moderate
3	27.9 – 28.5	111-130	9-12	Extensive
4	27.2 – 27.9	131-155	13-18	Extreme
5	< 27.2	156+	18+	Catastrophic

The high winds impose significant loads on structures and cause loose objects to be propelled at high velocity. In addition, falling trees and limbs can take lives, cause property damage, and knock out power and communication lines.

Flooding during a hurricane can come from a variety of sources. Communities along an exposed coast may experience storm surge, above and beyond high tide. The excessive rainfall associated with hurricanes, in some cases 6 to 12 inches, may cause flash flooding and flooding of rivers, streams and drainage systems.

Particularly along the south coast of Rhode Island, hurricanes have generated waves of up to 25 feet which easily could destroy structures near the shore. Debris driven by wave action can also cause major damage and RI has experienced very large boats coming further inland than anticipated. Persons exposed to such debris and objects are likely to receive severe injuries or be killed.

Loss of electric power is almost a certainty and since utility poles carry electricity, telephone and cable television wires, the loss of a single pole can cause widespread issues. Also common during and following hurricanes is contamination of water supplies, flooding of sewage treatment facilities and widespread loss of infrastructure (roads, bridges, including public and private property).

The Town of Jamestown considers the overall risk of experiencing the direct effects of a hurricane as **MEDIUM**.

Within the Town of Jamestown, the following areas are most likely to be affected by storm surge and wave action:

- Beavertail
- Mackerel Cove
- Dutch Harbor/Sheffield Cove
- Sand Beach Cove, West Cove (Dumplings area)
- Zeke's Creek

The following areas in Jamestown are particularly susceptible to high winds:

- Fort Getty Campground
- Waterfront dwellings

### **2.2.8 Flooding**

Flooding occurs in Jamestown when saturated land is inundated with water (or flowing mud). Flooding may result from:

- Bodies of water overflowing their banks, including dams, etc.
- Structural failure of dams
- Rapid accumulation of runoff or surface water
- Hurricane-caused storm surges
- Coastal flooding and erosion
- Prolonged rain and/or severe storms

Typically, the 2 parameters of most concern for flood planning are:

- Suddenness of onset
  - Flash floods
  - Dam failures
- Flood elevation in relation to
  - Topography
  - Structures

Other factors contributing to damage are:

- Velocity or “energy” of moving water
- Debris carried by the water
- Extended duration of flood conditions

Flooding can be caused by various factors. The following list identifies the level of risk Jamestown considers for the indicated flooding hazard:

- Flooding of rivers, streams, and drainage systems - **LOW**
- Flooding due to the failure of dams located in and near Jamestown- **LOW**
- Flooding caused by steep topography- **LOW**
- Coastal flooding- **MEDIUM**

The following areas have historically been flood- prone:

- Neighborhoods
  - East Shore Drive
  - East Ferry
  - Mackerel Cove Beach
  - Sheffield Cove
- Flood Plains
  - Zeke's Creek
- Coastal Areas
  - Beavertail
  - Mackerel Cove
  - Dutch Harbor
  - Dumplings
  - Seaside Drive

## **SECTION 3.0 SITUATIONS AND ASSUMPTIONS**

### **3.1 SITUATIONS**

Modern technology used in the forecasting and tracking of weather systems generally provides several days warning prior to a major event. In addition, mass media tend to provide timely updates regarding the strength and location of major storms.

For smaller or regional weather events, the local NWS office in Taunton, Massachusetts provides regional weather forecasts and issue watches or warnings if conditions warrant. The NWS warnings for the event listed in this attachment are:

- Winter Weather Advisory – a wintry mix of rain, sleet, ice or snow is possible in the area
- Winter Storm Watch – winter storm conditions possible in the area
- Winter Storm Warning - winter storm conditions are expected
- Blizzard Warning – strong winds, heavy wind-driven snow and dangerous wind chill is expected
- Severe Thunderstorm Watch – weather conditions are such that a severe thunderstorm is likely to develop
- Severe Thunderstorm Warning – a severe thunderstorm has been sighted or indicated by weather radar
- Tornado Watch - weather conditions are such that a tornado is likely to develop
- Tornado Warning - a tornado has been sighted or indicated by weather radar
- Tropical Storm Watch – An announcement for specific coastal areas that tropical storm conditions are possible within 36 hours



- Tropical Storm Warning - A warning that sustained winds within the range of 34 to 63 knots (39 to 73 mph) associated with a tropical storm are expected in a specified coastal area within 36 hours or less
- Hurricane Watch – an announcement for specific coastal areas that hurricane conditions are possible within 48 hours
- Hurricane Warning – A warning that sustained winds 64 knots (74 mph) or higher associated with a hurricane are expected in a specified coastal area in 36 hours or less

Unlike some weather events, there are no current warning mechanisms for Earthquakes. The situation is as follows:

- NOAA reports the existence of a serious fault down the middle of Narragansett Bay
- The fault under Narragansett Bay has not been active in recent times
- Depending upon the magnitude and location of an epicenter, damage to Jamestown could be significant

Furthermore, other than the areas identified in Section 2.2.8 “Flooding” as prone to flooding, Jamestown could be affected by the failure of the following dams:

- Jamestown Lower Reservoir
- Jamestown Reservoir

Jamestown also participates in the National Flood Insurance Plan (NFIP). Jamestown has 168 policies protecting \$50,983,000 in property as of 08/2024. NIFP information for Jamestown can be obtained through RIEMA.

## **3.2 ASSUMPTIONS**

Even with modern weather forecasting and tracking technologies, weather systems can be unpredictable and conditions can vary widely.

For major winter events, Nor’easters and hurricanes, some preparatory actions can be taken well in advance of an approaching system. For other weather systems, severe thunderstorms or tornadoes, conditions can deteriorate rapidly and little advance notice will be available. Earthquakes can occur without any warning.

Even though the media can play a large role in publicizing the approaching storm, there will be segments of the local population that will be unaware that the area is threatened by the forecast event.

As a winter storm approaches, preparedness guidelines are generally publicized through the media, however individual actions will vary widely.

Winter storm or severe thunderstorms can cause conditions that may strand motorists on roadways and highways.

There will be some percentage of the local population that will put their lives at risk because of the following:

- No experience with the destructive power of severe weather
- Ignorance to the dangers of lightning strikes
- Thrill seeking

Damage to property and critical infrastructure will vary widely depending on the size, intensity and track of the event. Given the potential nature of some severe weather/natural hazard events to be overwhelming in size and destructive capability, local responders may be quickly overwhelmed and require outside assistance.

For a large snow and ice event or earthquake, response activities may continue for several days. Early responders may require relief provided by state and Federal resources. There is a potential for extensive media coverage, prompting many volunteers and donations that will require management.

Hurricanes tend to accelerate quickly as they approach the New England Coast. Preparatory actions should be taken well in advance of an approaching storm. The following time phases associated with an approaching storm should be considered:

- **Awareness** - 72-48 hours before the arrival of tropical storm force (39-73 mph) winds
- **Readiness** – 48-24 hours before the arrival of tropical storm force winds. Tropical Storm Watch/ Warning or Hurricane Watch may be issued during this period
- **Response** – 24 hours before the arrival of tropical storm force winds through the termination of the tropical force winds. Hurricane watches and warnings are usually issued by the National Weather Service (NWS) during this period
- **Recovery** – From the termination of tropical force winds to the time long-term recovery actions begin. This period may last days, weeks or months

## **SECTION 4.0 CONCEPT OF OPERATIONS (UNIQUE PLANNING CONSIDERATIONS)**

This section includes modifications to the Town of Jamestown's emergency operations procedures as identified in the Basic Plan and ESF Appendices. These modifiers provide unique concepts for responding to a severe weather event. These actions may be supplemented by specific Standing Orders, SOPs and Checklists developed by Jamestown's Emergency Response Team (ERT). Attachment 4 contains (or references) these documents.

Depending on the type of event, the Town Administrator will decide when (or if there is a need) to open the EOC. If an early opening is called for, minimal staff is called in and staffing is increased based on weather intelligence. Calls are placed to the EOC Emergency Response Team (ERT) and members are briefed. Planning is completed to determine shifts for 24-hour operation, if required.

With the event approaching, the ERT considers when (or if) the following actions must take place:

- Activation of local warning system (Reverse 911) and Emergency Alert System (EAS) with community specific announcement(s)
- Closing of schools and Town buildings

- Restricting access to identified risk areas (roadways, highways, and evacuation zones)
- Opening of mass care facilities
- Timing and ordering evacuations
- Communicating and coordinating with other jurisdictions
- Suspending normal local government operations (i.e. closing Town Hall, etc.)
- Early release for non-essential workers (may be recalled for emergency duty)
- Receiving preparation and staffing status from local emergency response organizations
- Reporting to the State about local EOC readiness, commencement of Situation Reports

During and after the event, local incident command (IC) for the response effort will be coordinated by the ERT as identified in the Basic Plan and the ESF Appendices.

## **4.2 COMMUNICATIONS**

Police/fire dispatch shall notify the National Weather Service via Twitter@NWSBoston or (508) 823-2228 (unlisted) of the following events:

- Trees/large limbs blown down
- Utility poles down
- Other wind damage; roof and windows damaged
- Hail-even as small as a pea
- Tornadoes or Funnel clouds
- Unusual flooding

The communications functions identified in ESF 2 may be activated before, during or after a severe weather/natural hazards event. When NWS watches and warnings are available, there is time to prepare for increased emergency communications. Consideration will be given to the following:

- Testing emergency communications and back-ups
- Distributing hand-held radios to key personnel who normally rely on cell phones or wire line phone communications
- Placing amateur radio operators on stand-by

## **4.3 WARNING**

Any of the warning functions identified in ESF 15 may be activated during a severe weather/natural hazard event. The following additional considerations are identified below:

- Depending on preparation time available, coordinating warning of key personnel
- Ensuring multiple means of connectivity exists for reception of NWS Watches and Warnings

## **4.4 EMERGENCY PUBLIC INFORMATION**

Any of the Emergency Public Information capabilities identified in ESF 15 may be utilized during a severe weather/natural hazard event. Additional considerations outlined below should be phased with event timing:

- Preparing press releases that clearly instruct residents and business about event timing, what to do, where to go
- Identifying which mass care location(s) have opened
- Remind evacuees to bring any necessary medicine & other special items to mass care locations
- Issue notices when mass care facilities are at capacity to prevent unnecessary loading issues
- Advising media of any press conferences
- Preparation of fact sheets for the Town Administrator

## **4.5 EVACUATION**

Given limited warning time, the short term nature, and the limited “strike point” of most severe weather/natural hazard events, it is unlikely that the evacuation considerations will be activated. However, for Nor’easters and large winter storms:

- Special considerations should be given for river banks and secluded areas
- Widespread power outages following these events may create evacuation issues
- Conditions on roads and highways may make evacuation difficult or impractical

## **4.6 MASS CARE**

Mass care options identified in ESF 6 may be activated before, during or in many cases after a severe weather/natural hazards event. The following mass care facilities criteria should be considered:

- Accessibility and safe location(s) of mass care facilities
- Structural safety (ensure that facilities selected for mass care have not been damaged by the event)
- Provisions for back-up power and communications
- Provisions for food and water
- Policy and procedures for animal care since no pets are allowed in shelters

## **4.7 HEALTH AND MEDICAL**

Health and Medical considerations identified in ESF 8 may be activated before, during or after a severe weather/natural hazard event. The following items require special consideration:

- Transport of patients to a medical facility during the height of the event may be impractical and extremely dangerous
- Loss of power over an extended period of time will lead to spoiled food supplies
- Extensive flooding and infrastructure damage can lead to sewage run-off and sanitation issues

## **4.8 RESOURCE MANAGEMENT**

Any of the Resources Management considerations identified in ESF 7 should be considered before, during and after a severe weather/natural hazard event. Additional considerations are identified below:

- Fueling and testing emergency generators that power communications equipment
- After a destructive event, be alert to the ever-present potential for an influx of donations and the need to manage volunteers and goods that arrive unsolicited

## **4.9 RESPONDER ROLES AND RESPONSIBILITIES**

Specific Responder Roles and Responsibilities should be identified in both the functional appendices as well as departmental SOPs. Additional considerations for all functions and departments for a severe weather/natural hazard event are identified below:

- Review reimbursement and overtime policies and distribute proper forms for recording time
- Verify necessary food and supplies are on hand
- Review department equipment to ensure its functionality for the storm event
- Verify fueling arrangements for all vehicles
- Test all emergency equipment and verify communications to/from EOC
- Review and verify the locations of staging areas for materials and equipment
- Confirm status of mutual aid agreements and contracts with private firms regarding emergency services
- Verify with electric utilities that key facilities are part of the priority restoration list
- Prepare and inspect all facilities for storm preparedness
- Monitor weather reports

## **4.10 INTER-JURISDICTIONAL RELATIONSHIPS**

Specific Mutual Aid Agreements and/or Memorandums of Understanding developed between response organizations in the Town of Jamestown and other municipalities or state agencies may be included in Attachment 5.

## **SECTION 5.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

An effective response to a severe weather/natural hazards event will capitalize on many of the assignments and responsibilities identified in this EOP as well as departmental SOPs. Additional roles of local, state or federal organizations are outlined below:

- If requested by local officials, the State Emergency Management Agency (RIEMA) has the capabilities to support local emergency management authorities including the Incident Commander. These include acting as a conduit for various State and Federal resources and equipment. Several other State agencies including State Police, State Fire Marshal, State Environmental Management, and the State Health Department may also be requested to support emergency operations

- RIEMA has a Statewide Urban Search and Rescue (USAR) team trained to the current standards employed by FEMA for the national (USAR) teams. This team is headquartered in Scituate and available through RIEMA

## **SECTION 6.0 ADMINISTRATION AND LOGISTICS**

Support efforts required as part of responding to a severe weather/natural hazards event in the Town of Jamestown are covered by administration and logistics functions listed in the Basic Plan and the ESF Appendices.

## **SECTION 7.0 PLAN DEVELOPMENT AND MAINTENANCE**

The primary responsibility for coordinating any revision of this Annex belongs to the Emergency Management Director, who is charged with maintaining all SOPs and other reference documents (See Attachment 4).

The plan shall be reviewed annually on July 1, or following any exercise or activation of the plan that identifies where potential improvements can be made.

## **SECTION 8.0 AUTHORITY AND REFERENCES**

### **8.1 AUTHORITY**

#### **8.1.1 Federal**

- Homeland Security Act of 2002
- The Robert T. Stafford Disaster Relief Act, Public Law 93-288, as amended

#### **8.1.2 State**

- General Laws of Rhode Island, Title 30, Chapter 30-15, as amended

#### **8.1.3 Local**

- This Severe Weather Attachment is authorized under the auspices of the Town of Jamestown 's Basic Emergency Operations Plan
- Departmental SOPs

### **8.2 REFERENCES**

- Emergency Operations Plan, State of Rhode Island, Rhode Island Emergency Management Agency (RIEMA)
- Guide For All-Hazard Emergency Operations Planning; State and Local Guide (SLG) 101, Washington: FEMA, Sept. 1996
- [Http:// www.noaa.gov](http://www.noaa.gov)

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ANNEX B  
RADIOLOGICAL HAZARDS**

**Town of Jamestown  
Emergency Management Agency**

## SECTION 1.0 PURPOSE

The purpose of this attachment is to develop a consequence management plan for preparing, responding to, and recovering from the effects of a Radiological Accident in the Town of Jamestown.

## SECTION 2.0 SPECIFIC HAZARDS

This attachment deals with the unique problems associated with radioactive materials that are transported and used in Jamestown. Radioactive materials are used for medical purposes and by industry. Terrorism and WMD incidents involving radioactive materials are covered separately; (See WMD Terrorism Annex C).

### 2.1 RADIOLOGICAL RELEASE

The risk of a radiological release and the probability of contamination during transport or use of radioactive materials in the Town of Jamestown is **LOW**.

## SECTION 3.0 SITUATION & ASSUMPTIONS

### 3.1 SITUATION

- The Incident Command System (ICS) will be used in all responses to radiation incidents
- Hundreds of shipments of radioactive material travel on planes, trains and the highways every day as indicated by transportation documents
- Without proper monitoring equipment, it is difficult to determine exclusion zones for the safety of first responders and the public
- Some gamma radiation is so lethal that if the source is exposed, there could be immediate danger to human life
- Rhode Island Emergency Management Agency and the Department of Health possess more sophisticated equipment, including alpha detectors and should be notified of any accident involving radioactive materials
- There are no Nuclear Power generating plants in Rhode Island. Currently, there is one Nuclear Research Reactor located in the Narragansett area
  - Rhode Island is within the 50 mile ingestion pathway Emergency Planning Zone of the nuclear power plant located in Connecticut.
  - Emergency planning is mandated by the Nuclear Regulatory Commission (NRC) for areas within an ingestion pathway
  - A separately promulgated State of Rhode Island Ingestion Pathway Plan addresses any release from power plants
  - This Radiological Hazards Annex is focused on other radiological accidents that may face the community



## **3.2 ASSUMPTIONS**

- The odds of an accident occurring are increased due to the widespread use of radiation, primarily in health care
- Radioactive materials are also used in industry and in highway construction to measure the thickness of roads being paved
- Routes commonly used to transport materials within the Town of Jamestown include Route 138 and Newport and Jamestown Bridges.
- Since radioactive material is routinely transported, RILETS notification of police escorted shipments is unusual
- Only Radiological Response Training (RRT) qualified first responders participate in the removal or containment of gamma radiation incidents
- First responders not trained in RRT are excluded from the HOT ZONE established by the IC
- First responders read shipping papers accompanying radiological shipments to determine if dose rates could be lethal
- When in doubt, first responders should minimize exposure time by maintaining adequate distance and shielding from the radiation source and seek assistance from state agencies
- Particularly short-lived radio-nuclides used to treat thyroid and other conditions must be replaced constantly, resulting in frequent shipments
- Longer lived Gamma radiation pellets are regularly shipped to hospitals and treatment centers
- There will be elevated public concern about any accident or incident involving radioactive materials

## **SECTION 4.0 CONCEPT OF OPERATIONS (UNIQUE PLANNING CONSIDERATIONS)**

This section includes modifications to the Town of Jamestown's emergency operations procedures as identified in the Basic Plan and ESF Appendices. These modifiers provide unique concepts for responding to a radiological incident. These actions may be supplemented by specific Standing Orders, SOPs and Checklists developed by Jamestown's Emergency Response Team (ERT). Attachment 4 contains (or references) these documents.

### **4.1 DIRECTION AND CONTROL**

Radiological accidents generally will not require activation of the EOC. If the IC determines the EOC should be opened, SOPs for the use of the EOC will be activated.

### **4.2 EMERGENCY COMMUNICATIONS**

Radiological accident response uses Town of Jamestown communications systems as described in ESF 2.

## **4.3 WARNING**

Should the accident require warning of local residents, ESF 15 will disseminate the necessary information.

## **4.4 EMERGENCY PUBLIC INFORMATION**

The public must be informed of any danger(s) stemming from an incident involving radioactive materials. The Incident Commander appoints a Public Information Officer (PIO) who understands radiation. The spokesperson explains to the media:

- Exactly what happened
- What is being done about it
- Actions the public should take

Refer to ESF 15 for additional Emergency Public Information functions.

## **4.5 EVACUATION**

Should evacuation be required, ESF 1 and 13 will work to coordinate the necessary actions to be taken.

## **4.6 MASS CARE**

For most incidents, Mass Care Facilities will not be required. However, if they should be activated, ESF 6 should coordinate the opening facilities.

## **4.7 HEALTH AND MEDICAL**

The RI Emergency Management Agency is the lead agency in radiological matters and must be notified of any Radiological Accident. The RI Department of Health is a supporting agency in regards to radiological accident. (See ESF 8).

## **4.8 RESOURCE MANAGEMENT**

Portions of Jamestown's Resource Management ESF 7 may require activation including:

- Coordinate the installation of barriers
- Arrange transportation for equipment
- Obtain heavy equipment such as front end loaders, dump trucks, etc
- Obtaining containers for contaminated soil
- Disposition of radioactive material
- Expedient delivery of shielding to lessen radiation exposure in the risk area

## **4.9 RESPONDER ROLES AND RESPONSIBILITIES**

Any specific Responder Roles and Responsibilities identified in the ESF appendices should be considered during a radiological incident. Additional considerations for all functions and departments are identified below:

- Prevent contamination
- Wear protective clothing, including shoe protection
- Prevent inhalation
- Use Self Contained Breathing Apparatus as appropriate
- Limit exposure
- Maintain safe distances as prescribed by the Incident Commander
- Enter Hot Zones for controlled periods of time

## **4.10 INTER-JURISDICTIONAL RELATIONSHIPS**

Specific Mutual Aid Agreements and/or Memorandums of Understanding developed between response organizations in the Town of Jamestown and other municipalities or state agencies may be included in Attachment 5. These agreements are related to specific radiological incident response concerns contained in this attachment.

- Regional HAZMAT teams available to assist Jamestown which are strategically located throughout the state.
- Assistance from the State EMA is available 24/7 by calling 946-9996
- Assistance from the State RIDOH will be coordinated via RIEMA
- Requests for Federal assistance will be made via RIEMA

## **SECTION 5.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

An effective response to a radiological accident will capitalize on many of the assignments and responsibilities identified in this EOP, particularly in the ESF appendices. Additional roles and responsibilities of local, state or federal organizations are outlined below.

### **5.1 FIRST RESPONDERS**

- First Responders will be public safety personnel: i.e.: Police, Fire, HAZMAT Team, EMS
- They use radiation detection equipment to determine the risk to themselves and others
- Ensure victims from radiological accidents are sent only to hospitals equipped to deal with radiation accident victims who may be contaminated
- Consult the North American Emergency Response Guidebook (ERG2024), (packed with each mobile radiological monitoring kit)
  - The guidebook recommended initial response isolation zone distances for radioactive materials

- In case of fire, there will be a need to determine if airborne vapors contain additional risk
- Determine direction and height of any vapor cloud that may form, weather conditions and determine the hot zone

## **5.2 TRANSPORTATION INDUSTRY**

- Those transporting radioactive material that could be harmful when released are required to display the radiation symbol using exterior placards. This is prescribed by the US Department of Transportation (See handbook ERG2024).
- Shipping documents list the amount and type of material being transported
- Since radioactive material is a hazardous substance, SARA Title III law requires there be timely notification the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC) of an accident. Timely public notification is also required and may necessitate door-to-door notification. When in danger, the public must know exactly what the problem is and what actions to take.

## **5.3 RI EMERGENCY MANAGEMENT AGENCY**

The RI Emergency Management Agency (RIEMA) is the primary state emergency response agency. Its roles include:

- State reporting point for radioactive material incidents
- Respond to incidents
- Education of first responders
- Radioactive Materials present a unique hazard requiring first responders to have specialized Radiological Response Training (RRT) provided by RIEMA

## **5.4 RHODE ISLAND DEPARTEMENT OF HEALTH**

The RI Department of Health (RIDOH) is charged with the evaluation and regulation of radiation hazards:

- Licenses all users and holders of radioactive materials if they have quantities above specific thresholds

- Responds to incident sites with equipment of ultra-high sensitivity to further evaluate suspected radiation accidents and releases
- Regulate the Control of Radiation
- Regulation of x-ray equipment and radioactive materials use
- Advise RIEMA in declared states of emergency

## **5.5 RHODE ISLAND STATE POLICE**

Enforcement of laws, rules, and regulations regarding:

- Pre-notification of radioactive waste shipments
- Transportation of radioactive materials

## **5.6 RI DIVISION OF PUBLIC UTILITIES AND CARRIERS**

Responsible for:

- Motor carrier regulations, insurance-liability, permits
- Regulations for the transportation of radioactive materials
- The Rhode Island Emergency Management Agency will be Notified of High-Level Radioactive Waste (HLRW) shipments

## **5.7 JOINT NUCLEAR ACCIDENT COORDINATING CENTER**

The Joint Nuclear Accident Coordinating Center (JNACC) is a combined Defense Special Weapons Agency and Department of Energy centralized agency for exchanging and maintaining information concerned with radiological assistance capabilities and coordinating that assistance in response to an accident or incident involving radioactive materials.

It is a possibility that a nuclear weapons accident could occur in Jamestown. Nuclear weapons accidents that do not result in detonation occur. Nuclear weapons contain both conventional explosives and highly radioactive nuclear material. The following situation exists:

- Military aircraft may over fly Jamestown; weapons have been released as the result of crashes
- US Navy ships visit Narragansett Bay and may be armed
- Nuclear submarines are based in nearby Groton, Connecticut
- Weapons could be transported through Jamestown over land

Any accidents involving military nuclear weapons are to be brought immediately to the attention of the JNACC via the RI State Police or RIEMA.

The use of Nuclear Weapons for terrorism or attack is addressed in Annex C.

## **7.1 LESSONS LEARNED**

### **5.8 NATIONAL RESPONSE CENTER**

Following any radioactive materials incident, the entire event should be reviewed by all involved to determine if:

The National Response Center (NRC) is the sole federal point of contact for reporting oil and chemical spills including pipeline spills. Should local and State governments feel a situation is beyond their resources, the NRC will in turn notify a Federal On-Scene Coordinator who is the entry point for federal assistance. NRC phone numbers are (800) 424-8802 (See the Hazardous Materials ESF 10).

- Decontamination was adequate

### **5.9-CHEMTREC**

- Other agencies notification was timely and sufficient

- Improvements can be made to the plan

The American Chemistry Council provides first responders with immediate access to

technical information through its Chemical Transportation Emergency Center

(CHEMTREC) at (800) 262-8200. Thousands of manufacturers and shippers rely on

CHEMTREC to provide emergency information and technical assistance for their

chemical products. Technical information provided includes:

## **8.1 AUTHORITY**

- **8.1.1 Federal**
  1. Data about chemical products involved in a spill
  2. Homeland Security Act of 2002
  3. Guidance to protect first responders and the public
  4. The Robert T. Stafford Disaster Relief Act, Public Law 93-288, as amended
  5. Information about initial actions required to mitigate an incident
  6. 10 CFR 71.73: Notification of RI Division of Public Utilities and Carriers of High-Level Radioactive Waste shipments

## **SECTION 6.0 ADMINISTRATION AND LOGISTICS**

### **8.1.2 State**

Most support efforts required as part of responding to a radiological incident in the Town of

Jamestown are covered by administration and logistics functions listed in the Basic Plan and ESF Appendices. Additional support efforts are outlined below.

1. General Laws of Rhode Island, Title 30-9 Chapter 30-95, as amended.
2. RI General Laws Section 23-1.3: Evaluation and Regulation of Radiation Hazards
3. RI Department of Health Regulations for the Control of Radiation, R23-1.3-

## **6.1 ADMINISTRATION**

4. RI General Laws 31-23-37: Pre-notification of radioactive waste shipments
5. RI General Laws Sections 30-91 and 30-92 (Slip 1037) Primary Emergency Response Agency
- Retain copies of shipping documents
- Determine which hospitals are equipped and willing to accept victims
- Coordinate with radioactive materials
- Train Radiological Incident Response Teams (RI-RIT) and DECON teams and State Agencies to be joined

## **6.2 REFERENCES**

Emergency Operations Plan, State of Rhode Island, Rhode Island Emergency Assistance from Public Works may be required for barricading and shielding assistance. Management Agency (RIEMA)

See ESF 7 for additional logistical support that might be needed.

2. Guide For All-Hazard Emergency Operations Planning; State and Local Guide (SLG) 101, Washington: FEMA, Sept. 1996

## **SECTION 7.0 PLAN DEVELOPMENT AND**

## **MAINTENANCE**

3. RI Dept of Health listing of Radioactive Materials licensees
4. Emergency Response Guide ERG2024
5. Chemical Transportation Emergency Center, CHEMTREC,

<http://www.chemtrec.com/>

The primary responsibility for coordinating any revision of this Annex belongs to the National Response Center, <http://www.nrc.usdoj.mil/nrcnp.html>

Hazardous Materials Officer, who is charged with keeping its attachments current and ensuring that SOPs and other necessary documents are maintained. The plan shall be reviewed annually, or following any exercise or activation of the plan that identifies where potential improvements can be made.

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ANNEX C  
TERRORISM  
(Weapons of Mass Destruction)**

**Town of Jamestown  
Emergency Management Agency**

## **SECTION 1.0 PURPOSE**

The purpose of this annex is to establish a comprehensive terrorism contingency plan for a weapon of mass destruction (WMD) incident response that will ensure every location in Jamestown has response coverage by local, state, and federal teams for the worse most probable scenarios.

This annex:

- Describes the authorities, responsibilities, and capabilities of various state agencies and departments for WMD response
- Provides an organizational framework for state agencies
- Enhances the Town 's Emergency Operations Plan and other annexes by providing a WMD context
- Provides connectivity with state terrorism response contingency plans

State and local governments have primary responsibility in planning for and managing the consequences of a terrorist incident using available resources in the critical hours before Federal assistance can arrive. The information presented in this Annex integrates the Federal, State, and local responses. The National Response Plan (NRP), including its Terrorism Incident Annex, provides additional information.

Within Jamestown there are a number of facilities and population groups that are vulnerable and attractive potential targets for terrorist attacks. No single agency has the authority, expertise, or capacity to act unilaterally in response to threats or acts of terrorism involving cyber-terrorism, explosive, nuclear, biological, or chemical weapons of mass destruction.

Response to terrorism may be considered in two categories:

- Crisis management includes measures to identify, acquire, and obtain use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. Crisis management is predominantly a law enforcement response. Based on the situation, a crisis management response may be supported by technical operations, and by consequence management, which may operate concurrently.
- Consequence management includes measures to protect public health and safety, Restore essential government services and provide emergency relief to government, businesses and individuals affected by the consequences of terrorism. Consequence management is predominantly an emergency management function.



## **SECTION 2.0 SPECIFIC HAZARD AND ASSESSMENT OF RISK**

### **2.1 NATURE OF HAZARD**

The hazard from a terrorist attack involving Weapons of Mass Destruction (WMD) may be chemical, biological, nuclear /radiological, and/or explosive. The combination of one or more of these hazards may be a possibility. WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or intoxications may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed to intentionally harm first responders with secondary devices. Finally, the potential exists for simultaneous, multiple incidents in one or several municipalities.

The Jamestown has identified the critical facilities within the Town. Due to the sensitive nature of the information, these lists are maintained by the Jamestown Police Department and considered For Official Use Only/Law Enforcement Sensitive.

#### **2.1.1 Initial Warning**

While specific events may vary, the emergency response and the protocol followed should remain consistent. When an overt WMD incident has occurred, the initial call for help will likely come through the local 911 center. This caller probably will not identify the incident as a terrorist incident, but rather state that there was an explosion, a major “accident,” or a mass casualty event. Information relayed through the dispatcher prior to arrival of first responders on scene, as well as the initial assessment, will provide first responders with the basic data to begin responding to the incident. With increased awareness and training about WMD incidents, dispatchers and first responders should recognize that a WMD incident has occurred. Those in leadership positions should activate appropriate portions of this Annex when it becomes obvious or strongly suspected that an incident has been intentionally perpetrated to harm people, compromise the public’s safety and well-being, disrupt essential government services, or damage the area’s economy or environment.

#### **2.1.2 Initial Detection**

The initial detection of a WMD terrorist attack will likely occur at the local level by either first responders or private entities (e.g., hospitals, corporations, etc.). Consequently, first responders and members of the medical community—both public and private—must be trained to identify hazardous agents and take appropriate actions. Local emergency first responders and State Health Officials will be relied upon to identify unusual symptoms, patterns of symptom occurrence, and any additional cases of symptoms as the effects spread throughout the community and beyond. Furthermore, first responders must be protected from the hazard prior to treating victims.

The detection of a terrorism incident involving covert biological agents (as well as some chemical agents) will most likely occur through the recognition of similar symptoms or

syndromes by clinicians in hospital or clinical settings. Detection of biological agents could occur days or weeks after exposed individuals have left the site of the release. Instead, the “scene” will shift to public health facilities receiving unusual numbers of patients, the majority of whom will self-transport.

### **2.1.3 Investigation and Containment of Hazards**

Local first responders will provide initial assessment or scene surveillance of a hazard caused by an act of WMD terrorism. It is essential for them to provide timely notification of the incident and accurate information from the scene to the proper local, State, and Federal authorities capable of dealing with and containing the hazard.

## **2.2 HAZARD AGENTS- WORD MOST PROBABLE WMD ATTACK SCENARIOS**

### **2.2.1 Chemical**

This worst most probable scenario would involve the catastrophic, instantaneous release of a legally stored chemical or gas. The assumption is that a terrorist would use explosives to cause a large storage tank to rupture and release hazardous chemicals or gases into the atmosphere. Rhode Island has dozens of such storage tanks containing anhydrous ammonia, chlorine, and liquefied petroleum gas that are located in close proximity to densely populated communities. Under certain environmental conditions, the downwind hazardous plume of the release may reach over 10 miles, impacting potentially thousands of citizens. The incident would overwhelm the local jurisdiction’s resources and the plume could cross over into one or more adjoining communities.

#### **Release Area**

Site specific facility response plans developed under SARA Title III contain standard models for estimating the effects of chemical and gas release, including the area affected and consequences to population, resources, and infrastructure. These plans could be extremely valuable should terrorists attack a chemical or gas storage tank at one of these facilities. Jamestown HAZMAT Officer and each facility maintain a copy of the facility response plan.

The response to the release would parallel a similar accidental release. However, it is very likely that responders would not know if the release were intentional or accidental in the first hours of the response. Therefore, responders must assume these types of incidents are intentionally caused and take appropriate precautions until proven otherwise.

#### **Initial Concerns and Actions**

Protection of the Public- The primary protection methods would be evacuation and/or sheltering in place as implemented by the local incident commander (generally the fire chief). This scenario would call for rapid assessment of the product’s danger to life and health, the hazardous extent, determination of the course of action by the incident commander, notification to the public through emergency broadcast means, and securing the perimeter.

Rescuing and Treating the Injured- Since this may involve responders entering contaminated areas, they must be protected with appropriate skin and respiratory protection, in accordance with OSHA and/or NFPA guidelines, and be provided with the means to transport victims to safe areas for decontamination, triage, and treatment. One could expect the incident commander to call for a HAZMAT and DECON team to assist in the rescue operations and perform victim decontamination. Given the potentially high number of victims and worried well, normal hospital capacity would most likely be overwhelmed.

Security- Since this is a terrorist incident, those responsible may attempt to do further harm to the public or responders through the use of secondary devices or other means. Local law enforcement must join immediately with the incident command to ensure that security is carried out effectively without placing law enforcement personnel in hazardous atmospheres or contaminated areas. Law Enforcement WMD Tactical Teams have been created on a regional basis and are available to Jamestown. Securing the perimeter is vital in protecting the public, providing access for emergency responder resources, and preserving the crime scene.

### **Response Organization**

Given the extent and gravity of this scenario, local officials would establish a command post near the scene. Response operations should be conducted using the National Incident Management System (NIMS). To support the incident command and to begin to manage the wide-ranging consequences, local officials should activate a local Emergency Operations Center and the state should activate the State Emergency Operations Center. The Governor would declare a state of emergency and federal officials would proceed to the state to undertake their responsibilities for crisis and consequence management under the United States Government Interagency Domestic Terrorism Concept of Operations Plan (ConPlan).

## **2.2.2 Weaponized Chemical or Nerve Agent**

This scenario would involve the release of a weaponized chemical or nerve agent in a confined space such as an auditorium, arena, or mall. [This scenario would parallel many elements of the 1995 Sarin gas attack on the Tokyo, Japan subway system.] The assumption is that a terrorist would bring a device containing a dispersing mechanism and the weaponized agent. The incident would overwhelm the local jurisdiction's resources.

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HAZMAT) teams, emergency medical services (EMS), and emergency room staff—who will need appropriate training and adequate equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was

caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and nonpersistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 1- General Indicators of Possible Chemical Agent Use**

Stated Threat to Release a Chemical Agent
Unusual Occurrence of Dead or Dying Animals <ul style="list-style-type: none"><li>• For example, lack of insects, dead birds</li></ul>
Unexplained Casualties <ul style="list-style-type: none"><li>• Multiple victims</li><li>• Surge of similar 911 calls</li><li>• Serious illnesses</li><li>• Nausea, disorientation, difficulty breathing, or convulsions</li><li>• Definite casualty patterns</li></ul>
Unusual Liquid, Spray, or Vapor <ul style="list-style-type: none"><li>• Droplets, oily film</li><li>• Unexplained odor</li><li>• Low-lying clouds/fog unrelated to weather</li></ul>
Suspicious Devices or Packages <ul style="list-style-type: none"><li>• Unusual metal debris</li><li>• Abandoned spray devices</li><li>• Unexplained munitions</li></ul>

### **Initial Concerns and Actions**

Protection of the Public- Evacuate surrounding buildings, reroute traffic and set a safe perimeter.

Detection- First responding HAZMAT teams should attempt to identify the weaponized agent using basic detection equipment and methods. Rapid assessment of the agent involved will assist in making operational and medical decisions.

Rescuing, Decontaminating and Treating the Injured- Since this may involve responders entering contaminated areas; they must be protected with appropriate skin and respiratory protection and be provided with the means to transport victims to safe areas for decontamination, triage, and treatment. One could expect the incident commander to call for a statewide HAZMAT team assets to assist in the rescue operations and to request the services of the DECON teams in the state. Given the potentially high number of victims and worried well, the hospital system would be overwhelmed requiring activation of DMAT.

### **2.2.3 Biological**

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data). The RI Department of Health Lab maintains laboratory detection capability. Protocols have been established for the response to unknown powder incidents and bio sampling techniques for HAZMAT response teams.

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism would be coordinated through the state Emergency Operations Center.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

**Table 2- General Indicators of Possible Biological Agent Use**

Stated Threat to Release a Biological Agent
Unusual Occurrence of Dead or Dying Animals
Unusual Casualties
Unusual illness for region/area
Definite pattern inconsistent with natural disease
Unusual Liquid, Spray, or Vapor
Spraying and suspicious devices or packages

#### **Worst Most Probable Attack Scenario**

This scenario would involve the release into the population of a biological weapon such as anthrax, plague, or smallpox. The assumption is that the attack would not be recognized until the medical surveillance system detects an unusual number or concentration of patients and the biological agent was identified.

Local and state agencies have the primary responsibility to provide health and medical care assistance; however, in response to a terrorist threat or use of biological agents, numerous Federal agencies, including both Federal public health and medical care

assistance, would be needed to provide necessary augmentation and specialized support.

A single biological terrorist incident could cause thousands of casualties requiring medical assistance. The sudden onset of such a large number of victims would overwhelm a State or local medical system, necessitating urgent, time critical assistance from the Federal Government. Additionally, such a biological terrorist incident could pose public health threats related to food, water, air, the health care system, and waste management. Mental health needs require special attention.

Further, the potential exists for single or multiple biological terrorist events in single or multiple municipalities. A multiple bio-terrorism event could overwhelm the combined State and local medical system for an entire region, requiring an urgent and significant coordinated Federal response.

#### **2.2.4 Nuclear/Radiological**

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

**Table 3- General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

A stated threat to deploy a nuclear or radiological device
The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles)
Nuclear placards or warning materials along with otherwise unexplained casualties

#### **Radioactive Contamination**

This scenario would involve the explosion of a device containing material radioactive (non-nuclear detonation) in an open municipal or industrial area. The explosion of a Radiological Dispersal Device (RDD) would spread radioactive material causing contamination. Nuclear reaction does not occur, i.e. a failed nuclear detonation. The impact would be less acute than other WMD, but would render the buildings and resources in the area unusable and create the potential for long term health effects on those victims exposed to the radiation. The attack could severely impact the economy of an industry or municipality by rendering useless a large number of buildings and facilities. The potential targets for this type of device are innumerable within the state.

The successful response to this scenario would be the early detection and determination that the exploded device contained radioactive material. This early detection would

ensure responders donned proper personal protection equipment and victims in the area received proper decontamination and medical care.

The scenarios constituting an intentional nuclear/radiological emergency include the following:

- Use of an Improvised Nuclear Device (IND) includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons grade can still be used.
- Use of a Radiological Dispersal Device (RDD) includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.
- Use of a Simple RDD that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

The incident would overwhelm Jamestown’s resources.

### **Initial Concerns and Actions**

Protection of the Public- Rapidly detect the presence of radioactive material. Set an appropriate perimeter and evacuate.

Rescuing and Treating the Injured- The only injuries may be from the explosive blast and may be limited. The greater number of victims may not have any acute distress, but will need to be decontaminated, given initial medical treatment, and documented.

Security- Perimeter security must be established for crime scene preservation and protection of the public. A sweep of the area must be conducted for secondary device detection.

### **Response Plans**

There are presently two Radiological Emergency Response Plans: (1) Annex B of this plan, Radiological Hazards, and (2) the State of Rhode Island Radiological Emergency Response Plan for the Ingestion Exposure Pathway. The use of either or both of them will depend on the type of explosion, radiological material utilized and severity.

## **2.2.5 Conventional Explosive Devices**

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions to construct such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are cheap and easily

constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature, and are not readily detectable. Secondary devices may be targeted against responders.

This scenario would involve the use of high explosives or incendiaries to destroy or severely damage a high occupancy building resulting in a large number of dead, injured or trapped victims. [This scenario would parallel many elements of the 1995 bombing of the Alfred P. Murrah Federal building in Oklahoma City.]

### **Initial Concerns and Actions**

Rescuing and Treating the Injured- Responders can expect minor injuries on the perimeter of the explosion, with more seriously injured and dead closer to the epicenter of the blast. The explosion may result in fires, collapsed buildings and weakened structures. Attempt should immediately be made to secure electrical power lines and natural gas lines. Locating and rescuing the trapped and incapacitated may need the assistance of the specialists in urban search and rescue who bring heavy lift debris removal equipment, engineering structural specialists and search dogs.

Detection- Trained HAZMAT teams will need to sample and test to determine and confirm that the attack did not contain chemical or radiological elements.

Security- Perimeter security is required for crime scene preservation and protection of the public. First responders must be aware of the potential for secondary explosive devices.

## **SECTION 3.0 SITUATION AND ASSUMPTIONS**

### **3.1 SITUATION**

World events have clearly shown that terrorism can occur any time, in any community for no plausible reason. Therefore, an act of terrorism in Jamestown is as likely, as in any other community. Reasonable measures have been taken to prevent any such occurrence. However, the ease of simple acts of terrorism makes them nearly impossible to stop.

### **3.2 ASSUMPTIONS**

- First responder (e.g., local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. The better prepared the first responders are, the more lives will likely be saved and the incident mitigated.
- Jamestown will most likely be overwhelmed by the incident requiring extensive mutual aid and State support. The RI Emergency Management Agency and the State



Emergency Response Team will mobilize to the extent necessary to meet the threat and the resource and coordination needs.

- The incident may require Federal support. To ensure that there is one overall Lead Federal Agency (LFA), the Federal Emergency Management Agency (FEMA) is authorized to support the Department of Justice (DOJ) (as delegated to the Federal Bureau of Investigation [FBI]) until the Attorney General transfers the overall LFA role to FEMA. (Source: FRP, Terrorism Incident Annex) In addition, FEMA is designated as the lead agency for consequence management within the United States and its territories. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal response. In this capacity, FEMA will coordinate Federal assistance requested through State authorities using normal NRP mechanisms.

## **SECTION 4.0 CONCEPT OF OPERATIONS**

### **4.1 INITIAL RESPONSE OPERATIONS**

This section explains Jamestown overall concept of operations for responding to a Weapons of Mass Destruction (WMD) incident.

A basic assumption of the plan is that a WMD incident may quickly overwhelm community resources, routine methods, and local systems. Many WMD scenarios would call for the full mobilization of emergency response resources and support agencies throughout the state and assistance from other states and the federal government. This plan therefore relies upon five layers of response capability that could be brought to bear in a WMD incident. Each layer consists of personnel, equipment, systems, and plans. The extent to which each layer is engaged in the response will depend on the magnitude and complexity of the incident.

As described further below, these layers are:

- Community response
- Community to community support
- State agency response
- State to State support
- Federal assets

#### **4.1.1 Community Response**

##### **Critical actions:**

- Recognize the weapons of mass destruction incident
- Protect first responders
- Protect the public
- Call for assistance
- Secure the perimeter of the incident area
- Establish Incident Command System/Unified Command System organization.
- Implement local contingency plans
- Activate the local Emergency Operations Center

Local emergency responders will be the first to respond and the first on scene. A successful response will rely upon each community (whether large municipality or small rural town) to properly recognize the WMD incident and to respond to the extent of their capabilities. Even the more rural jurisdictions with minimal full-time staffs and mostly volunteers must react to a WMD event immediately while waiting for outside help. Each jurisdiction (community) must develop a local WMD response annex to their Emergency Operations Plan. The local plan at minimum must describe the proper actions to be taken by first responders of the community and whom to call for help.

The initial responders will be law enforcement, emergency medical services and fire services. A local incident commander, typically operating under the Incident Command System, will be directing the responding agencies from a locally established command post. In addition, a local emergency operations center should be stood up at the pre-designated location to begin to support the resource and information needs of the incident commander and to begin coordination of the management of the incident with the State Emergency Operations Center. When State, Federal, and/or private agencies arrive to assist, the command system and leadership may change.

#### **4.1.2 Community to Community Support**

##### **Critical actions:**

- Provide needed HAZMAT technical team support
- Provide needed Emergency Medical System support
- Provide needed Law Enforcement augmentation
- Provide needed Mass Victim Decontamination resources
- Provide Mass Casualty Response Trailers

The Southern New England Fire Emergency Assistance Plan ensures that each community in the state has access to mutual aid support. Fully capable teams from the fire and emergency medical services operating under a network of mutual aid agreements provide first responder coverage for the entire state.

#### **4.1.3 State Agency Response**

##### **Critical actions:**

Provide the following assets to the incident scene as required

- RI State Fire Marshal: Bomb squad
- RI State Police: SWAT & Traffic Management support
- RI Department of Environmental Management: Air & Water sampling, testing, and monitoring
- RI Emergency Management Agency: Mobile Command Post & technical assistance to the Incident Commander

Several state agencies have the capability to respond statewide to support emergency first responder operations. When called upon by the incident commander, these assets can augment the response effort by providing specialized capabilities not necessarily available at the local level. In addition, most state agencies will be activated to staff or

support the State Emergency Response Team (SERT) to the level dictated by the emergency.

## **4.2 UNIQUE PLANNING CONSIDERATIONS**

### **4.2.1 Direction and Control**

For WMD incidents other than slowly evolving bio-terrorism incident, the ranking fire officer on scene will most probably act as the Incident Commander (IC) and direct the on-scene operations and coordinate the efforts of all agencies involved in on-site emergency operations related to the incident. The IC will act through the respective agency representatives who will maintain control over their respective forces.

Local first responders from either fire or police will respond to the incident and take steps to establish control of the incident scene(s). The first arriving units must assess the situation for its potential danger to the safety and health of the population in the immediate area. The area must be restricted immediately by law enforcement agencies to provide for the protection of the public and to secure access to the potential crime scene. Make appropriate and rapid notifications to local and State authorities and hospitals.

The Incident Command System (ICS) that was initially established likely will transition into a Unified Command System (UCS) as mutual-aid partners and State and Federal responders arrive to augment the local responders. It is recommended that local, State, and Federal regional law enforcement officials develop consensus “rules of engagement” early in the planning process to smooth the transition from ICS to UCS.

This UC structure will facilitate both crisis management and consequence management activities. The UC structure used at the scene will expand as support units and agency representatives arrive to support crisis and consequence management operations. The site of a terrorist incident is a crime scene as well as a disaster scene, although the protection of lives, health, and safety remains the top priority.

Local, State, and Federal interface with the FBI On-Scene Commander (OSC) is coordinated through the Joint Operations Center (JOC). FEMA (represented in the command group) will recommend joint operational priorities to the FBI based on consultation with the FEMA-led consequence management group in the JOC. The FBI, working with local and State officials in the command group at the JOC, will establish operational priorities.

### **4.2.2 Communications**

Since WMD incidents are the result of criminal acts, the importance of secure communications is higher than during a natural disaster. Those responsible may try to intercept or jam communications to add to the crisis or do inflict further harm to the public or first responders. Responding organizations should assume that their cell phone and radio transmissions are being monitored. For long term consequence management, a communications plan should be drawn up by ESF 2 using Incident Command System protocols.

### **4.2.3 Alert and Warning**

Several probable WMD scenarios may require the rapid notification of the public to alert them of an actual or potential attack. Every incident is different. There may or may not be warning of a potential WMD incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.

### **4.2.4 Emergency Public Information**

Accurate and expedited dissemination of information is critical when a WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander. To facilitate the release of information, the SERT should establish a Joint Information Center (JIC) comprised of representatives from Federal, State, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

### **4.2.5 In-place Sheltering**

An incident involving a large release (potential or actual) of a chemical or gas from an industrial storage facility or of a weaponized agent might call for sheltering in place. This decision would be made most probably by the incident command on scene. "In-place sheltering" may be required if the area must be contained because of the need for quarantine or if it is determined to be safer for individuals to remain in place.

### **4.2.6 Mass Care**

ESF 6, Mass Care, under the leadership of the Jamestown Emergency Management Agency will provide overall coordination. See ESF 6 for tasking and organizational assignments. Also refer to the Rhode Island Mass Casualty Disaster Plan.

The location of mass care facilities will be based partly on the hazard agent involved. Decontamination, if it is necessary, may need to precede sheltering and other needs of the victims to prevent further damage from the hazard agent, either to the victims themselves or to the care providers. A "mid-point" or intermediary station may be needed to move victims out of the way of immediate harm. This would allow responders to provide critical attention (e.g., decontamination and medical services) and general lifesaving support, then evacuate victims to a mass care location for further attention.

## **SECTION 5.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Jamestown Police and Fire Departments and/or health and medical personnel will respond and identify as necessary. Once a determination is made that a terrorist incident has occurred, required State and Federal notifications must be made immediately. Precautionary measure should immediately be implemented.

## **SECTION 6.0 ADMINISTRATION AND LOGISTICS**

Administration and Logistics will be handled through normal municipal SOPs and as enumerated in this EOP.

## **SECTION 7.0 PLAN DEVELOPMENT AND MAINTENANCE**

The primary responsibility for coordinating any revision of this Annex belongs to the Emergency Management Director, who is charged with maintaining all SOPs and other reference documents (See Attachments).

The plan shall be reviewed annually on July 1, or following any exercise or activation of the plan that identifies where potential improvements can be made.

## **SECTION 8.0 REFERENCES AND AUTHORITIES**

- Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN):
- Presidential Decision Directive 39, including the Domestic Guidelines
- Presidential Decision Directive 62
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- National Response Plan, including the Terrorism Incident Annex
- Federal Radiological Emergency Response Plan
- National Oil and Hazardous Substance Pollution Contingency Plan
- HHS Health and Medical Services Support Plan for the Federal Response to Assets of Chemical/Biological Terrorism
- Chairman of the Joint Chiefs of Staff CONPLAN 0300/0400
- DODD 3025.15 Military Assistance to Civil Authorities
- RI General Laws

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ATTACHMENT 1  
MAPS AND LISTS**

**Town of Jamestown  
Emergency Management Agency**

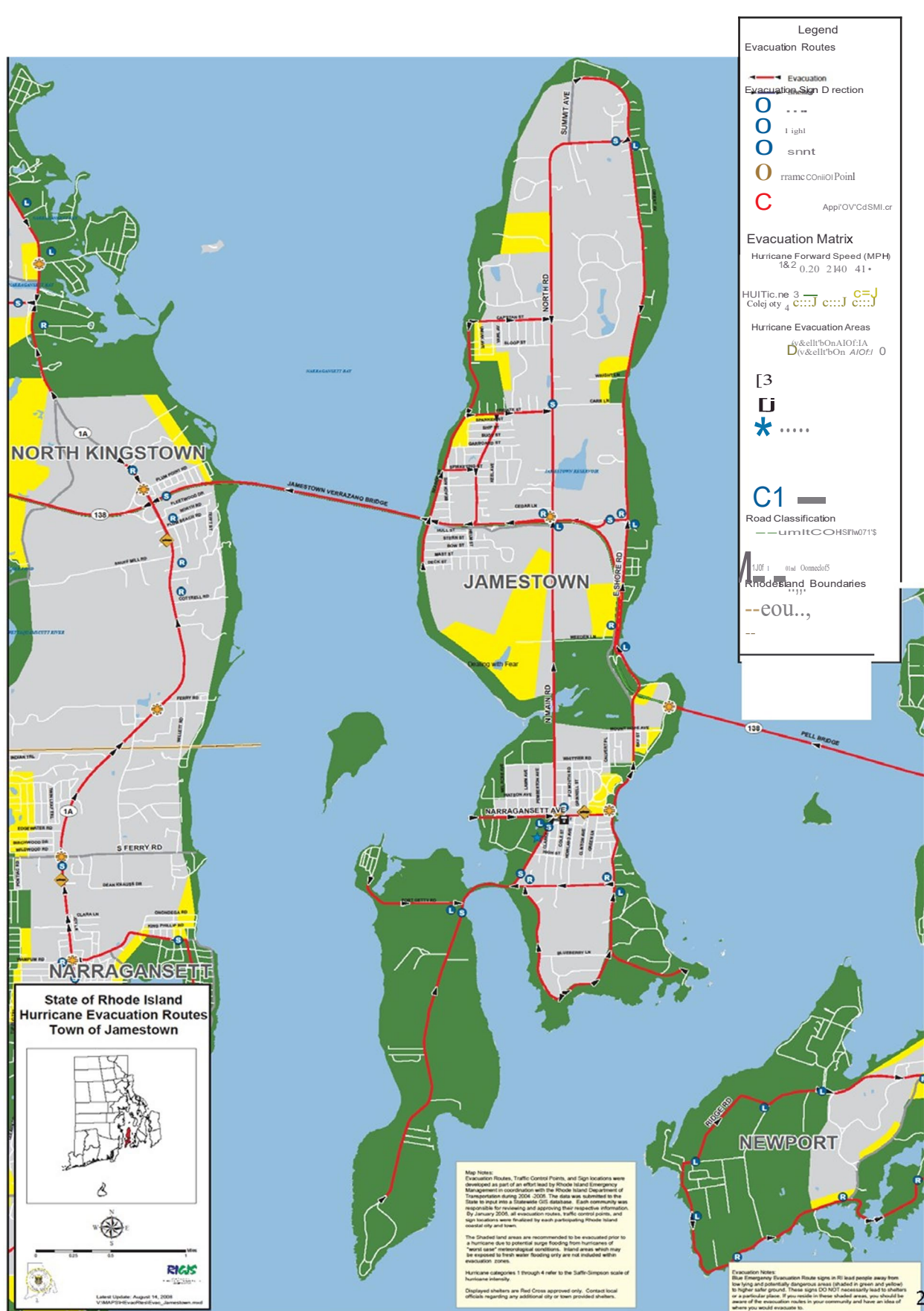
## **TOWN OF JAMESTOWN EVACUATION SIGNS**

- ✓ Intersection of Beavertail Road, Southwest Avenue and Hamilton Avenue, sign pointing north on Southwest Avenue
- ✓ Intersection of Narragansett Avenue and Southwest Avenue, facing north-bound lane on Southwest Avenue, sign pointing north (up North Main Road)
- ✓ Intersection of Narragansett Avenue and Southwest Avenue, facing west-bound lane on Narragansett Avenue, sign pointing north (up North Main Road)
- ✓ Intersection of North Main Road and Route 138, facing north-bound lane on North Main Road, sign pointing west (entrance to Route 138)
- ✓ Intersection of North Main Road and Route 138, facing south-bound lane on North Main Road, sign pointing west (entrance to Route 138)
- ✓ North Main Road, just south of Carr Lane, facing south-bound lane on North Road, sign pointing south (sign should be visible from Carr Lane)
- ✓ Intersection of East Shore Road and North Main Road, facing north-bound lane on East Shore Road, sign pointing west/south on to North Main Road south
- ✓ Intersection of East Shore Road and Eldred Avenue, facing south-bound lane on East Shore Road, sign pointing west to entrance to Route 138 west
- ✓ Intersection of East Shore Road and Route 138, facing north bound lane on East Shore Road, sign pointing to Route 138 West entrance ramp.

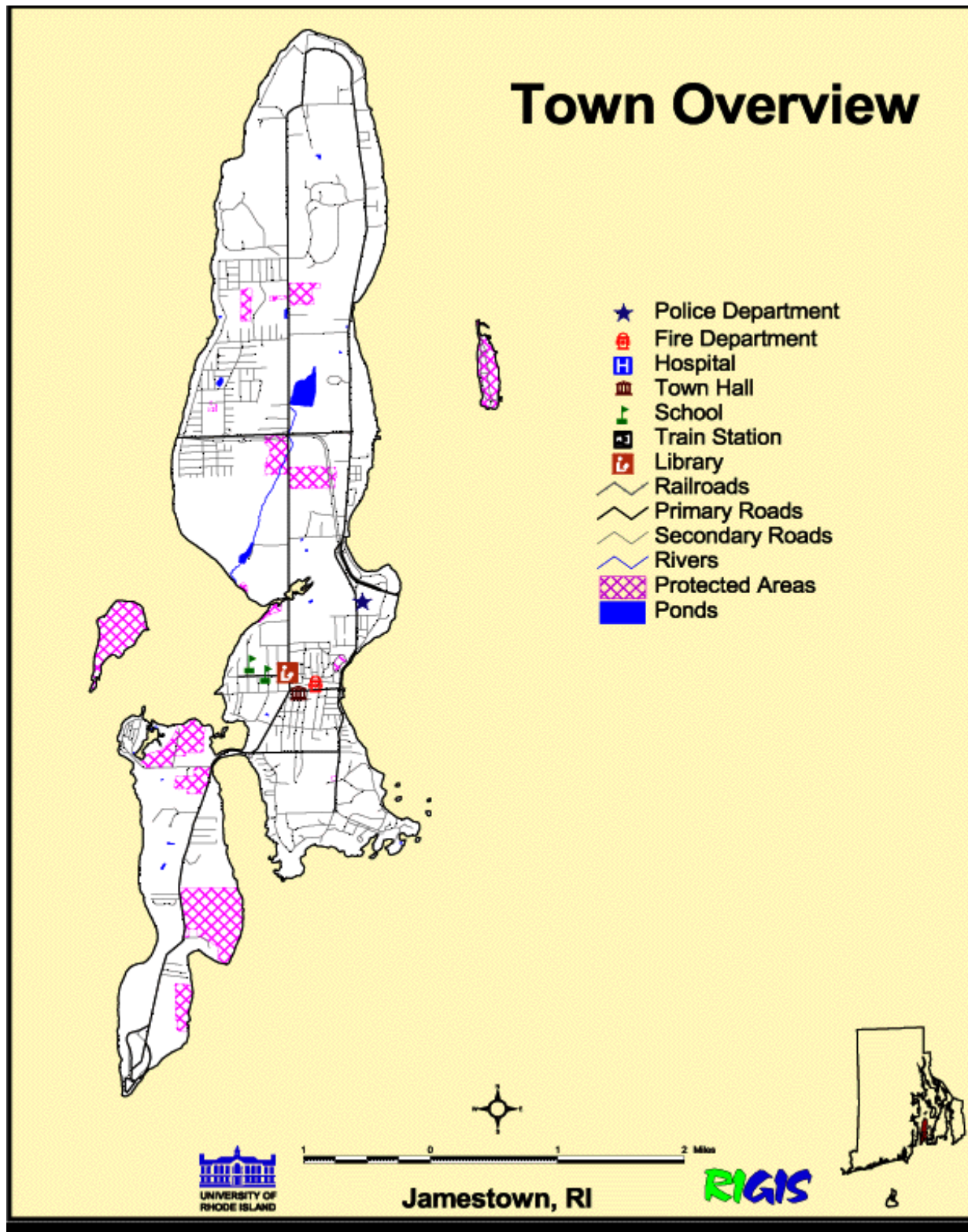
## **TOWN OF JAMESTOWN EVACUATION ROUTES**

Evacuation routes marked with signs (all signs direct toward the Jamestown Bridge and the North Kingstown mainland):

- ✓ Beavertail
- ✓ Southwest Avenue
- ✓ North Road
- ✓ East Shore Road

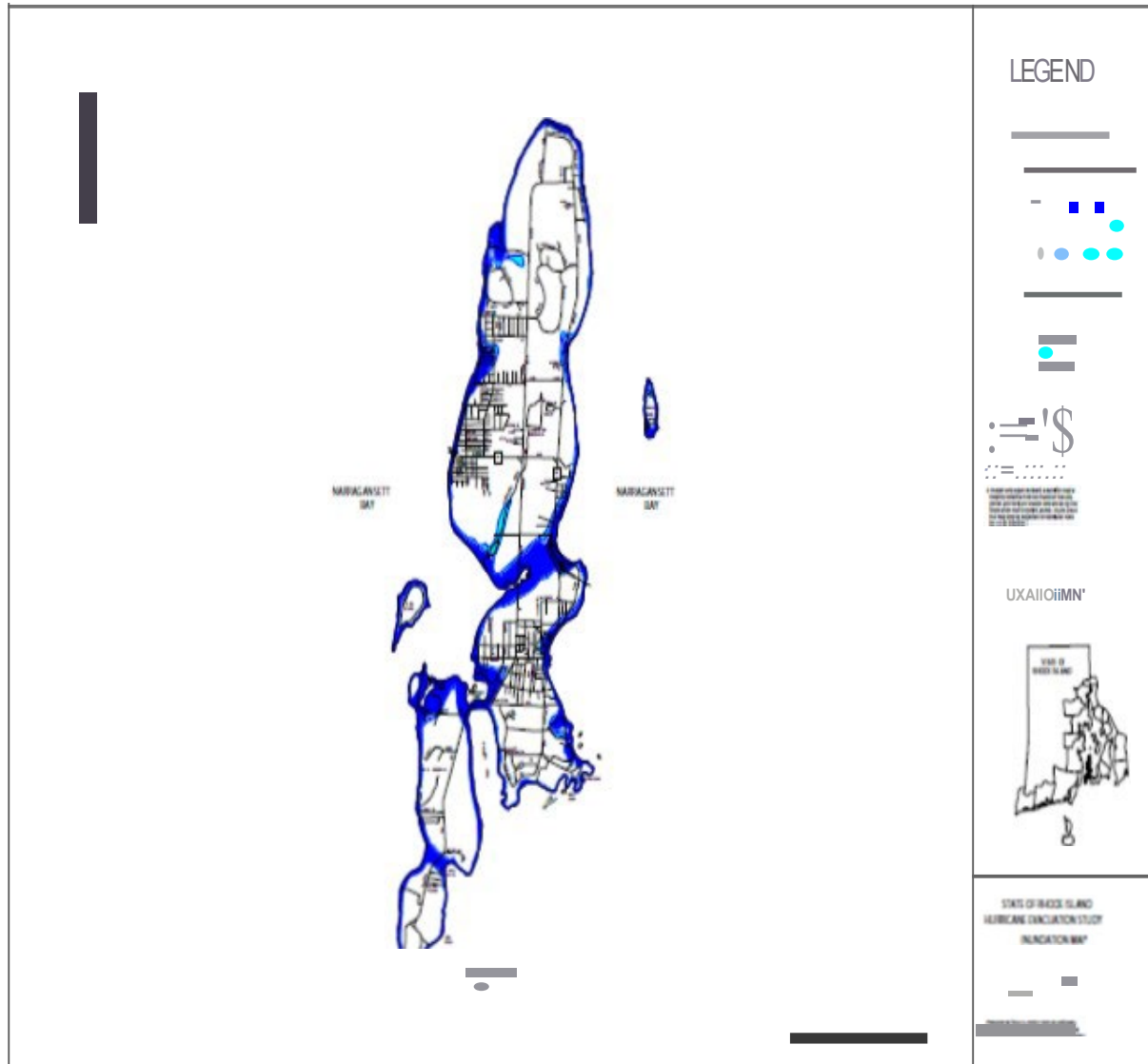




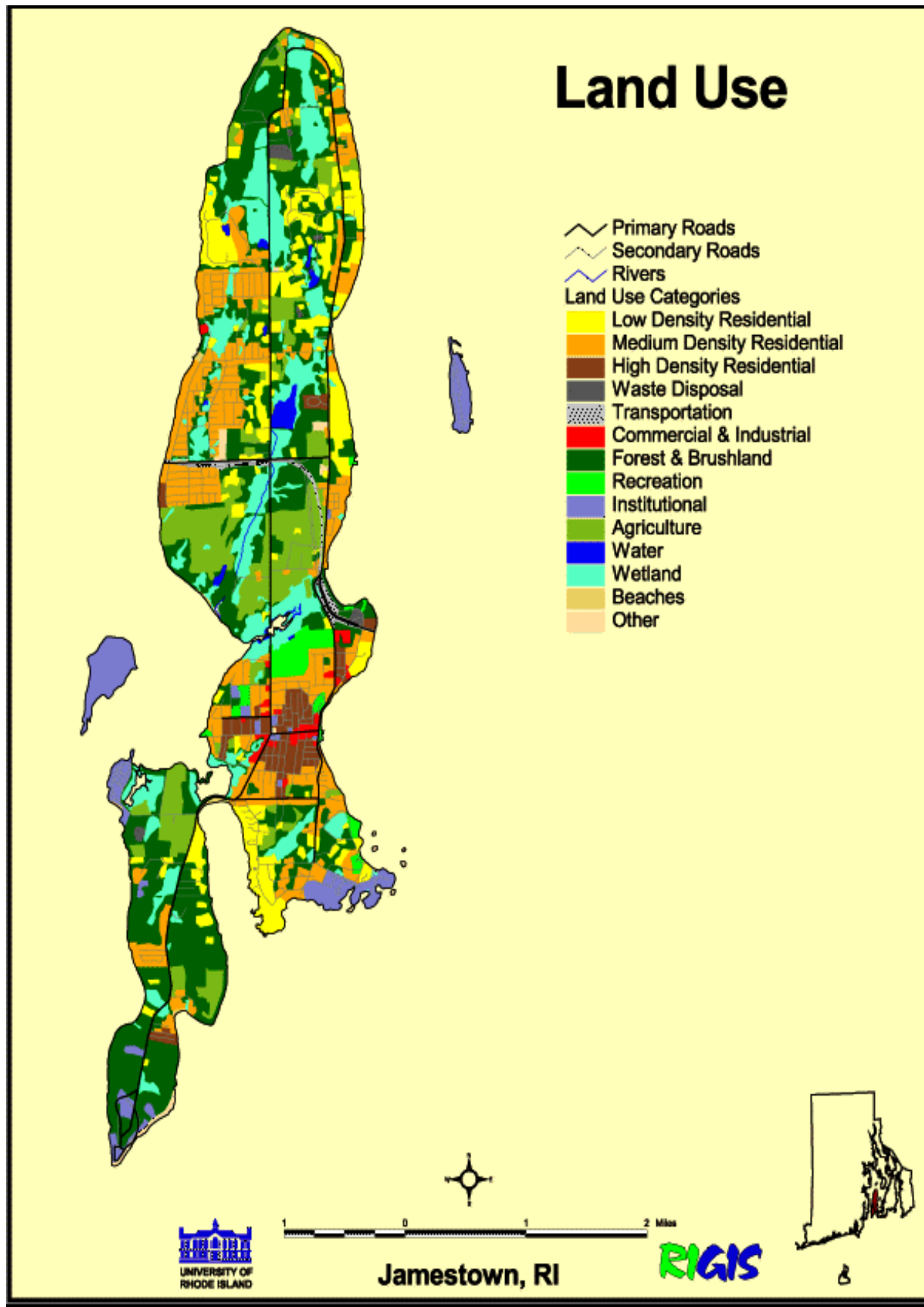




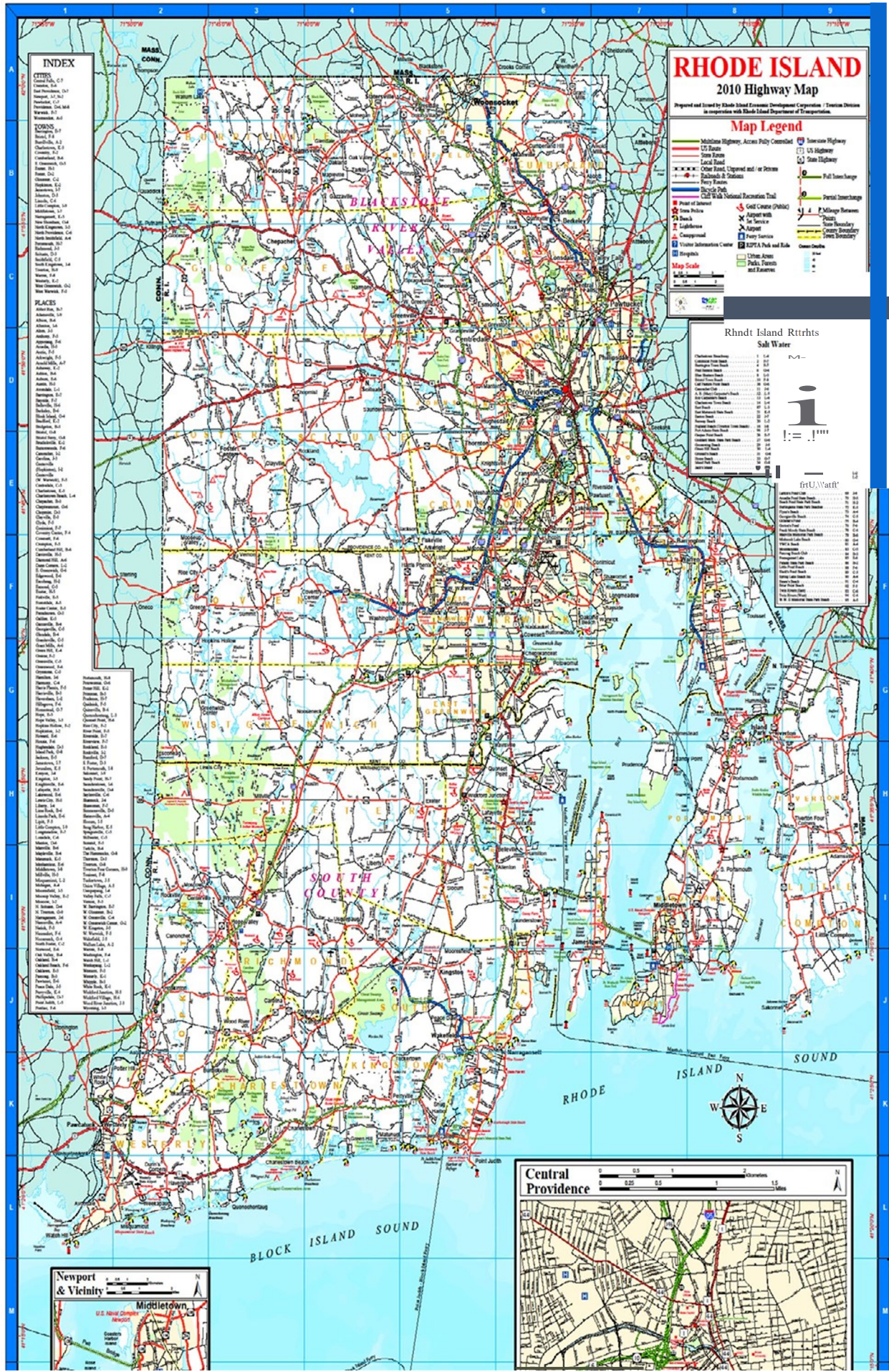
# JAMESTOWN INUNDATION MAP













**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ATTACHMENT 2  
COMMUNICATIONS**

**Town of Jamestown  
Emergency Management Agency**

## **ATTACHMENT 2 – EMERGENCY COMMUNICATIONS**

### **SECTION 1.0 PURPOSE**

The purpose of the Communications Annex is to prescribe a means of utilizing all modes of communications available at the Town of Jamestown's Emergency Operating Center (EOC) for an All-Hazard disaster response.

### **SECTION 2.0 SITUATION AND ASSUMPTIONS**

Sub-section 2.1 defines situations that require the activation of the Emergency Communications Attachment and defines the major communications networks and services active within Jamestown. Sub-section 2.2 lists assumptions about the vulnerability of Jamestown's communications systems during All-Hazard emergency operations.

#### **2.1 SITUATION**

The Town of Jamestown has identified and prioritized hazards that can affect the communications within the community. These hazards are identified in the Basic Plan and addressed individually in this attachment.

The primary means of communications used by the Jamestown EOC is wireline telephone. The wireline phone is the primary network before, during, and after a disaster. In the event of wireline phone service disruption, this plan outlines the numerous radio systems used to provide alternate paths for essential communications.

##### **2.1.1. Plan Activation Criteria**

The Emergency Communication Attachment will be activated when the EOC is operational. The EOC is activated by order of the Town Administrator. Some conditions or events which could trigger activation are:

- A Department of Homeland Security (DHS) elevated or imminent threat alert.
- Receipt of Terrorism Warnings
- Hurricane or Storm Watches and Warnings
- HAZMAT Accidents
- Public Unrest

##### **2.1.2 Communications Networks and Services**

The Town of Jamestown is served by many different communications networks, the primary one being commercial wireline telephone. Radio systems normally provide communications between base stations and mobile or portable units within Jamestown. Radio and phone systems can be divided into government, commercial, and private systems as shown below:

#### **MAJOR COMMUNICATIONS NETWORKS AND SERVICES**

## **GOVERNMENT**

- Municipal radio systems
  1. Law Enforcement (Police)
  2. Fire Department
  3. EMS
  4. Public works (including Water Department)
  5. Local Government
  6. School System
- Intercity Police Radio
- Intercity Fire Radio
- Rhode Island State Communications Network (RISCON)
- Rhode Island State Police Emergency Radio Network (RISPERN)
- Rhode Island Law Enforcement Telecommunications System (RILETS)
- State Police Microwave Radio Network

## **COMMERCIAL**

- Verizon Phone Company
- Cox Phone Service
- Cox Cable Internet Services
- Cell and PCS (Cell) phone networks
- Radio and television broadcast stations

## **PRIVATE**

- The Radio Amateur Civil Emergency Service (RACES)
- The Amateur Radio Emergency Service (ARES) (HF, VHF and UHF digital and voice)
- Amateur Radio Repeater Stations (VHF & UHF)
- Family Radio Service (unlicensed short range UHF radios)
- General Mobile Radio Service, GMRS (licensed short-range UHF associated with FRS)
- Citizens Band Radio Service (unlicensed HF) with Red Cross

### **2.1.3 National Warning System (NAWAS)**

NAWAS Warning Points are:

- National Warning Center (NWC) is the North American Aerospace Defense Command (NORAD) in Colorado (origination warning point).
- State Warning Points on NAWAS
  1. RI State Police Headquarters (24/7)
  2. RIEMA State EOC
  3. Newport Police Department (24/7)
  4. Westerly Police Department (24/7)
  5. Woonsocket Police Department (24/7)



- Tests of the NAWAS are conducted three times a day, seven days a week by the NWC.

### **2.1.4 State Warning System (SWS)**

The State of Rhode Island Law Enforcement Telecommunications System (RILETS) is utilized as the primary SWS. RILETS provides a direct link between all State Warning Points and the Town of Jamestown. RILETS is monitored in Jamestown by the Police Department which is manned 24 hours a day. The Rhode Island State Communications Network (RISCON) serves as a backup warning link to RILETS. RISCON two-way radio equipment is installed at the Local Warning Point (LWP). The Primary Warning Point is RI State Police Headquarters. Alternate State Warning Points are located at:

- RIEMA State EOC
- Newport Police Department
- Westerly Police Department
- Woonsocket Police Department

Tests of SWS are conducted at least 6 times a year, unannounced, by RIEMA to test the reliability of the system and to serve as a training medium for all system operators.

## **2.2 ASSUMPTIONS**

### **2.2.1 Hazards Require Increased Communications**

During disasters, Jamestown's local government organizations will not be doing "business as usual". Jamestown's Emergency Response Team (ERT) will assemble at the EOC to commence 24/7 emergency operations. Disasters result in an increased demand for communications while disrupting the public communications networks. Wireline and Cell Phone infrastructures will frequently be overloaded by the general public and/or damaged during a disaster. Jamestown's existing 2-way radio facilities and equipment will be pressed to fill the void.

In the event of reduced phone service, point-to-point radio communications between vital facilities could be accomplished by dispatching mobile or portable (Police, Fire, Public Works etc.) radios to high priority facilities. Traffic can be offloaded from these vital municipal radio systems through the use of Radio Amateur Civil Emergency Service (RACES) units and volunteers. Amateur Radio Emergency Service (ARES)

### **2.2.2 Wireline Phone Network Vulnerability**

Wireline phone service is the primary communications network relied upon by the Town of Jamestown. This is true for the public as well. During a disaster, increased public use of wireline phones can quickly overwhelm the network, resulting in delayed or no dial tone. The wires on phone poles are subject to damage from most hazards that affect Jamestown. Because the lines run everywhere, the exposure to damage is great and service outages are to be expected. Communications services that use the wireline phone network are subjected to outages as well and can include:

- Computer data services
- Teleprinter networks
- Remote radio base station voice and control circuits
- Voice and fax links

- Alarm circuits

All of this applies to people who buy their wireline phone service from the local cable TV company as well.

Even if phone service providers' infrastructure is not disrupted during a disaster, the limited number of phone lines serving Jamestown's public facilities may be overloaded with phone calls from the public making them unavailable for outgoing calls. Unpublished numbers may be reserved for outgoing calls but the number of such lines may be limited and may not provide sufficient service during disasters.

During disasters, the wireline phone will remain the primary mode of communications when service is available. This plan provides for alternate modes of communications for times when phone service is not available.

### **22.3 Cell Phone Network Vulnerability**

The FCC allocated RF spectrum for 2 cellular operators (in the 800 MHz). In Rhode Island, these 2 operators are:

- Verizon Wireless
- Cingular Wireless.

The FCC also opened the PCS band (1.2 GHz) for wireless phone service. In Rhode Island, service is provided by:

- AT&T
- T Mobile

In this EOP Plan, both Cell Phone and PCS Phone services will be referred to as Cell Phone service.

Cell Phone networks, like the wireline networks, are designed to provide service based on a typical days' peak usage. During a disaster, increased public use of Cell Phones can quickly overwhelm the service provider's resources, resulting in delayed or no service.

Connectivity between local cell sites, different cell phone service providers, or with the wireline network itself, can be disrupted. Even when one does obtain Cell Phone service for an outgoing call, the demand may be too high for the party called to receive service.

### **2.2.4 Two-Way Radio System Vulnerability**

The Town of Jamestown's municipal 2-way radio systems (police, fire, public works, etc.) are used primarily to contact mobile and portable units as opposed to communicating between fixed points, i.e. buildings.

Most of Jamestown's 2-way radios are mobile or portable. Mobile and portable units are self-contained (radio, antenna, power source) and do not rely on infrastructure outside of Jamestown's control. They are expected to survive most disasters in Jamestown. Base

stations and repeater stations are self-contained when communications links and emergency power generation are provided by Jamestown. Communications links can be as simple as a pair of wires within a building and power may be provided by an emergency backup generator. If control and voice links to transmitters use phone company circuits, they may fail during a disaster.

When phone services are disrupted, radio systems can provide reliable communications. However, radio networks are generally designed for day-to-day operations. These networks may quickly be overwhelmed by increased traffic demands during a disaster.

## **SECTION 3.0 CONCEPT OF OPERATIONS**

This section provides an overview of critical operations related to Emergency Communications in the Town of Jamestown. Specific organizational responsibilities and operational details identified in Standing Orders, Standard Operating Procedures (SOPs) and Checklists developed and maintained by the responsible organizations may be included (or referenced) in Attachment 4.

### **3.1 GENERAL**

The Town of Jamestown Communications Attachment makes the assumption that wireline and Cell Phone service will be disrupted during All-Hazard disasters. Jamestown's municipal 2-way radio systems are designed for both disaster and non-disaster message loading. While the phone communications systems will continue to be the primary means of communications during emergencies and disasters when they are available, plans for operation without phones must be made. The Concept of Operations Section 3.0 details radio networks used to communicate within Jamestown, with other jurisdictions, and systems in place at the EOC.

### **3.2 COMMUNICATIONS WITHIN JAMESTOWN**

During a disaster, normal dispatching of Law Enforcement (Police), Fire, Public Works etc. may continue from their normal facilities, if not affected by the disaster. When the EOC is activated:

- Additional communications will be conducted from the EOC
- EOC communications will initially be used for situation reporting
- EOC communications is used to coordinate the Town of Jamestown's overall response to emergencies and disasters

#### **3.2.1 Municipal Communications**

Table 1 summarizes methods of communications within Jamestown that are relevant to Emergency Management. The table identifies the type of communications channels and identifies the organizations that typically can operate on each channel.

**TABLE 1: COMMUNICATIONS WITHIN JAMESTOWN**

COMMUNICATIONS	POLICE	FIRE	EMS	PUBLIC WORKS
Police Dispatch Channel	yes	yes	yes	yes
Detectives Channel	yes			
Car-to-car Channel	yes			

Fire Dispatch Channel		Yes	Yes	
Fireground Channel		Yes	Yes	
Local Government Channel				
Public Works Dispatch	yes			Yes
Base Station Cell Phones	yes	Yes	yes	
Permanently Installed Vehicle Phones	no	no	no	no
Hand-held Cell Phones	Yes	Yes	Yes	Yes

Each agency maintains its own radio network. The radios will be operated in Jamestown by the Jamestown Police dispatchers. During extended emergencies, dispatchers may be supplemented with trained volunteers. The EOC's communications infrastructure is defined in the Emergency Operations Center (EOC) Communications Section 3.4.

During emergencies and disasters, communications infrastructure supplemental to Jamestown's municipal radio networks may be assembled. This may include RACES for functions and facilities such as Mass Care.

### **3.2.2 RACES and ARES Communications**

The Radio Amateur Civil Emergency Service (RACES) has been designated by the federal government as the method to provide expanded communications during emergencies or disasters. The Amateur Radio Emergency Service (ARES) is the existing organization of trained emergency radio operators called upon to serve in these functions. The Town of Jamestown Emergency Management Agency may register ARES members to serve as RACES operators in Jamestown's jurisdiction. RIEMA may register RACES operators to operate the entire state jurisdiction. When phone service is disrupted, ARES/RACES may be used for point-to-point communications with facilities such as Mass Care Shelters. Using ARES/RACES frequencies keeps this additional traffic off municipal radio channels. ARES/RACES is also operated by licensed volunteers providing the supplemental manpower and equipment needed during disasters.

The Town of Jamestown has several operating frequencies within the many radio bands designated for ARES/RACES use. ARES/RACES may also be used for communicating with surrounding communities.

The frequencies in Table 2 have been assigned by the Rhode Island Emergency Management Agency's RACES Plan and approved by the Federal Communications Commission (FCC) for Jamestown. These frequencies are assigned and coordinated using a grid system so that neighboring communities do not interfere with each other.

**TABLE 2: RACES FREQUENCIES**

<b><u>FREQUENCY</u></b>	<b><u>FREQUENCY BAND</u></b>	<b><u>CHANNEL USAGE</u></b>
28.63 MHz	10 Meters	Local Communications
53.63 MHz	6 Meters	Local Communications
145.65 MHz	2 Meters	Local Communications
223.99 MHz	220 MHz Band	Local Communications
146.91 MHz	2 Meters	Area Communications

The Amateur Radio Emergency Service (ARES) may also be active offering radio equipment and volunteer operators during a natural disaster. ARES is organized by the American Radio Relay League, a national Amateur Radio Organization <<http://www.arrl.org>>. ARES frequencies may be in use in Jamestown.

During a time of war or increased readiness, the FCC may order general Amateur Radio traffic including ARES, and other services such as the Citizens Band off the air. RACES stations are the only radio stations designated for operation by citizens at such times what so authorized. The purpose of this exemption is to provide Emergency Management Agency related communications.

### **3.2.3 Mass Care Facilities**

Mass Care Facilities may or may not be located in municipal buildings. They are a unique case because they typically do not have pre-existing radio communications with the EOC. ARES/RACES can be used for point-to-point radio links with Mass Care Facilities. The municipality may have amateur equipment sorted for use or Amateur Radio volunteers may supply their own radio equipment so already taxed municipal agencies do not have to supply operators or absorb additional radio traffic in their radio channels. Typically, ARES/RACES operators set up equipment when the shelter is opened so it has not been subjected to damage or breakdown beforehand. Pre-positioned outdoor antennas and coax leads are inexpensive and do not require time and manpower to install when you can least afford it, during a disaster.

## **3.3 INTER-JURISDICTIONAL COMMUNICATIONS**

Specific Mutual Aid Agreements and/or Memorandums of Understanding developed between response organizations in the Town of Jamestown and other municipalities or state agencies may be included in Attachment 5 Jamestown's emergency response organizations communicate with agencies outside of Jamestown on a regular basis. Some radio systems are used for daily communications. Others may be used primarily during disasters when there is an increased need, especially since phone systems may be down. Table 3 summarizes Inter- jurisdictional communications methods, their sources and operators. Some of this equipment is permanently installed and owned by Jamestown. Other radio equipment is installed as required in response to a disaster.

**TABLE 3: INTER-JURISDICTIONAL COMMUNICATIONS**

<b>Method of Communications</b>	<b>Source</b>	<b>Jamestown Operators</b>
ARES	American Radio Relay League	Licensed Amateur Operators
Amateur Radio Service	Amateur Radio Operators	Licensed Amateur Operators
Amateur Radio Repeater Service	RI Amateur FM Repeater Service	Licensed Amateur Operators
EMSTARS	RIEMA	EOC Communications Team
Emergency Alert System (EAS)	RIEMA & Broadcasters	RIEMA, State Police and Broadcasters
Hospital Emergency (HEAR)	RI Health Department	Not Used
Intercity Fire Radio	Local Jurisdictions	Fire Dispatcher
Intercity Police Radio	Local Jurisdictions	Police Dispatcher
RACES	Amateur Radio Operators	Licensed Amateur Operators
Regional Fire Channel	None	Not Used
Remote Broadcast Equipment	Broadcast Stations	Broadcasters

RILETS	RI State Police	Police Dispatcher
RISPERN	RI State Police & Local Jurisdiction	Not Used
RISCON	RIEMA	Police Dispatcher Fire Dispatcher
Sky Warn	NOAA and Amateur Radio Operators	Licensed Amateur Operators
Cell Phones	Nextel	Staff
Wireline Phones	Verizon	Staff

### **3.3.1 Police Intercity Radio**

Jamestown Law Enforcement uses the Police Intercity Radio System to communicate with surrounding jurisdictions on a daily basis. This is a base station network located at Law Enforcement Headquarters. Each municipality has different policies and procedures surround the Police Intercity Channel.

### **3.3.2 Regional Law Enforcement Channel**

Jamestown does not operate on a Regional Law Enforcement Channel (not intercity radio) with neighboring jurisdictions.

### **3.3.3 RISPERN**

The Rhode Island State Police Emergency Radio Network is a State Police radio frequency available to all Rhode Island cities and towns. It is intended to provide car-to-car communications between jurisdictions that are not normally on the same radio channel or frequency. The town of Jamestown has no mobile radios on RISPERN.

### **3.3.4 RILETS**

The Rhode Island Law Enforcement Telecommunications System (RILETS) is operated by the Rhode Island State Police from its headquarters. It is a teleprinter communications network. It is principally used for law enforcement purposes. During disasters, it stands ready as a secondary hard copy communications system for Emergency Management. The RILETS system is also used as the State Warning System (SWS).

RILETS uses both the State Police Microwave System and commercial phone lines to transport data. Jurisdictions connected to RILETS by phone lines may lose service during a disaster.

### **3.3.5 Fire Intercity Radio**

The Jamestown Fire Department uses the Fire Intercity Radio System to communicate with surrounding jurisdictions daily. This is a base station network and Jamestown's radio is at Fire Department Headquarters and Police Station. Mobile and portable usage varies by jurisdiction.

### **3.3.6 Regional Fire Radio Channel**

Jamestown does not operate on a Regional Fire Department Channel with the neighboring jurisdictions.

### **3.3.7 RITERN**

The Rhode Island Tactical Emergency Radio Network (RITERN) is an 800 MHz Trunked Radio System. It is a dispatcher-to-dispatcher network and stations are at all dispatching units that are manned 24/7 as well as hospitals and pertinent state agencies. RITERN provides service between all of Rhode Island's 39 cities and towns.

### **3.3.8 EMSTARS**

The Emergency Management State Radio System (EMSTARS) is the primary radio system available for communications with municipal Emergency Operations Centers. The EMSTARS Network serves all 39 Rhode Island municipal EOC's. EMSTARS is an encrypted digital VHF system allowing for secure communications between municipal EOC's and with the State EOC. It can also be used as a channel for local Heads of Government to communicate secure information from their EOC.

### **3.3.10 RACES and Amateur Radio**

RACES -The Radio Amateur Civil Emergency Service (RACES) is designated by the federal government (FCC) as the method to provide expanded communications during emergencies or disasters (See Section 3.2.2).

While the Amateur Radio Emergency Service utilizes several frequencies, repeaters and modes that may be referenced through the ARES Frequency Plan; the following list the major VHF voice repeaters used in RI for amateur radio emergency communications:

- 146.700 MHz (input 146.100 MHz, no pl) = ARES Primary Repeater (Cranston, RI)
- 146.760 MHz (input 146.160 MHz, no pl) = SKYWARN Primary Repeater

\*\*\* The RB1RI Repeater Network is a set of several linked repeaters used by ARES as their tertiary repeater system. \*\*\*

ARES also uses frequencies for digital data communications. While there are several, the primary are listed below:

- 145.050 MHz = KE1AB-10, KE1AB-4, packet data channel/Winlink Gateway
- 144.390 MHz = APRS (Automatic Position Reporting System) digipeater frequency

### **3.3.11 Federal Organizations**

NWS - National Weather Service, Taunton, MA activates its local SKYWARN Network during weather watches or warnings. The SKYWARN Net Control Station conducts its network operations on the 146.76 MHz Amateur Radio Repeater Station in Scituate, RI (See Section 3.3.9).

FEMA – Federal Emergency Management Agency. Communications with FEMA is accomplished through RIEMA. Primary radio communications with RIEMA is over the

EMSTARS network. RIEMA has special radio and wireline phone communications with FEMA.

### **3.4 EMERGENCY OPERATIONS CENTER (EOC) COMMUNICATIONS**

The Town of Jamestown has designated the Jamestown Police Department conference room as the EOC. The communications equipment in Table 4 is installed in the EOC on a permanent basis or in some cases installed during a disaster. The EOC communications equipment is supplied with backup power through the use of Uninterruptible Power Supplies (UPS) and local electrical power generator(s).

**Table 4: EOC COMMUNICATIONS SYSTEM QUANTITY ITEM**

<b>SYSTEM</b>	<b>QUANTITY</b>	<b>ITEM</b>
<b>Telephone System</b> Verizon Wireline Phone	2 Dispatch, Phone Room 0	Handsets Switching equipment location Base Stations
<b>Jamestown Law Enforcement</b>	1  1 1 1 (analog)	Base Stations (remote control) Dispatch Channel Detective Channel(s) Other
<b>Jamestown Fire Department</b>	1  1 1 (intercom)	Base Stations (remote control) Dispatch Channel Other
<b>Jamestown Public Works</b>	1 1 0	Base Station Dispatch Channel Other
<b>Jamestown Local Government</b>	1 1	Base Station Dispatch Channel
<b>RACES</b>	0	Base Station
<b>Amateur Radio</b>	1	Base Station
<b>Inter Jurisdictional</b>	1	Base Station (remote control) Base Station (remote control)
Intercity Police	1	Base Station Base Station
Intercity Fire	1	Base Station (local control)
RISCON	1	
RISPERPN	1	
EMSTARS	0	
<b>Other</b>	0	Base Station

## **SECTION 4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section describes general Emergency Communications responsibilities that are assigned to tasked personnel and/or organizations. Specific duties and responsibilities detailed in Standing



Orders, SOPs and Checklists developed and maintained by the responsible organizations may be included (or referenced) in Attachment 4.

## **4.1 CHIEF EXECUTIVE OFFICIAL**

The Town Administrator is the Chief Executive Official (CEO) of Jamestown and becomes the Incident Commander (IC) when the EOC is activated. The IC requires the Communications Officer to report to the EOC when notified of an emergency situation resulting in its activation.

## **4.2 EOC MANAGER**

The Emergency Management Agency Director serves as the EOC Manager activates the Communications Section in the EOC and supervises the Communications Officer to insure:

- Proper implementation of standing emergency communications procedures.
- The EOC Communications section has the capability to sustain operations around the clock.
- Proper records are kept (logs)

## **4.3 COMMUNICATIONS OFFICER**

Refer to ESF 2

## **4.4 COMMUNICATIONS SECTION TEAM MEMBERS**

- Report to the EOC when activated.
- Staff and operate the Town of Jamestown emergency communications systems, including EMSTARS, as directed.
- Monitor public safety channels and other broadcasts as directed by the CO.
- Route incoming calls and messages to the appropriate section in the EOC.
- Learn and implement the proper communications protocol and message handling techniques for the individual radio systems.

## **4.5 RHODE ISLAND NATIONAL GUARD**

May be requested through RIEMA to provide additional communications links and other services during a disaster to the Town of Jamestown.

## **4.6 ALL TASKED ORGANIZATIONS**

Tasked organizations include the Law Enforcement (Police), Fire Department, Public Works, EOC, Emergency Management Agency, PIO, etc., who are directly involved or support emergency response operations. During emergency operations, all departments should:

- Maintain their existing communications equipment and follow their department's Standard Operating Procedures (SOP) for communicating with their field operations personnel. All field organizations should keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

- Maintain emergency communications systems as long as the EOC is activated or until released
- Right-size or down-size operations as appropriate
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.
- Identify primary and 2 levels of backup personnel for around the clock operations
- Ensure that all communications equipment (phone and radio) will continue to function during a loss of commercial electrical power
- Provide backup communications capabilities for the EOC (i.e. backup to mass care facilities), as needed, through use of mobile and portable radios
- Activate backup or alternate communications systems, as necessary and available.
- Protect equipment against lightning strikes, power surges, and electromagnetic pulse (EMP) effects.

## **SECTION 5.0 ADMINISTRATION AND LOGISTICS**

This section describes support functions required as part of Emergency Communications activities.

### **5.1 ADMINISTRATION**

This section addresses the administrative actions associated with satisfying tasking in this attachment.

- Administrative Requirements
  1. Preparation and retention of records including logs and all staffing
  2. Provide proper identification of EOC Communications Section Team members including volunteers
  3. Maintain appropriate records for EOC Communications Section Team, Including volunteers, (i.e. Federal Communications Commission Licenses)
  4. Financial accounting and reimbursement procedures
  5. Arrange training for EOC Communications Section Team.
  6. Write and effect communications agreements, including mutual aid, with neighboring jurisdictions, private organizations, and volunteers.
  7. Maintain call down lists of personnel who must be alerted upon the declaration of an emergency
  8. Maintain SOP of radio channel frequency lists that might be needed for mutual aid, communications networking and coordination
  9. Facilities and Equipment Needs
  10. Maintain listing of existing and future communications equipment and needs.
- Communication Equipment Protection

Restrict access to only those with business in the communications area
- Phone Equipment Security
  1. Ensuring that privacy prevails on important phone circuits
  2. Phone circuit blocks are in secure areas away from public access
  3. Phone switching equipment (frame room) functions normally and retains calls, even if power fails

4. Practical lightning and EMP measures have been taken
- Volunteer Personnel
  1. The CO shall maintain a roster of enrolled volunteers. Background checks shall be conducted for volunteers and other support personnel.
  2. All communications volunteers (not employed by the municipality) shall
  3. Be officially enrolled and documented
  4. Sign Volunteer Enrollment Cards maintained by the CO
  5. Be issued EMA Identifications Cards
- Training Needs
  1. Provide training and documents as appropriate for operators and support team personnel.
  2. Document Emergency Response Team (ERT) member training, including volunteers, who have completed training.

## **5.2 LOGISTICS**

This section addresses the logistics associated with tasks in this Communications Attachment.

- Facilities and Equipment Needs

File supporting equipment documentation, licenses (FCC), equipment, instructions and schematics so that they can be found readily.
- Communication Equipment Protection

Establish and maintain the security of the equipment, the operators, and the area in which the operators work
- Radio Equipment Reliability
  1. Protect equipment from the effects of lightning and electromagnetic Pulse (EMP)
  2. Ensure normal operation even if commercial power fails
  3. Regularly test automatic changeover from commercial electrical power to generators
  4. Ensure that no interference is generated to other communications systems by placing multiple transmitters on the air simultaneously
- Computer Equipment Security
  1. Ensure equipment functions during power failures
  2. Ensure any UPS equipment has good batteries and functions properly
  3. Protect against Cyber Attacks by updating vulnerable operating systems
  4. Install fire-wall software or hardware equipment on any networks with Internet connections
- Communications Equipment Installation
  1. Install and maintain EOC communications equipment
  2. Pre-install antennas at facilities such as Mass Care Shelters

## **SECTION 6.0 PLAN DEVELOPMENT AND MAINTENANCE**

The primary responsibility for coordinating any revision of this Attachment belongs to the Communications Officer who is charged with keeping its Appendices current and ensuring that SOPs and other necessary documents are maintained. The Plan shall be reviewed annually or following any exercise or activation of the plan that identifies where potential improvements can be made.

## **SECTION 7.0 AUTHORITIES AND REFERENCES**

This section cites authorities and references relating to Communications

### **7.1 AUTHORITY**

#### **7.1.1 Federal**

- Homeland Security Act of 2002, Establishes Department of Homeland Security (DHS)
- The Robert T. Stafford Disaster Relief Act, Public Law 93-288, as amended

#### **7.1.2 State**

General Laws of Rhode Island, Title 30, Chapter 30-15, as amended

#### **7.1.3 Local**

This Communications Attachment is authorized under the auspices of the Town of Jamestown 's Basic Emergency Operations Plan.

### **7.2 REFERENCES**

- Emergency Operations Plan, State of Rhode Island, Rhode Island Emergency Management Agency (RIEMA)
- Guide for All-Hazard Emergency Operations Planning; State and Local Guide (SLG) 101, Washington: FEMA, Sept. 1996
- Guide for the Development of State and Local Government Emergency Operations Plans, SLG 101 September 1996.
- Objectives for Local Emergency Management, CPG 1-5, 1984
- Disaster Operations - A Handbook for Local Governments, CPG 1-6, 1981
- Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10/July 1987.
- Guidance for Radio Amateur Civil Emergency Service, CPG 1-15
- Emergency Communications. CPG 1-18, 1977
- Electro-Magnetic Pulse (EMP) Protection Guidance, Volumes 1, 2, & 3. CPG 2-17/Feb. 1991
- Homeland Security Act of 2002 [Established the Department of Homeland Security (DHS)]

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ATTACHMENT 3  
CONTACT LIST and RESOURCE LISTINGS**

**Town of Jamestown  
Emergency Management Agency**

## **TOWN OF JAMESTOWN CRITICAL FACILITIES**

### **Town Hall**

93 Narragansett Avenue  
423-7220

### **EOC**

Jamestown Police Station  
250 Conanicus Avenue  
423-1212

### **Alternate EOC**

Jamestown Fire Station  
50 Narragansett Avenue  
423-1313

### **Police Department**

250 Conanicus Avenue  
423-1212

### **Fire Department**

50 Narragansett Avenue  
423-1313

### **EMS**

Fire Department  
50 Narragansett Avenue  
423-1313

### **Public Works Department**

2 Freebody Drive  
423-7290

## **TOWN OF JAMESTOWN OTHER MUNICIPAL FACILITIES** (Relevant to Emergency Management)

### **Town Hall**

93 Narragansett Avenue  
423-7200

### **Jamestown Recreation Dept.**

41 Conanicus Avenue  
423-7260, 423-7211

### **Jamestown School Dept.**

76 Melrose Avenue  
423-7020

**TOWN OF JAMESTOWN  
AMERICAN RED CROSS STAFFED MASS CARE  
FACILITIES**

**Lawn Avenue School**

55 Lawn Avenue

423-7010

Contact: Peter Anderson (401-450-2524)

**TOWN OF JAMESTOWN  
OTHER MASS CARE FACILITIES**

**Melrose Avenue School**

76 Melrose Avenue

423-7020

Contact: Pete Anderson (401-450-2524)

**Jamestown Community Center**

41 Conanicus Avenue

423-7260

Contact: Ray Defalco (401-207-9984)

**TOWN OF JAMESTOWN  
LOCATIONS REQUIRING SPECIAL WARNING**

**Melrose Avenue School**

76 Melrose Avenue

423-7020

**Lawn Avenue School**

55 Lawn Avenue

423-7010

**Pemberton Apartments**

(Elderly Housing)

**TOWN OF JAMESTOWN  
RADIOLOGICAL MATERIALS USERS  
AGENCY/COMPANY ADDRESS CONTACT**

**No Listed Users**

## **TOWN OF JAMESTOWN MEDIA CONTACT LIST**

<b>Type</b>	<b>Media Outlet</b>	<b>Main #</b>	<b>Newsroom #</b>	<b>Fax</b>
Print	Providence Journal	277-7300	277-7303	277-7346
	Pro-Jo (Newport)		846-0600	
	Jamestown Press	423-3200		
	Newport Daily News	849-3300		
	Newport This Week	847-7766		
Radio	WHJJ / WHJY			
	WPRO	433-2200	433-1183	
	WLKE	726-9769		
	WSNE	224-1933		
	WWBB	781-9979		
	WWRX	273-6397		
	WADK	846-1540		
TV	WLNE (CH 6)	453-8000	453-8044	331-4431
	WPRI (CH 12)		438-3310	331-1012
	WJAR (CH 10)		455-9105	455-9140



## Emergency Contact List

<b>Town</b>	<b>Town Offices</b>	423-7200		423-7229	
Town Council	Nancy Beye		423-3496		
Town Administrator	Edward Mello	423-9805			640-5991
police chief	James Campbell	423-1212		423-3710	699-1206
fire chief	Howie Tighe	423-7277			413-2638
Ambulance Cmdr.	Kyle Tiexiera	423-7276			
Public Works	Mike Grey	423-7225			575-3596
Public Works	Joe Ford	423-7290			465-9932
School Dept.	Peter Anderson	423-7020x111	423-1206		418-0438
Harbor Master	Bart Totten	423-7249	423-2698	423-7229	788-6088
Rec. Dept.	Ray Defalco	423-7260			207-9984
School Dept. Supr.	David Raleigh	423-7020		423-7012	
Police Alternatives	Angela Deneault	423-1212			419-8368
	Karen Catlow	423-1212			249-1121
<b>Hospitals</b>					
Newport Hospital	Main Number	846-6400			
South County Hospital	Main Number	782-8000			
<b>Rhode Island Emergency Management Agency</b>					
645 New London Ave	General	946-9996		944-1891	
Cranston 02920	Director	462-7336		944-1819	
<b>American Red Cross</b>		831-7700		831-0502	
Providence		X116		Pager: 533-4479	413-5630
Newport		846-8100			
<b>National Response</b>					
<b>Center</b>	1800-424-8802				
<b>WebEOC</b>	462-7529				

## OUTSIDE AGENCY CONTACT LIST

Agency	Phone Number	Purpose
CH EMTREC	(800) 424-9300	Chemical Transportation Emergency Center - resource
Cox Cable	(401) 383-7150	CATV Service
Cox Cable	(800) 955-9515	Emergency contact
Federal Aviation Administration	528-5013	TF Green Airport
RI Energy Elec.	1-877-247-3601	Priority 1
Federal National Response Center	(800) 424-8802 (202) 267-2675	Oil & Chemical spill reporting, Federal On-Scene Coordinator
RI Energy Elec.	1-800-264-9096	Priority 2
RI Energy Electric	(888) 505-5791	Emergency contact
RI Energy Electric	(800) 264-9096	Cut off power to risk areas
RI Energy Electric	(800) 322-3223	Business
RI Energy Gas	401-467-9096	Emergency Contact 24/7/365
RI Energy Gas	(401) 333-6800	Natural Gas Service
RI Energy Gas	(401) 467-8658	Emergency contact
Newport Naval Base	841-3241	Explosive Ordinance Unit (Police Contact number)
OSHA	528-4667	
Providence Police	272-3121	Canine Unit
RIEMA	946-9996	24/7 Voice
RIEMA	944-1891	FAX
RI National Guard	847-0545	
RI Red Cross	846-8100	
State Police	849-4444/Portsmouth	
State police	444-1000	Canine Unit
State Fire Marshal	294-0861/222-2331	Bomb Assessment
Transportation Management Center	222-5175	DOT Motorist Advisory Radio and Electronic Road Signs
Verizon	(800) 446-8946	Repair (critical) 24 hours

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**

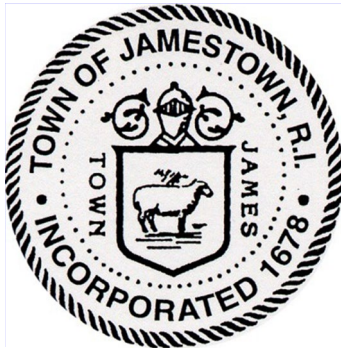


**ATTACHMENT 4  
SOPs, CHECKLISTS, STANDING ORDERS**

**Town of Jamestown  
Emergency Management Agency**

## **TOWN OF JAMESTOWN SOP, CHECKLIST AND STANDING ORDER INDEX**

<b>SOURCE</b>	<b>REF #</b>	<b>FUNCTIONS, OPERATIONS OR SERVICES</b>	<b>TYPE</b>
EMA		Jamestown Hurricane and Major Storm Emergency Operations Plan	SOP
EMA		Electrical Outage Plan	SOP
EMA		Terrorist Incidents and Acts of War Plan	SOP



## TOWN OF JAMESTOWN

P.O. Box 377

93 Narragansett Avenue  
Jamestown, RI 02835

Town Offices 401-423-7200

Fax 401-423-7229

### DECLARATION OF LOCAL DISASTER EMERGENCY\*

WHEREAS, the Town of Jamestown on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from \_\_\_\_\_ and,

WHEREAS, the Administrator of the Town of Jamestown has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

Now therefore, be it proclaimed by the Town Administrator for the Town of Jamestown:

Section 1 - A state of emergency is declared for the Town of Jamestown.

Section 2 - The Town's Emergency Operations Plan has been implemented.

Section 3 - That the state of state of emergency shall continue for a period of not more than seven days of the date hereof, unless the same is continued by consent of the Town Council of the Town of Jamestown, Rhode Island.

Section 4 - This proclamation shall take effect immediately from and after its issuance.

Town Administrator, ORDERED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Town of Jamestown, Rhode Island

Chapter 30-15, Emergency Management Section 13:

§ 30-15-13 Local disaster emergencies. – (a) A local disaster emergency may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the city or town clerk.

(b) The effect of a declaration of a local disaster emergency is to activate the mitigation response and recovery aspects of any and all applicable local disaster emergency plans and to authorize the furnishing of aid and assistance there under.

## **SITUATION REPORT GUIDANCE**

The following guidance is to assist local officials in completing "Local Government Situation Report".

Items 1 and 9 of the Situation Report use the designations of "Minor", "Significant", or "Major". Use of these designations is intended to facilitate Situation Reports, not complicate them. Therefore, local officials are cautioned not to spend a lot of time deciding if, for example, conditions are minor, significant, or major. Provide a reasonable assessment based on available information and modify it as the situation becomes clearer. However, if there is question or doubt regarding a particular designation or item on the report form, it is recommended that the least serious designation be utilized and then upgraded in a subsequent report if necessary.

### **SITUATION REPORT ITEMS**

- I. **Overall Emergency Condition:** Check one designation (N/A-not applicable, Minor, Significant, Major as described below:
  - a. ☐ N/A - No significant emergency operations underway or necessary
  - b. ☐ Minor Emergency - Only partial EOC activation, if at all; local emergency response forces are involved in operations, but the situation is clearly manageable; no mutual aid necessary; no declarations of emergency; physical damage generally minor; only small-scale shelter operations, if any; power/telephone outages expected to be of short duration
  - c. ☐ Significant – A significant event which fully or almost fully involves local emergency response forces (chief executive, police, fire, public works). A full scale or partial EOC activation is generally associated with this event level. The need for mutual aid or state aid, if there is such a need, is not obvious, although some form of assistance might eventually be needed. A state of emergency is not usually declared. The local emergency response system is strained but not overwhelmed. Some moderate physical damage and power/telephone outages are usually associated with this event level, as are shelter operations.
  - d. ☐ Major Casualties – Mutual aid needed; direct state and/or federal support needed to some degree; may be possibly some search and rescue operations; damage to many homes, businesses, and other facilities, with possible destruction of some; restricted areas established; shelter operations ongoing, state of emergency declared, EOC fully activated, widespread power and telephone outages some areas inaccessible by vehicles.

2. Casualties: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
  
3. EOC Activation: Indicate if the local EOC is closed, partially activated, or fully activated. Partially Activated means that only a few key agencies are represented in the EOC. Fully activated means that all key agencies are represented in the EOC on a 24-hour a day basis.
  
4. Emergency Orders: Indicate any emergency orders or declarations issued by the Chief Elected Official (State of Emergency declared, Evacuation ordered, Driving Ban or Curfews in effect, etc.).
  
5. Mutual Aid Received From: Indicate any mutual aid being received from other towns or cities (not the state).
  
6. Shelter Status: Indicate all public shelters that are currently open or give time when shelters will open or close; name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).
  
7. Dams/Rivers Status: List the name of any rivers approaching flood stage or currently flooding. List the name of any dams that are threatened or breached.
  
8. Roads/Bridges Status: Describe the impact of floodwaters on the local road system or bridges (both state and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, or other debris.
  
9. Damage Report: Check one designation. Give numbers under #10 (remarks) if available.

	Minor	Significant	Major
<b>Residential</b>	No significant structural damage. Damages limited to broken glass, Shingle loss, basement flooding.	Few if any units severely damaged. Structural damage limited to Generally limited to non-Living space areas.	Severe structural damage Or destruction of many residential units.
<b>Business</b>	No significant structural Damage. Damages limited to broken glass,	Few (if any) businesses severely damaged or requiring long term closures.	Severe structural damage or destruction of many businesses.

	shingles, and/or signs, flooding.		
<b>Municipal Bldgs.</b>	No significant structural damage. Damages limited to broken glass, shingles, and/or signs flooding.	Damage to one key or several non-critical public buildings. Building use restricted or closed.	Severe structural damage or destruction resulting in loss of building for an extended period of time.
<b>Water Supply</b>	Loss of private wells due to minor power outages.	Temporary loss of a major public water supply due to contamination/damage to distribution system.	Extensive damage to a public water supply, rendering* it unusable for several days or longer.
<b>Sewer Plant</b>	Loss of grinder pumps due to minor power outages.	Loss of pump stations due to power outages or damage to system.	Extensive damage to a sewer plant or distribution system; loss of system.
<b>Debris</b>	Debris due to fallen trees, branches, utility poles (or other debris) manageable By local forces.	Debris significant but manageable by local forces. Some roads temporarily closed.	Numerous roads closed due to significant debris, local forces need assistance.
<b>Power Outages</b>	Individual streets or homes without power.	Up to 50% of the town without electrical power.	Nearly all of the town without electrical power.
<b>Telephone Outages</b>	Individual streets or homes without phones.	Up to 50% of the town without phones.	Nearly all of the town. without phones.

10. Remarks: Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community. Provide figures for in #9 (Damage Report), if available.
11. Assistance Requested: Indicate what type of assistance the community requires, if any, and a local point of contact (name/title and telephone) for coordination purpose



**STATE OF RHODE ISLAND**

**LOCAL GOVERNMENT SITUATION REPORT**

R. I. EMERGENCY MANAGEMENT AGENCY

TOWN  
DATE

REPORT#

REPORTED BY  
TIME

TELEPHONE

1. OVERALL EMERGENCY CONDITION    N/A\_\_\_\_    Minor\_\_\_\_    Significant\_\_\_\_    Major\_\_\_\_

2. CASUALTIES (provide latest cumulative figures)    Fatalities\_\_\_\_    Injuries\_\_\_\_    Missing\_\_\_\_

3. EOC ACTIVATION    Closed\_\_\_\_    Partial\_\_\_\_    Full\_\_\_\_

4. EMERGENCY ORDERS (Emergency Declared, Evacuation Ordered, Driving Ban, Curfew, etc.)

5. MUTUAL AID RECEIVED FROM    Police\_\_\_\_Fire\_\_\_\_    Public Works\_\_\_\_Medical\_\_\_\_Other    \_

(describe)

6. SHELTER STATUS: Name/Location    # People    Managed By (Red Cross or Local)  
Open/Closed

7. DAMS/RIVERS STATUS

8. ROADS/BRIDGES STATUS (Blocked/Washed out/Flooded/Closed - Give Location)		
9. DAMAGE REPORT		
Major*	Minor*	Significant*
Residential	_____	_____
_____		
Business	_____	_____
_____		
Municipal Bldgs.	_____	_____
_____		
Water Supply	_____	_____
_____		
Sewer Plant	_____	_____
_____		
Debris	_____	_____
_____		
Power Outages	_____	_____
_____		
Telephone Outages	_____	_____
_____		
*Check One - Give numbers under remarks if available		
10. REMARKS:		
11. ASSISTANCE REQUESTED:		
Name/Title of Contact: _____ Telephone: _____		

## Rhode Island Spontaneous Disaster Volunteer - Registration Form

Dr. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Your Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you a year-round RI resident? \_\_\_ Yes \_\_\_ No Months you are available \_\_\_\_\_

If you have any health limitations, please explain \_\_\_\_\_

Are you currently affiliated with a disaster relief agency? If yes, name of agency: \_\_\_\_\_

Previous disaster training/vocational training/special skills \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check all skills and tasks that you can perform in an emergency:**

<b><u>Communications/Data Entry</u></b>	<b><u>Services</u></b>	<b><u>Transportation/Heavy Machinery</u></b>
Amateur Radio Operator _____ Communications System Repair _____ Computer Technician _____ Database Administrator _____ Data Entry _____ Network Administrator _____ Public Speaking _____ Telephone Operator _____ Other: _____	Animal Handler (RIDART) _____ Child Care Provider _____ Cleaning Services _____ Cook _____ Food Service Worker _____ Insurance Consultant _____ Infrastructure Repair _____ Laborer _____ Lawyer _____ Public Relations _____ Relocation Specialist _____ Security Service _____ Social Worker _____ Teacher _____ Translator _____ If so, what language? _____  Warehouse Operations _____ Other: _____	Automotive Repair _____ Bus Driver _____ Construction Operator _____ Debris Hauling _____ Fork Lift Operations _____ Heavy Lifting/Rigging _____ Snow Plow Operator _____ Tow Truck Operator _____ Traffic control _____ Truck Driver _____ Other: _____ Other: _____

<b><u>General/Skilled Labor</u></b>	<b><u>Languages</u></b> (If fluent)
Carpentry _____ Clean-up _____ Electrician _____ Civil Engineering _____ HVAC Repairs _____ Hydraulics _____ Loading/Shipping _____ Paving _____ Plumbing _____ Roofing _____ Sorting/Packing _____ Tree Removal _____ Other: _____ Other: _____	Spanish _____ Portuguese _____ French _____ Italian _____ Cambodian _____ Chinese _____ If so, which dialect? _____ Other: _____

Serve Rhode Island, 2009

## Disaster Volunteer Registration Form (Side two)

When are you available to volunteer? (Please check all boxes that apply)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Morning							
Afternoon							
Evening							

Where are you able to volunteer?

\_\_\_\_ This city/town                      \_\_\_\_ A neighboring city/town                      \_\_\_\_ Anywhere in RI  
\_\_\_\_ Anywhere in New England                      \_\_\_\_ Anywhere in the US

Notes:

\_\_\_\_\_

---

Return this completed form to:

Serve Rhode Island  
655 Broad Street  
Providence, RI 02907  
Fax number: (401) 331-2273

### Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the State of Rhode Island, all local governments, Serve Rhode Island and the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities including, without limitation, the respective officers, directors, commissioners, employees, and volunteers of each of the foregoing, from any and all liability of every kind and nature including, without limitation, liability for any and all risk of damage to person or property including, without limitation, bodily injury or death that may occur to me, including any injury caused by negligence, arising out of or resulting from to any volunteer disaster effort in which I participate. Without limiting the generality of the foregoing, likewise, hold harmless from liability any person transporting me to or from any disaster relief activity. I will abide by all safety instructions and information provided to me during disaster relief efforts.

In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Rhode Island, and that if any portion thereof is held invalid, is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Guardian, if under 18 \_\_\_\_\_

Date \_\_\_\_\_

Volunteer's credentials were recorded as presented. Verification of credentials is the responsibility of the receiving agency or ESF.

Serve Rhode Island, 2009

# **TOWN OF JAMESTOWN**

(Town Administrator's Letterhead)

## **DECLARATION OF LOCAL DISASTER EMERGENCY\***

WHEREAS the town of Jamestown on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, has suffered widespread or severe damage, injury, or loss of property (or there is imminent threat of same) resulting from \_\_\_\_\_ and,

WHEREAS, the Town Administrator of the Town of Jamestown has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property.

Now therefore, be it proclaimed by the Town Administrator for the Town of Jamestown:

Section 1 - A state of emergency is declared for the Town of Jamestown

Section 2 - The Town's Emergency Operation Plan has been implemented.

Section 3 - That the state of state of emergency shall continue for a period of not more than seven days of the date hereof, unless the same is continued by consent of the Town Council of the Town of Jamestown; Rhode Island.

Section 4 - This proclamation shall take effect immediately from and after its issuance

ORDERED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Administrator  
Town of Jamestown, Rhode Island

Chapter 30-15, Emergency Management Section 13:

§ 30-15-13 Local disaster emergencies, (a) A local disaster emergency may be declared only by the principal executive officer 'of a political subdivision. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the city or town clerk.

b) The effect of a declaration of a local disaster emergency is to activate the mitigation response and recovery aspects of any and all applicable local disaster emergency plans and to authorize the furnishing of aid and assistance there under.

FOR IMMEDIATE RELEASE

Contact Phone: 423-

**JAMESTOWN DECLARES STATE OF EMEGENCY**

Hurricane approaches Rhode Island

In anticipation of possible impact by Hurricane , the Town of Jamestown, Rhode Island, has declared a state of emergency effective at TIME today, DATE.

A hurricane warning is in effect from the National Weather Service and all residents should complete preparations for a major storm. Emergency officials have recommended that residents of low-lying areas, including Beavertail, Seaside Drive and other coastal properties in Jamestown evacuate their homes as soon as possible.

An emergency shelter will be opened at [TIME] at the Melrose Avenue School in Jamestown. Trailers, campers, and boats may be temporarily parked at the Lawn Avenue School. Persons going to the shelter should bring food, blankets, and medicine; no pets are allowed in the shelter.

Persons requiring evacuation assistance should call 423-1212.

-30-

**SEVERE WEATHER**  
**Is expected to affect Jamestown**  
**within the next 24 hours.**

**NOW is the time to make preparations**  
**for severe storm conditions and to seek**  
**shelter.**

An EMERGENCY SHELTER will be open at the  
Jamestown Melrose Avenue School.

What to bring to the shelter:

- pillows, blankets, basic clothing.
- food and medicine
- flashlight, radio, batteries
- books, games, amusements

Do not bring pets, alcohol, firearms.

**If you need help or further information**  
**call 423-1212.**

# EMERGENCY

Due to the threat of severe weather  
the Town is advising that you:

## EVACUATE

this area immediately.

For further information  
call the Jamestown Police at:  
423-1212

## ALERT



Due to the threat of **severe weather**,  
the Fort Getty Campground  
is being evacuated immediately.

You must remove your trailer, vehicles and possessions  
from the Campground no later than:

---

Vehicles and trailers may be parked at the Jamestown  
Lawn Avenue School.

An **EMERGENCY SHELTER** will be opened at the  
Melrose Avenue School.

For more information contact the  
Jamestown Police at:  
423-1212.

## **·SEVERE WEATHER**

is expected to affect Jamestown within the  
next 24 hours.

This storm will bring high winds, heavy rain, high surf and  
some flooding.

### **NOW is the time to make preparations for severe storm conditions.**

- Tie down and secure trailers.
- Move loose objects inside or tie down securely.
- Trailers may be moved to a less exposed location at the Lawn Avenue School in Jamestown.
- During the storm, stay away from the water's edge, beware of downed power lines and fallen tree limbs, and remain indoors if possible.

If you need help or further information call 423-7260  
For emergencies call 423-1212

Due to the threat of severe weather, Jamestown  
officials recommend evacuation of this area.

**Winds may be in excess of 100 mph, and flooding of coastal areas is  
extremely likely.**

Before evacuating:

- Clear yard of loose items
- Shut off all utilities (propane tanks should be shut off both outside and inside the house)
- Unplug electronic appliances (TV, computer, etc.)
- Notify family and/or friends

An **EMERGENCY SHELTER** will be opened at  
the Jamestown Melrose Avenue School.

What to bring to the shelter:

- Pillows, blankets, basic clothing
- Food and medicine
- Flashlight, cell phone, charging cable
- Books, games, amusements
- **Do not bring pets, alcohol, or firearms.**

This is a serious situation.

**If you choose not to evacuate, rescue personnel may not be able to reach you later.**

If you need help, call 423-1212.

## **TOWN OF JAMESTOWN SAMPLE HAZMAT EBS MESSAGES**

### **SHELTER IN PLACE MESSAGE**

"At \_\_\_\_\_ (time) today, local authorities reported a chemical accident at \_\_\_\_\_. All persons in (name of areas) should remain inside their homes or some other closed building until you receive further instructions that it is safe to go outside. If you are in this area, turn off heating and cooling systems and window or attic fans. Close all windows, doors, and vents and cover cracks with tape or wet rags. Keep your pets inside.

Again, please stay inside until the all-clear is given. Do not use the telephone unless you have an emergency. Stay tuned to this station for further information."

### **ALL CLEAR MESSAGE**

"The chemical emergency at \_\_\_\_\_ (location) is now over. Please open your windows and doors to ventilate the building. It is now safe to go outdoors."

### **EVACUATION MESSAGE**

"At \_\_\_\_\_ (time) today, local authorities announced a chemical emergency at \_\_\_\_\_ (facility) in Jamestown. All persons in the \_\_\_\_\_ (identify area) should evacuate the area in an orderly manner. The following route(s) should be used (evacuation routes from the facility Emergency Response Plan)

School officials have made arrangements to evacuate students to \_\_\_\_\_ (a safe location). Parents should not drive to the school to pick up their children.

If you are disabled, please call Jamestown Police at 423-1212 for transportation assistance."

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ATTACHMENT 5  
MEMORANDUMS OF UNDERSTANDING,  
MUTUAL AID AGREEMENTS**

**Town of Jamestown  
Emergency Management Agency**

### **MUTUAL AID AGREEMENT**

This MUTUAL AID AGREEMENT made as of the **15** day of **NOV.** , 2022 by and between the several municipalities of the State of Rhode Island, *to wit*, the Town of Barrington, Town of Bristol, Town of Burrillville, City of Central Falls, Town of Charlestown, Town of Coventry, City of Cranston, Town of Cumberland, Town of East Greenwich, City of East Providence, Town of Exeter, Town of Foster, Town of Glocester, Town of Hopkinton, Town of Jamestown, Town of Johnston, Town of Lincoln, Town of Little Compton, Town of Middletown, Town of Narragansett, City of Newport, Town of New Shoreham, Town of North Kingstown, Town of North Providence, Town of North Smithfield, City of Pawtucket, Town of Portsmouth, City of Providence, Town of Richmond, Town of Scituate, Town of Smithfield, Town of South Kingstown, Town of Tiverton, Town of Warren, City of Warwick, Town of Westerly, Town of West Greenwich, Town of West Warwick, and the City of Woonsocket, (the "Municipalities") as well as Rhode Island institutions of higher education including the University of Rhode Island (the "Educational Institutions").

WHEREAS, the General Assembly enacted RIGL 45-42-2 (the "Act") authorizing nonemergency mutual aid agreements, which was previously limited to mutual aid between police departments of adjacent Rhode Island municipalities; and

WHEREAS, the Act was amended in 2021 through P.L. 2021, ch. 108, to authorize nonemergency mutual aid agreements between nonadjacent municipalities and institutions of higher education; and

WHEREAS, the Municipalities and the Educational Institutions are desirous of entering into a nonemergency mutual aid agreement allowing nonemergency mutual aid among the respective police departments of each of the Municipalities and each of the Educational Institutions to the fullest extent allowed by the Act as currently enacted.

NOW THEREFORE, the Municipalities and the Educational Institutions, for consideration of the mutual agreements herein contained, do hereby covenant and agree to the following provision of mutual aid:

## **I. PURPOSE**

The undersigned law enforcement agencies of the Municipalities and Educational Institutions have entered into this mutual aid contract as provided for in RIGL 45-42-2, for the purpose of providing reciprocal police services across jurisdictional lines. This agreement will enhance the capabilities of law enforcement and provide additional protection for inhabitants and property in the effected areas. Each undersigned chief law enforcement officer of the respective Municipalities and Educational Institutions acknowledge that prior to the adoption of this agreement, each chief of a department of the Municipalities have obtained the approval their respective town/city councils by way of resolution and each department of the Educational Institutions have obtained approval of their respective presidents, authorizing each law enforcement agency of every party to this agreement to provide police services across jurisdictional lines. This agreement has been fully considered by all parties and is entered into the interest of public safety and for the inhabitants of the Municipalities covered by this agreement and the students, employees, and faculty of the Educational Institutions covered by this agreement.

Any public or private educational institution of higher learning located in this state, with a police or other public safety department consisting of campus police officers appointed pursuant to chapter 52 of title 16, or special police officers appointed pursuant to chapter 2.1 of title 12, may enter into this mutual aid agreement with the city or town in which the institution is primarily located. Officers appointed under these chapters must have satisfactorily completed a training academy certified by the Police Officer's Commission on Standards and Training. The undersigned agencies shall provide and exchange upon request police services to and from the other agency without limitation but generally in accord with the following guidelines.

## **II. GEOGRAPHICAL AREAS ENCOMPASSED BY AGREEMENT**

It is agreed by and between the undersigned agencies that the geographical area encompassed by this agreement includes the territory of each of the Municipalities of the State of Rhode Island, which, collectively, comprises the entire territory of the State of Rhode Island.

### **III. GENERAL TERMS AND PROCEDURES**

(A) No officers acting under any provisions of this agreement may initiate, self-deploy, or take any law enforcement actions without the expressed permission of their employing agency's on-duty officer-in-charge."

(B) For the purpose of this agreement, mutual aid includes all police services, which are requested by one law enforcement agency and provided by any other law enforcement agency, both of which are signatories to this agreement.

(C) A participating agency will provide police service assistance only to the extent that the personnel and equipment are not required for the adequate protection of that agency's jurisdiction and a request is made by one of the law enforcement agencies that are a party in this agreement. The command structure of the requested law enforcement agency will have the sole authority to determine the amount of personnel and equipment, if any, available for assistance. The ranking officer of the requesting city or town shall be responsible for all law enforcement decisions pursuant to this agreement.

(D) Whenever the law enforcement employees of one cooperating agency are providing police services to another cooperating agency pursuant to the authority contained in this agreement, such employees will have the same power, duties, rights and immunities regarding jurisdiction that the requesting agency has.

(E) Whenever the law enforcement employees of one cooperating agency are providing police services to another cooperating agency, they will be under the lawful direction and authority of the commanding law enforcement officer of the agency to which they are rendering assistance. Officers shall be subject to the code of ethics, policies, and rules and regulations of their employing agency at all times.

(F) The on-duty officer requesting police assistance shall notify the officer in charge of their agency. The officer in charge shall then request assistance by contacting the cooperating agency's command staff.

(G) All wages, disability payments, pensions, worker's compensation claims, or their equivalent as provided under RIGL 45-19-1, medical expenses or other employment benefits will be the responsibility of the employing agency, unless the requesting agency is reimbursed for such costs from any other source. Each agency shall be responsible for the negligence of its employees to the extent specified by law.

Further, each of the undersigned agencies hereby agree to indemnify and hold harmless the other participating agency from liability for any and all claims, by whomever made, arising from the negligence of the participating agency's employee(s).

(H) Each cooperating agency shall be responsible for any cost arising from the loss of or damage to that agency's equipment or property while providing assistance.



(I) The terms of this contract shall be in continuous effect for each participating agency from the date the authorized signature for such agency is affixed hereto. Any party to this agreement may revoke its future contractual obligations here under only upon sixty days written notice to each of the other parties.

(J) No provision in this agreement shall derogate any statutory authority of the Rhode Island State Police.

#### **IV. COOPERATIVE ENFORCEMENT GUIDELINES**

The following circumstances are examples of requests for mutual aid which would allow an on-duty police officer to render mutual aid with the approval of their employing agency's on-duty officer-in-charge.

(A) Whenever an on-duty law enforcement officer within their home jurisdiction views or otherwise has probable cause to believe a criminal offense has occurred outside the officer's home jurisdiction but within the jurisdiction of a cooperating agency, the officer may make arrest according to law and take any measures necessary to preserve the crime scene.

(B) Whenever an on-duty law enforcement officer within their home jurisdiction views or otherwise has probable cause to believe that a serious traffic offense, including, but not limited to, DWI violations has occurred within the jurisdiction of another agency the law enforcement officer may stop, arrest, or cite the suspected violator according to the law.

(C) Whenever an on-duty law enforcement officer views or otherwise is called upon to render aid to a motorist or other person in an area encompassed by this agreement, the law enforcement officer may render emergency aid as necessary while awaiting officer in charge authorization. In the event a call for assistance is made wherein it is unknown as to the location of the request for assistance, all agencies party to this agreement may dispatch personnel to the appropriate area and render such assistance as is necessary and the circumstances require while awaiting officer in charge authorization.

(D) In a situation where automated traffic control devices are located within the jurisdictional boundaries of one agency have malfunctioned and a traffic accident is imminent unless control is established immediately, assistance from another cooperating agency may be provided upon request by the affected jurisdiction.

***{Signature Pages Follow}***

**TOWN OF BARRINGTON**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11-15-22

**TOWN OF BRISTOL**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22

**TOWN OF BURRILLVILLE**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 4-18-23

**CITY OF CENTRAL FALLS**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**TOWN OF CHARLESTOWN**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**TOWN OF COVENTRY**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**CITY OF CRANSTON**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 8/22/22

**TOWN OF CUMBERLAND**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**TOWN OF EAST GREENWICH**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**CITY OF EAST PROVIDENCE**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_

**TOWN OF EXETER**

By: \_\_\_\_\_  
Council President  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF FOSTER**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF GLOCESTER**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 2/21/23.

**TOWN OF HOPKINTON**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 11/5/22.

**TOWN OF JAMESTOWN**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.

**TOWN OF JOHNSTON**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF LINCOLN**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF LITTLE COMPTON**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 3/21/2023.

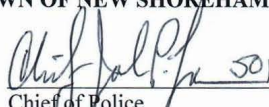
**TOWN OF MIDDLETOWN**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 2/21/23.


**TOWN OF NARRAGANSETT**

By: \_\_\_\_\_  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.


**TOWN OF NEW SHOREHAM**

By:   
Chief of Police  
As authorized by Council resolution  
dated 4/18/2023.

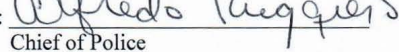
**CITY OF NEWPORT**

By:   
Chief of Police  
As authorized by Council resolution  
dated 4/12/23.

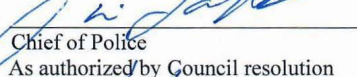
**TOWN OF NORTH KINGSTOWN**

By:   
Chief of Police  
As authorized by Council resolution  
dated 11-15-22.

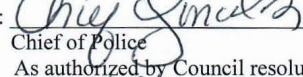
**TOWN OF NORTH PROVIDENCE**

By:   
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.


**TOWN OF NORTH SMITHFIELD**

By:   
Chief of Police  
As authorized by Council resolution  
dated 11/21/22.


**CITY OF PAWTUCKET**

By:   
Chief of Police  
As authorized by Council resolution  
dated 3/29/23.

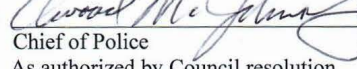
**TOWN OF PORTSMOUTH**

By:   
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.


**CITY OF PROVIDENCE**

By:   
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF RICHMOND**

By:   
Chief of Police  
As authorized by Council resolution  
dated \_\_\_\_\_.

**TOWN OF SCITUATE**

By:   
Chief of Police  
As authorized by Council resolution  
dated 4/14/22.

**TOWN OF SMITHFIELD**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/2022.

**TOWN OF SOUTH KINGSTOWN**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/2022.

**TOWN OF TIVERTON**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/2022.

**TOWN OF WARREN**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.

**CITY OF WARWICK**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/2022.

**TOWN OF WEST GREENWICH**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11-15-22.

**TOWN OF WEST WARWICK**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.

**TOWN OF WESTERLY**

By: [Signature]  
Chief of Police  
As authorized by Council resolution  
dated 11/15/22.

**CITY OF WOONSOCKET**

By: [Signature]  
Chief of Police  
As authorized by Council resolution

**UNIVERSITY OF RHODE ISLAND**

By: \_\_\_\_\_

Chief of Police

As authorized by the President on

dated 01/01/2023

Page 9 of 9



## **TOWN OF JAMESTOWN**

### **MEMORANDUMS OF UNDERSTANDING**

<b>SOURCE</b>	<b>AGREEMENT WITH</b>	<b>SERVICES</b>	<b>TYPE</b>
Fire Department	All Municipal Fire Departments (See Intra-Interstate Mutual Aid Plan)	Fire and Rescue	Written
Police Department	Barrington, Bristol, Burrillville, Central Falls, Charlestown, Coventry, Cranston, Cumberland, East Greenwich, East Providence, Exeter, Foster, Glocester, Hopkinton, Johnston, Lincoln, Little Compton, Middletown, Narragansett, Newport, New Shoreham, North Kingstown, North Providence, North Smithfield, Pawtucket, Portsmouth, Providence, Richmond, Scituate, Smithfield, South Kingstown, Tiverton, Warren, Warwick, Westerly, West Greenwich, West Warwick, Woonsocket	Law Enforcement	Written
	Poland Springs	Water	Written
	McQuades	Food	Verbal
	Jamestown Hardware	Generator	Verbal

Letter of Agreement  
Between the  
Town of Jamestown  
and the  
American Red Cross  
Rhode  
Island Chapter



## **LETTER OF AGREEMENT**

This is a **Letter of Agreement** between the **Town of Jamestown** and the **American Red Cross Rhode Island Chapter**.

### **I. PURPOSE**

The purpose of this Letter of Agreement (LOA) is to provide for the cooperation, collaboration and coordination between the **Town of Jamestown** and the **American Red Cross Rhode Island Chapter (hereinafter "Red Cross")** in carrying out their respective responsibilities in the event of a natural or man-made disaster.

### **II. DEFINITION OF A DISASTER**

A disaster is defined as an occurrence such as those outlined below that causes human suffering and creates needs that the victims cannot meet without assistance. There are two classifications of emergencies with Mass Care Requirements:

1. **Local Emergency or Disaster** - a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread, but necessitates the use of a limited number of facilities as shelter, and or centers.
2. **Statewide or Major Disaster** - a natural or technological disaster resulting in general widespread destruction of property, with the concurrent loss of private shelter (homes/apartment buildings, etc.) necessitating the opening of a number of pre-designated facilities to serve as Multijurisdictional shelters and/or centers.

*Note: A situation caused by economic, political and social maladjustment, including the occupational risks of industry and agriculture, is not a "disaster" applicable to this Letter of Agreement; nor is the lack of housing, food, clothing, etc. due to personal crises including, but not limited to evictions, cut-off of utilities, landlord-tenant disputes, lack of proper building maintenance, indebtedness, and misconduct.*

#### **Types of Mass Care Facilities**

**"Shelters"** are safe places intended to provide overnight lodging for individuals and families. A basic shelter should include: a place to sleep or rest; basic nutrition, including snacks, beverages, cold or hot meals; and sanitation facilities, including toilets, and if possible, showers. Basic first aid resources should also be available.

**"Centers"** are an alternative to overnight shelters that may serve any combination of needs such as warming center, cooling center, respite center, personal care center, etc. They may offer electricity, snacks, meals, information, showers, cellular phone and other electronic device charging stations, etc.

Shelters and centers can be co-located.

### **III. OVERVIEW OF RED CROSS DISASTER SERVICES**

The American **Red Cross Rhode Island Chapter** is headquartered at 105 Gano Street in Providence, Rhode Island. The Chapter has a Senior Director of Emergency Services who is responsible for the Red Cross activities within their jurisdiction utilizing a large cadre of trained volunteers.

**A. Authority and Legal Status**

Federal, state and local laws require that the federal, state and local governments establish a system of mitigating, preparing for and responding to disasters.

The Chapter is a chartered unit of the American National Red Cross, an instrumentality of the United States Government, codified at 36 U.S.C., Section 1 et. seq., under which it is charged to "...carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same." The authority of the Red Cross to provide disaster services were reaffirmed in the *1974 Disaster Relief Act* (PL 93-288) and the *1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act*. Red Cross responsibilities in a commercial aviation disaster are further defined in the *Aviation Disaster Family Assistance Act of 1996* (PL 104-264) and the *Federal Family Assistance Plan for Aviation Disasters* (April 1997).

The Chapter has the authority and responsibility for carrying out the purposes of the Red Cross, for delivering local Red Cross services, and for meeting other corporate obligations within its territorial jurisdiction.

**B. Key Principles**

1. Red Cross disaster assistance is provided to sustain human life, reduce harsh physical and emotional distress and promote recovery. It is based on the premise that those affected by disaster are ultimately responsible for their own recovery. It is provided in a uniform fashion using nationwide standards and does not routinely duplicate assistance and services provided by other agencies.
2. Red Cross disaster assistance is extended in an equitable and impartial manner, based on the need of each individual family, without regard to economic status or racial, religious, political, ethnic or other affiliation to both those affected by a disaster and, where appropriate, to emergency workers in the disaster-affected area.
3. Red Cross disaster assistance is free and is made possible by voluntary contributions of time, materials, blood and money. When appropriate, an immediate public information campaign and appeal for financial and/or other support will be initiated; however, no fee, repayment or reimbursement will be sought or accepted from any disaster victim.
4. In carrying out its responsibilities the Chapter may operate appropriate shelter facilities and arrange for mass feeding and other support. In doing so, it will pay related costs only when such activities are under the administrative control of, or authorized by, the Red Cross.
5. In disasters with company or owner liability implications, Red Cross emergency services may be extended on a mass care or individual/family basis if such help is not or cannot be provided immediately by the owner of the facility or mode of transportation involved (examples include transportation accidents, fire in a theater, or a HAZMAT incident).
6. When the Chapter requires assistance to meet the emergency needs of disaster victims, additional Red Cross resources will be made available from adjacent chapters or other Red Cross assets throughout the country. In such circumstances, management of the incident's Red Cross disaster response activities may be assumed by non-chapter personnel.

**C. Disaster Services**

During a disaster, our first priority is to ensure that people have a safe place to stay, food, and emergency supplies. The Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.

Following a disaster, whether natural or human-made, the Red Cross may provide some or all of the following services:

1. **Mass Care:** Operation of temporary shelters and fixed/mobile feeding services; bulk distribution of relief supplies and commodities to disaster victims.
2. **Client Services:** Emergency assistance (clothing, food, medicines, personal care items, temporary shelter for less than five families, etc.) and recovery information to affected individuals and families; and referrals to government and/or non-governmental agencies.
3. **Disaster Health Services:** Provision of first-aid type health services in Red Cross facilities; arrangement of emergency and/or additional medical assistance to meet individual or family health needs.
4. **Disaster Mental Health Services:** Provision of disaster-related mental health services; collaboration with community mental health providers to ensure appropriate resources are available to meet the emergency and/or long-term emotional needs of affected individuals, families, and the community.
5. **Disaster Welfare Inquiry:** Initiation of and response to inquiries by/from immediate family members inside/outside the disaster area about the health and well-being of other family members; collection of information about such persons as it becomes available to facilitate reunification.
6. **Disaster Assessment:** Assessment of the size, scope and geographical boundaries of a disaster; determination of the level of damage to affected dwellings; development of statistical data related to the effects of the disaster and the demographics of the affected population. Red Cross workers must have access to affected areas. The Red Cross is primarily interested in residential damage only, either by house number or defined area. Disaster assessment for purposes of governmental reimbursements is the responsibility of the City or Town.
7. **Government Liaison:** Coordination of relief activities with federal, state and local authorities.
8. **Advocacy/Mitigation/Education:** Advocacy for effective federal, state and local government programs and legislation which mitigate disaster damage and loss of life and seek to meet the needs of disaster victims; community disaster mitigation, education and preparedness activities.
9. **Other disaster-related assistance** may be provided on a case-by-case basis, if deemed appropriate by the Chapter and in accordance with Red Cross policy. Assistance may also be provided in non-defined emergencies, especially those involving large numbers of people with evident human needs.

#### **D. Limitations**

1. The Red Cross is not responsible for the transportation of disaster victims or non-Red Cross emergency workers.
2. Red Cross shelters will not be used for people evacuating from hospitals, nursing homes or from other such situations where the individuals require skilled, ongoing medical attention. However, technical support may be provided, along with a shelter manager, if appropriate competent medical

support staff is available to adequately care for people in these situations and the Red Cross has available disaster staff.

3. Only bona-fide service animals will be allowed in Red Cross shelters. Pet owners must make their own arrangements for the care of their animals.
4. Red Cross services will not be provided in an area/facility unless qualified authorities have declared it safe from the effects of a particular disaster or causative agent.
5. Red Cross personnel will not engage in decontamination activities, nor accept responsibility for management of decontamination sites or reception centers. However, limited services, such as liaison, may be provided at reception centers. Anyone requesting access to Red Cross facilities must have undergone any necessary decontamination before being admitted.
6. Red Cross personnel will not provide estimates of the dollar impact of a disaster. Furthermore, the Red Cross is not responsible for Disaster Assessment for an event where a Presidential Declaration has been requested.

#### **IV. SCOPE OF ACTIVITY**

***By law, local government has the responsibility to protect the health, welfare and safety of its residents when disasters occur.***

The Red Cross is committed to working as a **partner** with the cities and towns in its service area to support this process. There are key elements to the partnership:

1. A **signed written agreement** [known as the “Letter of Agreement”] between the Town and the Red Cross, which defines how the municipality and the Red Cross will work together in the event of a local and/or major disaster.
2. A completed **Shelter Survey** (Revised 8-15-11) of the facility(s) that are identified as possible shelters using the Red Cross Shelter Survey. Red Cross volunteers will do this at the invitation of the Town/City. Evaluate each facility for appropriateness as a **Hurricane Evacuation Shelter** using the Red Cross “Standards for Hurricane Evacuation Shelter Selection.” ARC 4496
3. Review, complete and sign a **Shelter Agreement** (Revised 12-07) between the legal owner of the prospective shelter facility and the Red Cross. Review all the terms and conditions with special attention to the feeding plan.
4. Red Cross representatives will be consulted by the appropriate municipal officials in emergency planning by the Town, invited to participate in exercises in support of this planning, and invited to attend Emergency Planning Committee meetings.
5. The Red Cross will be provided with a controlled copy of the Town’s Emergency Operations Plan [EOP] or its equivalent.
6. The Town will use its best efforts to recruit town residents, employees and CERT members who would be trained by the Red Cross to provide certain Red Cross services in their town when needed.
7. The Town will sign a Regional Shelter Letter of Agreement between Red Cross and participating towns.

In the event of a catastrophic situation, such as a transportation accident, chemical spill, etc., requiring mass sheltering and feeding, the Red Cross can administer these functions subject to prior notification and agreement.

## **V. METHODS OF COOPERATION**

In order for the resources of the Chapter and the Town to be coordinated and utilized to the fullest advantage in providing disaster relief, the following is agreed to:

### **Preparing for Disasters**

The focus of disaster preparation work for the Town and the Red Cross to complete together includes:

1. Identifying appropriate facilities for shelters.
2. Identifying and contracting for food and beverages to be provided to the shelters, as well as to others affected by the disaster such as school food service workers and third party vendors.
3. Identifying and training town residents, employees and CERT members including nurses and crisis counselors to manage and staff these facilities.

### **The Town agrees to:**

1. Identify one to three (1 to 3) facilities in its community as the *primary shelters*, which will generally be the first opened in the event of either a local or major disaster, and to help determine shelter capacities therein. *Each facility should have an adequate generator, and sufficient cots and blankets stored on-site or nearby to accommodate its sleeping capacity.* Preference should be given to facilities with onsite feeding capabilities, showers and meeting the highest standards for accessibility.
2. Make best efforts to insure there is an effective method to communicate the location of the shelter[s] to residents at the time of a disaster, and that residents have a list of items to bring if they need to evacuate (toiletries, changes of clothes, necessary medications, etc.).
3. Identify additional facilities for storage of bulk supplies during disasters (warehouses, airport hangars, stadiums, etc.).
4. Make plans to provide security and custodial support for the designated shelters.
5. Make plans in advance to house the pets of shelter residents.
6. Care for the functional needs of residents and identify agencies and personnel to support such needs.
7. Provide transportation for clients if necessary.

### **Working Together in Disaster Response**

#### **A. How the Town and the Red Cross work together during local disasters:**

The Red Cross has *Disaster Action Teams (DAT)* of volunteers that are on-call and prepared to respond within 60 to 120 minutes of receiving notification to a local limited disaster at any time, anywhere in the service area American Red Cross Rhode Island Chapter. Members of the DAT are trained to provide Red Cross services to meet the immediate, emergency-caused needs of disaster victims. DATs may also provide canteen support if requested by the Incident Commander for first

responders to the disaster expected to be in response for **four hours or more**. The Town may support the Red Cross DAT response to insure its effectiveness as follows:

1. The Incident Commander should direct that the Red Cross Emergency Services Department be called **ASAP** when it becomes apparent that **any** Red Cross services may be needed for disaster victims, including their recovery. **Delay only prolongs the suffering of the victims, and may even prevent some of them from becoming aware of the services we offer.**
2. As soon as the Red Cross is called, the Incident Commander should appoint someone at the scene as a liaison officer to the DAT who will:
  - a. Determine the names and addresses (and apartment numbers, when appropriate) of each individual or family affected by the incident, and determine who will speak for the family or household with the Red Cross.
  - b. Identify and/or arrange for a safe location for the Red Cross to conduct interviews with those affected by the disaster. Alternatives include the homes of neighbors, or a multi-passenger vehicle such as a bus or van owned or contracted for by the Town.
  - c. If any of the disaster victims do not have or cannot arrange for their own transportation, the liaison officer would arrange for transportation of that individual or family to the shelter identified by the Red Cross. **The Red Cross does NOT provide transportation for disaster victims.**
  - d. Call the property owner or property manager if one or more of the affected properties is a rental, and identify him or her to the Red Cross when they arrive.
  - e. After the DAT arrives, they will need to complete a visual assessment of disaster-caused damage as soon as the affected property is safe to enter and permission has been granted by the Incident Commander or appropriate municipal official. **This assessment must be completed by the DAT before certain Red Cross services can be provided.** The liaison officer can assist by letting the DAT Leader know when it is safe to enter the premises.
  - f. If more than 30 people are displaced from their homes by the disaster, the Red Cross, in collaboration with the Town, may decide to open a shelter. The liaison officer can assist by contacting the appropriate Town officials to open the facility designated by the Town as its primary shelter.

**Under no circumstances should any Town official make any representations to individuals or families affected by the disaster of the nature or extent of Red Cross services. Furthermore, Town officials should not represent to any vendor that the Red Cross will pay for any services without getting confirmation from the Emergency Services Department of the Red Cross. Note that hotel rooms are only provided if there is a justified need, which must be determined by the Red Cross DAT on an individual basis.**

**B. How the Town and the Red Cross work together during major disasters:**

The Red Cross has been working with municipalities and regions to identify strategically located Regional shelters to open during a major disaster. The goal is to serve the most people possible with the best use of resources. This Regional concept will bring together several agencies with a common goal of providing the Regional community with a safe and capable shelter system. More specifically, it must provide the capability to meet basic human needs of the general and

functional-needs populations and their pets in a disaster situation. Attached is a list of the Regional shelters. The list will be periodically revised and should be confirmed at time of operations.

1. Together the host Emergency Management Director (EMD) and the Red Cross determine the most appropriate shelters to open. In event of a Tropical Storm or Hurricane, ensure that the facility(s) selected meet the Red Cross "Standards for Hurricane Evacuation Shelter Selection," ARC 4496. Identify a Facility Coordinator (such as a custodian) to coordinate with Red Cross Shelter Manager. Each participating Town should provide a Town Shelter Liaison to coordinate information, requests for support and coordination of client services in the shelter.
2. Town EMD advises appropriate town agencies of the intent to open a Red Cross shelter and the Town support services that will be needed, such as:
  - a. Transportation for clients
  - b. Security for shelter and traffic control
  - c. Supplemental health services
  - d. Town owned cots and blankets
  - e. Services for clients requiring additional assistance, including functional-needs support services
  - f. Activation of town plan for caring for pets (may use existing community Animal Shelter or co-locate a pet shelter near general shelter)
  - g. Be on standby for unusual social service problems such as unaccompanied minors
  - h. Communications between shelter and Town Emergency Operations Center (EOC)
3. Facility Coordinator and Red Cross Shelter Manager (or designees) conduct Pre-inspection Checklist review, using Red Cross Facility/Shelter Opening/Closing form (revised 3-2012) and conducting an inventory of supplies on hand (Revised 2-12). This is done when facility opens and closes.
4. Advise Public Health agency that shelter has opened and ask for its support ensuring that basic health standards are in place.

**The Red Cross will perform the following duties/functions:**

1. Provide a Shelter Manager and Shelter Workers.
2. Follow the Red Cross fundamental principles and administrative operating procedures (open to all, no screening for legal status)
3. Provide Health Services and Disaster Mental Health workers.
4. Be responsible for shelter operating costs per the Shelter Agreement (attached)
5. The Red Cross will provide liability coverage per the Shelter Agreement (attached).
6. Complete the Red Cross form titled "Pre-Inspection Checklist" prior to setting up operations at each facility
7. Set up shelter registration, dormitory, mental health, and health services areas for the shelter with Red Cross activity leads reporting to the Red Cross Shelter Manager

8. Negotiate a contract(s) for shelter feeding operations to include menu selection, food and supplies procurement and appropriate storage, meal preparation, meal distribution, kitchen cleanup and sanitization and trash removal
9. Provide for appropriate signage at each shelter
10. Coordinate with all partner agencies, as well as media and other support agencies, to ensure expectations are met and the community is informed of shelter locations and other important information needed depending on the type of event which will predicate information given.
11. Ensure all internal Red Cross paperwork (i.e., shelter registrations and other documents) is completed
12. Ensure shelter materials, such as cots, blankets, cambros etc. are inventoried yearly and/or post-event by the custodial unit as needed for correct quantity counts
13. In collaboration with the Town and State Animal Response Team, select location for co-locating of pets. Pet shelter may be co-located but is not under the supervision or liability coverage of the Red Cross.

**Notes:**

Daytime cooling and heating centers are considered to be a part of a normal community service and not an emergency. The Red Cross does not manage daytime centers unless they are part of an overnight shelter. The Red Cross may provide supplemental support to daytime cooling and heating centers if requested and if the resources are available.

**Mass Casualty Disasters**

In the event of a major disaster which involves mass casualties (whether from natural causes, a transportation incident, an act of terrorism, or the use of weapons of mass destruction) within the Town's/City's jurisdiction, the Town may need to open a Family Assistance Center (FAC).

The purpose of the FAC is to provide:

- a. Information to concerned family and friends about individuals they believe may be injured or killed as a result of the incident.
- b. Crisis counseling for family and friends at the FAC, as required.

The Red Cross may provide, as needed and depending on resources available:

- a. Mass care (snacks and beverages) and typically at least one meal/day as families tend to stay.
- b. Crisis counseling support
- c. Family assistance services

The Town will provide:

- a. Security for the FAC, including access control by the public, if appropriate
- b. Access to Emergency Medical Assistance
- c. Information to the public about the location of the FAC
- d. Scheduled briefings [situation reports] at periodic intervals at the FAC.



1. In the event of an airplane crash that involves passenger planes with 20 passengers and above there are Federal laws which dictate that:
  - a. The airline(s) assumes financial and managerial responsibility for the FAC.
  - b. The Red Cross is the designated agency responsible for crisis and grief counseling.
  - c. The Red Cross will work with the Town and the airline(s) to assure that the families' needs are met.
  - d. The Red Cross may provide technical guidance but does not manage the FAC.

**Public Health Disasters**

In preparation for an event of disease outbreak where the state directs its public health offices/districts/mass vaccination regions to open facilities for mass prophylaxis, the Red Cross will provide requested technical support as it is able. The Red Cross should be advised of planning meetings, exercises, warnings, clinic activations, etc. related to these preparations.

In the event mass prophylaxis clinics are activated:

- a. Red Cross volunteers who agree to support mass prophylaxis clinics must be provided individual prophylaxis prior to the delivery of any Red Cross services, at no cost to the volunteer or the Red Cross.
- b. Red Cross nurses and mental health volunteers who decide to volunteer at clinics will work under the supervision of the local government authority and will not wear Red Cross identification. The Red Cross will not assume any liability arising from their service.

**C. Financial Responsibility**

The Red Cross will assume financial responsibility for certain expenditures in shelters as identified in the Shelter Agreement (see attached).

**D. Data Gathering and Identification**

The Town recognizes the need for orderly movement of Red Cross personnel, vehicles and equipment to the site of relief operations and the need for the collection of damage assessment data. The Town agrees to cooperate with such movement by recognizing the official Red Cross identification materials carried by such personnel and displayed on such vehicles and equipment. Persons and equipment not bearing the proper Red Cross identification shall not be recognized as agents or instruments of the Red Cross.

**E. National Agreements with Other Agencies**

It should be noted that the national office of the American Red Cross in Washington, DC, maintains various agreements with certain disaster relief organizations on a national level which would be implemented on a local level should the need arise.

**F. Updating the Town Letter of Agreement**

Representatives from the American Red Cross Rhode Island Chapter will meet with the Town as needed to review the LOA and discuss mutual concerns for thorough disaster preparedness and relief.

**VI. CONTACTS**


Contact the **Emergency Services Department** of the Red Cross as follows:

1. Call the Statewide Red Cross number at **877-287-3327** anytime, 24 hours a day, seven days a week.

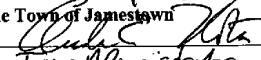
## **VII. SIGNATURES**

The LOA shall remain in effect for two years, or until terminated by written notification from one of the parties to the other. The LOA should be reviewed on an annual basis to ensure all phone numbers and names are correct.

For the American Red Cross:

X   
Temple Thompson  
CEO  
American Red Cross Rhode Island Chapter  
Date: 7/13/2016

For the Town of Jamestown

Name   
Title Town Administrator  
Date 6/22/16

**Town of Jamestown  
EMERGENCY OPERATIONS PLAN**



**ATTACHMENT 6  
North Kingstown / Jamestown Emergency Water  
Agreement**

**Town of Jamestown  
Emergency Management Agency  
May 2025**

## **NORTH KINGSTOWN / JAMESTOWN EMERGENCY WATER SUPPLY AGREEMENT**

This Emergency Water Supply Agreement ("Agreement") is made and entered into as of July 16, 2024, by and between the TOWN OF JAMESTOWN, with an address of 93 Narragansett Avenue, Jamestown, RI 02835 and the TOWN OF NORTH KINGSTOWN, with an address of 100 Fairway Dr, North Kingstown, RI 02852

WHEREAS, the Town of North Kingstown owns, manages and operates a public water supply system in the State of Rhode Island and Jamestown owns, manages and operates a public water system in Jamestown, RI;

WHEREAS, Jamestown is interested in establishing an Emergency Interconnect Agreement pursuant to which Jamestown shall receive emergency supply water via sale of water from the North Kingstown water system. This agreement is contingent upon the Town of Jamestown securing written permission from the RI Department of Health to receive drinking water from the Town of North Kingstown. NOW, THEREFORE, in consideration of mutually agreed upon guidelines, Jamestown and North Kingstown hereby agree as follows:

1. EMERGENCY. For purposes of the Agreement, an emergency shall exist if and only if the Jamestown Town Administrator declares that a water emergency exists. In such emergencies, Jamestown shall have already instituted all water restrictions in accordance with their Water Supply System Management Plan.
  - a. In the event of an emergency in which Jamestown requires additional potable water to service its customers, Jamestown shall contact North Kingstown in writing including a brief summary of the need therefore, to activate the Emergency Interconnection.
  - b. The emergency interconnection between the Town of Jamestown and the Town of North Kingstown, at present, is a 6-inch flexible PVC pipe laid across the Jamestown-Verrazano Bridge. When required, the PVC pipe is deployed from three (3) 2,500 linear-foot trailer mounted hose reels by the Jamestown Public Works Department.

The pipe is placed on the westbound pedestrian walk of the bridge deck as the trailers drive over the bridge. After being deployed the flexible PVC pipe is connected to a hydrant on Lorelei Drive on the North Kingstown side and connected to HOPE piping fixed to the bridge on the Jamestown side. The HDPE piping in Jamestown runs easterly along Tashtassuck Road and then south on North Road to Weeden Lane where it is connected to the water distribution system in Jamestown.

c. North Kingstown Water Director and Town Manager shall determine whether North Kingstown water is available at adequate flow and pressure to serve their existing customer base and provide emergency supply to Jamestown. North Kingstown agrees not to unreasonably withhold or delay its authorization to activate the emergency connection.

d. Upon receipt of the authorization from North Kingstown, the Public Works Director of Jamestown and the North Kingstown Water Director, or their designees, shall coordinate the installation and connection of the pipeline over the bridge in accordance with Section b of this Agreement.

e. The Town of Jamestown is solely responsible for the maintenance and repair of the emergency water pipe.

f. Water line must be pressure tested, chlorinated and sampled per AWWA standards and North Kingstown Department of Water Supply Planning, Material and Construction Specifications prior to activation.

g. Security measures as described in the letter from William G. Donovan, Acting Jamestown Chief of Police to June A. Swallow, Chief - Drinking Water Quality, RI Department of Health dated September 7, 2004 shall be implemented when the emergency connection is in use.

h. At the time of activation North Kingstown Water staff shall read the meter. Jamestown staff shall also read the meter to confirm the reading. The amount and duration of supply to Jamestown will be determined based on both Jamestown's needs at that time and North Kingstown's available supply.

- i. The North Kingstown Water Department will maintain a record of usage and any overtime costs needed to accomplish the task. Jamestown agrees to reimburse North Kingstown for these expenses and water costs.
- j. If, in the judgement of the North Kingstown Director of Water Supply there is a need to terminate the service to Jamestown, the Director will provide Jamestown with as much notice as possible prior to shutting off the supply. Supply may be resumed upon coordination with Jamestown.
- k. An updated contact list will be prepared and exchanged prior to activation of the interconnection.

2. PERMANENT PIPING REQUIREMENT. The Town of North Kingstown does not feel that the flex PVC piping is an appropriate long term option and requires that the Town of Jamestown devise a short-term plan to replace it with a permanently installed pipeline connection hung or placed on the bridge, designed to be acceptable to the Town of North Kingstown, the RI Department of Health and the RI Turnpike and Bridge Authority within five (5) years of the date of this agreement, followed by a long-term plan to address a permanent and sustainable water resource to the residents of Jamestown. Any capital project related to a permanent and sustainable water resource would be subject to available funding sources including but not limited to federal or state funds.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

Witness: Ulfass

TOWN OF NORTH KINGSTOWN

By: A. Ralph Mello

Name: A. Ralph Mello

Title: Town Manager

Witness: Edward Mello

TOWN OF JAMESTOWN

By: Ed Mello

Name: EDWARD MELLO

Title: Town Administrator

**TOWN OF JAMESTOWN  
STATE OF RHODE ISLAND**



**EMERGENCY OPERATIONS PLAN**

**Town of Jamestown  
Emergency Management Agency  
May 2025**