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# **EXECUTIVE ORDER NO. 1 of 2017**

(SUPERSEDES EXECUTIVE ORDER NO. 1 OF 2012,  
EXECUTIVE ORDER NO. 1 OF JUN 16, 2003 AND  
EXECUTIVE ORDER NO. 2 OF JAN 10, 2006)

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Clerk: LG



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Sandra J DePerno, Oneida County Clerk

COUNTY OF ONEIDA

*Office of the County Executive*

ONEIDA COUNTY OFFICE BUILDING  
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**ONEIDA COUNTY EXECUTIVE ORDER NO. 1**

Date: January 1, 2017

(Supersedes Executive Order No. 1 of April 12, 2012, No. 1 of June 16, 2003, and No. 2 of January 10, 2006)

WHEREAS, a natural or man-made disaster may, at any time, cause all or part of the County of Oneida to be in need of coordinated emergency actions to relieve conditions caused by a wide variety of potential hazards including, but not limited to flood, drought, tornado, blizzard, windstorm, man-made and any national emergency, and

WHEREAS, New York State Executive Law Article 2-B, in the case of a natural or man-made disaster, and the New York State Defense Emergency Act, in the case of a national emergency (1) imposes upon the County Executive of the County of Oneida, or in his or her absence, the Executive Assistant to the County Executive, or in their absence, the Oneida County Attorney, the responsibility for the execution and implementation of the provision of the acts relating to the County: (2) imposes the responsibility for utilization of all existing county resources and the services available through existing County offices, departments, boards or commissions, hereinafter called "agencies," to extend such services, equipment, supplies and facilities as required of them: and (3) requires the County Executive, by order, to establish and direct County agencies and public officers to perform specific duties to execute and implement the relevant emergency management provisions of Article 2-B in conjunction with the responsibility for the management and performance of essential functions during a natural or man-made disaster, or during periods of training;

WHEREAS, in Homeland Security Directive (HSPD)-5, issued February 28, 2003, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent, nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity;

NOW THEREFORE, pursuant to the authority vested in me by the Constitution of the New York State, I do hereby mandate the National Incident Management System be utilized for all incident management in the entirety of Oneida County. Coordination of this effort will be by the Office of Director of Emergency Services.

AND FURTHER, I, Anthony J. Picente, Jr., County Executive of the County of Oneida, by virtue of the powers and authority vested in me by Sections 23, 24, 26 and 27 of the New York State Executive Law, Article 2-B and the Federal Civil Defense Act of 1950 as amended, DO HEREBY ORDER THAT:

- A. All County Officers of Oneida County shall continue regular County government operations to the extent permitted by county disaster or national emergency at the County Emergency Operating Center or normal locations, as local conditions may dictate, and will follow the lines of succession established by local law for the continuity of government. All Officers of the County shall develop a continuity of operations plan as prescribed by the Director of Emergency Services.
- B. In the event of a natural or man-made disaster or national emergency, the Director of Emergency Services, under the direction of the County Executive, shall assign and coordinate the performance of specific emergency functions and responsibilities to include, but not be limited to, those hereinafter designated to certain county offices and agencies. These same offices and agencies shall be responsible for providing plans and training to provide an efficient and coordinated response to emergencies for issues committed to their care.
  1. **County Attorney:** shall render advice and opinions to the County Executive of Oneida County with regard to continuity of government, and the interpretation, application and implementation of Article 2-B of the New York State Executive Law, the New York State Defense Emergency Act, related and Defense Emergency Laws, other relevant laws, rules, regulations and orders in coordination with the County Executive of Oneida County and the Director of Emergency Services; shall participate in Incident Command System (ICS) command staff as required.
  2. **Deputy Director of Emergency Services:** shall act as assistant to the Director of Emergency Services and, put emergency plans into effect in the event of the absence of the Director of Emergency Services.
  3. **Personnel Director:** shall be responsible for the overall procurement of personnel resources within Oneida County; shall maintain current inventory of personnel strength both on duty and/or available; and shall receive and fill requests for additional personnel from County resources or from external sources.
  4. **Sheriff:** shall act as Chief of Police Services; shall utilize regular and auxiliary Police (if available); when in an authorized drill status for maintenance of law and order, shall direct evacuations, if ordered, protect life and property, regulate and control traffic, police essential highways and routes to protect life and property, guard vital and strategic facilities; shall direct the injured to medical installations and the homeless to shelter facilities; and shall provide assistance to handicapped persons by obtaining transportation and directing them to suitable reception and care installations.

5. **Commissioner of Public Works:** shall act as Chief of Engineering and Public Works Service; shall mobilize and use public and privately owned construction assets, sanitation and public utility equipment and personnel as needed; shall direct and coordinate county-wide operations to restore or provide for the emergency replacement of essential facilities and public services; and shall regulate the use of the County highway system and provide support for rescue, relief, recover and rehabilitation operations.
6. **Commissioner of Social Services:** shall act as Human Services Group Supervisor under Operations under ICS; shall oversee the provision of emergency feeding, clothing, lodging, financial and related social services to those in need with local American Red Cross, Salvation Army and other community resources' officials in disaster situations; and shall gather and coordinate information concerning missing relatives.
7. **Director of Mental Health:** shall support the Human Services Group in addressing mental health issues in preparation for, during the response to, and in recovery from disasters.
8. **Director of the Office for the Aging:** shall in coordination with the Commissioner of Social Services, render advice and assistance to the Director of Emergency Services with regard to protection and care of the elderly; and shall provide and coordinate emergency feeding, clothing, lodging, financial assistance and related services for the elderly.
9. **Director of Purchasing:** shall direct the proper processing operations of the County, by the conservation, procurement, production, allocation and distribution of essential resources to serve operational needs; and shall also act as Chief of Logistics under ICS, which will entail the acquisition of services, equipment and supplies needed to address an emergency response and recovery operation by purchase, use of State assets, mutual aid and/or federal assistance.
10. **Commissioner of Finance:** shall render advice and opinions to the County Executive and the County Director of Emergency Services with regard to financial matters impacted by circumstances of a disaster or emergency incident; shall assist in the implementation of economic stabilization measures; and shall act as Finance Chief under ICS and Recovery Manager, which shall involve tracking all costs of a response to, and recovery from, a declared emergency for purposes of fiscal control and for possible State and federal re-imbusement.
11. **Director of Budget:** shall provide budgetary and fiscal advice to the Chief Executive during disaster situations.
12. **Director of Health/Public Health Nursing Supervisor:** shall coordinate the public health response and the need for medical services within the community,

including addressing the health of the general public and the emergency provision of care for the ill and infirmed; and shall set up and maintain a medical treatment facility for occupants of the County Emergency Operating Center/Alternate Seat of Government.

13. **Emergency Medical Services Coordinator (EMS):** shall utilize emergency squads and fire departments for removal of trapped and injured persons from danger areas and assist medical service providers in caring for the injured.
14. **Fire Coordinator:** shall act as Chief of Fire Services; shall utilize paid and volunteer firefighters for containment and extinguishing of fires resulting from disasters, attack or other emergency circumstance; shall perform decontamination duties as required; shall assist in the provision of shelter facilities; and shall carry out any containment response to a Hazardous Materials spill and call upon and utilize the local Hazardous Materials response capability to handle acts of terrorism in our community involving chemicals and other hazardous agents and assist generally in the recovery from violent acts.
15. **Commissioner of Planning:** shall assist in emergency management operations; shall maintain certain data such as charts and service directories; shall provide headquarters' staff services to the Director of Emergency Services; shall provide comprehensive operational orders and intelligence required as a basis for operational needs coordinate any follow-up actions taken by other sections and other services; shall gather, evaluate and maintain current situational information as it develops during an emergency or crisis; shall support the Planning Section under ICS; shall provide maps, charts, local governing body boundaries and other information to the Director of Emergency Services and the County Executive during emergency periods, post-emergency periods, and in support of related training programs.
16. **Commissioner of Aviation:** shall act as Chief of Transportation Service of the Emergency Management Resources and Production Section; and shall carry out measures necessary to utilize motor, rail, air and water transport, and to support rescue and relief and recovery and rehabilitation operations.
17. **Building Maintenance Supervisor:** shall provide for the physical maintenance of the County Emergency Operation Center – Alternate Seat of Government and public shelter facilities and their provisioning to include food, lodging and other necessities to sustain the health and life of the occupants.
18. **Emergency Management Office Principal Clerk:** shall obtain administrative support from other County offices; and shall document all measures taken in relief of disaster situations and emergency situations to insure adequate documentation of post-emergency uses.

19. **Medical Examiner's Office**; shall identify the dead and coordinate the removal of bodies to a safe place where they may be claimed for burial by relatives and, where bodies are not claimed after a reasonable time or where bodies are not identifiable, to properly dispose of the same by burial; shall maintain records and submit required information to appropriate Regional or State Coordinator of Mortuary Services; and shall support public health as required.
20. **County Hazard Mitigation Officer**; this individual, as designated by the Comprehensive Emergency Management Plan, shall assist in short and long term recovery to identify pre-determined areas of concern.
21. **County Director of Central Services AND the Commissioner of Public Works**; shall act as the leads in ensuring that the County Offices have a Continuity of Operations Plan (COOP) that ensures that critical services are maintained in times of emergency/disaster, using the standards and criteria as established by the Office of Emergency Services.

In all cases, these persons shall act under the direction of County Executive and Director of Emergency Services.

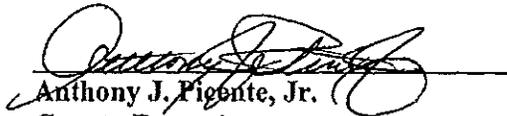
- C. All County officers shall report to the County Emergency Operation Center when so directed by the County Executive, or upon such a directive issued subsequent to the dissemination of warning information through the established National Warning System (NAWAS) or New York State Police E-Justice Police Information Network. In the event of a natural or man-made disaster or national emergency, or in the preparation therefore, the above-named officers of Oneida County shall have the authority to assign emergency management functions to members of their staffs and such personnel shall cooperate and extend such services as are required of them.
- D. To ensure an effective operational capability in the event of a natural or man-made disaster or a national emergency, it is incumbent upon those named in this Executive Order to prepare themselves and their agencies to fulfill their assigned duties and responsibilities by organizing, planning, recruiting and training to achieve the full integration of existing local personnel/resources, materials, facilities and services into an emergency operation.
- E. The Office of Emergency Services shall hold meetings of the Oneida County All Hazards Local Emergency Planning Committee, whose members shall be the County officers named in this order, as well as invited members from the municipalities of the County and other organizations as deemed appropriate. These meetings will occur on the second Wednesday of April and the second Wednesday of October, and a report will be presented to the County Executive within the yearly Emergency Service Report.
- F. The Office of Emergency Services shall aid and assist in the preparation and maintenance of the County's Comprehensive Emergency Management Plan, which should be consistent with this Executive Order.

G. This Executive Order No. 1 shall become effective immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the County of Oneida to be affixed.

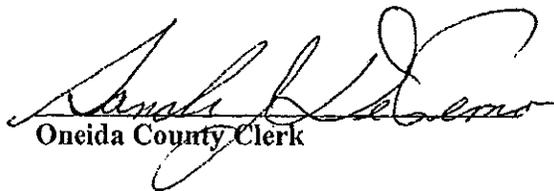
Done at 800 Park Avenue, Utica, New York, County of Oneida New York:

This 23 day of December, 2016



Anthony J. Pigante, Jr.  
County Executive  
Chief Executive of  
Oneida County

ATTEST



Oneida County Clerk