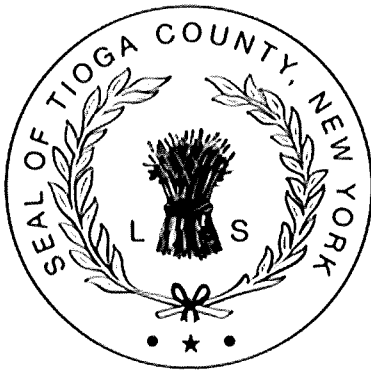


Town of Nichols, New York

EMERGENCY PLAN



Town of Nichols

Handling Instructions

This document, entitled Town of Nichols Comprehensive Emergency Management Plan, and all associated Emergency Support Functions Annexes, Support Annexes, Incident Annexes, and associated documents, should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from the Town Supervisor is prohibited.

Questions or concerns related to this document should be directed to the Town Supervisor.

Security Directive

The information contained here is considered sensitive but unclassified. Therefore, distribution is restricted to emergency response providers and homeland security officials with a need to know.

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*** ANNEX Section (Public Safety sensitive FOUO)**

PROMULGATION STATEMENT / LETTER

To All Recipients:

Transmitted herewith is the Emergency Plan for the Town of Nichols, New York. It provides a framework for use in performing crisis intervention actions during a major emergency or disaster in the town.

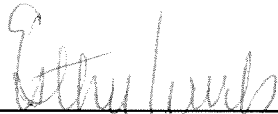
This Emergency Plan includes the four phases of emergency management.

They are:

- **Mitigation** - those activities which eliminate or reduce the probability of an incident, also known as prevention
- **Preparedness** - those activities developed to save lives and minimize damage
- **Response** - immediate activities which prevent loss of lives and property and provide emergency assistance
- **Recovery** - short- and long-term activities which return all systems to normal or improved standards.

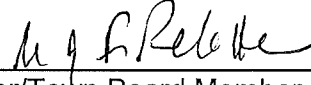
This plan is prepared in accordance with all New York State statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Town of Nichols **Emergency Management Coordinators** regarding recommendations for improvements.

Signed:



Esther Woods Supervisor - Town of Nichols

Brenda Fay-Pelotte



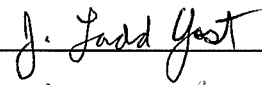
Deputy Town Supervisor/Town Board Member

Roseann Cole



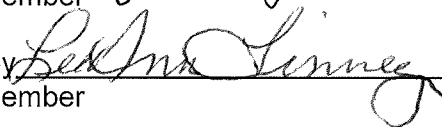
Town Board Member

J Ladd Yost



Town Board Member

LeeAnn Tinney



Town Board Member

Date: 03/25/2025

Revision Sheet

Retain this list as the Revision Log to your copy of the plan.

Original document adopted: 10-11-2022

Revision 1: January 2025

- Page 8: Situations and Assumptions:
 - Added the weekday EMS agreement with Candor
 - Updated location of highway garage
- Page 11: Hazard Mitigation:
 - Updated link to the 2024 county hazard mitigation plan
- Page 16: Emergency Management Staff
 - Changed “Village” to “Town”

PREFACE

This is the Emergency Plan (EP) for the Town of Nichols, New York. It will serve as the foundation upon which all town departments may base their respective plans, since the EP will be implemented by the supervisor, in whole or in part, during an emergency pursuant to Article 2-B of the NYS Executive Law.

The EP sets forth a recommended course of action which may be readily implemented by the supervisor during an emergency and which will assist in minimizing hazards to life and property. It is recognized that the Town of Nichols has limited preparedness and recovery options. The Town of Nichols must be prepared for initial response alone until outside assistance is requested and mobilized. Emergency assistance will be obtained from Tioga County and the State of New York. Consequence management and recovery assistance will be obtained from the State of New York – Division of Homeland Security and Emergency Services (DHSES) and the U.S. federal government – Federal Emergency Management Agency (FEMA).

The Town of Nichols is subject to a variety of hazards, natural and man-made. Any one of these hazards can cause a disaster, which would result in the disruption of social processes, endangering lives, economic impact, and destroying property. Effective emergency management is dependent upon the coordination, collaboration, and cooperation of all the various public and private agencies that may be called upon to perform duties in conjunction with the occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage but the basic responsibilities of involved agencies remain the same. The Town will maintain an active role in operational readiness to best respond and protect the community

Toward this end, in the event of a proclamation of a local state of emergency pursuant to §24 of the Executive Law Article 2B, the supervisor may implement this recommended and recognized plan in the Town of Nichols and/or promulgate local emergency orders or take other measures pursuant to §25 of the Executive Law Article 2B to bring the emergency situation under control. This plan will follow the National Incident Management System and Incident Command System protocol.

The Town of Nichols Emergency Plan can be found online at: <https://www.nicholsny.com>

All annexes are considered Public Safety Sensitive and For Official Use Only (FOUO).

STATEMENT OF PURPOSE

This plan is a local level integrated emergency operation manual. It is designed to describe the emergency management capability and disaster response of the Town of Nichols, NY.

- The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible;
- **PREPARE** to deal efficiently with the effects of inevitable events;
- **RESPOND** to the needs to save lives and protect property, and;
- promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific," covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a byproduct of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing:

- **what** is to be done, and;
- **who** is to do it.
- It may include information relative to **when, and;**
- **where** the response will be effective, and even;
- **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "**how**" to carry out its assignments in support of the plan.

The management of emergencies and planned events will follow the National Incident Management System and the principals of the Incident Command System for all incidents when the village emergency operations plan is activated.

SITUATIONS AND ASSUMPTIONS

SITUATION:

The Town of Nichols, located in Tioga County, in the Southern Tier section of the State of New York, has an area of 34.66 square miles, and a population of 2,401 (2020 US Census estimate). The Town of Nichols borders the Town of Barton to the west, Town of Tioga to the north, Town of Owego to the east, and Pennsylvania to the south.

New York State Route 17/Future I-86 crosses the town, and NY-282 traffic flows through down to Pennsylvania.

Portions of the Town are serviced by the Wappasening Hose Company/Nichols Joint Fire District. Nichols Joint Fire District is a volunteer fire department with one fire station each. The fire station is located at 39 West River Road within the Village of Nichols. The fire district is a member of the Tioga County, NY mutual aid plan.

Law enforcement is handled by the Tioga County Sheriff's Office and the New York State Police. Law enforcement assistance is available from neighboring county sheriff's offices and neighboring municipal police departments.

Emergency Medical Service (EMS) is provided by the Wappasening Hose Company/Nichols Joint Fire District Saturdays and Sundays and weekdays between the hours of 6pm – 6am. During the weekdays (Monday – Friday from 6am – 6pm) a paid EMS is provided through a joint agreement between Tioga Center, Nichols Joint Fire District and Candor Fire District. Candor Fire District provides paid EMS personnel who are stationed at all three locations during the hours of 6am to 6pm. Mutual Aid EMS is provided by the Tioga Center Fire Department and the Grater Valley EMS agency.

C-Tran from Chemung County provides passenger bus service to the Town with three (3) runs a day outbound and inbound from Elmira. The bus stops at Tioga Downs, and on request will stop at the Nichols Dollar General in the Village of Nichols.

Town roads are maintained by the Town of Nichols Highway Department. The Town highway department is located at 250 Buck Road. The Town of Nichols Highway Department is responsible for 39 miles of roadways within the Town. The State Department of Transportation (DOT) is responsible for the state highways within the town, and the nearest State DOT garage is located at 1497 NY-96 in the Town of Owego.

Public school students in the Town of Nichols attend Tioga Central School District and Owego/Apalachin schools. There are no public school facilities in the Town of Nichols. The students are bused to either Owego/Apalachin or Tioga Central School facilities.

Primary businesses in town are mostly small businesses. The Tioga Downs Casino is the largest employer in the Town of Nichols. Additional significant business in the town are Cork Crown and Seal, FedEx and Best Buy distribution facility.

The nearest trauma level hospital is Guthrie Robert Packer Hospital in Sayre, Pennsylvania (~11.4 miles/~16 minutes). The nearest trauma level hospital in New York State is Wilson Regional Medical Center, located in Johnson City, NY (~28.2 miles/~29 minutes).

ASSUMPTIONS:

(HAZARD ASSESSMENT)

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the State of New York. Spring thaws and ice breakups may cause some lowland flooding. The Village of Nichols is protected by a levee built in the 1970s, which doubles as the roadbed for NY Route 17/Interstate 86. The Town of Nichols is not protected by a levee.



WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations, are commonplace in the Southern Tier of New York State. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring have the potential to cause most power failures; however, the risk of ice storms can also cause power outages with great impact on the village.

WINDSTORMS: Violent windstorms are possible in the Southern Tier of New York State. A tornado struck the village of Nichols on August 27th, 1988, and continued ~11 miles to Apalachin, NY.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the nationwide drought of 1988, however recovery was rapid.

EARTHQUAKE: Earthquakes have been felt in New York State in the past and remain a geological possibility. The Town is situated in a “**Zone B z = 0.12**” earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings. Most regions of New York State are characterized by a moderate level of seismicity and seismic hazard.

NATIONAL EMERGENCY: National emergencies may include a pandemic or possible attack by terrorist. Since the Town of Nichols is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

MAN-MADE HAZARDS:

Hazardous Materials lead the list of potential man-made hazards which could impact the Town of Nichols. Flammable and combustible liquids are the most widespread materials likely to create problems. Cork Crown and Seal facility has Hydrofluoric Acid on site, State Routes 282, 17, I-86 routinely carry hazardous materials daily.

Radiological Emergencies are possible from vehicles traveling on roadways in the Town of Nichols, NY.

Aircraft Crashes can happen anywhere in New York State. Commercial aircraft, private planes, and military aircraft are common in Southern Tier air space. A commercial airliner on final approach to the Elmira/Corning Regional Airport, Ithaca Tompkins International Airport, or Binghamton Regional Airport, could crash in the Town creating a potential threat for mass casualties. The nearby heliports at Lockheed Martin – Owego create the potential for an aircraft crash with federal implications.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of the Town of Nichols, NY. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

VULNERABILITY:

Multiple streams run through the Town and have been the cause of flooding problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flash flooding can impact areas in Town that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

CONSEQUENCE MANAGEMENT: RECOVERY and MITIGATION

RECOVERY:

Public Assistance - Damage estimates for infrastructure may be obtained from the highway department, codes, and fire department. Records of activity for emergency protective measures by all town departments will be gathered for determining the cost of impact to the Town. Damage estimates will be provided to the Tioga County Office of Emergency Services for submission to the NYS DHSES Recovery Section. The Town may submit to FEMA as an eligible applicant for disaster recovery public assistance funds.

Individual Assistance – Impact to residential structures will be obtained by survey of damages by the American Red Cross, Town Code Enforcement, and NYS OFPC and Department of State damage assessment teams. Impact assessment will be provided to the Tioga County Office of Emergency Services for submission to the NYS DHSES Recovery Section. Individuals may submit FEMA as an eligible applicant for disaster recovery individual assistance funds.

HAZARD MITIGATION

The Town of Nichols is a participant in the Tioga County Hazard Mitigation Plan. The Hazard Mitigation Plan is required by state and federal agencies for communities in Tioga County to be eligible for certain types of non-emergency disaster assistance, including funding for mitigation projects. The goal of hazard mitigation is to reduce loss of life and property, lessening the impact of disasters. The Town of Nichols 2024 Jurisdictional Annex to the Tioga County Hazard Mitigation Plan can be found at the following link:

<https://www.tiogacountyny.com/media/xfscmuft/tioga-co-hazard-mitigation-plan-update-2024-final.pdf>

CONCEPT OF PLAN – RESPONSE OPERATIONS

General:

1. Operations conducted under this plan require a rapid and coordinated response by every Town of Nichols agency, private institution, and other non-governmental agency.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of an individual.
3. The Town of Nichols - Emergency Management Coordinators will be the coordinating agents for all activity in connection with emergency operations.
4. The town supervisor or designee(s) will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central coordination from the Emergency Operations Center (EOC) at Nichols Town Hall (139 Roki Blvd, Nichols, NY 13812) provides the requisite policy guidance, support and coordination. Alternate EOC is located at the Nichols Fire Station (106 W River Rd, Nichols, NY 13812).

Response Operations:

Operation of the plan commences when the Emergency Management Team (town supervisor, deputy supervisor, and the Emergency Management Coordinators (or a designated representative(s))), determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum.

1. Alert and order the mobilization of the Town of Nichols emergency management organization.
2. Activate the town Emergency Operations Center (139 Roki Blvd, Nichols, NY 13812). The size and composition of the staff is to be determined by the magnitude of the disaster.
3. Evaluate the scope and magnitude of the emergency or disaster. Obtain situational awareness for the incident and determine the need for assistance.
4. Alert the general population of the disaster or impending disaster.
5. Consider the evacuation of threatened areas. Reference map page 9
6. Alert the Tioga County Office of Emergency Services and New York State Office of Emergency Management for assistance and coordination of county and state agencies with disaster response and recovery capabilities.
7. Determine the need for a declaration of State of Emergency and issuance of Emergency Orders.
8. Request temporary shelter, food, and medical for evacuees as necessary. The Village of Nichols will handle the first 24 hours of need. This task is the responsibility of the American Red Cross according to an agreement signed 4/8/2019. The National Shelter System provides a list of pre-identified shelters within the town. Notify those public and private agencies dedicated to

the relief of distress and suffering, i.e., Red Cross, and establish liaison as necessary. Tioga Co. Office of emergency Services handles interface with the American Red Cross

9. Notify local industries, public utility companies, etc., of the disaster or pending disaster as necessary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization:

1. The town board will convene to perform legislative and administrative duties as the situation demands and shall receive reports relative to emergency management activities.

2. The town supervisor, fire chief, highway superintendent and a law enforcement representative from the Tioga Co. Sheriff or NYS Police shall be the coordinators of the emergency management forces of the Town of Nichols and shall be responsible for organization, administration and operations. The emergency management directors shall be responsible for the planning, coordination and operation of emergency management activity in the town.

3. The employees, equipment and facilities of all town departments will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.

4. The organization shall also include volunteer agencies and/or persons offering services to the Town of Nichols, upon acceptance thereof.

5. Duties assigned to a town department shall be the same or like normal duties of their department.

Plan Responsibilities: (To be determined what annex documents to include)

The Town Emergency Plan consists of this basic plan with appropriate annexes to cover emergencies as follows (All annexes are considered Public Safety Sensitive and For Official Use Only (FOUO)):

ANNEX A. Direction and Control: Emergency Management Directors – includes staffing and functioning of the EOC and succession of command.

ANNEX B. Alert and Warning: Emergency Management Directors – includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX C. Evacuation: Emergency Management Directors – includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters. The American Red Cross-National Shelter System provides a list of pre-identified shelters within the village and adjacent towns. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross, and establish liaison as necessary.

ANNEX D. Communications: Emergency Management Directors – includes local emergency communications to be utilized for all types of disasters.

ANNEX E. Shelter: Tioga County Emergency Management, Emergency Management Directors – includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services. In Tioga County the American Red Cross manage shelters.

ANNEX F. Law Enforcement: State Police and or Sheriff – includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster. Criminal investigation relating to a disaster.

ANNEX G. Fire / Rescue: Fire chief – includes actions to limit or prevent loss of life and property from fire, and assisting in rescue, warning and evacuation.

Annex H. Emergency Medical Services – Emergency Management Directors and Tioga County EMS Coordinator – includes actions to limit or prevent loss of life from a medical emergency.

ANNEX I. Public Works: Highway Superintendent. Includes maintaining the Town's roads, bridges and assisting with equipment and personnel if a disaster threatens or occurs. Aiding other Town departments as necessary to support the disaster management.

ANNEX J. Emergency Public Information: Town Supervisor and Emergency Management Coordinators – includes actions for providing a flow of accurate and official information and instructions to the public through all means of communications available before, during, and after an emergency or disaster.

ANNEX K. Resource Management: Emergency Management Directors – includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

ANNEX L. Hazardous Materials / WMD: Fire chief – includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines responsibilities for responding to a HAZMAT / WMD incident within the town..

ANNEX M. Radiological Protection: Fire chief and neighboring Haz-Mat Team Radiological Officer – includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

ANNEX N. Severe Flooding: Fire chief – includes actions to limit or prevent loss of life and property from flooding, and assisting in rescue, warning and evacuation.

ANNEX O. Severe Weather: Fire chief – includes actions to limit or prevent loss of life and property from incident, and assisting in rescue, warning and evacuation.

ANNEX P. Terrorism / Bomb Threat / Suspicious Powder: State Police and or Sheriff – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. Fire chief and EMS coordinator – includes actions to limit or prevent loss of life and Haz-Mat activity.

ANNEX Q. Hostage / Barricaded Subject Incident / Active Shooter: Police chief – includes maintenance of law and order, controlling and limiting access to the scene of the incident.

Criminal investigation relating to an incident. EMS Chief – includes actions to limit or prevent loss of life.

ANNEX R. OPEN

ANNEX S. Mass Injury - Fatality Incident: Police chief – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. Fire chief and EMS coordinator – includes actions to limit or prevent loss of life and assisting in rescue.

ANNEX T. Major Flammable or Combustible Liquid Incident: Fire chief – includes actions to limit or prevent loss of life and property from fire, and assisting in rescue, warning and evacuation.

ANNEX U. Public Water Supply Impairment: Veoila Water Company procedures.

ANNEX V. Civil Disturbance – Disorder: State Policed and or Sheriff – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Requesting assistance to mitigate the situation. Criminal investigation relating to an incident.

ANNEX W. Power failure: Fire chief – includes actions to limit or prevent loss of life and rescue activity. Police chief – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Traffic Management. Support from Highway, Parks and Water departments

ANNEX X. High Profile Security Incident: State Police and or Sheriff – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident.

ANNEX Y. Public Health Issue: Tioga County Health Dept.

ANNEX Z. Aircraft Crash: Police chief – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. The incident will be handled following a plan established by the New York State Police procedure manual. Fire Chief – includes actions to limit or prevent loss of life and property from fire and assisting in rescue.

Summary:

The emergency tasks designated in the annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each town department and/or agency has the responsibility of preparing a written, functional annex, with appropriate appendices and attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks. Development of these annexes will be coordinated with the emergency management directors and updated annually by the department/agency head.

ADMINISTRATION

EMERGENCY MANAGEMENT STAFF

The town supervisor, fire chief, highway superintendent and a law enforcement representative from the Tioga Co. Sheriff or NYS Police shall be the directors / coordinators of emergency management. The emergency management directors shall have the general supervision of the emergency management program

The Directors / Coordinators will be responsible for:

- Chairing all emergency management meetings.
- Provide expertise and guidance in preparing the emergency plan.
- Preparing and promoting ordinances when necessary.
- Providing town resources and staffing for the establishing and operating an EOC.
- Provide guidance in the annual emergency management budget and preparation of reports.

Order of succession for the town will be as follows:

- Town Supervisor
- Deputy Town Supervisor
- Board member

The emergency management director(s) shall be responsible for (or delegate responsibility):

- The preparation of the basic plan and its review and update.
- With the approval of the town supervisor, recommend service heads to the emergency management program.
- Shall have direct responsibility for the organization, administration, and management subject to the direction and guidance of the village mayor.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Shall be responsible for coordination with the Tioga County and New York State emergency management offices.
- Will encourage participation by staff members for emergency management training courses and seminars.
- Shall prepare annual reports for emergency management.
- Be responsible for establishing and setting up the EOC.
- Be the EOC manager and provide adequate staffing. Assigning a staff member as EOC manager
- Attend training courses, meetings and seminars and seminars at local, state and regional levels.

RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required, they will be coordinated by the emergency management Directors.
3. The town does not have a central procurement warehouse or distribution system. Emergency supply Point of Distribution (POD) will be the parking lot of the Town Hall (139 Roki Blvd, Nichols, NY 13812).

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements. Police, fire, and EMS assistance can be requested by contacting the following agencies:
 - Tioga County Office of Emergency Services: 607-687-2023
 - New York State departments and/or agencies will be requested by contacting: State Division of Homeland Security and Emergency Services: 1-518-292-2200 (State Watch Center)
 - Tioga County Sheriff's Office: 607-697-1010
 - State Police: 607-687-3961 (Owego - Troop "C")
2. The Governor can activate National Guard support. Requests for assistance will be coordinated through Tioga County Office of Emergency Services and the New York State Office Emergency Management at the above numbers. A request for this assistance must be processed through Tioga County to the State.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

Town officials and dedicated citizens developed this Emergency Plan (EP) for the Town of Nichols, NY. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this EP be the primary outline for emergency or disaster Management.

PLAN MAINTENANCE

The emergency management directors will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the emergency management directors will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The emergency management directors may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the Town's emergency response capability.

AUTHORITIES AND REFERENCES

TOWN RESOLUTIONS

- Town Resolution #10: National Incident Management System (NIMS) compliance
 - August 9th, 2022
- Town Resolution: Emergency Plan adopted by Town Board on October 11, 2022 (Resolution #16)

NEW YORK STATE STATUTES

All other applicable State Statutes relative to functions performed.
Article 2-B of the NYS Executive Law.

EXERCISES AND TRAINING

EXERCISES:

Exercises should be conducted periodically to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every village department/agency head to ensure that his or her personnel receive adequate training. Requests for training courses or assistance in training personnel will be coordinated through the emergency management directors.

NIMS Incident Command System IS100 and IS200, IS700, IS800, and ICS300 should be a foundation for all persons who are responsible for response under this plan.

