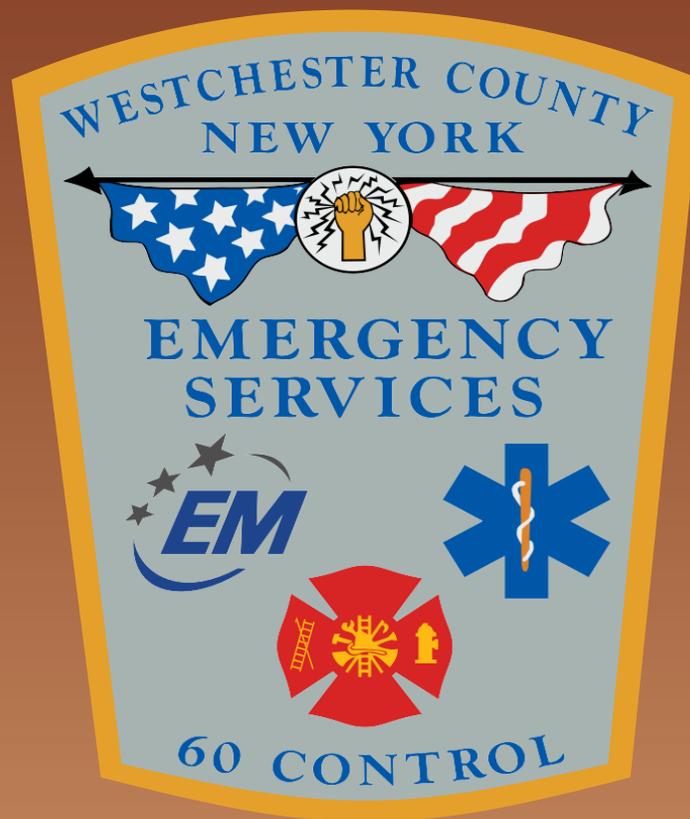


Westchester County Fire Mutual Aid Plan



October 7, 2021

Westchester
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George Latimer, Westchester County Executive

Richard Wishnie, Commissioner
Department of Emergency Services

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Department of Emergency Services



Westchester County Fire Mutual Aid Plan

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Westchester County Fire Mutual Aid Plan

I. Purpose

The purpose of the Westchester County Fire Mutual Aid Plan (the "Plan") is to define the format, structure, policy and procedure to facilitate organized, supervised, coordinated, cooperative and reciprocal assistance in which fire personnel, equipment and the physical facilities of participating Fire Agencies are utilized to supply aid and protection to other participating Fire Agencies, for the benefit of the municipalities located in Westchester County, in cases of fire or other emergencies. It is the objective of this Plan to foster cooperation and coordination of firefighting resources throughout the County of Westchester.

This Plan shall amend and restate any previous Westchester County Fire Mutual Aid Plans in their entirety.

It is expected that Plan participants shall first expend and exhaust all of their own resources prior to placing a Mutual Aid request. Mutual Aid is intended to be reserved for extreme circumstances. It is not intended to be routine, nor should it become abusive or an unreasonable burden to the Fire Agencies providing assistance.

II. Administration

The Commissioner of the Westchester County Department of Emergency Services ("WCDES") or his designee (the "Commissioner"), as the Chief Administrative Fire Officer, shall be responsible for the administration and execution of the Plan pursuant to New York State County Law §225-a, and as authorized pursuant to §193.02 of the Laws of Westchester County. WCDES Organizational chart is Appendix I.

III. Fire Advisory Board

The Westchester County Fire Advisory Board ("FAB") members are appointed by the County Executive and sworn in as public officers by the Westchester County Clerk. The FAB is tasked with advising and making recommendations to the County Executive through the Westchester County Department of Emergency Services on fire matters and issues, including those related to the administration of this Plan. Membership configuration of the FAB is set forth in the Section 193.03 of the Laws of Westchester County. The Commissioner may confer with the FAB to resolve issues associated with the administration of the Plan.

IV. National Incident Management System

Operations conducted by Fire Agencies associated with response under this Plan shall be conducted in compliance with the National Incident Management System ("NIMS"). All fire personnel responding pursuant to this Plan shall be trained to the appropriate Incident Command System (ICS) levels appropriate for their position as recommended by the United States Department of Homeland Security. See sample forms attached in Appendices VI and VII.



Westchester County Fire Mutual Aid Plan

V. Definitions

“Battalion” shall refer to ten geographical areas designated by WCDES. Each Battalion shall contain approximately four to eight fire departments. One Deputy Fire Coordinator is assigned to each Battalion by the WCDES Commissioner. Each Deputy Fire Coordinator shall respond to events and fires requiring Mutual Aid assistance in the departments within their assigned Battalion. In addition, they may be called to another Battalion to provide assistance or coverage for a Deputy Fire Coordinator who is not available to respond. The Deputy Fire Coordinators serve as the WCDES liaison to the local fire department. At the request of the on-scene fire chief, or Incident Commander, the Deputy Fire Coordinator shall secure and coordinate additional resources from assisting agencies to successfully manage the fire or other emergency situation.

“Fire Agencies” shall, for the purposes of this Plan, include Fire Departments, Fire Companies, Fire Districts (incorporated and unincorporated), and shall also include any firefighting unit as may be defined or described in Section 209 of the New York State General Municipal Law (“General Municipal Law”).

“Mutual Aid” or “Fire Mutual Aid” shall refer to the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and the physical facilities of participating Fire Agencies, regardless of type or size, are utilized for fire and other emergencies in the County of Westchester.

“Chief” or “Fire Commissioner” shall refer to the individual in charge of the operations of a particular Fire Agency.

“Incident Commander” shall refer to the individual responsible for incident activities, including the development of strategies and tactics as well as the requesting and release of Mutual Aid resources. The Incident Commander has overall authority and responsibility for incident operations.

VI. Fire Agencies In Westchester County

All Fire Agencies in Westchester County are eligible to fully participate in this Plan.

The following is a list of the County’s Fire Agencies that have committed to

participate in this plan and have signed documents the resolution in Appendix V.



Westchester County Fire Mutual Aid Plan

Archville	Montrose
Ardsley	Mount Kisco
Armonk	Mount Vernon
Banksville	New Rochelle
Bedford Hills	North White Plains
Bedford Village	Ossining
Briarcliff Manor	Peekskill
Buchanan	Pelham
Continental Village	Pelham Manor
Chappaqua	Pleasantville
Croton Falls	Pocantico Hills
Croton on Hudson	Port Chester
Dobbs Ferry	Pound Ridge
Eastchester	Purchase
Elmsford	Scarsdale
Fairview	Sleepy Hollow
Goldens Bridge	Somers
Greenville	South Salem
Harrison	Rye
Hartsdale	Rye Brook
Hastings	Tarrytown
Hawthorne	Thornwood
Irvington	Valhalla
Katonah	Verplanck
Larchmont	Vista
Mamaroneck Town	West Harrison
Mamaroneck Village	White Plains
Millwood	Yonkers
Mohegan	Yorktown Heights

**Franklin D. Roosevelt Veterans Administration Hospital

The following entities may also receive aid and support under this Plan: Sing-Sing Correctional Facility

- Bedford Hills Correctional Facility
- MTA/Metro-North Railroad
- Indian Point Energy Center
- Grasslands Fire Brigade
- Westchester County Airport Aircraft Firefighting Units

Other entities in Westchester, including state and federal institutions, are eligible to participate in this Plan to the extent allowed by law by filing a resolution in the form attached hereto as Appendix.



Westchester County Fire Mutual Aid Plan

IV. (For instance, the Franklin D. Roosevelt Veterans Administration Hospital in Montrose, is a federal agency).

VII. Participation

Each Fire Agency participating in this Plan ("Participants") shall make a good faith effort to respond to each call for assistance received from The Westchester County Emergency Communications Center a/k/a "60 Control" ("60 Control").

All requests for Mutual Aid must be coordinated through the County's 60 Control.

Unless there are extenuating circumstances, requests for Mutual Aid should not be made directly from one Fire Agency to another. It is recognized, however, that circumstances may require a Fire Agency to make a Mutual Aid request directly to another Fire Agency. In those situations 60 Control shall be notified as soon as possible of such a request and provide all information to 60 Control required as if it were a request placed with 60 Control for Mutual Aid.

A Fire Agency may decline to respond to a request based on unit unavailability but it is understood that a department has an obligation to make every effort to provide requested aid.

A Plan Participant may deem certain apparatus unavailable for Mutual Aid response. In such instances, prior written notification of that restriction must be made to 60 Control when becoming a Plan Participant. *(For example, a Fire Agency may have special equipment that is restricted to the jurisdiction, e.g. aerial ladder, heavy rescue equipment or equipment that has highway clearance, weight or distance limitations, etc.)*

A Plan Participant providing Mutual Aid to a requesting Fire Agency shall commit its equipment and manpower to the requesting Fire Agency until released by the Incident Commander.

Further, it is agreed and understood that during Mutual Aid events:

- The Incident Commander of the requesting Fire Agency retains command of all fire resources assigned to the event until such time as command is transferred or terminated.
- A Fire Agency requesting Mutual Aid to stand by in its headquarters/stations shall provide at least one firefighter at each station to facilitate station access and to serve as a guide for subsequent alarms in a requesting department's jurisdiction.
- It is the obligation of the Incident Commander to release Fire Agencies providing Mutual Aid as promptly as possible.



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- Mutual Aid responders shall refer all media requests for information to the Incident Commander, without comment.

Note: Should a Fire Agency respond to an incident and determine the location of the incident is actually outside of its jurisdiction that Fire Agency shall:

- Notify 60 Control of the actual or correct incident location and direct 60 Control to notify the Fire Agency having authority for the correct location.
- Take appropriate action to control the incident.
- Operate according to Operational Guidelines in Appendix VII and document utilizing ICS forms in Appendix VI.

VIII. Automatic Aid

“Automatic Aid” shall mean the pre-arranged assignment of specific apparatus from one or more jurisdictions to individual locations or alarms of a certain nature in the requesting jurisdiction.

Automatic Aid shall not be used to supplement a requesting Fire Agency’s inadequate staffing or equipment inventory shortfalls, unless otherwise agreed to by the parties involved.

Where a Participant is responding to a call for assistance pursuant to Automatic Aid, then Participant must notify 60 Control of its status.

Any pre-planned and/or Automatic Aid responses to a particular structure, area, scenario or district shall be submitted in writing to 60 Control. Plan Participants with Mutual Aid pre-plans and/or Automatic Aid responses are required to immediately notify 60 Control in writing when changes are made to those response protocols.

IX. A. Plan Participation-Membership

Any duly established Fire Agency may become a Plan Participant by filing with the Commissioner; a resolution, local law or ordinance, as jurisdictionally appropriate, which has been duly adopted by its governing body. The resolution form is attached hereto as Appendix V. The resolution shall provide the following:

- (i) affirm the Fire Agency’s intent to participate in the Plan and to comply with its provisions;
- (ii) state that there are no resolutions in effect that would restrict the Fire Agency from providing outside service and training;



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- (iii) state there are currently no limitations, conditions or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of the Resolution;
- (iv) state that the Fire Agency shall respond to all calls for assistance from another Fire Agency through 60 Control;
- (v) affirm that the Fire Agency's governing body acknowledges and accepts financial responsibility pursuant to applicable law.

B. Withdrawal From Plan

Should a participating Fire Agency's ability to provide assistance outside its service area pursuant to Section 209 of the General Municipal Law be restricted, written notice of such restriction(s) shall be filed with the Commissioner within five (5) days of the adoption of the resolution restricting outside assistance. Withdrawal from the Plan shall become effective on the date noted in the resolution. Withdrawal from the Plan may result in the suspension of Mutual Aid privileges to that Fire Agency. A Participant withdrawing from the Plan, upon the effective withdrawal date, shall surrender and return to WCDES all County-owned equipment.

Pursuant to the New York State Fire Mobilization and Mutual Aid Plan ("State Plan"), any signatory to a county fire mutual aid plan submitted to the New York State Office for Fire Prevention and Control for inclusion in the State Plan is automatically a signatory to the State Plan. WCDES will notify the OFFICE OF FIRE PREVENTION AND CONTROL of the withdrawal of a Plan Participant.

Withdrawal from the Plan shall continue in effect until amended or repealed by the adoption of a subsequent resolution, local law or ordinance as set forth in Section 209 of the General Municipal Law.

X. Complaints

Mutual Aid complaints of any nature, including abuse of the Mutual Aid Plan, should be addressed in writing to the Commissioner for review, investigation and possible referral to the Westchester County Fire Advisory Board.

XI. Mutual Aid Coordinators

The Commissioner of WCDES shall appoint and supervise Mutual Aid Coordinators, a/k/a Fire Coordinator, Deputy Fire Coordinators, and assign them to a Battalion or other assignment, to assist with the implementation of the Plan. Mutual Aid Coordinators shall serve at the pleasure of the Commissioner for a term of three (3) years and may be removed at any time.



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Mutual Aid Coordinators may be reappointed by the Commissioner in the month of December of the third year of a term. Concerns about a Mutual Aid Coordinator's performance shall be addressed to the Fire Coordinator, who shall notify the Commissioner at the request of the majority of the highest ranking active Chiefs within a designated Battalion. Such request must be made in writing and signed by each of the Chiefs requesting the review. Mutual Aid Coordinators are assigned to Battalions or Divisions as noted in Appendix II.

Duties of Mutual Aid Coordinators include, but are not limited to:

- Represent the Commissioner at fire scenes and other emergencies. Attend monthly Coordinator meetings with the Commissioner or his designee.
- Meet with the Chief of each Fire Agency in their assigned Battalion at least quarterly in order to develop and improve interdepartmental relationships.
- Inform the Incident Commander of available Mutual Aid resources. Assist in the coordination, e.g. requesting, assignment, etc., of Mutual Aid for the Chief in charge of the incident.
- Mutual Aid Coordinators upon arrival at a scene/incident shall immediately report to the Incident Commander. At no time shall the Mutual Aid Coordinator initiate or assume command of an incident.
- Assist their Battalion Fire Agencies with arranging training, drills and other activities when requested.
- Promote enthusiasm and assist in the development of programs with, and for the Fire Agencies in their Battalion.
- Maintain awareness of and report all proposed drills, programs and associated activities amongst the Fire Agencies within their Battalion to the Commissioner and other Chiefs.
- Work with the WCDES training division to assist Fire Agencies to coordinate training as needed.
- Inform the Fire Coordinator, who shall notify the Commissioner of any situations or problems in their Battalion that might arise in connection with Mutual Aid.
- Maintain records of the Mutual Aid Coordinator's activities in their Battalion and provide a written report to the Fire Coordinator, who shall notify the Commissioner in a monthly report
- Report all accidents, damage to equipment or injuries to personnel within the Battalion occurring during provision of Mutual Aid to the Fire Coordinator, who shall notify the Commissioner as soon as possible.



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- Maintain an updated list of all equipment, special supplies, and Chiefs within their Battalion. This list is to be updated yearly (or more frequently if significant changes occur) and forwarded to the Commissioner to assist 60 Control in updating the master list.
- Assist the Fire Coordinator when the State Fire Mobilization and Mutual Aid Plan is activated.
- Coordinate with the Chiefs within the Battalion, Battalion-wide training.

XII. State Institutions

Should a state institution request assistance from a Fire Agency, the Fire Agency's ranking officer shall participate in, or establish, a command that will include the institution's liaison. Additional requests for Mutual Aid shall be the responsibility of the officer in charge. Reimbursement for firefighting costs incurred while fighting such fire are governed by Section 54-e of the New York State Finance Law.

XIII. Federal Property

Fire Agencies that engage in fighting a fire on a property under the jurisdiction of the United States may file a claim for reimbursement for the amount of direct expenses and losses incurred by such fire service under 15 U.S.C. §2210.

XIV. Adjacent Counties

Mutual Aid provided to, or received from Putnam, Rockland, and Orange Counties shall be authorized by their county fire coordinators (or designees) and coordinated through their respective county fire communications centers with 60 Control. Mutual Aid provided to and received from the City of New York shall be requested by/through 60 Control.

Extent and limit of participation with county of Fairfield, Connecticut. There is no formal agreement with Fairfield County. Local reciprocal assistance, if any, must be in accordance with Article 14-G and Section 209 of the General Municipal Law. All requests for assistance must be routed through 60 Control. Those Fire Agencies willing to provide Mutual Aid services across state lines should assure that proper insurance coverage for both personnel and equipment is in place and should indicate their availability to respond in writing to 60 Control.



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XV. State Fire Mobilization and Mutual Aid Plan

In accordance with General Municipal Law Section 209-e and 9 NYCRR Part 205, the New York State Fire Mobilization and Mutual Aid Plan was established to provide for the mobilization of personnel and equipment of fire departments whenever: (i) the Governor determines that the public interest so requires; (ii) a municipality determines assistance is required; and (iii) a regional fire administrator determines that assistance, in addition to that provided for under the local fire mutual aid plan, is required.

The Commissioner shall, upon the State's request under the State Plan, commit County resources to other counties throughout the New York State.

The Commissioner may, after utilizing all available assistance from within the County, pursuant to General Municipal Law Section 209-e, contact the OFFICE OF FIRE PREVENTION AND CONTROL to request activation of the State Plan.

Liability for outside aid provided pursuant to activation of the State Plan is governed by Section 209-e and 209-g of the General Municipal Law.

XVI. Coordination with Other Emergency Services

The Commissioner shall develop agreements with appropriate emergency and public service organizations. Resource information on Police, EMS, Utilities, Hospitals, Departments of Public Works, local industries and state and federal agencies capabilities and resources shall be maintained at the EOC and/or 60 Control. Requests for these services shall be routed through 60 Control.

XVII. Operations

1. Inventory

60 Control shall maintain a record of fire equipment, as well as a list of Chiefs or Fire Commissioners, as jurisdictionally appropriate, for each Fire Agency throughout Westchester County.

Fire Agencies in Westchester County, shall, routinely and as often as warranted, update their lists of fire equipment/apparatus, Chiefs or Fire Commissioners, as jurisdictionally appropriate, contacts etc., on forms provided by 60 Control or by providing electronically a list of equipment/apparatus which list must contain all elements of county supplied forms. Such information shall be provided to 60 Control by May 15th of each year. Fire Agencies must also submit their mutual aid run cards and "Greater Alarm" Plans, as well as all other forms, to 60 Control. Apparatus / Equipment List Appendix VIII.

Inventories shall be made available upon written request to 60 Control.



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2. Standard Hose Thread

All apparatus and equipment of the Fire Agencies participating in the Plan shall be equipped with “standard” hose threads as defined by the National Bureau of Standards or have sufficient adapters to permit interconnection with “National Standard” threads. (See General Municipal Law Section 209-e.)

3. Accountability / Credentialing

Fire Agencies supplying Mutual Aid shall ensure that their assigned personnel are properly credentialed when responding to a request for assistance pursuant to this Plan. Incident Commanders shall maintain accountability for all personnel operating under their command.

4. Notification of Presence of Hazardous Materials/Reporting

General Municipal Law §209-u provides in part that the Fire Chief for each fire department, fire company, etc., that has notice of the presence of Hazardous Materials in their jurisdiction, is required by law to send a copy of the report to the office of the County Fire Coordinator. In addition, General Municipal Law §204-f requires the County to develop a plan for fire service response to hazardous materials incidents and file that plan with the Office of Fire Prevention and Control for approval. As such, Fire Agencies need to send copies of the reports to 60 Control.

5. NFPA , OSHA and PESH

The FAB recommends that Plan Participants comply with the standards set forth by the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), NYS Public Employees Safety and Health (PESH).

6. Trunked / Fire Ground Radio System

All requesting and responding Fire Agencies shall utilize assigned Trunked Radio Talk Groups and Fire ground frequencies as outlined in Appendix III.

XVIII. Westchester County

1. Arson Task Force

The Arson Task Force is a cooperative effort with membership consisting of fire and police agencies, prosecution personnel and staff from the Department of Emergency Services. The Arson Task Force program mission includes: raising public awareness, reviewing and creating programs for training firefighters and police personnel in fire investigation and in matters related to fire cause and origin (C&O) determination. Plan Participants may call for a response by the C&O team anytime they wish to determine the cause and origin of a fire or if it is believed that the fire may be suspicious in nature. Requests for C&O team response should be placed through 60 Control. Arson Control Plan Appendix X.

2. Hazardous Materials Response Teams

The WCDES Special Operations Division includes a Hazardous Materials Response Team (“County HAZMAT Team”). This highly trained, well equipped team is available to assist Plan Participants by providing an organized, coordinated response to contain, manage, identify and mitigate incidents involving materials and substances posing potential injury or death to the general public and to public safety responders. The County HAZMAT Team is available to respond to a request for assistance from any Plan Participant, other emergency services entity, or through the State Plan. Hazardous Materials Plan Appendix IX.

A. Plan Participants by providing an organized, coordinated response to contain, manage, identify and mitigate incidents involving materials and substances posing potential injury or death to

B. The following additional Hazardous Material Response Teams are available for mutual aid response:

- Yonkers Fire Department Hazardous Materials Team (Yonkers Hazmat Team)
- Franklin D. Roosevelt Veterans Administration Fire Department (FDRVA Hazmat Team).

C. Regional Hazardous Materials Response Partnership:

Westchester County’s Hazardous Materials Response Team has developed a partnership with both Dutchess and Putnam counties to share the resources, equipment and personnel of their respective teams in accordance with current New York State guidance.

Dutchess County Department of Emergency Response Hazardous Materials Response Team.
(**Type III** HazMat Entry Team)

Putnam County Bureau of Emergency Services - Hazardous Materials Response Team. (**Type III** HazMat Entry Team)



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- D. It is recommended that all Hazmat teams are in compliance with the latest edition of NFPA 472: standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents and NFPA 475: Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program.

Any request for a County HAZMAT Team, Yonkers FD or FDRVA Hazmat Teams response shall be placed through 60 Control.

E. WMD Squads are established to facilitate the training, equipping and deployment of the hazardous materials / weapons of mass destruction decontamination units. The following WMD Squads are available for mutual aid response: City of Yonkers Fire Department WMD Squad, Mount Vernon Fire Department WMD Squad, White Plains Fire Department WMD Squad, New Rochelle Fire Department WMD Squad, Scarsdale Fire Department WMD Squad, and East Chester Fire Department WMD Squad.

- F. Any request for a WMD Squad response shall be placed through 60 Control.

Technical Rescue Team

- A. The WCDES Special Operations Division includes a Technical Rescue Team (“County Technical Rescue Team”). This specialized team is an elite technical rescue team that is available to assist Plan Participants by providing an organized, coordinated response to situations requiring intricate rescues. The County Technical Rescue Team utilizes unique equipment, tools and materials to affect these rescues. Team expertise includes, high, medium and low angle rope rescue, confined space rescue, heavy machinery entrapment, high/medium angle rescue, structural collapses, swift water rescue, trench rescue and wilderness search & rescue capabilities.

- B. The following additional “Technical Rescue Squads are available for response: New Rochelle Fire Department Technical Rescue Squad 32 (TRS #32), White Plains Fire Department Technical Rescue Squad 34 (TRS #34), and Hartsdale Fire Department Technical Rescue Squad 36 (TRS #36).

It is recommended that all teams / squads comply with the latest edition NFPA 1006, Technical rescue Personnel Professional Qualifications and NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents.

The County Technical Rescue Team or Technical Rescue Squads are available to respond to a request for assistance from any Plan Participant, other emergency services entity, or through the State Fire Mobilization and Mutual Aid Plan. Any request for a response from the County Technical Rescue Team or recognized Rescue Squad shall be placed through 60 Control.

C. It is recommended that all rescue teams / squads be in compliance with the latest edition NFPA 1006, Technical rescue Personnel Professional Qualifications and [NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents](#).

D. The County Technical Rescue Team or Technical Rescue Squads are available to respond to a request for assistance from any Plan Participant, other emergency services entity, or through the State Fire Mobilization and Mutual Aid Plan.

C. Any request for a response from the County Technical Rescue Team or Technical Rescue Squads shall be placed through 60 Control.

XIX. Liability

It is understood and agreed by each Fire Agency participating in this Plan that liability arising from the provision or receipt of Mutual Aid pursuant to this plan shall be governed by applicable laws including, but not limited to General Municipal Law Section 209.

XX. Amending the Plan

Amendments to this Plan may be made from time to time at the sole discretion of the Commissioner but shall be reviewed and revised at maximum of every five years after implementation.

The Plan amendment procedure is as follows:

- Proposed amendments may be submitted in writing to the Commissioner by Plan Participants for review and possible inclusion in a future amendment/revision to the Plan.
- Proposed amendments shall be reviewed by the Commissioner and forwarded to the FAB for review and comment.
- After consultation with the FAB, the Commissioner may then submit the proposed amendments to the OFFICE OF FIRE PREVENTION AND CONTROL for review and submission.
- Once approved by OFFICE OF FIRE PREVENTION AND CONTROL, the Commissioner shall notify FAB.
- Plan Participants shall be notified through their Chiefs of any amendments to the Plan.



Westchester County Fire Mutual Aid Plan

APPENDIX I

WCDES Commissioner and Organizational Chart

The Commissioner, or his designated County Fire Coordinator, shall have the following duties and responsibilities as it pertains to the Mutual Aid Plan:

- Administer the Westchester County Fire Mutual Aid Plan as outlined in the statutes and the Plan.
- Respond to and/or dispatch Mutual Aid Coordinators, a/k/a Fire Coordinator, Deputy Fire Coordinators, to the scene of a fire or other emergency requiring Mutual Aid, specialized equipment or technical assistance.
- The County Fire Coordinator and/or Mutual Aid Coordinators shall provide scene assistance, liaison with Local, County, State and Federal agencies; fill other functions as requested by the Incident Commander, Chief or officer in charge.
- Administer the New York State Fire Training Program for Westchester County.
- Administer and supervise operation of the Westchester County Fire Training Center and all training programs for the benefit of the County fire services.
- Serve as liaison officer between the fire service of Westchester County and the OFFICE OF FIRE PREVENTION AND CONTROL, the Executive branch of County Government and the FAB. Administer and participate in the New York State Fire Reporting System.
- Administer the Arson Control Plan for Westchester County and oversee the overall operation of the Westchester County Fire Investigation Unit as approved by the Westchester County Arson Task Force.
- Administer the Hazardous Material Control Plan for Westchester County and oversee the overall operation of the Westchester County Hazardous Materials Response Team.
- Administer the Westchester County Technical Rescue Team and oversee the overall operation of the Westchester County Technical Rescue Team.
- Develop and administer all-Hazard plans in which the services of firefighters may be utilized.
- Act as liaison between the fire service and other emergency services agencies.



Westchester County Fire Mutual Aid Plan

- Administer and oversee the Grasslands Fire Brigade.
- Assure the coordination of Fire Agencies during a County or state-declared emergency.

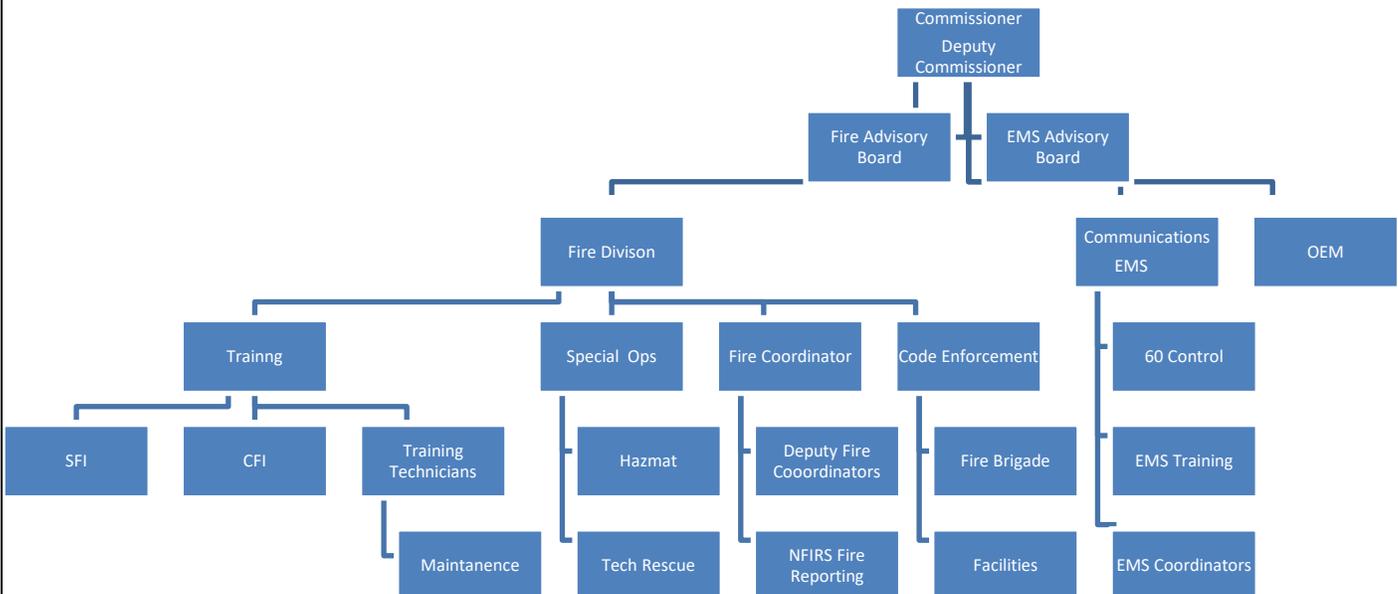
Succession of Authority

- For purposes of this Plan, the Commissioner, shall designate in writing the order in which the Deputy Commissioner, Fire Coordinator, or WCDES staff (including Mutual Aid Coordinators/Deputy Fire Coordinators) shall serve in his absence.

Vacancy In The Position Of Commissioner:

The Westchester County Executive shall designate an acting Commissioner to perform the duties of Commissioner until a permanent successor is appointed by the County Executive and approved by the Westchester County Legislature.

Westchester County DES Organizational Chart



APPENDIX II

**Westchester County Department of Emergency Services
Battalion Districts**

Battalion 10

Coverage Area

Peekskill Fire Department
Buchanan Fire Department
Verplanck Fire Department
Montrose Fire Department
Franklin D. Roosevelt VA Hospital Fire
Department
Croton Fire Department

Battalion 11

Coverage Area

Hawthorne Fire Department
Thornwood Fire Department
Pleasantville Fire Department
Valhalla Fire Department
Grasslands Fire Department

Battalion 14

Coverage Area

Tarrytown Fire Department
Dobbs Ferry Fire Department
Irvington Fire Department
Hastings Fire Department
Ardsley Fire Department
Fairview Fire Department
Hartsdale Fire Department
Elmsford Fire Department

Battalion 16

Coverage Area

Mount Kisco Fire Department
Chappaqua Fire Department
Banksville Fire Department
Armonk Fire Department
Bedford Fire Department
Bedford Hills Fire Department
Katonah Fire Department

Battalion 12

Coverage Area

Ossining Fire Department
Briarcliff Fire Department
Archville Fire Department
Pocantico Hills Fire Department
Sleepy Hollow Fire Department

Battalion 13

Coverage Area

Somers Fire Department
Croton Falls Fire Department
South Salem Fire Department
Golden's Bridge Fire Department
Pound Ridge Fire Department
Vista Fire Department

Battalion 15

Coverage Area

Port Chester Fire Department
Rye Fire Department
Town of Mamaroneck Fire Department
Village of Mamaroneck Fire Department
Larchmont Fire Department
Harrison Fire Department
Rye Brook Fire Department

Battalion 17

Coverage Area

Continental Village Fire Department
Lake Mohegan Fire Department
Yorktown Fire Department
Millwood Fire Department



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Battalion 18

Coverage Area

Pelham Manor Fire Department
Pelham Fire Department
Greenville Fire Department
Yonkers Fire Department
Mt. Vernon Fire Department
New Rochelle Fire Department
Eastchester Fire Department

Battalion19

Coverage Area

North White Plains Fire Department
White Plains Fire Department
Scarsdale Fire Department
West Harrison Fire Department
Purchase Fire Department
Westchester County Airport

Car 24 - C&O

(North Battalion)

Arson Zone 4
Arson Zone 5

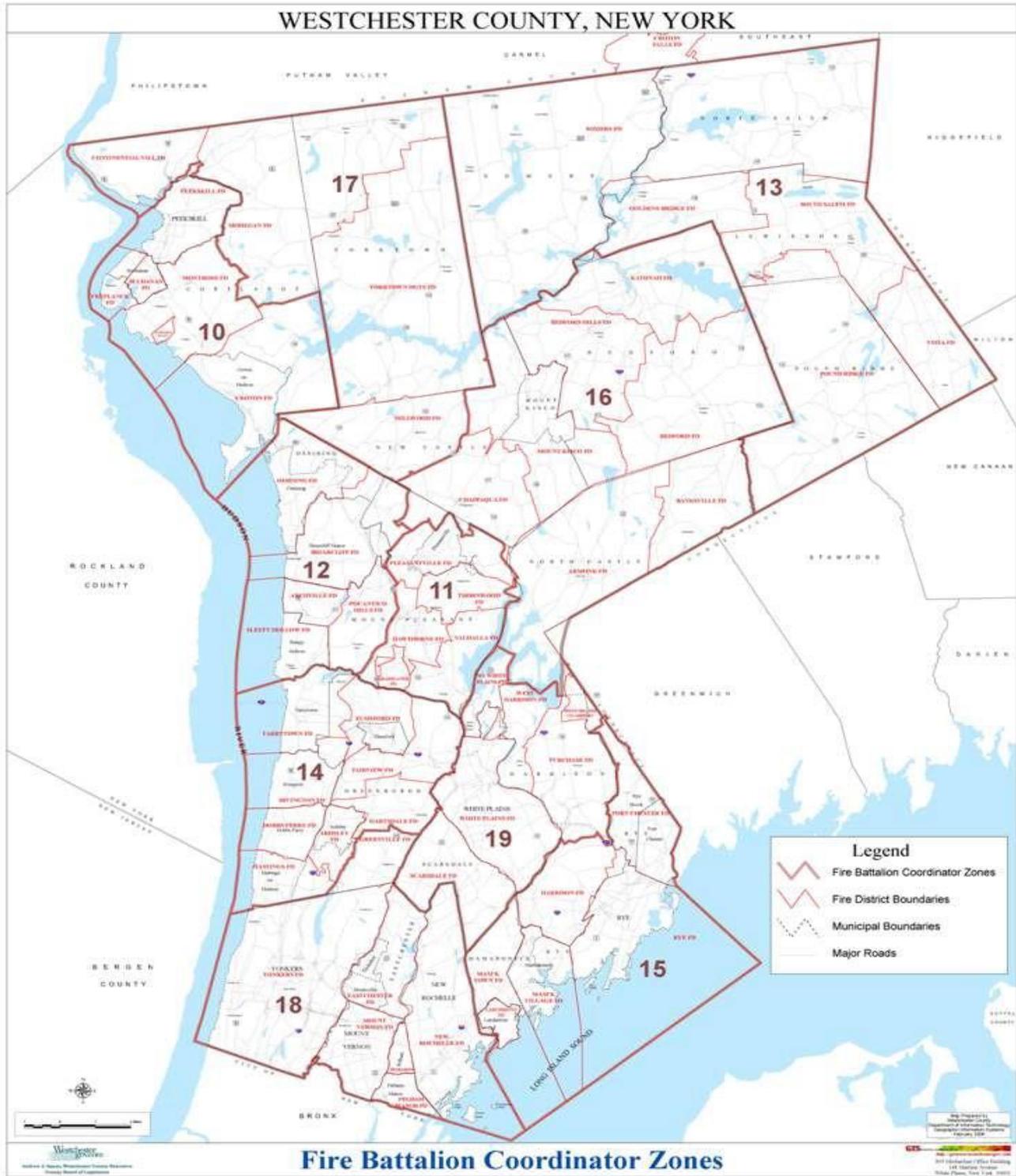
Car 25 - C&O

(South Battalion)

Arson Zone 1
Arson Zone 2
Arson Zone 3



Westchester County Fire Mutual Aid Plan





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Appendix III

Communications

All Mutual Aid requests shall be managed by the WCDES Emergency Communications Center (“ECC” a/k/a “60 Control”). Requests can be placed via landline or radio. 60 Control shall dispatch “mutual aid” based on Computer Aided Dispatch (CAD) recommendations (programmed to reflect a department’s mutual aid “run card”) at the request of an Incident Commander or Mutual Aid Coordinator.

It shall be the responsibility of each fire agency to assure that 60 Control is supplied with the latest agency information pertaining to ladders, heavy rescue, FAST teams, etc.

To be compliant with NIMS requirements and to avoid confusion, all Mutual Aid radio communications shall utilize “Plain English”, e.g., no 10-codes, with exception of “10-75” commonly used for working structure fire.

UHF Trunk Radio Communications

Responding Mutual Aid units and apparatus shall use the County’s UHF trunk radio system to confirm response with 60 Control on the agency “home channel” assigned talk group. 60 Control will acknowledge the unit response and direct them to the talk group that incident communications are being conducted on. Responding equipment or apparatus shall contact the Incident Commander or designated officer for specific response information related to the incident (staging area, assignment, ground operations channel assignment, etc.).

System Name:	Westchester County
Location:	Westchester County, NY
County:	Westchester
System Type:	Motorola Type II SmartZone
System Voice:	Analog

Site	Name	Freqs					
001 (1)	North Zone	470.325	470.350	470.375a	470.525a	470.550a	470.575c
002 (2)	South Zone	470.200	476.075a	476.1125a	476.2125a	476.2375c	478.3125

On-Scene Communications

On-Scene communications shall be made through the on-scene Incident Commander (IC) or his designee, e.g., Operations Section, Communications Officer, Assistant Chief, Mutual Aid Coordinator, etc.



Westchester County Fire Mutual Aid Plan

60 Control Talkgroups ▶

DEC	HEX	Mode	Alpha Tag	Description	Tag
4816	12d	A	60 Control	60 Control Fire/EMS	Fire Dispatch

Fire Talkgroups ▶

Response, operations, and mutual aid

DEC	HEX	Mode	Alpha Tag	Description	Tag
1776	06f	A	60 Fire 10	60 Fire 10	Fire-Tac
1808	071	A	60 Fire 11	60 Fire 11	Fire-Tac
4848	12f	A	60 Fire 12	60 Fire 12	Fire-Tac
1648	067	A	60 Fire 13	60 Fire 13	Fire-Tac
4880	131	A	60 Fire 14	60 Fire 14	Fire-Tac
4912	133	A	60 Fire 15	60 Fire 15	Fire-Tac
1680	069	A	60 Fire 16	60 Fire 16	Fire-Tac
1712	06b	A	60 Fire 17	60 Fire 17	Fire-Tac
4944	135	A	60 Fire 18	60 Fire 18	Fire-Tac
4976	137	A	60 Fire 19	60 Fire 19	Fire-Tac



UHF Ground Operations Channel Assignments

Department	Dept.	Fire 1	Fire 2	EMS 1	EMS 2	Avail.	Avail.	Avail.	Avail.
Yonkers	252	1	2	3	4	5	6	7	8
Port Chester/ Rye Brook	239/266	1	2	3	4	5	6	7	8
Irvington	220	1	2	3	4	5	6	7	8
Hawthorne	219	1	2	3	4	5	6	7	8
Bedford Hills	203	1	2	3	4	5	6	7	8
Somers	244	1	2	3	4	5	6	7	8
Mohegan Lake	226	1	2	3	4	5	6	7	8
Eastchester	210	2	3	4	5	6	7	8	1
Purchase	241	2	3	4	5	6	7	8	1
Dobbs Ferry	209	2	3	4	5	6	7	8	1
Armonk	202	2	3	4	5	6	7	8	1
Briarcliff Manor	205	2	3	4	5	6	7	8	1
Elmsford	211	2	3	4	5	6	7	8	1
Katonah	221	2	3	4	5	6	7	8	1
Verplanck	249	2	3	4	5	6	7	8	1
Pelham	235	3	4	5	6	7	8	1	2
Ardsey	201	3	4	5	6	7	8	1	2
Sleepy Hollow	231	3	4	5	6	7	8	1	2
Rye City	242	3	4	5	6	7	8	1	2
Ossining	233	3	4	5	6	7	8	1	2
Bedford Village	204	3	4	5	6	7	8	1	2
Croton on Hudson	208	3	4	5	6	7	8	1	2
Pelham Manor	236	4	5	6	7	8	1	2	3
Scarsdale	243	4	5	6	7	8	1	2	3
Pocantico Hills	238	4	5	6	7	8	1	2	3
Harrison	216	4	5	6	7	8	1	2	3
Millwood	225	4	5	6	7	8	1	2	3
Buchanan	255	4	5	6	7	8	1	2	3
South Salem	245	4	5	6	7	8	1	2	3
New Rochelle	230	5	6	7	8	1	2	3	4
Hastings on Hudson	218	5	6	7	8	1	2	3	4
North White Plains	232	5	6	7	8	1	2	3	4
Pleasantville	237	5	6	7	8	1	2	3	4
Banksville	258	5	6	7	8	1	2	3	4
Pound Ridge	240	5	6	7	8	1	2	3	4
Golden's Bridge	214	5	6	7	8	1	2	3	4
Franklin D. Roosevelt VA Hospital Fire Dept.	257	5	6	7	8	1	2	3	4
White Plains	251	6	7	8	1	2	3	4	5
Tarrytown	246	6	7	8	1	2	3	4	5
Mamaroneck Town	223	6	7	8	1	2	3	4	5
Chappaqua	206	6	7	8	1	2	3	4	5
Croton Falls	207	6	7	8	1	2	3	4	5
Montrose	227	6	7	8	1	2	3	4	5
Greenville	215	7	8	1	2	3	4	5	6
Mount Vernon	229	7	8	1	2	3	4	5	6
Hartsdale	217	7	8	1	2	3	4	5	6
Larchmont	222	7	8	1	2	3	4	5	6
Vista	256	7	8	1	2	3	4	5	6
Yorktown	253	7	8	1	2	3	4	5	6
Continental Village	213	7	8	1	2	3	4	5	6
Grasslands Brigade	254	7	8	1	2	3	4	5	6
Archville	263	7	8	1	2	3	4	5	6



Westchester County Fire Mutual Aid Plan

Department	Dept.	Fire 1	Fire 2	EMS 1	EMS 2	Avail.	Avail.	Avail.	Avail.
Fairview	212	8	1	2	3	4	5	6	7
West Harrison	250	8	1	2	3	4	5	6	7
Mamaroneck Village	224	8	1	2	3	4	5	6	7
Mt Kisco	228	8	1	2	3	4	5	6	7
Thornwood	247	8	1	2	3	4	5	6	7
Peekskill	234	8	1	2	3	4	5	6	7
Valhalla	248	8	1	2	3	4	5	6	7

F1	453.0375	PL100	F5	453.9625	PL100
F2	458.0375	PL100	F6	458.9625	PL100
F3	453.8875	PL100	F7	453.9875	PL100
F4	458.8875	PL100	F8	458.9875	PL100



Westchester County Fire Mutual Aid Plan

ZONE A-FIRE		ZONE B- EMS		ZONE C-Conventional		Zone D		ZONE E	
CH	TALK GROUP	CH	TALK GROUP	CH	TALK GROUP	CH		CH	
1	60-CONTROL	1	60-CONTROL	1	GRD OPS 1	1	U CALL 40	1	MED-A
2	60-FIRE 10	2	60-EMS-10	2	GRD OPS 2	2	U CALL 40D	2	MED-B
3	60-FIRE 11	3	60-EMS-11	3	GRD OPS 3	3	UTAC 41	3	MED-C
4	60-FIRE 12	4	60-EMS-12	4	GRD OPS 4	4	UTAC 41D	4	MED-D
5	60-FIRE 13	5	60-EMS-13	5	GRD OPS 5	5	UTAC 42	5	MED-1
6	60-FIRE 14	6	60-EMS-14	6	GRD OPS 6	6	UTAC 42D	6	MED-1D
7	60-FIRE 15	7	60-EMS-15	7	GRD OPS 7	7	UTAC 43	7	MED-2
8	60-FIRE 16	8	60-EMS-16	8	GRD OPS 8	8	UTAC 43D	8	MED-2D
9	60-FIRE 17	9	60-EMS-17			9	UTAC EMS	9	MED-3
10	60-FIRE 18	10	60-EMS-18			10	UTAC EMS-D	10	MED-3D
11	60-FIRE 19	11	60-EMS-19			11	UTAC 41 DIGI	11	MED-4
12	60-OPS1	12	60-OPS1			12	UTAC 42 DIGI	12	MED-4D
13	60-OPS2	13	60-OPS2			13	UTAC 43 DIGI	13	MED-5
14	60-OPS3	14	60-OPS3					14	MED-5D
15	60-OPS4	15	60-OPS4					15	MED-6
16	60-OPS5	16	60-OPS5					16	MED-6D
17	60-OPS6	17	60-OPS6					17	MED-7
18	60-OPS7	18	60-OPS7					18	MED-7D
19	60-OPS8	19	60-OPS8					19	MED-8
20	60-OPS9	20	60-OPS9					20	MED-8D
21	60-OPS10	21	60-OPS10					21	MED-9
22	TAC 1	22	TAC 1					22	MED-9D
23	TAC 2	23	TAC 2					23	MED-10
24	TAC 3	24	TAC 3					24	MED-10D
25	TAC 4	25	TAC 4					25	MED-12D
26	TAC 5	26	TAC 5					26	MED-22D
27	TAC 6	27	TAC 6					27	MED-32D
28	TAC 7	28	TAC 7					28	MED-42D
29	TAC 8	29	TAC 8					29	MED52D
30	TAC 9	30	TAC 9					30	MED-62D
31	TAC 10	31	TAC 10					31	MED-72D
		32	DOBBS FERRY					32	MED-82D
		33	HUDSON VALLEY					33	MED92D
		34	LAWRENCE					34	MED-102D
		35	MT VERNON						
		36	N WESTCHESTER						
		37	PHELPS						
		38	ST JOHNS						
		39	ST JOSEPHS						
		40	SOUND SHORE						
		41	WEST MED CNTR						
		42	WHITE PLAINS						



Westchester County Fire Mutual Aid Plan

APPENDIX IV

WESTCHESTER COUNTY FIRE MUTUAL AID PLAN

Resolution by State or Federal Agency

The _____ agrees to participate in the Westchester County Fire Mutual Aid Plan, as amended from time to time, and as allowed by Section _____ of the _____ Law (*indicate law authorizing such participation*). This named entity/institution will cooperate with the development and operation of plans for Mutual Aid in cases of fire or other emergencies and furnish aid to jurisdictions and geographical areas surrounding the facility as may be practical.

(Date)

(Authorized Signature)

(Title)



Westchester County Fire Mutual Aid Plan

APPENDIX V

WESTCHESTER COUNTY FIRE MUTUAL AID PLAN

Resolution by Municipality or Fire District Having Jurisdiction

_____ offered the following resolution and moved for its adoption:

RESOLVED, that _____ approves participation
(Agency Having Jurisdiction)
by the _____ in the
(Name of Fire Agency)

Westchester County Fire Mutual Aid Plan ("Plan"), as amended from time to time, and further certifies to Westchester County, through its Commissioner of Emergency Services, that it shall comply with the provisions of the Plan; and be it further

RESOLVED, that there are no resolutions in effect that restrict outside service and training by the named Fire Agency; and be it further

RESOLVED that there are currently no limitations, conditions or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of this Resolution; and be it further

RESOLVED, that the named Fire Agency shall respond to all calls for assistance from another Fire Agency through the Westchester County Emergency Communications Center a/k/a "60 Control"; and be it further

RESOLVED, that the _____ hereby acknowledges and
(Agency Having Jurisdiction)
accepts it's financial responsibility pursuant to applicable law; and be it further

RESOLVED, that a copy of this resolution shall be filed with the Westchester County Commissioner of Emergency Services.



Westchester County Fire Mutual Aid Plan

RESOLUTION continued

M_____seconded this resolution.

Voted: In Favor_____Opposed_____Abstained _____

(Date)

(Signed)

(Title)

Note:

Villages: Resolution to be adopted by the Board of Fire Commissioners; if any; if not, then by Local Law or ordinance of the Village Board.

Fire Districts: Resolution to be adopted by the Board of Fire Commissioners.

Towns: Resolution/Local Law/Ordinance to be adopted by the Town Board when fire department has their headquarters outside villages and/or Fire Districts are located in Fire Protection or Fire Alarm Districts.

Cities: Resolution to be adopted by the Board of Fire Commissioners; if any; if not, then by Local Law or ordinance of the City Board.

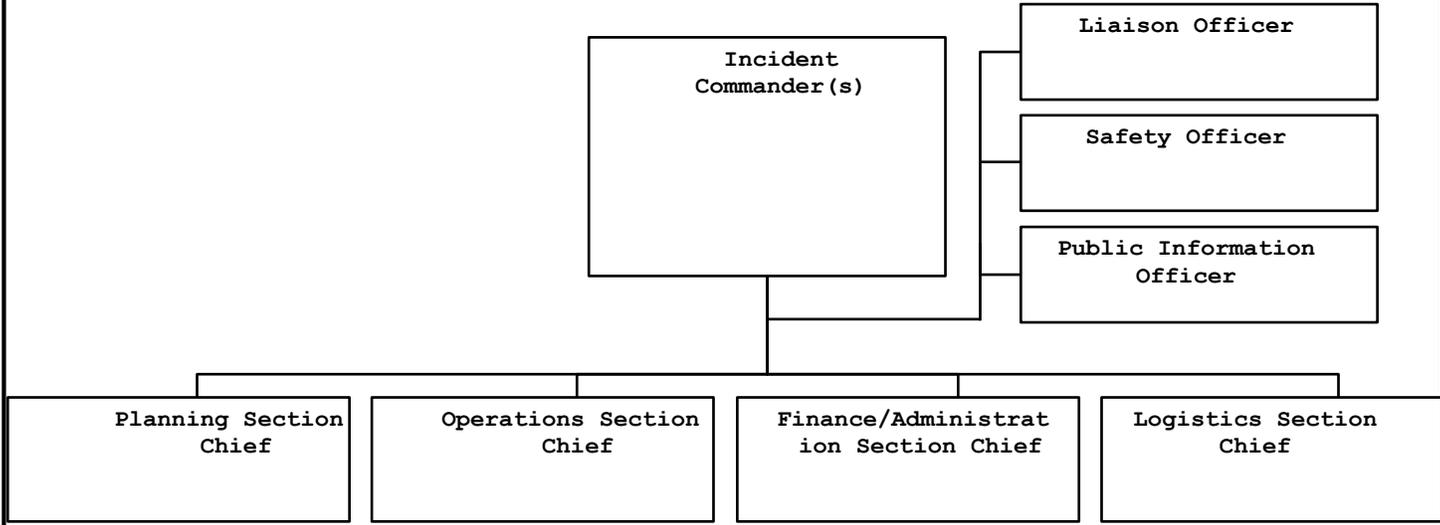


Westchester County Fire Mutual Aid Plan

Incident Briefing (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
-------------------	---------------------	--

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____



Westchester County Fire Mutual Aid Plan

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:

2. Operational Period: Date From: _____
Time From: _____

Date To: _____
Time To: _____

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

ICS 203

ICS 207

Other Attachments:

ICS 204

ICS 208

ICS 205

Map/Chart

ICS 205A

Weather Forecast/Tides/Currents

ICS 206

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202

IAP Page _____

Date/Time: _____



Westchester County Fire Mutual Aid Plan

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From:	Date To:
				Time From:	Time To:
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Support Branch			Air Operations Branch		
Director		Air Ops Branch Dir.			
Supply Unit					
Facilities Unit					
Ground Support Unit		8. Finance/Administration Section:			
Service Branch			Chief		
Director		Deputy			
Communications Unit		Time Unit			
Medical Unit		Procurement Unit			
Food Unit		Comp/Claims Unit			
		Cost Unit			
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 203		IAP Page _____		Date/Time: _____	



Westchester County Fire Mutual Aid Plan

Medical Plan (ICS 206)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
--------------------------	--

3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			_ Yes _ No
			_ Yes _ No
			_ Yes _ No
			_ Yes _ No
			_ Yes _ No
			_ Yes _ No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			_ ALS _ BLS
			_ ALS _ BLS
			_ ALS _ BLS
			_ ALS _ BLS

5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					_ Yes Level:	_ Yes _ No	_ Yes _ No
					_ Yes Level:	_ Yes _ No	_ Yes _ No
					_ Yes Level:	_ Yes _ No	_ Yes _ No
					_ Yes Level:	_ Yes _ No	_ Yes _ No
					_ Yes Level:	_ Yes _ No	_ Yes _ No

6. Special Medical Emergency Procedures: <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: _____ Signature: _____
--

ICS 206	IAP Page _____	Date/Time: _____
---------	----------------	------------------

INCIDENT Site Safety Plan (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:	
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: _____	
ICS 208	IAP Page _____



Westchester County Fire Mutual Aid Plan

APPENDIX VII

DIVISIONS – BASIC ICS OPERATIONAL GUIDELINES

Divisions may be used to divide an incident into geographical areas of operation. Assigned Division Officers would be responsible for all operations within their Division's geographical area. Each Division Officer is responsible for the tactical deployment of the resources at his/her disposal and for communicating needs and progress to the IC. The IC determines strategic objectives and assigns available resources to the Divisions where they are most needed. When effective Divisions have been established, the IC can concentrate on overall strategy and resource allocation.

Safety of fire fighting personnel represents a major reason for establishing Divisions. Each Division Officer must maintain communication with assigned firefighters to control both their positions and function and must be constantly aware of the safety of their operations. Division Officers should work closely with the Safety Officers.

1. *COMMAND SHOULD BEGIN TO ASSIGN DIVISIONS BASED ON THE FOLLOWING FACTORS.*

- Any situation, which will eventually involve a number of areas, firefighters or functions beyond the capability of the IC to directly control.
- When mutual aid companies are requested.
- When firefighters are involved in dangerous or complex interior or exterior operations.
- When firefighters are operating from tactical positions over which the IC has little or no control.
- Any complex incident involving large numbers of personnel.
- Incidents covering large geographic areas.

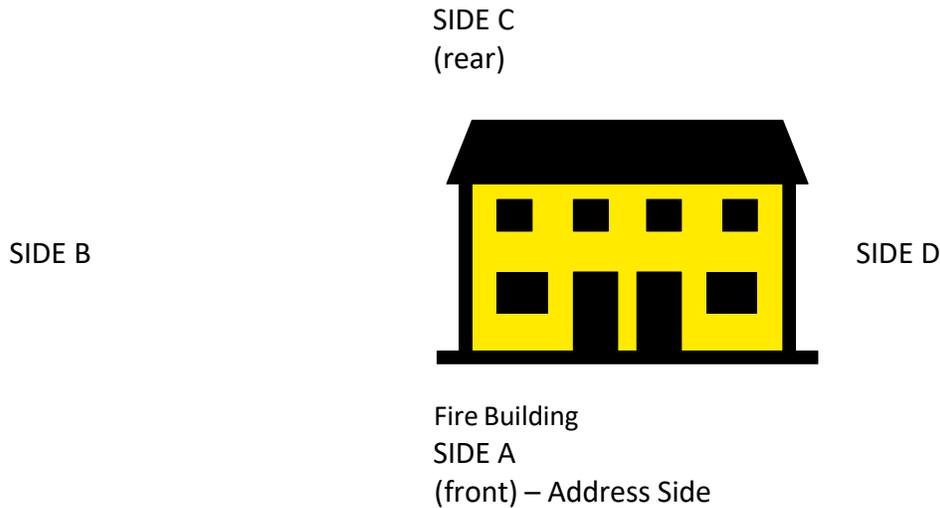
2. DIVISION GUIDELINES:

It will be the ongoing responsibility of the Incident Commander to assign Divisions as required for effective control of the incident.



Westchester County Fire Mutual Aid Plan

Divisions assigned to specific geographic areas outside the building or incident will be designated by letter for the exterior of the building (*Division A, Division B, Division C, Division D, etc.*).

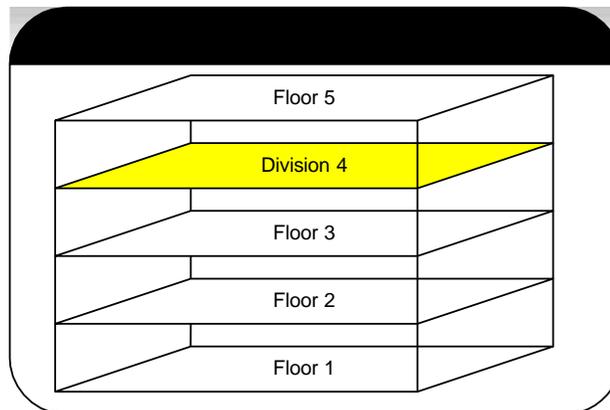


Other Division designations can be used as long as they are consistent with the ongoing operation.

In some cases landmarks may provide better designations for operating Divisions (*ROOF DIVISION, INTERIOR DIVISION, BASEMENT, etc.*).

DIVISIONS/SIDES can be used with irregular shaped structures. Each side or section will be named alphabetically starting with “A” on the address side of the structure.

In multi-story occupancies, Divisions will usually be indicated by floor numbers (*Second Floor will be Division 2; Fifth Floor will be Division 5, etc.*).



Division Officers and the Command Post will use the Division designations in radio communication to avoid confusion. A Division Officer will receive an explanation of the overall strategy from the Incident Commander along with assigned resources. In some cases a Division Officer will be assigned to an area initially to evaluate and report on conditions and will advise the IC of needed tasks and resources. The assigned person will then proceed to the Division, evaluate conditions and assume overall responsibility for directing operations in that Division according to the overall plan as given to him/her by the IC.

The early establishment of Divisions provides an effective framework on which the operation can be built, eliminating or adding Divisions as the incident requires.

Division Officers will be responsible for and in control of all assigned functions within their Division. This requires each Division Officer to:

1. Monitor safety, accountability, and welfare of Division personnel.
2. Monitor work progress.
3. Redirect activities as necessary.
4. Coordinate with related activities.
5. Request additional resources as needed.
6. Provide status reports to the Incident Commander.

Each Division Officer will keep the Incident Commander and/or Operations Officer informed on the conditions in that Division through regular progress reports. The IC must be advised immediately of significant changes, particularly those involving ability or inability to complete the mission, hazardous conditions, accidents, collapse, etc. The IC allocates overall resources to Divisions and depends upon the Division Officer to advise on the resources required within their Divisions.

Appendix VIII Apparatus

All apparatus and equipment shall meet or exceed the minimums for the designated classification in accordance with FEMA Resource typing library guidelines.



WESTCHESTER COUNTY DEPARTMENT OF EMERGENCY SERVICES

APPARATUS NUMBER/PLATE ASSIGNMENTS

ENGINE COMPANIES (Pump/Tank)

1	PELHAM MANOR	42	MAMARONECK VILL (1750/750)	83	VALHALLA
2	PELHAM MANOR	43	HASTINGS – RESERVED	84	VALHALLA
3	PELHAM MANOR – ANTIQUE	44	HASTINGS (1750/750)	85	SLEEPY HOLLOW (1750/750)
4	PELHAM (1500/500)	45	HASTINGS (1750/750)	86	SLEEPY HOLLOW (2000/750)
5	PELHAM (2000/500)	46	HASTINGS (1750/500)	87	SLEEPY HOLLOW (1750/500)
6	PELHAM – ANTIQUE	47	DOBBS FERRY (2000/750)	88	THORNWOOD (1500/750)
7	GRASSLANDS (1500/750)	48	DOBBS FERRY (1500/500)	89	THORNWOOD (1500/750)
8	GRASSLANDS – SPARE (1250/750)	49	DOBBS FERRY (1500/750)	90	PLEASANTVILLE (2000/750)
9	UNASSIGNED	50	DOBBS FERRY – RESERVED	91	PLEASANTVILLE (2000/1000)
10	HARRISON (2000/750)	51	MAMARONECK TOWN (1500/750)	92	BRIARCLIFF (1500/500)
11	HARRISON – RESERVED	52	WEST HARRISON – RESERVED	93	BRIARCLIFF (2000/1000)
12	HARRISON (1500/500)	53	SCARSDALE – ANTIQUE	94	BRIARCLIFF (2000/500)
13	HARRISON (1500/500)	54	SCARSDALE (1500/500)	95	BRIARCLIFF – RESERVED
14	RYE BROOK (1500/800)	55	SCARSDALE (1500/500)	96	OSSINING (2000/500)
15	RYE BROOK – RESERVED	56	SCARSDALE – SPARE (1500/500)	97	OSSINING (1500/500)
16	PORT CHESTER – RESERVED	57	SCARSDALE – RESERVED	98	OSSINING (1500/750)
17	NEW ROCHELLE – SPARE (2000/500)	58	PORT CHESTER – RESERVED	99	OSSINING (1500/500)
18	NEW ROCHELLE – SPARE (2000/500)	59	PORT CHESTER – SPARE (1250/500)	100	OSSINING (1500/620)
19	NEW ROCHELLE – RESERVED	60	PORT CHESTER (1500/500)	101	OSSINING (1500/660)
20	NEW ROCHELLE – RESERVED	61	PORT CHESTER (2000/500)	102	MOUNT KISCO (1250/500)
21	NEW ROCHELLE (2000/500)	62	PORT CHESTER (1500/500)	103	MOUNT KISCO (1750/750)
22	NEW ROCHELLE (2000/500)	63	PORT CHESTER (1500/500)	104	MOUNT KISCO (1750/750)
23	NEW ROCHELLE (2000/500)	64	PORT CHESTER (1500/500)	105	MOUNT KISCO (2000/750)
24	NEW ROCHELLE (2000/500)	65	WHITE PLAINS (1250/750)	106	MOUNT KISCO (2000/750)
25	NEW ROCHELLE (2000/750)	66	WHITE PLAINS (1250/750)	107	BEDFORD – RESERVED
26	NEW ROCHELLE – RESERVED	67	WHITE PLAINS (1250/750)	108	BEDFORD (1750/350)
27	EASTCHESTER (1500/500)	68	WHITE PLAINS – SPARE (1250/750)	109	BEDFORD (2000/1000)
28	EASTCHESTER – SPARE (1500/500)	69	WHITE PLAINS – SPARE (1250/750)	110	BEDFORD (2000/1000)
29	EASTCHESTER (1500/500)	70	WHITE PLAINS (1250/750)	111	POUND RIDGE (2000/1000)
30	EASTCHESTER (1500/500)	71	WHITE PLAINS (1250/750)	112	POUND RIDGE (1500/300)
31	EASTCHESTER (1500/500)	72	WHITE PLAINS – SPARE (1250/750)	113	POUND RIDGE (2000/1000)
32	EASTCHESTER – RESERVED	73	WHITE PLAINS – RESERVED	114	KATONAH – ANTIQUE
33	LARCHMONT (1500/750)	74	NORTH WHITE PLAINS	115	KATONAH (2000/1000)
34	LARCHMONT (1750/500)	75	NORTH WHITE PLAINS	116	KATONAH (2000/850)
35	LARCHMONT (1500/500)	76	TARRYTOWN (2000/780)	117	KATONAH (1500/500)
36	MAMARONECK TOWN (1500/750)	77	TARRYTOWN	118	CROTON (1250/1000)
37	MAMARONECK TOWN (1500/650)	78	TARRYTOWN – RESERVED	119	CROTON (1500/750)
38	MAMARONECK VILLAGE (1500/500)	79	TARRYTOWN (2250/1000)	120	CROTON (2000/1000)
39	MAM'NECK VILL – SPARE (1500/750)	80	TARRYTOWN (2000/700)	121	MONTROSE – RESERVED
40	MAMARONECK VILLAGE (1500/750)	81	VALHALLA – RESERVED	122	MONTROSE (1500/500)
41	MAMARONECK VILLAGE (1500/500)	82	VALHALLA – RESERVED	123	MONTROSE (2000/750)



WESTCHESTER COUNTY DEPARTMENT OF EMERGENCY SERVICES

APPARATUS NUMBER/PLATE ASSIGNMENTS

ENGINE COMPANIES

124	MONTROSE – RESERVED	165	ARDSLEY	206	MOUNT VERNON
125	MONTROSE – RESERVED	166	SOUTH SALEM	207	MOUNT VERNON – RESERVED
126	VERPLANCK (1250/750)	167	SOUTH SALEM	208	UNASSIGNED
127	VERPLANCK – RESERVED	168	SOUTH SALEM – RESERVED	209	UNASSIGNED
128	VERPLANCK (1750/780)	169	HARTSDALE	210	WHITE PLAINS – ANTIQUE
129	CROTON – RESERVED	170	HARTSDALE	211	BEDFORD – RESERVED
130	PEEKSKILL	171	HARTSDALE – SPARE	212	MOUNT KISCO – ANTIQUE
131	PEEKSKILL	172	HARTSDALE – RESERVED	213	UNASSIGNED
132	PEEKSKILL	173	FAIRVIEW – RESERVED	214	UNASSIGNED
133	PEEKSKILL	174	FAIRVIEW	215	UNASSIGNED
134	PEEKSKILL – RESERVED	175	FAIRVIEW	216	UNASSIGNED
135	UNASSIGNED	176	FAIRVIEW - SPARE	217	UNASSIGNED
136	CROTON FALLS – ANTIQUE	177	IRVINGTON	218	UNASSIGNED
137	ELMSFORD	178	IRVINGTON	219	UNASSIGNED
138	GOLDENS BRIDGE	179	IRVINGTON – RESERVED	220	BANKSVILLE – ANTIQUE
139	GOLDENS BRIDGE	180	SOMERS	221	UNASSIGNED
140	GOLDENS BRIDGE	181	SOMERS	223	MONTROSE VA – RESERVED
141	VISTA	182	SOMERS – ANTIQUE	224	MONTROSE VA
142	VISTA	183	SOMERS	225	MONTROSE VA
143	VISTA	184	SOMERS – RESERVED	226	UNASSIGNED
144	CHAPPAQUA	185	SOMERS	227	UNASSIGNED
145	CHAPPAQUA – RESERVED	186	SOMERS – RESERVED	228	UNASSIGNED
146	CHAPPAQUA	187	SOMERS – RESERVED	229	UNASSIGNED
147	CROTON FALLS	188	SOMERS – PUMPER/TANKER	230	UNASSIGNED
148	CROTON FALLS	189	POCANTICO HILLS	231	CONTINENTAL VILLAGE
149	CROTON FALLS	190	POCANTICO HILLS – RESERVED	232	CONTINENTAL VILLAGE
150	GREENVILLE - SPARE	191	RYE	233	CONTINENTAL VILLAGE – RESERVED
151	GREENVILLE – SPARE	192	RYE	234	BEDFORD HILLS CORR. FACILITY
152	GREENVILLE – RESERVED	193	RYE – SPARE	235	ARCHVILLE
153	UNASSIGNED	194	RYE – RESERVED	236	ARCHVILLE
154	HAWTHORNE	195	UNASSIGNED	237	ELMSFORD
155	HAWTHORNE	196	BEDFORD HILLS – ANTIQUE	238	PURCHASE
156	HAWTHORNE - RESERVED	197	BEDFORD HILLS – RESERVED	239	PURCHASE – RESERVED
157	BANKSVILLE	198	BEDFORD HILLS	240	PURCHASE
158	BANKSVILLE	199	BEDFORD HILLS	241	PURCHASE
159	BANNKSVILLE	200	UNASSIGNED	242	ARDSLEY – ANTIQUE
160	BUCHANAN	201	MOUNT VERNON – SPARE	243	CHAPPAQUA – RESERVED
161	BUCHANAN	202	MOUNT VERNON	244	MILLWOOD – ANTIQUE
162	BUCHANAN – RESERVED	203	MOUNT VERNON	245	MILLWOOD – RESERVED
163	ARDSLEY – RESERVED	204	MOUNT VERNON	246	MILLWOOD – RESERVED
164	ARDSLEY	205	MOUNT VERNON	247	MILLWOOD

ENGINE COMPANIES & TANKERS

248	MILLWOOD	288	ARMONK		TANKERS
249	MILLWOOD – RESERVED	289	ARMONK – RESERVED	1	GOLDENS BRIDGE
250	MOHEGAN – RESERVED	290	THORNWOOD – RESERVED	2	SOUTH SALEM
251	MOHEGAN – ANTIQUE	291	UNASSIGNED	3	POUND RIDGE
252	MOHEGAN	292	UNASSIGNED	4	VISTA
253	MOHEGAN – RESERVED	293	UNASSIGNED	5	BEDFORD HILLS
254	MOHEGAN	294	UNASSIGNED	6	KATONAH
255	MOHEGAN	295	UNASSIGNED	7	BANKSVILLE
256	MOHEGAN	296	UNASSIGNED	8	CROTON FALLS
257	MOHEGAN	297	UNASSIGNED	9	ARMONK
258	MOHEGAN	298	YONKERS – SPARE	10	CROTON
259	PLEASANTVILLE – RESERVED	299	UNASSIGNED	11	CONTINENTAL VILLAGE
260	PLEASANTVILLE – RESERVED	300	YONKERS – SPARE/LDH	12	POCANTICO HILLS
261	UNASSIGNED	301	YONKERS – RESERVED	13	UNASSIGNED
262	UNASSIGNED	302	YONKERS – RESERVED	14	YORKTOWN
263	UNASSIGNED	303	YONKERS	15	MILLWOOD
264	UNASSIGNED	304	YONKERS	16	SOMERS
265	WEST HARRISON	305	YONKERS – RESERVED	17	BANKSVILLE
266	WEST HARRISON	306	YONKERS	18	PLEASANTVILLE – RESERVED
267	WEST HARRISON	307	YONKERS (LDH)	19	UNASSIGNED
268	UNASSIGNED	308	YONKERS	20	UNASSIGNED
269	UNASSIGNED	309	YONKERS (LDH)	21	GOLDENS BRIDGE – RESERVED
270	YORKTOWN	310	YONKERS	22	UNASSIGNED
271	YORKTOWN	311	YONKERS – RESERVED	23	UNASSIGNED
272	YORKTOWN	312	YONKERS (LDH)	24	UNASSIGNED
273	YORKTOWN	313	YONKERS	25	UNASSIGNED
274	YORKTOWN	314	YONKERS	26	BEDFORD – RESERVED
275	YORKTOWN – RESERVED	315	YONKERS – SPARE/LDH	27-65	UNASSIGNED
276	YORKTOWN – ANTIQUE	316	YONKERS – SPARE	66	ROUND HILL CT/GREENWICH
277	YORKTOWN – RESERVED	317	YONKERS – SPARE	67-87	UNASSIGNED
278	YORKTOWN – RESERVED	318	YONKERS – SPARE	88	CROTON FALLS
279	YORKTOWN – RESERVED	319	YONKERS – SPARE		
280	UNASSIGNED	320	UNASSIGNED		
281	UNASSIGNED	321	UNASSIGNED		
282	UNASSIGNED	322	UNASSIGNED		
283	UNASSIGNED	323	UNASSIGNED		
284	UNASSIGNED	324	UNASSIGNED		
285	UNASSIGNED	325	UNASSIGNED		
286	ARMONK	326	UNASSIGNED		
287	ARMONK	327	UNASSIGNED		

LADDER COMPANIES (RM=Rear Mount / MM=Mid-Mount)

1	FAIRVIEW (TOWER LADDER)	100' MM	42	OSSINING – RESERVED	
2	PELHAM	100' RM	43	MOUNT KISCO – RESERVED	
3	PELHAM MANOR – RESERVED		44	CROTON – RESERVED	
4	GREENVILLE (PUMP)	109' RM	45	PEEKSKILL – RESERVED	
5	GREENVILLE – RESERVED		46	VERPLANCK – RESERVED	
6	WHITE PLAINS – RESERVED		47	NORTH WHITE PLAINS (PUMP)	75' RM
7	GRASSLANDS	105' RM	48	SOMERS (PUMP)	70' MM
8	GRASSLANDS (PUMP) - SPARE	75' RM	49	VALHALLA – RESERVED	
9	WEST HARRISON – RESERVED		50	ARDSLEY (PUMP)	100' RM
10	MOHEGAN (PUMP)	75' RM	51	YORKTOWN (PUMP)	100' RM
11	NEW ROCHELLE – RESERVED		52	MILLWOOD (PUMP)	75' MM
12	NEW ROCHELLE	103' RM	53	PURCHASE - RESERVED	
13	NEW ROCHELLE	100' RM	54	UNASSIGNED	
14	NEW ROCHELLE – SPARE	110' RM	55	ELMSFORD (PUMP)	75' RM
15	EASTCHESTER – SPARE (PUMP)	100' RM	56	HAWTHORNE (PUMP)	75' RM
16	EASTCHESTER	107' RM	57	BEDFORD HILLS - RESERVED	
17	EASTCHESTER – RESERVED		58	UNASSIGNED	
18	SOMERS – RESERVED		59	WEST HARRISON – RESERVED	
19	MAMARONECK TOWN	100' RM	60	UNASSIGNED	
20	MAMARONECK VILLAGE – RESERVED		61	MOUNT VERNON – RESERVED	
21	MAMARONECK VILLAGE (TILLER)	100' MM	62	MOUNT VERNON	100' RM
22	HASTINGS (TILLER)	100' MM	63	MOUNT VERNON	
23	DOBBS FERRY – RESERVED		64	MOUNT VERNON – RESERVED	
24	HARRISON – RESERVED		65	UNASSIGNED	
25	RYE	100' RM	66	SOUTH SALEM – RESERVED	
26	RYE – RESERVED		67	CROTON FALLS (PUMP)	75' RM
27	CHAPPAQUA – RESERVED		68	YORKTOWN – RESERVED	
28	SCARSDALE (PUMP)	100' RM	69	YONKERS – RESERVED	
29	SCARSDALE – RESERVED		70	YONKERS	100' RM
30	RYE BROOK (PUMP)	105' RM	71	YONKERS – RESERVED	
31	PORT CHESTER	100' RM	72	YONKERS	100' RM
32	WHITE PLAINS	105' RM	73	YONKERS	100' RM
33	WHITE PLAINS - SPARE		74	YONKERS	100' RM
34	WHITE PLAINS	105' RM	75	YONKERS – RESERVED	
35	MOHEGAN (PUMP)	105' RM	76	YONKERS – SPARE	
36	IRVINGTON (PUMP)	110' RM	77	YONKERS – SPARE	
37	TARRYTOWN	105' RM	78	YONKERS – SPARE	
38	SLEEPY HOLLOW – RESERVED		79	YONKERS – RESERVED	
39	KATONAH (PUMP)	75' RM	80	YONKERS – RESERVED	
40	BRIARCLIFF - RESERVED		81	YONKERS - RESERVED	
41	OSSINING	105' RM	82	YONKERS - RESERVED	

TOWER LADDER COMPANIES (RM=Rear Mount / MM=Mid-Mount)

1	THORNWOOD (PUMP)	95' MM	42	OSSINING	100' RM
2	PORT CHESTER	95' MM	43	MOUNT KISCO – RESERVED	
3	PELHAM MANOR	75' MM	44	CROTON (PUMP)	100' RM
4	GREENVILLE – RESERVED		45	PEEKSKILL (PUMP)	100' RM
5	PLEASANTVILLE	95' MM	46	VERPLANCK (PUMP)	75' MM
6	WHITE PLAINS	100' MM	47	NORTH WHITE PLAINS – RESERVED	
7	LARCHMONT (PUMP)	95' MM	48	SOMERS – RESERVED	
8	MONTROSE (PUMP)	100' RM	49	VALHALLA	100' MM
9	WEST HARRISON(PUMP)	95' MM	50	ARDSLEY – RESERVED	
10	MOHEGAN – RESERVED		51	YORKTOWN – RESERVED	
11	NEW ROCHELLE	93' MM	52	MILLWOOD – RESERVED	
12	HAWTHORNE – RESERVED		53	PURCHASE (PUMP)	100' RM
13	NEW ROCHELLE – RESERVED		54	HARTSDALE – RESERVED	
14	MOUNT KISCO	95' MM	55	ELMSFORD – RESERVED	
15	HARSTDALE	93' MM	56	HAWTHORNE – RESERVED	
16	EASTCHESTER – RESERVED		57	BEDFORD HILLS	95' MM
17	EASTCHESTER	93' MM	58	UNASSIGNED	
18	SOMERS	100' MM	59	UNASSIGNED	
19	MAMARONECK TOWN – RESERVED		60	UNASSIGNED	
20	MAMARONECK VILLAGE	100' MM	61	MOUNT VERNON	
21	ELMSFORD (PUMP)	95' MM	62	MOUNT VERNON – RESERVED	
22	HASTINGS – RESERVED		63	MOUNT VERNON	
23	DOBBS FERRY	95' MM	64	MOUNT VERNON – RESERVED	
24	HARRISON	95' MM	65	UNASSIGNED	
25	RYE – RESERVED		66	SOUTH SALEM – RESERVED	
26	RYE – RESERVED		67	CROTON FALLS – RESERVED	
27	CHAPPAQUA (PUMP)	70' MM	68	YORKTOWN – RESERVED	
28	SCARSDALE – RESERVED		69	YONKERS – RESERVED	
29	SCARSDALE – RESERVED		70	YONKERS – RESERVED	
30	RYE BROOK – RESERVED		71	YONKERS	75' MM
31	PORT CHESTER – RESERVED		72	YONKERS – RESERVED	
32	WHITE PLAINS – RESERVED		73	YONKERS – RESERVED	
33	WHITE PLAINS - RESERVED		74	YONKERS – RESERVED	
34	WHITE PLAINS – RESERVED		75	YONKERS	75' MM
35	MOHEGAN – RESERVED		76	YONKERS – RESERVED	
36	IRVINGTON – RESERVED		77	YONKERS – RESERVED	
37	TARRYTOWN – RESERVED		78	YONKERS – RESERVED	
38	SLEEPY HOLLOW	95' MM	79	YONKERS – RESERVED	
39	KATONAH – RESERVED		80	YONKERS – SPARE	
40	BRIARCLIFF	95' MM	81	YONKERS – SPARE	
41	OSSINING - RESERVED		82	YONKERS - SPARE	

RESCUE COMPANIES

1	LARCHMONT – LIGHT/CASCADE	41	PORT CHESTER - SPARE
2	MOUNT VERNON – HEAVY	42	VERPLANCK – RESERVED
3	FAIRVIEW – RESERVED	43	POCANTICO HILLS – RESCUE/PUMPER
4	NEW ROCHELLE – HEAVY	44	BEDFORD – HEAVY
5	EASTCHESTER – RESERVED	45	PELHAM – LIGHT/EMS
6	MAMARONECK TOWN – MED/CASCADE	46	MAMARONECK TOWN – RESERVED
7	BANKSVILLE – MEDIUM	47	PLEASANTVILLE – RESCUE/PUMPER
8	HAWTHORNE – RESERVED	48	MONTROSE VA – LIGHT/EMS
9	VALHALLA – HEAVY / CASCADE	49	IRVINGTON – HEAVY/CASCADE
10	BEDFORD HILLS – HEAVY	50	UNASSIGNED
11	YONKERS – HEAVY	51	MONTROSE – HEAVY w/PUMP
12	SLEEPY HOLLOW – MEDIUM	52	UNASSIGNED
13	VISTA – RESERVED	53	UNASSIGNED
14	OSSINING – HEAVY	54	NEW ROCHELLE – COLLAPSE
15	MOUNT KISCO – HEAVY	55	YORKTOWN – DIVE/WATER
16	YORKTOWN – HEAVY	56	HARTSDALE – COLLAPSE
17	KATONAH – HEAVY / CASCADE	57	UNASSIGNED
18	CROTON – HEAVY	58	UNASSIGNED
19	HARRISON – LIGHT	59	VALHALLA – MEDIUM
20	SOMERS – HEAVY	60-74	UNASSIGNED
21	SOUTH SALEM – HEAVY	75	THORNWOOD – RESCUE/PUMPER
22	POUND RIDGE – HEAVY	76	UNASSIGNED
23	CHAPPAQUA – RESCUE/PUMPER/CASCADE	77	DES – TECH RESCUE TEAM
24	GOLDENS BRIDGE – RESERVED	78	GRASSLANDS – RESERVED
25	GOLDENS BRIDGE – LIGHT/EMS	79	UNASSIGNED
26	BUCHANAN – MEDIUM	80	YONKERS – USAR
27	IRVINGTON – RESERVED	81	YONKERS – SPARE HEAVY
28	CROTON FALLS – HEAVY / CASCADE	82	UNASSIGNED
29	GREENVILLE – RESERVED	83	UNASSIGNED
30	PURCHASE – HEAVY	84	UNASSIGNED
31	MOUNT KISCO – MEDIUM	85	ARMONK – RESCUE/PUMPER
32	MOHEGAN – LIGHT/EMS	86	UNASSIGNED
33	NORTH WHITE PLAINS – MEDIUM	87	UNASSIGNED
34	SOUTH SALEM – RESERVED	88	WHITE PLAINS – HEAVY
35	WEST HARRISON – RESERVED	89	WHITE PLAINS – HEAVY (SPARE)
36	MILLWOOD – RESCUE/PUMPER/CASCADE	90-99	UNASSIGNED
37	BRIARCLIFF – HEAVY/CASCADE	100	HASTINGS – HEAVY
38	SOMERS – RESERVED	101-133	UNASSIGNED
39	CONTINENTAL VILLAGE – HEAVY/CASCADE	134	PEEKSKILL – HEAVY w/PUMP
40	PORT CHESTER - HEAVY		

SQUAD / SSU COMPANIES

SQD#	SQUADS	SSU#	SQUAD SUPPORT UNITS
1	YONKERS – HAZMAT/DECON	1	YONKERS – COLLAPSE
2	NEW ROCHELLE – HAZMAT/DECON	2	NEW ROCHELLE
3	MOUNT VERNON – HAZMAT/DECON	3	MOUNT VERNON – RESERVED
4	WHITE PLAINS – HAZMAT/DECON	4	WHITE PLAINS
5	EASTCHESTER/SCARSDALE – HAZMAT/DECON	5	EASTCHESTER/SCARSDALE
6	FAIRVIEW/GREENVILLE/HARTSDALE – HAZMAT/DECON	6	FAIRVIEW/GREENVILLE/HARTSDALE
7	MOHEGAN – RESERVED	7	MOHEGAN – RESERVED
8	DES – RESERVED	8	DES – RESERVED
9	UNASSIGNED	9	UNASSIGNED
10	UNASSIGNED	10	UNASSIGNED
11	YONKERS – RESCUE/PUMPER	11	YONKERS – COLLAPSE
12	UNASSIGNED	12	UNASSIGNED
13	UNASSIGNED	13	UNASSIGNED
14	UNASSIGNED	14	UNASSIGNED
15	GREENVILLE – RESCUE/PUMPER	15	GREENVILLE
16-20	UNASSIGNED	16-20	UNASSIGNED
21	YONKERS – SPARE RESCUE/PUMPER	21	YONKERS – RESERVED
22-30	UNASSIGNED	22-30	UNASSIGNED
31	YONKERS – TECH RESCUE – RESERVED	31	YONKERS – RESERVED
32	NEW ROCHELLE – TECH RESCUE	32	NEW ROCHELLE – RESERVED
33	MOUNT VERNON – TECH RESCUE - RESERVED	33	MOUNT VERNON – RESERVED
34	WHITE PLAINS – TECH RESCUE	34	WHITE PLAINS – RESERVED
35	UNASSIGNED	35	UNASSIGNED
36	FAIRVIEW/GREENVILLE/HARTSDALE/SCARSDALE – TECH RESCUE	36	SCARSDALE

AIRPORT / HAZMAT / MDU / MSU COMPANIES

HAZMAT UNITS		MASK SERVICE UNITS (MSUs)	
HM1	WESTCHESTER COUNTY DES	1	YONKERS
HM2	YONKERS	2	MOUNT VERNON
HM3	MONTROSE VA	3	NEW ROCHELLE
	MASS DECON UNITS (MDUs)	4	NORTH WHITE PLAINS (TRAILER)
MDU1	DES – HAZMAT/DECON TRAILER	5	YONKERS (TRAILER)
	AIRPORT UNITS	6	UNASSIGNED
AP7	WC AIRPORT ARFF UNIT 7	7	DES - TRAILER
AP11	WC AIRPORT ARFF UNIT 11		
AP17	WC AIRPORT ARFF UNIT 17		

MINI-ATTACKS / MARINE UNITS

MINI-ATTACKS		MARINE UNITS		MARINE UNITS	
1	VALHALLA - RESERVED	1	VERPLANCK (PUMP)	40	PORT CHESTER
2	GRASSLANDS - RESERVED	2	MAMARONECK VILLAGE	41	UNASSIGNED
3	WEST HARRISON - RESERVED	3	RYE - RESERVED	42	UNASSIGNED
4	CONTINENTAL VILLAGE	4	IRVINGTON (PUMP)	43	UNASSIGNED
5	PLEASANTVILLE - RESERVED	5	TARRYTOWN (PUMP)	44	IRVINGTON (14' ZODIAC)
6	ARMONK - RESERVED	6	CONTINENTAL VILLAGE (PUMP)	45	MILLWOOD (15' ZODIAC)
7	BEDFORD - RESERVED	7	SLEEPY HOLLOW (PUMP)	46	ELMSFORD (12' ZODIAC)
8	YORKTOWN	8	CONTINENTAL VILLAGE	47	UNASSIGNED
9	BEDFORD HILLS	9	TARRYTOWN - RESERVED	48	UNASSIGNED
10	MILLWOOD	10	MILLWOOD - RESERVED	49	VALHALLA (18' ZODIAC)
11	BANKSVILLE	11	YONKERS (PUMP)	50	UNASSIGNED
12	UNASSIGNED	12	CROTON (PUMP)	51	MONTROSE - RESERVED
13	SOMERS - RESERVED	13	UNASSIGNED	52	CROTON (12' ZODIAC)
14	SOMERS	14	OSSINING - RESERVED	53	FAIRVIEW (12' ZODIAC)
15	KATONAH - RESERVED	15	OSSINING - RESERVED	54	UNASSIGNED
16	CROTON FALLS - RESERVED	16	UNASSIGNED	55	YORKTOWN (18' ZODIAC)
17	CROTON FALLS	17	UNASSIGNED	56	YORKTOWN (13' ZODIAC)
18	BRIARCLIFF - RESERVED	18	UNASSIGNED	57	YORKTOWN - RESERVED
19	THORNWOOD (UTV)	19	UNASSIGNED	58-63	UNASSIGNED
20	SOUTH SALEM - RESERVED	20	UNASSIGNED	64	CROTON FALLS (12' ZODIAC)
21	POUND RIDGE	21	MONTROSE VA - RESERVED	65	UNASSIGNED
22	SOUTH SALEM - RESERVED	22	SOMERS - RESERVED	66	UNASSIGNED
23	UNASSIGNED	23	PEEKSKILL - RESERVED	67	SOMERS
24	MONTROSE - RESERVED	24	ARMONK	68	SOMERS
25	MONTROSE (UTV)	25	GOLDENS BRIDGE (25')	69	SOMERS
26	CROTON FALLS - RESERVED	26	BUCHANAN	70-76	UNASSIGNED
27	HAWTHORNE - RESERVED	27	SLEEPY HOLLOW (14' ZODIAC)	77	DES - TRT (15' ZODIAC)
28	MONTROSE VA - RESERVED	28	CROTON FALLS (10' ZODIAC)	78	DES - TRT (18' ZODIAC)
29	SLEEPY HOLLOW - RESERVED	29	VERPLANCK (16')		
30	UNASSIGNED	30	VERPLANCK (12')		
31	NEW ROCHELLE - RESERVED	31	TARRYTOWN (12' ZODIAC)	145	WCPD (13' ZODIAC)
32	WHITE PLAINS	32	CROTON (16' ZODIAC)	245	WCPD (36' SAFEBOAT) (PUMP)
33	CROTON - RESERVED	33	SOUTH SALEM (14')	345	WCPD (31' SAFEBOAT) (PUMP)
34	UNASSIGNED	34	LARCHMONT (22')	445	WCPD (33' SAFEBOAT) (PUMP)
35	UNASSIGNED	35	HARRISON (12' ZODIAC)		
		36	MAMARONECK TOWN		
		37	MOHEGAN - RESERVED	74-MAR-1	OSSINING PD/EMS
		38	KATONAH - RESERVED		
		39	RYE (16' ZODIAC)		

County	Response Vehicles	Description
FIELD COMM 1	D.E.S. / Communications	Field Communications Truck
RESCUE 77	D.E.S. / Special Operations	Tech Rescue Truck
UTILITY 77	D.E.S. / Special Operations	Collapse Rescue Unit
HAZ MAT 1	D.E.S. / Special Operations	Hazardous Materials Truck
LADDER 7	D.E.S. / Fire	Fire Brigade: Ladder 7 Truck (105 ft height)
ENGINE 7	D.E.S. / Fire	Fire Brigade: Engine 7 Truck (500 gal. tank capacity)
RESCUE 78	D.E.S. / Fire	Fire Brigade: Rescue 78
LADDER 8	D.E.S. / Fire	Fire Brigade: Ladder 8
UTILITY 3	D.P.W. / Fire	WMD Response Vehicle - Red
	D.E.S. / Special Operations	Foam Unit: 500 Gallon Foam Concentrate Poly Tank
UTILITY 76	D.E.S. / Special Operations	WMD Response Vehicle - White
UTILITY 78	D.E.S. / Fire	Flatbed Truck
UTILITY 106	D.E.S. / Special Operations	Rack Body Truck w/ hydraulic lift & flat bed
UTILITY 177	D.E.S. / Special Operations	Special Ops. Rack Body Truck
UTILITY 103	D.E.S.	Scene Support Truck - Assembly For Six Western Shelter Tents
RACES Comm Truck	D.E.S. / Communications	RACES Communications Truck
CAR 1402	D.E.S. / Fire	Cause & Origin Team Vehicle
CAR 1405	D.E.S. / Fire	Cause & Origin Team Vehicle
60U1	D.E.S. / E.M.S.	METU: Medical Evacuation Transport Unit

Appendix IX

Hazardous Materials Emergency Response Annex

An Annex to the
*Westchester County
Comprehensive Emergency Management Plan*



September 14, 2021
(Supersedes all previous editions)

Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

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Revision Log

Date	Description of Revision	Name(s)
10/2019	Format modification, Concept of Operations updates	LEPC HazMat Advisory Committee
08/2021	DAFN Review, various format changes.	LEPC HazMat Advisory Committee

I. INTRODUCTION

Purpose

The Westchester County Hazardous Materials Emergency Response Plan has been developed to meet the statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act (SARA) Title III - Emergency Planning and Community Right to Know Act (EPCRA), NYS General Municipal Law, NYS Executive Law Article 2B, and OSHA 1910.120. The plan establishes the general guidelines and procedures intended to coordinate the actions of emergency officials and response organizations in the event of a hazardous materials incident in Westchester County thereby minimizing the exposure to or damage from materials that could adversely impact human health and safety or the environment.

The guidance established by this plan is intended to be supplemental to local fire service hazardous materials and supporting agency tactical plans, and should serve as the foundation for hazardous materials incident preparedness, response, and recovery planning for all Westchester County based government agencies, non-for-profit organizations, and private entities with a role in a hazardous materials event.

Scope

The Westchester County Hazardous Materials Emergency Response Plan is an annex to the Westchester County Comprehensive Emergency Management Plan (CEMP). Other annexes of the CEMP may be referenced in this plan or utilized during an event. SARA Title III identifies this plan as the “Comprehensive Emergency Response Plan”, and the State Emergency Response Commission refers to it as the “LEPC Plan”. To avoid confusion, Westchester County has titled this plan the Westchester County *Hazardous Materials Emergency Response Annex (HMER A)*.

The HMER A applies to all hazardous materials release or threat of release into the environment, from a fixed operating facility or involving transportation critical infrastructure.

It is understood that a hazardous material emergency may require a broad range of response organizations, including multiple levels and agencies of government, industry, and the private sector. The need for specialized equipment and technical knowledge during a response may be extensive to support critical decisions regarding containment, worker safety, public protective actions, and environmental protection. It is therefore commonly accepted that response organizations will likely employ standard operating plans and procedures, including mutual aid plans, in conjunction with this plan in order to provide the necessary response required to deal with the specific incident.

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System’s (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring and transitioning response operations to effectively address accidental hazardous materials incidents, criminal acts (e.g., environmental crimes, drug labs), and threatened, suspected and actual acts of terrorism involving chemical, biological, radiological, nuclear and explosives (CBRNE).

II. AUTHORITY

- The Westchester County Local Emergency Planning Committee (LEPC) has been established pursuant to Section 301(c) of EPCRA. The principle duty of the LEPC is to prepare a Comprehensive Emergency Response Plan for its designated planning district (the County of Westchester and its included municipalities), and to review the plan annually. This plan is designed to address all the elements set forth in EPCRA for such plans. The fourteen planning standards are:
 - Identification of Transportation Routes used to transport EHS substances.
 - Identification of Facilities required to report EHS.

- Identification of methods and procedures followed by owners and operators of facilities
- Methods to prevent accidental releases
- How officials are notified of a release.
- How to file written report of a release.
- Identification of emergency response personnel to a chemical release.
- Designation of a community emergency coordinator.
- Procedures for the notification of the public of a release.
- Methods of determining a leak and the area affected.
- Description of emergency equipment for use in facilities and in the community.
- Development of evacuation plans.
- Identification of training programs available.
- Methods and schedules for exercising the County LEPC Plan.

The following statutes are recognized by this plan:

- SARA Title III (Public Law 99-499)
- NFPA 472 – Standards for Competence of Responders to hazardous materials/WMD incidents
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 260 – Regulations governing hazardous waste
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- 29 CFR Part 1910 (OSHA) – Subpart H – Hazardous Materials
- NYS General Municipal Law 204f – Plan for hazardous materials Incident Response
- NYS General Municipal Law 209u – Notification of presence of hazardous materials
- NYS General Municipal Law 209y – Establishment of hazardous materials response teams
- NYS Executive Law, Article 2B – Community Plan

III. MISSION

The mission of this plan is to:

- Establish a common strategy to minimize the adverse effects of hazardous materials upon life, health, property and the environment.
- Identify community resources for emergency planning, response, and recovery activities.
- Coordinate an effective and efficient response model for a hazardous materials incident.
- Establish a community “Hazardous Materials Response Plan” for inclusion in the Westchester County Comprehensive Emergency Management Plan.

IV. SITUATION AND ASSUMPTIONS

Situation

History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that exist in Westchester County. The Westchester County HMEMA addresses the rare incident that may have an adverse health impact beyond the immediate site of a release.

However, several circumstances in Westchester produce a need for hazardous materials contingency planning. A hazardous materials incident can happen anywhere within Westchester County and involve any potentially hazardous material. There exist several facilities that manufacture and/or store hazardous materials throughout the county.

Five major parkways and four interstate highways, as well as commuter and freight railways traverse the

County, with the potential for accidents involving spills of hazardous cargo or fuel. Hazardous materials transported over water also present potential risk, including but not limited to the Hudson River, Eastchester Creek, Long Island Sound, and the Byram River. Additionally, numerous water and sewage treatment plants, several of which make use of gaseous chlorine, are scattered throughout the County. A release of chlorine or other water treatment chemicals could have significant adverse effects on neighboring populations.

Assumptions

An incident could occur anywhere in the County – at a fixed facility that may or may not be subject to the planning requirements of SARA Title III, or during transportation. Further, the incident might involve material(s) on the Extremely Hazardous substances list, and/or a “non-listed” hazardous material that poses a threat to the community.

An incident in a neighboring county may cross the border and impact Westchester County. Likewise, large incidents outside of Westchester County may prompt mutual aid. For example, bulk crude oil that is transported by rail in large quantities in some of the counties near Westchester County could prompt mutual aid.

V. ORGANIZATION

The Westchester County HEMERA recognizes the local jurisdiction Fire Service as the lead agency for hazardous materials incidents. The Command Fire Officer at the scene has the authority, as incident commander, to direct and control emergency actions.

A unified incident command system is recommended to be employed for incidents involving multiple organizations or jurisdictions to facilitate a coordinated response by all responding local, state and federal agencies and disciplines.

Upon initial assessment, the Incident Commander will declare a Level of Magnitude (HazMat Notification- Level 0, Level 1, 2, or 3) and announce this declaration to the Public Safety Answering Point or agency dispatch entity having jurisdiction, who will in turn, dispatch additional help as per protocol and/or Incident Command requests.

The Incident Commander(s) will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander(s) will secure the site with the aid of law enforcement and other available agencies.

Law enforcement will assist the Incident Commander(s) by securing and controlling access to the scene.

The Incident Commander(s) will designate a Public Information Officer (PIO) for media representatives. Appropriate public alerting means will be employed to deliver information about protective actions.

Emergency Medical Services (EMS) will assist the Incident Commander(s) with on-scene triage, treatment, and transportation of victims.

The Westchester County Emergency Operations Center (EOC) may be activated for incidents requiring the coordination of a major response involving multiple jurisdictions. Westchester County EOC activities are coordinated by the Westchester County Department of Emergency Services, Emergency Management Division. The Emergency Management Director oversees Emergency Management Division activities and fulfills the role of Community Emergency Coordinator as established by Section 303 of EPCRA.

Additional resources are available from state and federal sources. Support for local response and/or additional capacity can be obtained through chain-of-command and mutual aid requests. Special response teams, (e.g. Hazardous Materials Teams, Confined Space Rescue Teams, Bomb Squads, Canine Search & Rescue Teams and Emergency Task Forces) are available from public and private sector sources.

In the event of a disaster, NYS Executive Law, Article 2B may apply. While the Incident Commander(s) assumes operational authority, the Chief Elected Official of the affected municipality has overall responsibility for the emergency when a disaster is declared. A declaration of the State of Emergency utilizes and expands the authority of the local Chief Elected Official to use any and all facilities, equipment, supplies, personnel, and other resources of the political sub-division to cope with the disaster or any emergency resulting therefrom.

VI. CONCEPT OF OPERATIONS

EPA guidance is limited to Extremely Hazardous Substances (EHS), and does not address other hazardous materials that may pose hazards to the community. The Westchester County LEPC, Westchester County based HAZMAT Teams, and industrial HAZMAT Teams support response capabilities for all chemical/physical hazard types, instead of an approach directed at a list of particular chemicals.

Preparedness

Preparedness involves the planning, training and exercise actions necessary to develop an appropriate response prior to an emergency.

- **Hazard Analysis**

- *Hazards Identification*

The Local Emergency Planning Committee is required to identify facilities that use or store Hazardous Materials and Extremely Hazardous Substances (EHS) and routes that are likely to be used for transportation of such. A list of EHS can be found at the US Environmental Protection Agency website:

https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

The Westchester County LEPC has identified facilities that use or store Hazardous Materials and EHS from facility reporting process known as Tier 2 reports. The information from these reporting facilities is maintained in the national E-Plan reporting database, and may be made available by the LEPC upon request.

Westchester County is largely a suburban county with an airport, several railroad lines extending to New York City, a major river way, and several major pipelines traversing the county. There exist numerous fixed facilities throughout with the highest concentration in the industrialized southern end of the county. The following transportation systems have been identified:

Highways (including Interstates 87, 287, 95, and 684): Many shipments of Hazardous Materials and EHS are in transit throughout the region. Quantities can range from small shipments to tank cars. It is possible that EHS could be shipped through the region. Typical accidents can include ruptured fuel tanks, low overhead clearance accidents and collisions. Major accidents often include highway closure and traffic control. This can cause a large disruption in traffic and cause a large short-term economic impact. In addition, an accidental release of a large quantity could result in protective action for the vicinity.

Railroads (east-west and north-south): Westchester County is serviced by two railroads, Amtrak and the Metropolitan Transit Authority.

Air (Westchester County Airport): Westchester County has an airport for commercial and private aircraft. Airplanes may carry "Dangerous Goods" as classified by the US Department of Transportation. The size, quantity and packaging of dangerous good are strictly controlled. The physical hazard from a plane crash and the resulting fuel fire would virtually outweigh any hazard from the cargo on board.

River: The western boundary of Westchester County is the Hudson River and the southern boundary is Long Island Sound. Westchester County does not restrict navigable transportation of goods and additional locations of interest include the Eastchester Creek in Mount Vernon and the Byram River in Port Chester.

Due to the transportation routes that carry hazardous materials throughout Westchester County on a daily basis, there is a clear possibility that the entire residential area of the County is at risk.

- *Risk Analysis*

Risk Analysis is an attempt to rank hazards by comparing the probability of a release with the severity of consequences of that release.

Occurrence: Westchester County has already experienced hazardous materials incidents at fixed facilities and on some transportation systems. The LEPC expects that incidents will continue to occur

at a similar rate. Consequences: Westchester County has already experienced minor or moderate magnitude hazardous materials incidents. The LEPC expects that minor and moderate incidents will continue to occur, and that a major incident is possible.

- *Vulnerability Zone*

Any part of Westchester County may be subject to airborne material during a release of a hazardous material. Therefore, for the purposes of this Plan and its activities the entire County of Westchester is designated as the “vulnerable zone”.

- *Response Capabilities*

Westchester County’s hazardous materials (HazMat) response capabilities are comprised of several collaborating local, county and regional emergency response agencies and disciplines with specialized equipment, training and procedures necessary to manage a HazMat incident. Furthermore, HazMat planning and response activities are augmented by expertise and support from public health, private-sector, and environmental organizations. For uniformity, HazMat response teams are described and categorized by capability in accordance with the NY State Hazardous Materials Team Accreditation Program and National Incident Management System (NIMS) resource typing for fire and hazardous materials resources.

Hazardous Materials Response Team Capabilities by Type:

A **Type III Team** is appropriately equipped and trained to respond to incidents involving all KNOWN industrial chemical hazards in liquid, aerosol, powder and solid forms. The team is NOT expected to be fully equipped to intervene and handle vapor/gas emergencies nor incidents involving WMD chemical and biological substances.

A **Type II Team** meets all Type III requirements and is appropriately equipped and trained to respond to incidents involving all UNKNOWN industrial chemical scenarios in liquid, aerosol, powder, solids, AND vapor/gas forms. They are NOT expected to be fully equipped to intervene and handle incidents involving WMD chemical and biological substances.

A **Type I Team** meets all Type III and Type II requirements, AND is appropriately equipped and trained to respond to incidents involving all known and unknown WMD chemical and biological substances.

Hazardous Materials Response Teams:

Westchester County:

Westchester County Department of Emergency Services Hazardous Materials Response Team. (**Type II** HazMat Entry Team)

Yonkers Fire Department Hazardous Materials Response Team. (**Type II** HazMat Entry Team)

Montrose VA Hospital Hazardous Materials team. (**Type III** HazMat Entry Team)

Regional Hazardous Materials Response Partnership:

Westchester County’s Hazardous Materials Response Team has developed a partnership with both Dutchess and Putnam counties to share the resources, equipment and personnel of their respective teams in accordance with current New York State guidance.

Dutchess County Department of Emergency Response Hazardous Materials Response Team. (**Type III** HazMat Entry Team)

Putnam County Bureau of Emergency Services - Hazardous Materials Response Team. (**Type III** HazMat Entry Team)

Additional Hazardous Materials Response Resources in Westchester County:

WMD Squads are fire departments that are trained and equipped to handle supplemental response to Hazardous Materials/WMD situations for Technical and/or Mass Decontamination.

Squad 2 – New Rochelle, Larchmont, Pelham Manor Fire Departments

Squad 3 – Mount Vernon Fire Department

Squad 4 – White Plains Fire Department

Squad 5 – Eastchester, Pelham and Scarsdale Fire Departments

Squad 6 – Fairview, Greenville and Hartsdale Fire Departments

Toxic Substances and Hazardous Waste:

The Westchester County Department of Health provides environmental health professionals to investigate potential exposures from environmental contaminants at inactive hazardous waste sites and from petroleum and chemical spills, fires and other environmental incidents. Chemical Emergency Response is also provided on a 24-hour basis to emergencies involving chemical and hazardous spills.

Bomb Squad/Hazardous Device Resources:

Westchester County Department of Public Safety – Hazardous Device Unit (HDU)

HDU is credentialed through the FBI and handles all incidents involving hazardous devices, including explosives and/or potential explosives.

HazMat Equipment and Supplies:

Westchester County Department of Emergency Services Hazardous Materials Response Team maintains a cache of equipment for both chemical and WMD incidents at the Fire Training Center and Support Services Building in Valhalla, New York. Resources include but are not limited to a Mass Decon trailer, foam assets, and assorted equipment and supplies.

○ **Facility Planning**

○ Non-Regulated SARA Facilities should:

- ✓ Maintain a list of 24-hour contact person(s) and submit it to the local fire department.
- ✓ Establish internal procedures for evacuation in the event of a hazardous materials incident.

○ Facilities regulated by SARA Title III, must meet planning requirements:

- ✓ Prepare both an analysis of hazards at the facility (“Facility Hazard Analysis”), and response procedure for those hazards (“Facility Response Procedure”). Copies are submitted to the local fire department, the LEPC, the State Emergency Planning Commission.
- ✓ Comply with the applicable SARA reporting requirements and OSHA regulations. Facilities are required to promptly inform the LEPC of any relevant changes occurring at the facility as such changes occur, or are expected to occur. (EPCRA §304, Title 42)
- ✓ Participate in training programs as identified in the “Training and Exercising” section.
- ✓ Designate a facility representative(s) as an official Emergency Contact (available 24/7) who has the authority to and is capable of assisting emergency responders with the following. Also a requirement for non-SARA facilities:
 - Identify the location, type and quantity of hazardous/flammable chemicals or materials, Provide SDS information and technical data on properties of the chemicals or materials present;
 - Implement the Emergency Action Plan for the facility (“Facility Emergency Contingency Plan”), if applicable and available.

● **Facility Reporting**

Westchester County’s response is based upon effective planning and training. Primary emergency response is most effective when the community receives prompt notification of an incident. This section provides guidance to facilities and stresses the critical need for prompt and accurate reporting.

○ *Reporting Requirement*

A facility must immediately report the release of a reportable quantity of a hazardous substance or

extremely hazardous substance when it is released into the environment (EPCRA §304, 40-CFR§355.40).

The report is to be made by calling:

9-1-1 to notify the Local Incident Commander / Emergency Manager,
914-813-5000 Westchester County Department of Health, and
1-800-457-7362 New York State Department of Environmental Conservation

This reporting requirement does not apply to any release that results in exposure to persons solely within the site or sites on which a facility is located (EPCRA §304(d)).

o *Local Reporting Guideline*

In order to better protect safety and to support the primary emergency responders, the LEPC requests that facilities immediately report “Perceptible Exposure” releases by calling 9-1-1. In turn, the WC ECC will notify the appropriate emergency responders as needed.

A “Perceptible Exposure” means: Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing eye irritation, itchy skin, damaged vegetation, chronic injury, etc.

o *Follow-Up Notice*

As soon as practicable thereafter, a written follow-up emergency notice shall be submitted to:

Westchester County LEPC
c/o Westchester County Office of Emergency Management
200 Bradhurst Avenue
Hawthorne, NY 10532

NYS Spill Response Commission

Bureau of Spill Prevention & Response
State Emergency Response Commission (SERC)
625 Broadway, 11th Floor
Albany, NY 12230-7060

A sample follow-up notification form is provided in Appendix A

Note: *This section is intended to facilitate emergency response and does not guarantee compliance with reporting requirements under any other environmental or health and safety law. There may be other applicable reporting requirements depending on the circumstances of the release.*

• **Training and Exercises**

o *Training*

The LEPC supports a comprehensive training program for agency personnel and emergency staff to ensure a safe and effective response to hazardous materials incidents.

Training requirements are established by state and federal regulations. The employer has the responsibility, under the OSHA 1910.120 regulation, to provide and arrange training for those responsible to implement chemical emergency plans. In-service training will be based upon the level of knowledge or skill required to perform the tasks associated with the job assignment.

Local agencies, facilities and organizations should provide training to address the unique concerns and needs of the local hazardous materials preparedness program, satisfy operational needs, to maintain appropriate certification standards and to comply with applicable regulatory standards. Training deficiencies should be identified through appropriate administrative channels for resolution. It is

recommended that a training officer be designated to establish an annual training program designed to meet requirements. Individual training records should be maintained on all emergency responders.

The LEPC works in conjunction with the State Emergency Response Commission and Westchester County Emergency Services, Health and Public Safety Department leaders to evaluate the hazardous materials training needs of local emergency response personnel. The LEPC will monitor and/or coordinate local training initiatives to ensure consistency with this plan and intends to utilize courses sponsored by the federal and state governments, and private organizations to fulfill this requirement.

- *Exercises*

The LEPC supports a comprehensive Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise process to effectively implement and evaluate the Westchester County Hazardous Materials Response Annex.

Title III, Section 303(c)(9) requires local jurisdictions to establish “methods and schedules for exercising the emergency plan.” An effective exercise program will strengthen response management, coordination and operations, and identify areas for improvement. Corrective actions can then be taken to improve and refine public safety capabilities.

Exercises are generally classified into two categories: Discussion based (seminars, workshops, table-tops, games) or Operations based (drills, functional, and full-scale). Each exercise type varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides its own benefits and should be considered in the development of an exercise program to satisfy community and facility needs.

Each facility should conduct at least one annual test of their emergency plan. These tests should be coordinated, when possible, with the appropriate local fire department and other applicable emergency services. Facilities should conduct an exercise debriefing, and within 30 days prepare an after-action report noting corrective action and lessons learned to be share with all exercise participants.

EMERGENCY RESPONSE OVERVIEW

- **Level of Magnitude** (based on NFPA Standards)

These Levels of Magnitude express the impact of a hazardous materials incident upon the community:

- Initial Response (Level-0 HazMat Notification):

Definition: A hazardous materials incident that is not likely to adversely impact or threaten life, health, property or the environment; where control of the incident is within the capabilities of resources available to the local response jurisdictions.

Criteria:

- ✓ Incident controlled by the facility or the local response jurisdictions;
- ✓ HazMat Team advice may be required for technical assistance.

- Level-1 HazMat Response

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment within an area immediately surrounding the point of release or potential release; where control of the incident is within the capabilities of the resources locally available to responders in Westchester County. Action is focused on recognition, identification and basic decision making with the emphasis on safety of the public, as well as that of emergency responders.

Criteria:

- ✓ Incidents that can be controlled by the local fire departments with Westchester County;
- ✓ HazMat Team support;
- ✓ May require evacuation or sheltering for the area immediately affected by the release or potential release.

○ Level-2 HazMat Response

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment beyond the point of release; may be across municipal jurisdictions; where control of the incident remains within the capabilities of the resources based within Westchester County.

Criteria:

- ✓ Incident that is beyond the capabilities of any one response agency and requires broad- base community resources that are appropriately organized, trained and proficient in the use of specialized protective equipment, detection devices and spill control equipment;
- ✓ Participation or support by mutual aid agencies;
- ✓ Evacuation or sheltering of residents or facilities should be considered.

○ Level-3 HazMat Response

Definition: A Hazardous materials incident that adversely impacts or threatens life, health, property or the environment in a large geographic area. Additional State, Federal and private sector resources are required to supplement those available within Westchester County.

Criteria:

- ✓ Serious hazard or severe threat to life, health and the environment; Large geographic or dense population impact;
- ✓ Major community evacuation or sheltering; Multi-jurisdictional involvement;
- ✓ Prolonged incident that may last days;
- ✓ Requires broad based resources.

● **Dispatch & Notification**

The purpose of this section is to provide for the coordination of initial dispatch to emergency response agencies of a hazardous material emergency and the subsequent notification of other local authorities.

All reports of hazardous materials incidents should be made to the local 911 Public Safety Answering Point (PSAP) including, at a minimum, the exact incident location, hazardous condition, and other pertinent details related to the event. Initial dispatch notifications should be made to the local fire department, police department, and EMS agency having jurisdiction. *Incident Command may request additional notifications as deemed necessary. Mutual aid requests are coordinated by the Westchester County Emergency Communications Center (WC ECC).*

Requests for HazMat Team response should be consistent with local standard operating protocols that are predicated on the following criteria. Actual involvement will be determined by the nature and magnitude of the incident.

○ Initial Response (Level-0 HazMat Notification)

Upon declaration of a Level 0 hazardous material incident, dispatch may notify the following as required:

- ✓ Local Fire Department, EMS, Law Enforcement

- ✓ Westchester HazMat Team (County HMRT or Yonkers HMTF) Duty Officer
- ✓ Westchester County Health Department Spill Response
- ✓ NYS Department of Environmental Conservation
- ✓ Other agencies as requested by Incident Command

○ Level-1 HazMat Response

Upon declaration of a Level 1 hazardous material incident, dispatch may notify the following as required:

- ✓ Local Fire Department, EMS, Law Enforcement
- ✓ County HMRT Duty Officer
- ✓ Westchester HazMat Team (County HMRT OR Yonkers HMTF)
- ✓ County Fire Coordinator
- ✓ County Police
- ✓ County Health Department Spill Response
- ✓ NYS Department of Environmental Conservation
- ✓ Other agencies as requested by Incident Command

○ Level 2-HazMat Response

Upon declaration of a Level 2 hazardous materials incident, dispatch may notify the following as required:

- ✓ Local Fire Department, EMS, Law Enforcement
- ✓ Westchester County HMRT Duty Officer
- ✓ Westchester HazMat Team (County HMRT OR Yonkers HMTF)
- ✓ Westchester WMD/HazMat Squad
- ✓ County Fire Coordinator
- ✓ County Police
- ✓ County EMS Coordinator
- ✓ County Health Department Spill Response
- ✓ NYS Department of Environmental Conservation
- ✓ County Emergency Management
- ✓ American Red Cross
- ✓ Other agencies as requested by Incident Command

○ Level-3 HazMat Response

Upon declaration of a Level 3 hazardous materials incident, dispatch may notify the following as required:

- ✓ Local Fire Department, EMS, Law Enforcement
- ✓ County HMRT Duty Officer
- ✓ Westchester HAZMAT Teams (County HMRT AND Yonkers HMTF)
- ✓ Regional HAZMAT Teams
- ✓ Westchester WMD/HazMat Squads
- ✓ County Fire Coordinator
- ✓ County Police
- ✓ County EMS Coordinator
- ✓ Westchester County Health Department Spill Response
- ✓ NYS Department of Environmental Conservation
- ✓ County Emergency Management
- ✓ American Red Cross
- ✓ Other local, State and/or Federal agencies as requested by Incident Command

● **Direction and Control**

Upon notification of a hazardous materials emergency, the fire department having jurisdiction shall serve as the Lead Agency. A qualified on-scene member of that fire department will act as initial incident commander. As the situations and conditions surrounding the emergency change, the Incident Commander may also change. The Incident Commander(s) will control and direct all activities at the scene in

accordance with the Incident Command System.

If a disaster is declared, the Chief Executive (or designee) will exercise Executive Authority (as defined in NYS Executive Law, Article 2B) over all disaster operations in the municipality in accordance with this, and locally established plans.

A Command Post will be established by the Incident Commander(s). This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander(s) should be limited to primary responders; fire, law enforcement, EMS, communications and others who may be appointed by the Incident Commander(s). Those agencies present will maintain a presence in and participate from the Incident Command Post.

○ *Unified Command*

A hazardous materials incident may require a broad range of on-scene response organizations including: emergency response personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in the area of the incident: containment, emergency worker safety, public protective actions and environmental protection. All on-scene actions shall be consistent with the objective of ensuring the safety of all emergency responders and the public.

In the event of a Level 2 or 3 hazardous material incident, responders shall utilize Unified Command to provide effective leadership, coordination and unified on-scene command of emergency response forces.

The concept of “Unified Command” applies to incidents involving multiple jurisdictions or organizations but utilizes a single Incident Command Post facility and integrated General Staff. Unified Command enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan and interact effectively through a shared set of incident objectives, single planning process, and one Incident Action Plan (IAP) that allows for:

- ✓ Determining overall response objectives;
- ✓ Selecting response strategies;
- ✓ Ensuring joint planning and application of tactical and operational activities;
- ✓ Maximizing use of available resources;
- ✓ Public alerting and press releases.

○ *First Responder*

The primary responsibility of the first responder is to determine the potential hazards to life, health, property and the environment resulting from the incident. If it is determined that the incident presents a potentially hazardous situation, the first responder should promptly communicate this to 911. The first responder should then initiate the following actions:

- ✓ Evacuate all non-emergency personnel from the hazard area
Attempt to identify the material(s) involved;
- ✓ Establish a Command Post;
- ✓ Determine if the community notification, sheltering or evacuation is needed and the geographical area likely to be impacted;
- ✓ Isolate contaminated persons in a safe location;
- ✓ When representatives of the Lead Agency having jurisdiction designate an Incident Commander(s), the first responder should brief the Incident Commander(s) on the extent of injuries, damage and the status of efforts to control the incident.

○ *Incident Commander*

Assignment of responsibilities to all other emergency response units will be coordinated by this individual until such time that unified command is in effect The Incident Commander is responsible for:

Using the definitions described, the Incident Commander shall declare a Level of Magnitude for the incident. If conditions change, the Level of Magnitude may be upgraded or downgraded as

appropriate.

Initial Response (Level-0 HazMat Notification):

Implement Incident Command; the Incident Commander shall:

- ✓ Establish contact with a facility representative;
- ✓ Determine the number and type of response units that are needed to handle the incident;
- ✓ Evaluate the need to declare a higher or lower Level of Magnitude Respond to public and media requests for information.

Level-1 HazMat Response:

In addition to Level 0 activities, the Incident Commander(s) shall also:

- ✓ Establish a Command Post
- ✓ Establish liaison with the Facility Emergency Coordinator
- ✓ Ensure that all appropriate agencies are represented in the Command Post Designate Sections and Section Chiefs, as appropriate

Level-2 HazMat Response:

Levels 0 and 1 activities, plus the Incident Commander(s) shall:

- ✓ Consult with the County Department of Emergency Services about activating the Emergency Operations Center. The Department of Emergency Services shall notify and brief the County Executive;
- ✓ The Chief Elected Official shall evaluate the need to declare a State of Emergency under N.Y.S. Executive Law, Article 2B.

Level-3 HazMat Response:

In addition the Levels 0, 1 and 2 activities:

- ✓ The Incident Commander(s), in conjunction with local officials (including local law enforcement) and county officials (Fire Coordinator, EMS Coordinator, Emergency Management Director, Public Safety Representative, Health Commissioner, and the County Executive) shall reevaluate the existing designation of the Incident Commander.

When the designation of the Incident Commander(s) needs to be evaluated, the following factors should be considered:

- ✓ Geographic area affected;
- ✓ Impact upon the community;
- ✓ Single or multiple jurisdictions affected ;
- ✓ Number of response agencies ;
- ✓ Operational requirements;
- ✓ Resources commitments;
- ✓ Scope and technical complexity of the incident;
- ✓ Need for “State of Emergency”.

Direct on-scene operations to ensure that objectives are identified and assignments are made including hazard assessment and first responder briefings.

Coordinate actions through support agency representatives who will retain control of their respective forces under the National Incident Management System.

Designate a hazard area, define its limits and establish other zones as needed.

Determine the need for public alerting, sheltering-in-place or evacuation and notify the appropriate law enforcement (agency) representative who will initiate actions.

Establish the Incident Command System (ICS) structure and staff the Command Post to handle the operation. ICS unit responsibilities may include:

- ✓ Risk evaluation/case and response Securing the area
- ✓ Public alerting/evacuation/shelter-in-place Rescue
- ✓ Fire or leak control

- ✓ Diking and/or neutralizing Re-entry and recovery

Establish functional sections to support operations. Functional sections may include:

- ✓ Resources Unit (within the Planning Section)
- ✓ Medical and Communications Units (within the Logistics Section)

The Incident Commander(s) must ensure that all participating agencies (local, state and federal) are effectively communicating within the designated command structure.

If the designation of Incident Commander(s) changes where the Incident Commander(s) is not physically at the scene, it may be necessary to designate an Operations Section Chief.

- *Emergency Operations Center (EOC)*

Depending on the scope of the incident, other governmental agencies may be required to support containment, control and recovery. These requests may include transportation, communications, equipment, supplies, personnel and other resources. An EOC provides off-site incident coordination and assistance upon request, as required.

The Westchester County Department of Emergency Services, Emergency Management Division maintains procedures for activating Westchester County's EOC.

Upon notification of a Level 2 HAZMAT incident, the Department of Emergency Services, Emergency Management Division may contact the Incident Commander to assess any unmet resource needs to determine whether the Westchester County's EOC needs to be activated.

The County EOC coordinates the following:

- ✓ Agencies within county government, the community and the private sector;
- ✓ Command and control on behalf of the County Executive (upon Article 2B declaration);
- ✓ Requests for state and federal agency response.

- *Public Information Officer (PIO)*

The spokesperson designated to speak on behalf of the Incident Commander(s) is the Public Information Officer. The PIO shall assist in coordinating media requests for information. If the County's EOC is activated, the EOC Public Information Officer may disseminate information in conjunction with the on-scene PIO. The On-Scene PIO and the EOC PIO (if activated) will coordinate to ensure that all messaging is presented in applicable accessible formats.

Facilities and public agencies should develop associated media relations plans. Such plans should designate spokespersons who are available on 24-hour call, and who are prepared and authorized to discuss an emergency situation with the media.

As appropriate, the PIO in conjunction with a facility spokesperson should make joint media releases, and may coordinate with the EOC or Joint Information Center to develop a unified communication strategy.

- *Joint Information Center (JIC)*

The PIO is responsible to establish a Joint Information Center (JIC) where the media can obtain information.

The Joint Information Center should be located in a safe and secure area. Media representatives should be directed away from the Command Post as it can be disruptive. However, cooperation with the media is essential to ensure that the public is informed of the situation including what precautions and/or protective actions are necessary.

The news media should be directed to assemble at the JIC and when the Incident Commander(s) deems the site safe and accessible, be escorted to the scene staging area (designated by the Incident Commander(s).)

- **Fire Service and Hazardous Materials Response Teams**

Fire department responsibilities may include the identification of materials, decontamination, bringing fires under control and the containment of spills. The fire department coordinates and notifies appropriate authorities to implement the safe removal of the product and may monitor the cleanup and decontamination of the site.

Fire Coordinator

If requested by the Incident Commander, or if conditions warrant, may provide:

- ✓ An on-scene fire liaison.
- ✓ Act as the principal coordinator of the *Westchester County Fire Mutual Aid Plan* and the County Hazardous Materials Response Team.
- ✓ Provide scene support and assistance as required.

Hazardous Materials Response Team (HMRT)

- ✓ The HMRT may make entry into the hot zone to control, contain and stop the leak and/or spill.
- ✓ The HMRT will identify the product, its potential hazards and provide this information to the Incident Commander(s).
- ✓ The HMRT will provide overall technical assistance in conjunction with the on-scene qualified facility/industrial representative.
- ✓ HMRT operations will be conducted in accordance with appropriate OSHA and NFPA regulations.

- **Facility Operator/Transporter**

Facility representatives may be instrumental to emergency response as they implement the facility emergency response plan, provide supplies, trained personnel and equipment to mitigate the incident, and may provide technical support to Incident Commanders. Representatives are responsible to report hazardous materials releases that are greater than the reportable quantity and/or conditions that could result in an incident that may affect personnel and/or the environment.

- **Law Enforcement**

Law enforcement duties may include securing the immediate area at the scene of the incident, rerouting traffic, public alerting and limiting access to the area to emergency personnel only.

- **Emergency Medical Services (EMS)**

EMS will coordinate on-scene emergency medical triage, treatment and transportation for victims of a hazardous materials incident. They will also ensure that mutual aid plans for both EMS and the hospitals are implemented.

A release of hazardous materials into the environment may cause multiple casualties. EMS may be needed to provide medical care to those injured and/or exposed, (e.g. facility employees, emergency responders, the public). Furthermore, a hazardous materials incident may require mutual aid among Emergency Medical Service providers and hospitals.

EMS is in charge of all patient care at the scene. Patient care decisions are protocol driven based on the highest level of certified EMS provider at the scene

Due to varying hospital capabilities for handling potentially contaminated patients, communications should be established with receiving hospitals as soon as practicable.

Westchester County EMS Coordinator

The emergency medical responsibilities of the EMS Coordinator include the following:

- ✓ Coordination of EMS activities in accordance with the *Westchester County EMS Mutual Aid Plan*;
- ✓ Coordination with the Incident Commander(s), EMS responders, area hospitals and the Westchester County Health Department;
- ✓ Implementation of the *NYS Statewide EMS Mobilization Plan*, as appropriate.

- **Hospitals**

Hospitals provide primary medical care to persons who are injured and/or exposed to hazardous materials in accordance with internal capabilities, policies and procedures.

- **American Red Cross**

Congress established the American Red Cross as the principal organization to undertake relief activities during time of disaster. Services include:

- ✓ Identifying and staffing emergency shelters;
- ✓ Providing food for victims and emergency workers;
- ✓ Assisting with evacuation and distribution of emergency supplies;
- ✓ Supporting local damage assessment with regional and national Red Cross assets;
- ✓ Assisting to coordinate volunteer relief agencies in disaster operations.

- **Public Health**

The Westchester County Health Department shall serve as the lead agency for public health related matters and provides notification to the New York State Department of Health as well as the regional office of the New York State Department of Environmental Conservation (NYSDEC) of incidents that result in the release of hazardous materials to the environment.

- **Operations Overview**

Actions taken by emergency responders shall be based up on the need to protect life, health, property and the environment while at all times assuring they themselves do not come in contact with the hazardous materials unless properly equipped and trained, in order to prevent injury or contamination.

Operations shall comply with applicable OSHA regulations which may include:

- ✓ 29 CFR 1910.120 – HAZWOPER
- ✓ 29 CFR 1910.134 – Respiratory Standard
- ✓ 29 CFR 1910.156 – Fire Brigade Standard SOPs and SOGs from individual agencies

It is highly recommended that emergency responders shall comply with the latest editions of:

- ✓ NFPA 471 Recommended Practice for Responding to Hazardous Materials Incidents
- ✓ NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- ✓ NFPA 475 Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program

- *Approaching the Scene*

Emergency responders should approach the scene of a hazardous materials incident from upwind and uphill if possible. Emergency responders should not pass through a vapor cloud or a spill.

- *Arriving at a Scene*

The first arriving emergency responder(s) should meet with a facility representative, or other accessible person familiar with the situation, to learn about the nature of the incident. Establish a perimeter to isolate the hazard area and deny entry. Address immediate life-threatening situations. If possible, begin decontamination triage. Communicate to the local PSAP and/or WC ECC initial findings and provide requested details as able to trigger the appropriate HazMat Response Level.

- *Identifying the Materials Involved*

Identify hazardous materials BEFORE exposing personnel or taking remedial action. Binoculars may be used to view placards, license plates, vehicle identification information, and containers for clues about product(s) involved. Obtain shipping papers and/or Safety Data Sheets (SDS). *Correct spelling of the chemical is critical.*

- *Obtaining Hazard and Handling Information*

The physical and chemical properties of a product, as well as its hazards and handling information, may be obtained from sources including:

- ✓ US DOT – Emergency Response Guidebook
 - ✓ Safety Data Sheets (SDS)
 - ✓ *Globally Harmonized System of Classification and Labeling of Chemicals (GHS)*
 - ✓ National Fire Protection Association (NFPA) Handbooks
 - Chemical reference books
 - ✓ CHEMTREC 800-424-9300
 - ✓ Chemical data base (e.g. E-Plan, CAMEO)
 - ✓ EPA Chemical Profiles (for extremely hazardous chemicals)
- *On-scene measurements*
On-scene measurements may be taken with direct-reading instruments including but not limited to:
- ✓ Carbon monoxide meter, Multi Gas Meters, combustible gas indicator, Leak detector
 - ✓ Oxygen meter
 - ✓ Colorimetric Gas Detection Tubes pH paper
 - ✓ Radiological survey instruments Biological test/detection equipment
 - ✓ Other Chemical test/detection equipment
- *Weather*
Weather may play an important role in the outcome of a hazardous materials incident. The National Weather Service can supply:
- ✓ Wind speed and direction, temperature, relative humidity precipitation, stability of the lower atmosphere, and forecast.
- *Expertise*
Technical expertise may be obtained from sources including but not limited to:
- ✓ Manufacturer, Shipper, Carrier, Consignee, Facility representative, HAZMAT Team, Chemical industry personnel, Farm and related industry personnel.
- *Site Control*
The Incident Commander(s) shall establish exclusion zones for emergency responders and the public immediately surrounding a hazardous materials incident which extend far enough to prevent adverse effects from released hazardous substances to personnel outside of the zone. The zones are limited to properly trained, equipped, and protected individuals. Law Enforcement shall assist with the restriction of access to the incident to essential personnel only, and hazmat responders shall establish control zones based on observation, metering, research, and available information on the product(s) released.
- *Decontamination*
A decontamination area (“Warm Zone”) will be established for victims and equipment to minimize the spread of contamination. If a person(s) is contaminated with hazardous material: move the victim(s) to fresh air, remove contaminated clothing and flush the victim(s) with water before performing emergency medical treatment. It is the Incident Commander(s) responsibility to see that if decontamination is needed, it is accomplished properly at the scene under the direction of a HazMat Team before any patient is processed from the decontamination area, turned over to EMS, or transported to a hospital. Prior to departing an incident scene, all contaminated personnel and equipment shall be decontaminated as much as possible. Equipment marked for further decontamination must be completely decontaminated before returning to service.
- *Occupational Safety and Health*
The Incident Commander(s) shall designate an on-scene Safety Officer who shall ensure that emergency responders use personal protective equipment and procedures that comply with OSHA regulations. The Safety Officer shall develop a Site Specific Safety Plan.
- *Mitigating the Incident*
The Incident Commander(s) in conjunction with facility personnel and other technical specialists shall develop a written incident action plan and carry-out that plan to avoid unnecessary exposure. A written plan is required at NIMS Level 3 or higher incidents.
- Containment and control:
Qualified, equipped, and protected emergency responders may perform containment and control

tasks to mitigate the incident and to minimize adverse environmental impacts.

Containment and control may include: closing valves, plugging or patching holes, transferring materials from one container to another, damming, diking, booming, absorbing, neutralizing, diluting, suppressing vapors, extinguishing and using water spray to keep containers cool. If flammable vapors and gases are present, combustible gas indicators may be used to determine the potential ignition area. All ignition sources in the area should be eliminated. Some materials are water reactive. Water used to extinguish a fire may potentially exacerbate a situation due to contaminated run-off. Dry decon may be required, depending on the reactivity of the substance(s) involved.

In cases where contamination of the environment has occurred, the New York State Department of Environmental Conservation shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the water-supply system has occurred, the New York State Department of Health and the appropriate water supplier shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the sewer system has occurred, the Westchester County Health Department and the Department of Environmental Facilities shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of a navigable waterway, or a waterway that leads to a navigable waterway, occurred, the U.S. Coast Guard (via National Response Center) shall be informed so they may evaluate the situation and take appropriate action

o *Incident Radio Communications*

Radio Communications are primarily between the incident site and PSAP for:

- ✓ Dispatch and information exchange
- ✓ Command of personnel and resources Coordination among agencies (mutual aid)
- Support agencies:
- ✓ WCDES, WC ECC, Communications Unit (Field Comm-1)
- ✓ RACES

In situations involving mutual aid, or similar multi-agency or multi-jurisdictional response, integration of the various communication systems (i.e. National Interoperability Frequencies) can be achieved by coordinating information through the Westchester County Interoperability Coordinator, on-scene COML, WC ECC, Command Post, Field Comm-1, and/or EOC.

• **Protective Actions**

Evacuation, sheltering-in-place, or a combination should be considered in defining protective actions to reduce or eliminate public exposure to hazardous materials that are released during an incident.

o *Evacuation*

Evacuating the public is a decision based on information indicating that the public is at greater risk by remaining in or near-by the hazard are. Information that should be considered in the decision to evacuate includes:

- ✓ Severity of dangers;
- ✓ Population affected;
- ✓ Availability of resources to evacuate the affected population;
- ✓ Inclusive notification means to provide emergency instructions;
- ✓ Safe passage for the evacuees, including adequate time;
- ✓ Availability of reception centers, shelters, and sustenance;
- ✓ Potential disabilities, access, and/or functional needs of evacuees.

o *Shelter-In-Place*

Sheltering-in-place means advising the affected population to seek protection within the structure they occupy or in a nearby structure. Like evacuation, this decision is based upon hazard analysis. If the danger to the public is mitigated by sheltering-in-place, then it should be employed as a protective measure. With certain hazards, (e.g. short-term exposure, line-of-sight exposure) the best decision

maybe to shelter-in-place. One distinct advantage of sheltering-in-place is the relative ease of implementation. Some considerations are:

- ✓ Availability of resources;
- ✓ Time available to take protective actions;
- ✓ Public's understanding of sheltering-in-place.

For some hazards, sheltering-in-place can be enhanced by seeking the most protected refuge in the structure. For chemical, radiation and some biological hazards it is enhanced by reducing the indoor-outdoor air exchange rate.

○ *Combination Protective Actions*

There may be circumstances when using both evacuation and sheltering-in-place is appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard and at greater danger could be instructed to evacuate, while people inside the immediate area would be advised to shelter-in-place.

○ *Implementation of Protective Actions*

Upon the decision to implement a protective action, the Incident Commander will be responsible for its implementation under the authority of the local chief executive. Assistance from the County Health Department and other County, State and non-governmental agencies may be requested as needed. Protective actions may require the declaration of a local state of emergency under NYS Executive Law Article 2B.

- ✓ Traffic Control Points and Access Control Points shall be established to direct traffic and people out of the affected area and to prevent entry;
- ✓ Sources of transportation capable of supporting an evacuation on the specific needs of the affected population shall be identified;
- ✓ All residents of the affected area should be identified and accounted for;
- ✓ Forced entry into homes and businesses shall only be performed if there is a reason to believe that a victim may be inside;
- ✓ In the case of persons who refuse to leave their homes during an evacuation order, their names, address, next-of-kin and time of notification should be recorded.
- ✓ The Chief Elected Official (or other authorized POC) should consider requesting the impacted municipality's Special Needs Registry Data via County OEM or the County EOC (if activated). This can assist in ensuring that those who have chosen to pre-identify special evacuation assistance (or other) needs are contacted for assessment.

○ *Temporary Shelters and Family Assistance Centers*

The evacuees may need to stay at a temporary staging area until a suitable family assistance center can be established. The Family Assistance Center shall be coordinated by the local jurisdiction with assistance and support from the designated county departments and agencies, American Red Cross, and other key partners from the Westchester Community Organizations Active in Disasters (COAD).

● **Public Alerting**

Once a decision has been made to evacuate or shelter-in-place, the Incident Commander(s) shall have the Public Information Officer coordinate alerting the public including individuals with disability, access, and functional needs.

Public Alerting provides timely and reliable emergency information pertaining to the need for protective actions. For protective actions to be effective, the public must first be alerted that an emergency exists, and second be instructed on what to do. Since a hazardous materials incident is normally a rapidly developing situation, initial public alerting by emergency response personnel is a critical aspect of public safety.

○ *When to Alert the Public*

Initial Response (Level-0 HazMat Notification)

This Level of Magnitude does not normally require Public Alerting. However, the Incident Commander should fully monitor the situation and respond to public and media requests for

information.

Level 1 HazMat Response

This Level of Magnitude may not require Public Alerting. However, the Incident Commander should fully monitor the situation and respond to public and media requests for information.

Level 2 HazMat Response

This Level of Magnitude may require Public Alerting to an area which local response forces are capable of managing.

Level 3 HazMat Response

This Level of Magnitude requires Public Alerting. Supporting resources may be required based on the size of the geographical area.

○ *Methods of Public Alerting*

Press Release

A press release may be relayed through WC ECC to media representatives. A press release may be made directly to on-scene media representatives.

Route Alerting

Emergency personnel utilizing emergency vehicles, equipped with a siren, a public address system and appropriate personal protective equipment may drive through the affected area and announce the emergency situation.

Residential Door-to-Door Alerting

Emergency personnel, equipped with appropriate personal protective equipment, may walk through the affected area and announce the emergency situation on a door-to-door basis.

Mass Notification System Alerting

Most jurisdictions maintain a local capability to provide mass notification system alerts (“Reverse 911”, e-mail, text message, cell phone, social media, blast fax, etc.). County assistance with mass notifications may be requested by the Incident Commander to WC ECC.

Emergency Alert System

The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. Activation of the EAS can only be accomplished by pre-designated government officials or the National Weather Service.

○ *Components of a Public Alert Message should include:*

- ✓ Affected area;
- ✓ Health hazards;
- ✓ Protective actions;
- ✓ Evacuation routes;
- ✓ Location of Family Assistance Center(s);
- ✓ Medical treatment;

● **Recovery**

Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions and may include:

- ✓ Requesting a Presidential Disaster Declaration;
- ✓ Maintaining access control
- ✓ Clearing debris
- ✓ Restoring public utilities
- ✓ Providing emergency social services (shelter, clothing, food, etc.)
- ✓ Rebuilding;
- ✓ Investigating the incident;
- ✓ Demobilizing emergency personnel and resources, which may include emergency worker counseling;
- ✓ Adjusting traffic control perimeters;

- ✓ Continuing public information – general purpose and health-related Maintaining security in restricted areas;
 - ✓ Providing long-term counseling for residents;
 - ✓ Continuity planning for business and industry (economic preservation).
- *Cleanup and Disposal.*

Once the incident is stabilized, the Incident Commander should ensure the scene is turned over to the proper authorities for appropriate remediation.

 - ✓ The party responsible for the incident is legally and financially responsible for the cleanup and disposal of hazardous wastes.
 - ✓ The County Health Department shall monitor cleanup activities and disposal of hazardous wastes for compliance with applicable local, state and federal regulations
 - ✓ Emergency responders may need to maintain a continued presence during cleanup activities to provide site security and prevent injuries.
- *Relocation and Re-entry*
 - ✓ Relocation:
In cases where contamination of the environment has occurred and the long-term relocation of residents is necessary, the Westchester County Department of Social Services may be requested provide relocation assistance.
 - ✓ Re-entry:
Re-entry to an area that has been sheltered-in-place or evacuated shall not be allowed until authorized by the Incident Commander(s). The Incident Commander(s) shall confer with the Westchester County Health Department and other appropriate officials to establish re-entry procedures that will include:
 - A time to return
 - Safety precautions
 - Health precautions
 - Decontamination
 - Symptoms of illness as a result of exposure
 - ✓ The Public Information Officer shall inform the public, including individuals with disability, access, and functional needs, of the re-entry procedures. This may be done by the following methods:
 - Social media
 - News release
 - Emergency Alert System
 - Reverse 911 and other Mass Notification Systems
 - Announcements and/or printed materials at reception/congregate care centers
 - Printed materials issued at Traffic Control Points and Access Control Points
 - ✓ Traffic Control Points and Access Control Points shall be maintained, as necessary, to ensure an orderly re-entry by the public.
- Incident Evaluation
 - OSHA Standard 1910.120 requires the Incident Commander(s) (IC) to debrief and evaluate the emergency response as soon as possible.

Incident Debriefing – The IC should ensure that an incident debriefing occurs at the incident conclusion or as responders leave the scene. The debriefing should include, but not be limited to providing the following information:

 - ✓ Hazard information
 - ✓ Exposure signs and symptoms of materials involved
 - ✓ Name of individual responsible for post-incident medical contact
 - Administrative procedures

- ✓ Gather name(s) of all outside responders and agencies

Critique – The IC should conduct a critique for all Level 1 or greater hazardous material incidents. Such critique will review the incident with the purpose of identifying both those areas that worked well and those areas that need improvement. The critique process should include, but not be limited to the following:

- ✓ Be held after allowing sufficient time for the emergency to be investigated and appropriate information collected.
- ✓ Include at least one representative of each agency that played a role in handling the incident.
- ✓ May consist of a single multi-agency meeting or various inter-agency meetings.
- ✓ The findings of such critique, and identity of its participants, shall be documented in writing.
- ✓ Areas of improvement or changes identified in local or community plans or training will be incorporated in local or community activities as appropriate.
- ✓ If requested, the Department of Emergency Services can provide support to coordinate the critique.

VII. Plan Updates

As required by statute, the Local Emergency Planning Committee performs an annual review of the Plan. Comments, corrections or suggestions on the Plan should be forwarded to:

Westchester County Local Emergency Planning Committee
C/O Westchester County Office of Emergency Management
200 Bradhurst Ave.
Hawthorne, NY 10532

Summary of plan distribution:

State Emergency Response Commission;
All police, fire and EMS agencies within Westchester County;
All ‘covered facilities’ within Westchester County (within the meaning of PL 99-499);
New York State Office of Fire Prevention and Control;
Members of the LEPC.

The base plan is posted on the Westchester County LEPC website.

Appendix A - (Sample) Incident Reporting Form

Hazardous Materials Incident Report Form					
Caller Name:			Date/Time of Call:		
Affiliation:			Telephone Number:		
Facility:					
<i>City, county, street and building number and nearest intersection</i>					
Emergency Contact:					
<i>First and last name, 24/7 phone number</i>					
Incident Description:					
Injuries or illnesses reported:					
Material Released:					
<i>If unknown, give DOT Placard # or other information as available</i>					
Quantity of Material:			Concentration:		
Location of Release:					
<i>City, county, street and building number and nearest intersection</i>					
Substance:	Solid	EHS	Amount Released (lb/gal/cu ft):		
	Liquid	CERCLA	Release date/time (m/d/y, am/pm):		
	Gas	Unknown	Release duration (hrs/mins):		
<small>Check all that apply</small>					
Release to medium:	Air	Water	Land		
Release spreading to:	Storm/sanitary sewers	Surface water	Ground water		
Health Risks:					
Precautions:					
Weather Conditions:					
Additional Notifications:	Local Fire Department		Yes	No	Time:
	Local Law Enforcement		Yes	No	Time:
	Westchester Department of Emergency Services		Yes	No	Time:
	Westchester Department of Health		Yes	No	Time:
	Community Emergency Coordinator		Yes	No	Time:
	NYS Dept. of Environmental Conservation		Yes	No	Time:
	Federal National Response Center		Yes	No	Time:
	Westchester Department of Emergency Services		Yes	No	Time:
	Other:		Yes	No	Time:
Remarks:					
Signature:					
Form completed by:				Title:	

Appendix B – Reference List

Websites

American Chemistry Council (ACC): www.americanchemistry.com

American Petroleum Institute (API): www.api.org

American Railway Car Institute (ARCI): www.rsiweb.org

Association of American Railroads (AAR): www.aar.org

Bureau of Explosives (BOE): <http://boe.aar.com>

Chemical Transportation Emergency Center (CHEMTREC): www.chemtract.org

The Chlorine Institute (CI): www.chlorineinstitute.org

Compressed Gas Association (CGA): www.cganet.com

Department of Homeland Security/Transportation Security Administration (DHS/TSA): www.tsa.gov

Department of Transportation (DOT): www.dot.gov

Environmental Protection Agency (EPA): www.epa.gov
<https://www.epa.gov/epcra/cercla-and-epcra-continuous-release-reporting>

The Fertilizer Institute (TFI): www.tfi.org

National Fire Protection Association (NFPA) Standard 472 & 473: www.nfpa.org

National Propane Gas Association (NPGA): www.npga.org

National Response Center (NRC): <http://www.nrc.uscg.mil/>

New York State Office of Fire Prevention and Control (OFPC): www.dhss.ny.gov/ofpc/

Nuclear Regulatory Commission (NRC): www.nrc.gov

Occupational Safety and Health Administration (OSHA): www.osha.gov

Railway Supply Institute (RSI): www.rsiweb.org

The Sulfur Institute (TSI): www.sulphurinstitute.org/about/index.cfm.

Transport Canada (TC): www.tc.gc.ca

United States Coast Guard (USCG) www.uscg.mil

EPA Title III List of Lists:
https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

EPA Right to Know:
[https://www.epa.gov/epcra/what-epcra#Key Provisions of EPCRA EPA Waste Facilities -](https://www.epa.gov/epcra/what-epcra#Key_Provisions_of_EPCRA_EPA_Waste_Facilities_-)
<https://www3.epa.gov/region02/waste/goals.htm>

6 CFR Part 27:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title06/6cfr27_main_02.tpl GML 204-F -
<http://www.dhss.ny.gov/ofpc/laws/documents/204-f.pdf>

NYS Guidance Document:
<http://www.dhss.ny.gov/planning/serc/documents/NYSLEPCPlanningGuidanceDocumentMay2013.pdf>

OFPC Crude Oil Guidance:
<http://www.dhss.ny.gov/ofpc/documents/crude-oil-guidance.pdf>

Emergency Telephone Numbers

CHEMTREC	800-424-9300
CHEM-TEL	800-255-3924 or 813-979-0626
DEC Oil/HAZMAT Spill Hotline	800-457-7362
Department of Defense (for incidents involving military shipments)	
Dangerous Goods	800-851-8061
Explosives & Ammunition	703-697-0218
National Response Center	800-424-8802
Poison Control Center	800-222-1222
Consolidated Edison (24 hours)	212-580-6763
NYSEG (24 hours)	800-572-1121

WESTCHESTER

Department of Health	914-813-5000
Medical Examiner	914-231-1600
Environmental Facilities	914-813-5400
Airport (HPN)	914-995-4850
Department of Public Safety	914-864-7700
Department of Emergency Services (office hours)	914-231-1850
60 Control (Emergency/24 hours)	914-231-1900
Office of Emergency Management (office hours)	914-864-5450
LEPC (General Inquiries)	LEPC@westchestergov.com

HOSPITALS

Dobbs Ferry Pavilion	914-693-5187
Hudson Valley	914-734-3300
Lawrence	914-878-5068
Montefiore-Mount Vernon	914-664-8000
Montefiore-New Rochelle	914-637-1370
Northern Westchester	914-666-1254
Phelps Memorial	914-366-3590
St. John's Riverside	914-964-4349
St. Joseph's	914-378-7471
Westchester Medical Center	914-493-7307
White Plains	914-681-1155
Greenwich (Ct.)	203-863-3000

NEW YORK STATE

New York State Watch Center	518-292-2200
Department of Environmental Conservation	800-457-7362
State Police (24 hour Warning Point)	518-457-2200
Department of Transportation (working hours)	914-769-4700
Region 8 (Poughkeepsie) 24 hours	914-431-5700
Thruway Authority	518-436-2700
Office of Fire Prevention & Control (24 hour Technical Assistance)	518-474-6746
Port Authority of NY and NJ	201-963-7111
Metro North (24 hours)	212-340-2050

U.S. FEDERAL GOVERNMENT

National Response Center (EPA/Coast Guard) 24 hours	800-424-8802
U.S. Department of Labor (OSHA)	914-524-7510
Agency for Toxic Substances and Disease Registry (24 hours)	404-452-4100
National Weather Service	800-226-0217
Federal Emergency Management Agency National (24 hours)	202-646-2400
Federal Emergency Management Agency Region II	212-225-7208

Appendix X.

**Westchester County
Arson Zone Plan**

Fire Investigation Protocols

Revised: September 2021

I. **Introduction and Overview**

- A. Westchester County, through the Arson Task Force, continually updates the Arson Zone Plan to ensure that we are meeting the needs of the County and that our protocols and procedures continue to keep us at the forefront of fire investigative techniques. The original Arson Zone Plan, originated in 1981, has worked very well in most areas of the County. The Arson Zone Plan was created to comply with the requirements set forth by the State of New York in General Municipal Law (GML) Section 204-c, which specifies that every county in the state have a plan for arson investigation and New York State General Municipal Law Section 204-d further outlined below in Section IV (A) (1). This program has countywide application and serves as a comprehensive system for the investigation of fires in Westchester County. To attain this goal, the Arson Task Force has established the Westchester County Cause and Origin Team, as a specialized team as noted in GML 209-bb. The implementation of standardized call-out procedures, fire investigation procedures, and documentation procedures is necessary to the success of this program.
- B. The primary goal of the revised Arson Zone Plan remains the same as originally written in 1981: to provide local Fire and Police Chiefs, upon request, trained experts to assist in determining the origin and cause of fires and/or explosion scenes. Additional goals are to bring together, into teams, police and fire professionals who are trained in fire investigation, in order to realize the benefits of skills in origin and cause matters, as well as to assist in the subsequent criminal investigations.
- C. The primary objectives of the Arson Zone Plan Protocols are to:
1. Establish a quality service via the Cause and Origin Team to assist Fire Chiefs and Police Chiefs in the determination of origin and cause of fires and/or explosion scenes throughout the county.
 2. Establish requirements of police and fire professionals engaged as Cause and Origin Team members.
 3. Establish basic protocols for the examination and investigation of a scene involving a fire and/or explosion. This may include the implementation of a policies and procedures manual that is separate from these protocols.
 4. Establish call-out procedures and dispatches for Cause and Origin Team members.
 5. Establish forms and report writing procedures for Cause and Origin Team members.
 6. Establish procedures to ensure the proper training, recognition and recovery of evidence from a crime scene to enhance a successful prosecution.
- D. These protocols shall be reviewed at minimum every five (5) years and updated accordingly, consistent with any changes in fire investigation best practices and industry standards, as well as any guiding or governing documents from other recognized organizations. These organizations may include the New York State Department of Homeland Security and Emergency Services Office of Fire Prevention and Control, and the National Fire Protection Association (i.e. NFPA 921 Guide for Fire and Explosion Investigations, NFPA 1033 Standard for Professional Qualifications for Fire Investigator, etc.).
- E. In the 2010 Census, Westchester County had 949,113 residents. A July 1, 2019 estimate put this number at 967,506.
- F. Annual arson/crime statistics:
- 1.
 - 2.
 - 3.

II. Administrative Structure

A. Arson Task Force Executive Board

1. Serves to provide oversight and guidance to the Cause and Origin Team.
2. Approves updates to the protocols as established by this document.
3. The Board shall meet quarterly, holding meetings in the months of March, June, September and December. The date and time of each meeting shall be decided upon by the members of the Board.
4. The Executive Board consists of representatives from the following agencies (one each, unless otherwise noted):
 - a) Westchester County Department of Emergency Services:
 - (1) Commissioner (or their designee)
 - (2) Fire Coordinator
 - (3) The two (2) Deputy Fire Coordinators assigned to the Cause and Origin Team (Area Deputy Fire Coordinators)
 - b) Westchester County Career Fire Chiefs
 - c) Westchester County Association of Fire Chiefs
 - d) Westchester County Chiefs of Police Association (no more than two (2) representatives from any single police agency)
 - e) Westchester County Department of Public Safety
 - (1) Commissioner (or their designee)
 - f) Westchester County Office of the District Attorney
 - g) Westchester County Department of Labs and Research
 - h) Westchester County Association of Fire Districts
 - i) Members at Large (up to 3)
 - (1) Law enforcement (active police officer from an agency in northern Westchester county – Zone 4 & 5)
 - (2) Law enforcement (active police officer from an agency in southern Westchester county – Zone 1, 2, & 3)
 - (3) Independent representative (not PD or FD affiliated) – selected and appointed by the Executive Board.
5. One (1) member of the Board shall be appointed as the Chairperson. The Chairperson shall be responsible to coordinate and run the quarterly meetings, as well as ensure that minutes are kept for each meeting.
6. There is no term-limit for any seat on the Board. Each organization having a seat on the Board will be allowed the opportunity to replace their delegate as they deem necessary.
7. Should a vacancy occur in one of the seats on the Executive Board, the sponsoring organization will propose, in writing, a replacement candidate for the open seat. The Board will discuss the vacancy at their next regularly scheduled meeting and, if necessary, invite the candidate for an interview. A background investigation will be conducted by the Westchester County Department of Public Safety and the results presented to the Board. The Board will vote to accept or reject the proposed candidate. The Chairperson of the Board will notify the sponsoring agency of the decision.
8. Should a vacancy occur in the position of Chairperson of the Board, the remaining board members will vote to appoint a successor from the remaining members.

B. County Fire Coordinator

1. The County Fire Coordinator also serves as the Director of the Fire Division for WCDES. The Fire Coordinator oversees the Area Deputy Fire Coordinators assigned to the Cause and Origin Team, and the Cause and Origin Team is one of the specialized teams that fall under the purview of this office.

C. Area Deputy Fire Coordinators

1. Two Area Deputy Fire Coordinators will be responsible for the administration of fire investigation services in Westchester County. While both Area Deputy Fire Coordinators are responsible for this administrative function, their primary areas of responsibility are divided into Northern and Southern sections of the County.
 - a) The Northern Area Deputy Fire Coordinator will have primary responsibility for Zone 4 and Zone 5. Additionally, they will have secondary responsibility for Zone 2 and Zone 3, and is the secondary liaison to the agencies assigned to Zone 1.
 - b) The Southern Area Deputy Fire Coordinator will have primary responsibility for Zone 2 and Zone 3, and is the primary liaison to the agencies assigned to Zone 1. Additionally, they will have secondary responsibility for Zone 4 and Zone 5.
2. Responsibilities include, but are not limited to, the following:
 - a) Operational: providing and coordinating fire investigation services on scene; securing and coordinating additional resources to assist in the work of the Cause and Origin Team Zone; reviewing, correcting and approving reports; informing members of training opportunities available to them; establishing response and participation parameters.
 - b) Administrative: fostering interagency relationships; providing education programs to the emergency services sector and other groups; coordinating among the Team Zones; recruiting of Team members; holding quarterly meetings for their respective Zones; establishing policies, procedures and protocols; assisting with FOIL requests for fire investigation reports.
 - c) Any other functions as assigned by the Fire Coordinator and the Executive Board of the Arson Task Force to support the efforts of this program.

III. Cause and Origin Team Zones and Response Areas

- A. The Arson Zone Plan has established five (5) Zones of response, as outlined below. These Zones of response will enhance the efficiency of response to the scene, the determination of the origin and cause of fires, as well as assist in the successful arrest and prosecution of arson cases in Westchester County.

B. Cause and Origin Zone Listing

FD #	Fire Department	FD Type	Zone #	Police Department(s)
229	Mount Vernon	Career	1	Mount Vernon
230	New Rochelle	Career	1	New Rochelle
251	White Plains	Career	1	White Plains
252	Yonkers	Career	1	Yonkers
210	Eastchester	Career	2	Eastchester, Bronxville, Tuckahoe
216	Harrison	Combination	2	Harrison
222	Larchmont	Combination	2	Larchmont
223	Mamaroneck Town	Combination	2	Mamaroneck Town
224	Mamaroneck Village	Volunteer	2	Mamaroneck Village
239	Port Chester	Volunteer	2	Port Chester, Rye Brook
241	Purchase	Volunteer	2	Harrison

235	Pelham	Combination	2	Pelham
235	Pelham Manor	Combination	2	Pelham Manor
242	Rye	Combination	2	Rye City
250	West Harrison	Volunteer	2	Harrison
266	Rye Brook	Combination	2	Rye Brook
263	Archville	Volunteer	3	Mount Pleasant
201	Ardsley	Volunteer	3	Ardsley
FD #	Fire Department	FD Type	Zone #	Police Department(s)
205	Briarcliff Manor	Volunteer	3	Briarcliff Manor, Mt. Pleasant, Ossining Town (Village), New Castle
209	Dobbs Ferry	Volunteer	3	Dobbs Ferry
211	Elmsford	Volunteer	3	Elmsford, Greenburgh
212	Fairview	Combination	3	Greenburgh
215	Greenville	Combination	3	Greenburgh
217	Hartsdale	Combination	3	Greenburgh
218	Hastings	Volunteer	3	Hastings-on-Hudson, Greenburgh
219	Hawthorne	Volunteer	3	Mount Pleasant
220	Irvington	Volunteer	3	Irvington, Greenburgh
231	Sleepy Hollow	Volunteer	3	Sleepy Hollow, Mount Pleasant
233	Ossining	Volunteer	3	Ossining Village, Ossining Town (Village)
237	Pleasantville	Volunteer	3	Pleasantville, Mount Pleasant
238	Pocantico Hills	Volunteer	3	Mount Pleasant
243	Scarsdale	Combination	3	Scarsdale
246	Tarrytown	Volunteer	3	Tarrytown, Greenburgh
247	Thornwood	Volunteer	3	Mount Pleasant
248	Valhalla	Volunteer	3	Mount Pleasant
255	Buchanan	Volunteer	4	Buchanan
213	Continental Village	Volunteer	4	Cortlandt NYSP, Peekskill
208	Croton	Volunteer	4	Croton, Cortlandt NYSP
226	Lake Mohegan	Combination	4	Cortlandt NYSP, Peekskill, Yorktown
227	Montrose	Volunteer	4	Westchester County DPS
234	Peekskill	Combination	4	Peekskill
244	Somers	Volunteer	4	Somers NYSP
249	Verplanck	Volunteer	4	Westchester County DPS
253	Yorktown	Volunteer	4	Yorktown
202	Armonk	Volunteer	5	North Castle
258	Banksville	Volunteer	5	North Castle
203	Bedford Hills	Volunteer	5	Bedford
204	Bedford	Volunteer	5	Bedford
206	Chappaqua	Volunteer	5	New Castle, Mount Pleasant
207	Croton Falls	Volunteer	5	Somers NYSP
214	Goldens Bridge	Volunteer	5	Somers NYSP
221	Katonah	Volunteer	5	Bedford
225	Millwood	Volunteer	5	New Castle, Ossining Town (Village)
228	Mount Kisco	Volunteer	5	Westchester County DPS, Bedford, New Castle
232	North White Plains	Volunteer	5	North Castle
240	Pound Ridge	Volunteer	5	Somers NYSP
245	South Salem	Volunteer	5	Somers NYSP
256	Vista	Volunteer	5	Somers NYSP

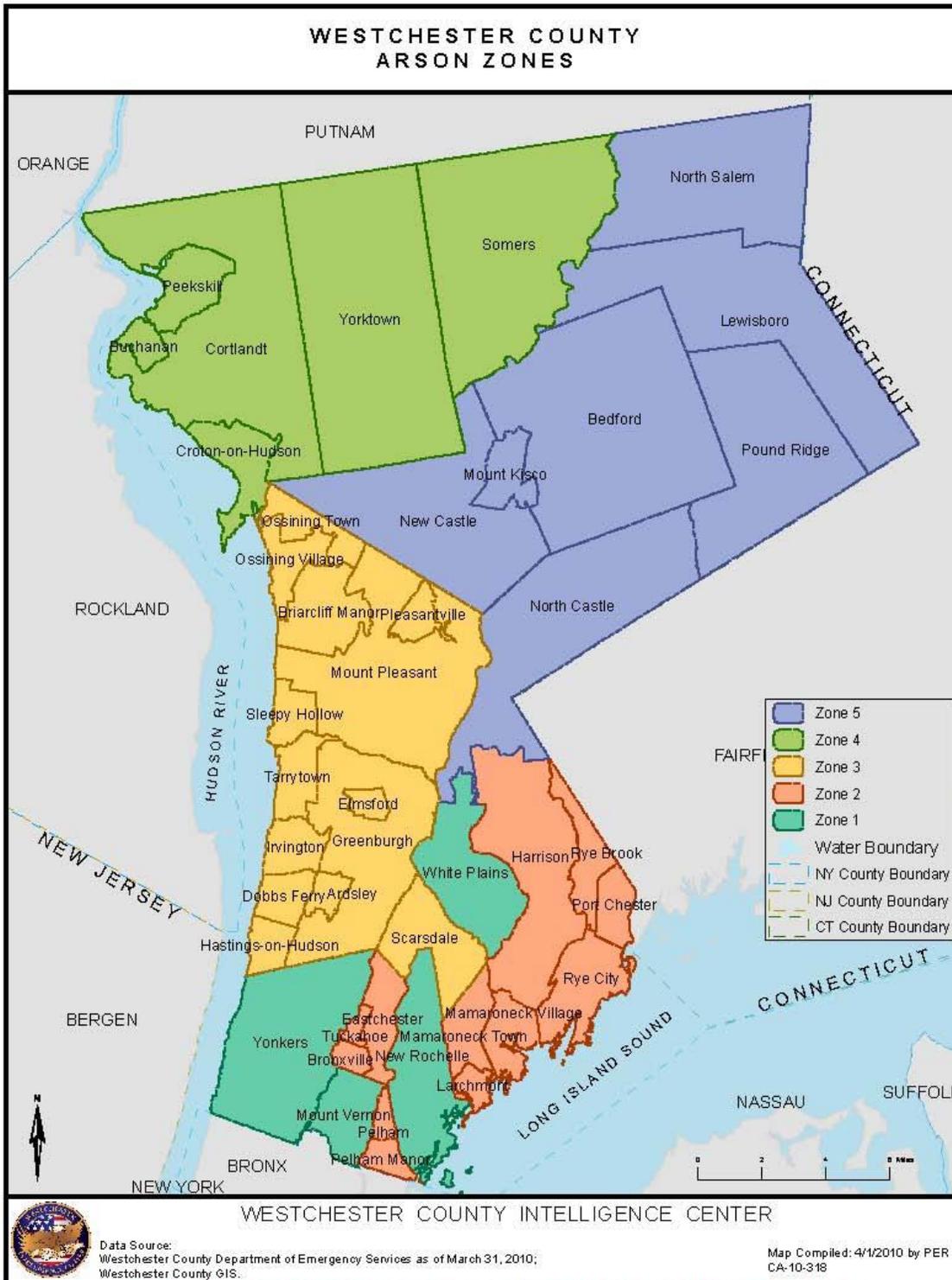
*Note: Westchester County DPS has primary police jurisdiction over Mount Kisco, Cortlandt, and county facilities,

and has jurisdiction throughout Westchester County.

C. Zone Map

IV. **Fire Service Resources and Roles/Responsibilities**

- A. All fire departments in Westchester will generally perform an initial evaluation of the scene of the fire and/or explosion to determine if calling the Cause and Origin Team is warranted.



1. New York State General Municipal Law Section 204-d outlines the responsibility of the fire chief, which reads as follows:
 - a) “The fire chief of any fire department or company shall, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the fire department or company has been called to suppress. He shall file with the office of fire prevention and control a report containing such determination and any additional information required by such office regarding the fire or explosion. The report shall be in the form designated by such office. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin. For all fires that are suspected to have been ignited by a cigarette, within fourteen days after completing the investigation into such fire, the fire chief shall forward to the office of fire prevention and control information detailing, to the extent possible: (a) the specific brand and style of the cigarette suspected of having ignited such fire; (b) whether the cigarette package was marked as required by subdivision six of section one hundred fifty-six-c of the executive law; and (c) the location and manner in which such cigarette was purchased.” *(original language as in GML 204-d)*
2. In general, all fire departments provide scene control, support services and may perform any other duties that the Cause and Origin Team may request.

B. Fire investigations in the County of Westchester that are performed by the Cause and Origin Team utilize the members assigned to the five (5) zones established by these protocols. (Section III lists the Fire Departments and Police Departments in each Zone)

1. Some agencies within Westchester have their own fire investigation units that may perform fire investigative functions, and assist with the case through prosecution, in their jurisdiction. Any of these agencies can utilize the Cause and Origin Team for assistance at any time, should the need arise.
 - a) Agencies that currently perform initial fire investigations include:
 - (1) City of Mount Vernon (Zone 1)
 - (2) City of New Rochelle (Zone 1)
 - (3) City of White Plains (Zone 1)
 - (4) City of Yonkers (Zone 1)
 - (5) Village of Scarsdale Fire Dept. and Police Department (Zone 3)
 - (6) Village of Ossining Fire Department (Zone 3)
 - (7) Fairview Fire Department (Town of Greenburgh) (Zone 3)
 - (8) Greenville Fire Department (Town of Greenburgh) (Zone 3)
 - (9) Hartsdale Fire Department (Town of Greenburgh) (Zone 3)
 - b) The agencies above shall ensure that their fire investigation personnel are certified investigators and meet the standards set forth by NYS OFPC to maintain this certification. These agencies are not required to report this information to the WCATF, but will do so with NYS OFPC as required.

V. **Cause and Origin Team Members and Requirements**

- A. The Cause and Origin Team has investigators assigned to Zones 2-5. The members will be sponsored by a police or fire agency within that specific Zone and will meet the qualifications outlined in Section V.B below.
 1. Fire Investigators: The membership of each Zone will consist of at least four (4), and no more than six (6), qualified fire investigators appointed by the Executive Board of the Arson Task Force.

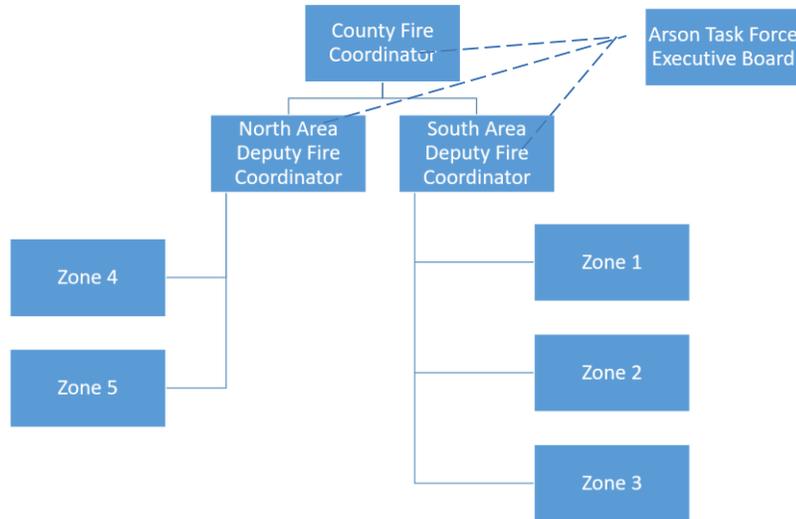
2. Adjunct Fire Investigators: The Executive Board may also appoint no more than two (2) adjunct fire investigators to each Zone.
3. Interns: At the request of the ADFC, the Executive Board may authorize up to two (2) interns to each Zone.
4. Note: the membership of Zone 1 consists of the larger city fire departments and they are responsible to determine their individual staffing needs for the fire investigation function. They do not have to adhere to the noted staffing numbers.

B. Minimum Qualifications

1. Fire Investigators
 - a) All Cause and Origin Team Members assigned as Fire Investigators shall successfully complete the coursework necessary to attain their New York State Fire Investigator certification. The courses necessary for this certification are offered by the New York State Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control. Currently these courses are: Introduction to Fire Investigation (40 hours) and Fire Investigation (80 hours). Comparable training courses from other recognized institutions, such as the National Fire Academy, may be substituted with the approval of the Area Deputy Fire Coordinator (ADFC).
2. Adjunct Fire Investigators
 - a) All Cause and Origin Team Members assigned as Adjunct Fire Investigators shall successfully complete the Introduction to Fire Investigation course. This course is offered by the New York State Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control. Comparable training courses from other recognized institutions, such as the National Fire Academy, may be substituted with the approval of the Area Deputy Fire Coordinator (ADFC).
 - b) The Adjunct Fire Investigators will abide by the guidelines set forth in these protocols. Upon being selected to fill a vacancy on a Zone as a Fire Investigator, Adjunct Fire Investigators will be required to complete the coursework necessary for this position, as outlined above, within 18 months of their conditional appointment as a Fire Investigator.
3. Interns
 - a) The Cause and Origin Team Area Deputy Fire Coordinators may elect to have Interns with the Team. This would be done on a case-by-case basis in order to confirm the interest and availability of potential members for the Team. Interns will be limited in what functions they can perform on scene and will always be under the direction of an Investigator.
4. Members must be at least 21 years of age, a volunteer or full-time career firefighter and/or full-time career police officer, and be physically capable of performing the tasks and responsibilities associated with the job performance requirements of a fire investigator assigned to the Cause and Origin Team.
 - a) These requirements will include those as outlined in NFPA 1033. Additional tasks may include: climbing ladders, digging through fire debris for extended periods of time, photography, interviewing, maneuvering on uneven surfaces, report writing, case testimony, as well as other skills.
5. Members must have a working knowledge of current fire service practices, tools and procedures and have a basic understanding of the New York State Fire Reporting System.
6. Members must have a valid driver's license in New York, or another state, however if their license is from another state, their operating privilege in New York must be valid. Members must also have transportation in order to fulfill the responsibilities as a Cause and Origin Team member.
7. Members will undergo a New York State and national criminal background record check, which will be conducted by the Westchester County Department of Public Safety.

8. Members must be able to work within a team structure and be able to understand and follow various rules and regulations as well as adhere to the chain of command.

C. Organizational Structure



D. Membership Recruitment, Selection, Appointment and Removal

1. The ADFC will be responsible for the recruitment of members to their respective Zones. Prospective candidates should submit a letter of interest to the respective ADFC, who will retain this letter pending a potential opening on the Zone. The ADFC should notify the prospective candidate as to the current availability of any openings on the Zone as well as the potential timeframe to fill the opening, if applicable. If the prospective candidate is deemed wholly unqualified by the ADFC, this should be communicated to the prospective candidate in a timely fashion.
2. All candidates for Cause and Origin Team membership must be active, full-duty members of police or fire departments, serving in the position of police officer or firefighter, or a higher (promoted) rank.
3. When an opening on a Zone occurs, the respective ADFC will review the prospective candidates that have submitted letters of interest for the position. In the event that there are multiple qualified candidates for an open position, the ADFC may elect to hold interviews for the position. Interviews will be conducted in a fashion that is accepted by the Executive Board and the Fire Coordinator.
4. The respective ADFC will select the best qualified candidate for the position and have this candidate complete a Membership Application. This application contains the recommendation, and sponsorship, from the Chief of their law enforcement or fire agency for appointment to the Cause and Origin Team.
5. The respective ADFC will address the open position on the Zone at the next regularly scheduled meeting of the Executive Board and discuss the candidate that is proposed for this opening.
6. The Executive Board will then vote on the candidate at this meeting. A simple majority vote of the members present is necessary to approve the candidate. Should the candidate be accepted, the candidate will be notified by the respective ADFC of their appointment and a letter will be authored from the Executive Board to the candidate confirming this appointment.
 - a) If the candidate is denied, a letter will be authored from the Executive Board noting this denial.
7. The new Team member will be provisionally appointed to the respective Zone. The new provisional Team member will then submit to a background check by the Westchester County Department of Public Safety. Upon successful completion of this background check, the new provisional member

will be made a probationary member of the Team, with the probationary period being two (2) years from the date of the original appointment.

- a) The probationary period will be ended at an Executive Board meeting coinciding with the two (2) year term of the original provisional appointment. The member is then assigned as a full member of the Team,
8. Members may be removed from the Team for a number of reasons, including, but not limited to, the following:
- a) Inadequate response to fire investigations
 - b) Violation of the Code of Ethics contained in these protocols
 - c) Conviction of a crime
 - d) Conviction of an offense that would hinder the credibility of the investigator
 - e) Behavior that reflects poorly on the Team, including but not limited to improper social media posts
 - f) Violation of any of the provisions of these protocols or of any policies and procedures of the Westchester County Department of Emergency Services
 - g) Other matters and/or behavior that in the opinion of the ADFC, the Executive Board, and/or WCDES authorities, could potentially compromise the ability for this individual to participate in a fire investigation in an unbiased manner.
9. Should a member violate the conditions outlined in Section V.D.8 above, their membership status on the Team will be immediately suspended by the ADFC, in consult with the Fire Coordinator. The matter will be addressed with the member by the ADFCs and the Fire Coordinator. Should it be determined that the member is to be removed from the Team, the matter will be addressed at the next meeting of the Executive Board. The Executive Board will discuss the matter and vote on the member's status with the Team. A simple majority vote of the Executive Board members present is necessary to remove the member from the Team. If the member is removed, a letter will be authored from the Executive Board noting this removal.
10. Members will adhere to the Code of Ethics, which is included in this document. Members whose actions deviate from this Code of Ethics, or who do not follow the performance and participation standards, will be subject to removal as a Team member. Concerns about a member's actions will be brought to the Area Deputy Fire Coordinator who will, in turn, discuss the issue with the Fire Coordinator. If it is felt that further action is warranted, the matter will be discussed with and referred to the Executive Board of the Arson Task Force for further action.

E. Basic Requirements for All Members

1. Members will attend quarterly meetings of their Zone with the respective Area Deputy Fire Coordinator.
2. Members will respond to fire investigations, ensuring that they meet the minimum level of response performance and participation as established by the Area Deputy Fire Coordinators in conjunction with the Executive Board and the Fire Coordinator.
3. Members will maintain a working knowledge and understanding of the most current fire investigation science, practices and procedures. This includes any documents produced by the National Fire Protection Association, including 921 and 1033, as well as any documents produced by the New York State Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control, in the field of fire investigation.
4. Members will perform their job tasks in conjunction with these protocols, as well as all policies and procedures implemented by the Westchester County Arson Task Force and/or the Westchester County Department of Emergency Services.

5. Members will represent the Westchester County Department of Emergency Services, as well as the member's sponsoring agency, in a professional manner at all times while acting as a member of the Cause and Origin Team.

F. Certification, Annual Certification Maintenance and Required Training

1. Members attain certification as a New York State Certified Fire Investigator by completing the two (2) training courses offered by the New York State Office of Fire Prevention and Control. Currently these courses are Introduction to Fire Investigation and Fire Investigation. Additionally, the member must:
 - a) Successfully pass the ProBoard© examination, and;
 - b) Complete 80 hours of fire scene examinations, while supervised by a currently certified NYS Fire Investigator.
 - c) Submit their Fire Investigator Certification application to OFPC for approval.
2. The New York State Office of Fire Prevention and Control has established criteria for Fire Investigator annual certification maintenance. It is required that a New York State Certified Fire Investigator complete at least twelve (12) hours of documented field work (maximum 5 hours per incident) and at least twelve (12) hours of tested training. Failure to meet these requirements will result in the loss of Fire Investigator Certification in NYS.
3. All members, certified or not, must obtain at least twelve (12) hours of tested fire investigation training annually. This may include training seminars that are offered on a local, state, or national level.
4. Additional course work should include, but is not limited to: Fire/Arson Investigation Seminar; Fire Investigative Photography; Interviewing Techniques for the Fire Investigator; Fire/Crime Scene Evidence Collection; Electrical Fire Cause Determination; and Juvenile Fire Setter Intervention Program. Each of these programs is prepared and presented through instructors qualified by the New York State Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control.
5. It will be permissible to substitute other training courses towards meeting these training requirements provided that the course outline is approved by the Area Deputy Fire Coordinator. These courses may be taken online, offered by local, state or federal agencies, or by nationally or internationally recognized organizations. (Examples: NYS DCJS, NFA, IAAI, NAFI, etc.)
6. It is the responsibility of the team member to provide to their respective ADFC documentation proving that they have attained the minimum annual training required. Failure to provide this proof of training may result in the team member being removed from the team.
 - a) The ADFC will file the proof of training in the respective team member's personnel file at WCDES.

VI. Notification and Response of Cause and Origin Team Members

- A. All request for services by the Cause and Origin Team from a fire service and/or law enforcement agency will be made through the Westchester County Department of Emergency Services Communications Division (60 Control). The request for the Cause and Origin Team typically comes from the Fire Department Incident Commander (Chief), or their designee, since the FDIC has the responsibility to determine the cause of the fire per New York State General Municipal Law Section 204-d. The C&O Team may also be requested by a law enforcement agency supervisor or crime scene supervisor. This request will also be made through 60 Control. The FDIC will be notified of the law enforcement agency's request as well.

- B. The Communications Operator (Dispatcher) at 60 Control will identify the location of the incident and dispatch the appropriate Cause and Origin Team Zone to the incident location. The Dispatcher will also ascertain from the Incident Commander, or their designee, if the Cause and Origin Team Zone is to respond directly to the scene or to a nearby staging area. The Dispatcher will also try to obtain additional details relative to the incident that will be pertinent to the members of the C&O Team.
- C. After a request for fire investigation assistance has been received, the Cause and Origin Team Zone will be dispatched/notified by 60 Control. The dispatchers will notify all members of the appropriate Zone and the Area Deputy Fire Coordinator responsible for the area where the incident is located. C&O Team dispatch/notification will follow the guidelines enumerated in WCDES Communication Division Policy & Procedure titled "C&O Team Paging/Notification Policy" and any subsequent revisions or replacements to this policy.
- D. Upon receiving the dispatch/notification, the Zone members will follow the procedure outlined in the WCDES policy noted in "C" above, in order to advise 60 Control as to their availability to respond to the call. The Area Deputy Fire Coordinator will contact 60 Control by phone at (914) 231-1905 in order to ascertain further information regarding the incident that the Dispatcher may have obtained as outlined in "B" above. In the absence of the ADFC, a member of the Zone may contact 60 Control to ascertain this information.
- E. In the event that there is insufficient response within ten (10) minutes by members of the primary Cause and Origin Team Zone, a second request will be transmitted as per "C" above.
- F. In the event that there is insufficient response by the members to this second request within this second ten (10) minute period, the dispatcher will then contact the respective Area Deputy Fire Coordinator and follow their instructions. If the Area Deputy Fire Coordinator cannot be contacted, then the dispatcher will contact the second Area Deputy Fire Coordinator. If both ADFCs cannot be reached within ten (10) minutes, the dispatcher will dispatch/notify the second due Zone as delineated in these protocols and in the Communications Division Policy and Procedure. Should circumstances warrant, the Fire Incident Commander, who according to state law is in charge of the fire scene, may request through 60 Control the additional services of another Zone.
- G. Cause and Origin Team members will respond to the investigation following notification of their superiors. C&O Trucks (Zone vehicles) are established to support the field operations of the Cause and Origin Team in the County. At least one member of the Zone will be detailed to the C&O truck as a driver and will respond with the truck to the scene. Zone members will respond directly to the scene unless a staging area has been indicated by the Incident Commander, as per "B" above.

VII. Investigations

- A. The Area Deputy Fire Coordinator has the overall responsibility for the coordination of the fire investigation when on scene. The Area Deputy Fire Coordinator will be responsible for directing the investigation and subsequent determination as to the origin and cause of fires to which the Team is requested. In directing the investigation, the Area Deputy Fire Coordinator will ensure the preservation of evidence at the scene for subsequent collection, either by the Cause & Origin Team or the investigating police agency, for retention by the investigating police agency and possible subsequent submission to the laboratory for analysis.
 - 1. Should the investigation determine that the fire is suspicious or is incendiary, the ADFC shall ensure that notification is made to the law enforcement agency having primary jurisdiction over the location

of the fire. The law enforcement agency will be requested to respond to the incident if they are not already on scene.

- B. The Area Deputy Fire Coordinator will typically be the Lead Investigator on any investigation to which they respond. However, the ADFC has the discretion to designate another investigator to be the Lead Investigator. This may be done for a number of reasons, including, but not limited to: providing Lead Investigator experience to an investigator; the ADFC arriving on scene as the fire investigation is nearing conclusion; or the investigator will be better able to follow up on any continued investigation process.
- C. In the absence of the Area Deputy Fire Coordinator, the Cause and Origin Lead Investigator will assume the responsibilities outlined in "A" above. When possible, the Lead Investigator should be selected due to their affiliation with the primary agencies having jurisdiction over the fire scene. This selection should also facilitate the coordination of the investigative efforts among the agencies involved. If there is no direct affiliation, the Lead Investigator should be designated based upon the seniority of the responding investigators.
- D. The Area Deputy Fire Coordinator, or the Cause and Origin Lead Investigator for each investigation, will delegate responsibilities to the participating Zone members in order to make the best use of the talents of the members and resources.
- E. The use of a New York State, or equivalently trained, certified canine/accelerant detection dog as a resource will be used as necessary, and will be done in conjunction with the related WCDES policy and procedure #1-15.
 - 1. It is strongly recommended that the Canine Team be notified in these situations:
 - a) Cases involving casualty loss in excess of \$2 million
 - b) Cases involving death or serious physical injury
 - c) Explosions
 - d) Acts of suspected terrorism or suspected criminal conduct
 - e) High profile incidents
 - f) Fires that are suspicious or suspected arson
- F. The Cause and Origin Lead Investigator will be responsible for the coordination and production of the Cause and Origin Team reports, and the timely submission of these reports and all addenda, photographs, notes, etc., to the Area Deputy Fire Coordinator. The reports utilized for fire investigations, and when they are to be completed, are outlined in Section X.
- G. Fire Investigation incident numbers will be generated by the computer records management system (RMS) utilized by 60 Control for the documentation of responses. The Area Deputy Fire Coordinator, or the Lead Investigator, will contact 60 Control to obtain the incident number for the investigation so that it may be entered onto the reports generated by the Cause and Origin Team.
 - 1. The Cause and Origin Team may also utilize a Records Management System (RMS) or database that is separate from the 60 Control dispatch RMS. This RMS/database will be utilized to track investigations and allow for the generation of standardized reports for the fire investigation.
- H. Investigators will be provided with necessary reports, whether paper or electronic, that may be used in the course of documenting the fire investigation.

- I. Upon completion of the investigation, the Lead Investigator is responsible to ensure that all investigative reports, photographs, addendums, notes and other relevant reports are forwarded to the Area Deputy Fire Coordinator. Whenever possible, this shall be done within one week of the completion of the investigation. The manner in which these reports are completed and forwarded shall comply with any Cause and Origin Team policies and procedures in place regarding reports.
- J. The Area Deputy Fire Coordinator is responsible to review all reports for completeness and accuracy and effect any corrections necessary with the Lead Investigator and Investigators that responded to the call. These reports will then be placed into a case folder for retention in the designated filing location at the Department of Emergency Services.
 - 1. The ADFC will ensure that the local Law Enforcement Agency and the District Attorney's Office are contacted in the event that a fire investigation results in an arrest and criminal prosecution. The ADFC will ensure that any reports and other materials generated by the C&O Team in the investigation are forwarded to the local Law Enforcement Agency and the District Attorney's Office in order to facilitate the prosecution and comply with the stipulations of the discovery laws in New York State.
- K. All report and materials generated during the course of the investigation are done so on behalf of the Department of Emergency Services and will be retained in the normal course of business as required.
- L. Cause & Origin Team members are not permitted to retain copies of any reports, photos/images or other materials generated as a part of the fire investigation.
- M. Additional resources are available to assist with the investigation of any fire scene. The ADFC, or Lead Investigator, may contact any of these agencies to assist as needed:
 - 1. Westchester County Department of Public Safety
 - a) Accelerant Detection Canine Team
 - b) Crime Scene / Forensics Unit
 - 2. Westchester County Department of Labs and Research
 - a) Crime Scene Evidence Collection
 - 3. NYS DHSES/OFPC
 - a) Accelerant Detection Canine Teams
 - b) Scene investigation support and equipment
 - 4. Federal Agencies
 - a) Bureau of Alcohol Tobacco Firearms and Explosives (BATF)
 - b) Federal Bureau of Investigation (FBI)

VIII. Law Enforcement Agencies & Roles/Responsibilities

- A. There are numerous law enforcement agencies within Westchester County, of various sizes and responsibilities. The law enforcement agencies listed in the chart in Section III.B have the primary jurisdiction and responsibility for criminal investigations in their respective areas.
- B. Most often the local law enforcement agency will provide scene security and general patrol services at the scene of a fire and/or explosion. General criminal investigative services may also be performed by this agency at their discretion.
- C. Larger agencies may have dedicated crime scene and/or evidence technicians that can be used to assist in processing a scene.

- D. Law enforcement agencies that have trained fire investigators include:
 - 1. Westchester County Department of Public Safety (accelerant detection K9 handler as well)
 - 2. Scarsdale Police Department
 - 3. City of Rye Police Department (PO is also a member of C&O Zone 2)
- E. These law enforcement agencies will be responsible to ensure that their personnel comply with the requirements of OFPC regarding the maintenance of their NYS Fire Investigator Certification.
- F. The Cause & Origin Team will work in conjunction with the local law enforcement agency on the scene of a fire and/or explosion to ensure that a coordinated investigation is performed.

IX. Office of the District Attorney

- A. The Office of the District Attorney is directly involved in the preparation and prosecution of cases involving charges of arson. The Assistant District Attorney that is assigned to the case will work in conjunction with the local law enforcement agency and the Cause and Origin Team investigators to prepare the case for potential prosecution.
- B. The Area Deputy Fire Coordinator will, as soon as possible, notify the Duty Assistant in the Office of the District Attorney through the Westchester County Department of Public Safety Services at (914) 864-7700 in the following instances:
 - 1. Cases involving casualty loss in excess of \$2 million
 - 2. Cases involving death or serious physical injury
 - 3. Explosions
 - 4. Acts of suspected terrorism or suspected criminal conduct
 - 5. High profile incidents
 - 6. Fires that are suspicious or suspected arson
- C. In the event that the Area Deputy Fire Coordinator is not on scene, then the Cause and Origin Lead Investigator will ensure this notification is made.
- D. When this notification is made to the Office of the District Attorney, the Cause and Origin Team ADFC (or Lead Investigator) should also advise the Assistant District Attorney if they are requesting them to respond to the scene.

X. Reports and Report Filing

- A. Forms for Report Writing
 - 1. The following reports are utilized for fire investigations:
 - a) Investigation Summary Report
 - b) Investigation Narrative Report
 - c) Investigation Field Notes Form
 - d) Interview Sheet
 - e) Fire Scene Sketch
 - f) Vehicle Fire Investigation Report
 - g) Photo Log Sheet
 - h) Evidence Sheet
 - i) Body Sketch Sheet
 - j) Consent to Search Form

B. Reports to be Filed

1. All Fires

- a) The Investigation Summary Report. The distribution of the Investigation Summary Report will be as follows:
 - (1) The original (white sheet) is provided to the FD Incident Commander.
 - (2) The first copy (blue sheet) is provided to the PD Incident Commander.
 - (3) The remaining copies will be submitted to the Area Deputy Fire Coordinator for dissemination, as noted below:
 - (a) The third copy (yellow sheet) is retained in a binder at WCDES.
 - (b) The fourth copy (green sheet) is retained in the investigation case folder at WCDES.
 - (4) The Office of the District Attorney will be provided an electronic copy of this report, which is to be forwarded in an agreed upon manner by the Area Deputy Fire Coordinator to the Assistant District Attorney designated for this purpose.
- b) The Investigation Field Notes Form. The paper version of this form can be used on scene and the information gathered may then be entered into the electronic version of this form. This form, both paper and electronic versions, will be forwarded to the Area Deputy Fire Coordinator for inclusion in the investigation case folder.
- c) The Investigation Narrative Report will be filed for all structural fires. This will assist to note the circumstances of the incident that may require additional explanation of actions and facts found during the scene exam that lead the investigation team to its final conclusion. This report is typically completed electronically, after the investigation is completed on scene. This form, both paper and electronic versions, will be forwarded to the Area Deputy Fire Coordinator for inclusion in the investigation case folder. This report may also be used if having a narrative for a non-structural fire would assist in documenting the findings of the Team.
- d) Any appropriate additional reports and forms utilized by the C&O Team may be completed when necessary for documenting the fire investigation.
- e) Copies of any reports, photographs, addenda, etc., that are generated by the C&O Team will only be disseminated by the WCDES staff pursuant to their policies and/or protocols, and with the permission of the Area Deputy Fire Coordinator.

2. Incendiary Fires

- a) The reports generated for incendiary fires will mirror the reports outlined in "1" above. The reports will be forwarded to the Area Deputy Fire Coordinator for distribution, dissemination and retention as noted in "1" above.
- b) Due to the fire being classified as incendiary, a crime of suspected arson has allegedly been committed and the information in all reports and addenda is confidential and now part of a criminal investigation.
- c) A single copy of all generated reports, photographs, etc., will be forwarded by the Area Deputy Fire Coordinator, or his designee, to both the local police agency and the Westchester County District Attorney's Office. The FD Incident Commander will only receive the original (white sheet) of the Investigation Summary Report for the department's records. No other copies are to be disseminated without the consent of the Area Deputy Fire Coordinator as well as the local law enforcement agency and the District Attorney's Office.
- d) Should the FD Incident Commander want to review the other reports generated in the investigation, they will need to contact the Area Deputy Fire Coordinator to arrange a time to do so. Prior to any meeting occurring, the Area Deputy Fire Coordinator should consult with

the District Attorney’s Office as well as the local law enforcement agency. The purpose of this consult is to ensure that the potential criminal case will not be compromised due to any information being provided to the FD Incident Commander.

3. Members shall also follow the specifications in any policy and procedures that are implemented by the WCDES Cause and Origin Team.

XI. Supporting Programs and Services

A. Juvenile Fire Setter Intervention Program

1. Currently the Cause and Origin Team will refer cases to the Westchester Jewish Community Services, who has a social worker trained in juvenile fire setter counseling and evaluation. This referral may also involve a fire investigator who is trained in juvenile fire setter intervention, which will be determined on a case-by-case basis.
2. The Cause and Origin Team may also involve the local law enforcement agency, if necessary, to assist in getting the proper care needed for the juvenile involved.

B. Public Education Programs

1. The Cause and Origin Team may utilize social media through the various WCDES social media accounts and website in order to help promote arson awareness and fire safety measures.

C. Arson Tips Hotline

1. The County maintains a telephone number in which to avail the public to provide tips regarding possible arson incidents.

XII. Cause and Origin Team Membership Roster

1	1511	Mount Vernon FD
1	1512	White Plains FD
1	1513	Yonkers FD
1	1514	Lt. Cruciata New Rochelle FD
1	1515	Lt. Pierotti New Rochelle FD
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2	1521	Ronald Benson
2	1522	Alexander Whalen
2	1523	Gregory Hibbard
2	1524	Vacant
2	1525	Steven Surace
2	1526	William Sullivan Jr.
2	1527	Matthew Fitzgerald (Adjunct)
2	1528	Vacant (Adjunct)
<hr/>		
3	1531	Edward Ladin
3	1532	Vacant
3	1533	Eugene Malone III - CC25
3	1534	Anthony Tarricone
3	1535	Daniel Lester
3	1536	Matthew Gullo
3	1537	Stephen Shryock (Adjunct)

3	1538	Angel Lopez (Adjunct)
4	1441	Frank Pusatere
4	1442	Vacant
4	1443	Peter Ciacci
4	1444	Samantha Stretz
4	1445	Peter Kelly
4	1446	Jeffrey Wilson
4	1447	Vacant (Adjunct)
4	1448	James Tipa, Jr. (Adjunct)
5	1451	Michael Repp
5	1452	James Cuffe - CC24
5	1453	John Aniello
5	1454	Steven Wright
5	1455	Daniel Taylor
5	1456	Vacant
5	1457	Phil Goulet (Adjunct)
5	1458	Sal Astarita (Adjunct)
5	145-Int2	Max Von Dietsch (Intern)

XIII. Code of Ethics

- I will, as a fire investigator, regard myself as a member of an important and honorable profession.
- I will conduct both my personal and official life so as to inspire the confidence of the public.
- I will regard my fellow investigators with the same standards as I hold for myself. I will never betray a confidence nor otherwise jeopardize their investigation.
- I will regard it my duty to know my work thoroughly. It is my further duty to avail myself of every opportunity to learn more about my profession.
- I will avoid alliances with those whose goals are inconsistent with an honest and unbiased investigation. I will make no claim to professional qualifications which I do not possess.
- I will share all publicity equally with my fellow investigators, whether such publicity is favorable or unfavorable.
- I will be loyal to my superiors, to my subordinates and to the organization I represent.
- I will bear in mind always that I am a truth-seeker, not a case-maker; that it is more important to protect the innocent than to convict the guilty.

XIV. Adjunct Fire Investigator Guidelines

- A. This is a probationary position.
- B. All your actions are subject to evaluation.
- C. This position is for training with the hope that you can eventually become a fire investigator.
- D. You are to work under the supervision and direction of the on scene investigators.
- E. Unless directed by the Area Deputy Fire Coordinator (on scene) or the Lead Investigator (on scene), you are not to enter a crime scene for any reason.
- F. You are required to meet the same response standards set for Fire Investigators.

- G. The Area Deputy Fire Coordinator may recommend the termination of your position as an adjunct investigator at any time.
- H. You will work within the guidelines set in the Westchester County Arson Zone Plan – Fire Investigation Protocols, as well as any other policies and procedures implemented by the Executive Board or the Department of Emergency Services.

Adjunct Name: _____

FD/PD: _____

Adjunct Signature: _____

Date: _____

ADFC Signature: _____

Date: _____

XV. Cause and Origin Team Membership Application

Membership Application

Name: _____ DOB: _____

Address: _____

Cell: _____ Home: _____ Email: _____

Sponsoring Agency: _____

Agency Address: _____

Chief Officer: _____ Rank: _____

Work: _____ Cell: _____ Email: _____

Fire Investigation Training Courses:

Course Name	Date Completed	Certificate #

Secondary Agency: _____

Address: _____

Chief Officer: _____ Rank: _____

Work: _____ Cell: _____ Email: _____

(This section applicable most commonly for PD applicant who is also a FD member)

Sponsoring Agency Affirmation

I affirm that my agency, _____, will sponsor

_____ as a member of the Westchester County Cause and Origin Team, Zone _____, and that we will cover all aspects of the necessary Worker's Compensation Insurance for their participation in the investigations and activities to which the Team responds.

Name: _____ Rank: _____

Signature: _____ Date: _____

Applicant Name: _____

Signature: _____ Date: _____

Area Dep. Fire Coordinator Name: _____

Area DFC Signature: _____ Date: _____

For Executive Committee Only

Date: _____ Accepted Rejected

By (print): _____ Signature: _____

Notes: _____

Assigned as an: Investigator Adjunct Investigator Intern

Effective Date: _____ Investigator #: _____

Probationary Period Through: _____