

I. **INTRODUCTIONS:** This planning document serves as a functional annex to the Town of Marlborough Emergency Response Plan. It describes the general strategy for emergency donations, with the respect to both monetary and in kind donations during response to an incident with local, as well as regional impacts.

II. **PURPOSE:** The purpose of this annex is to highlight donated goods and financial contributions whether solicited or unsolicited in the event of a natural or manmade disaster.

III. **SITUATION:** The general public has repeatedly shown its inclination to donate their time, money and household items to assist the victims of a disaster. Often the public first seeks guidance from local government agencies as to how to channel their desire to help. Often this desire to help can result in donations.

IV. **Assumptions:** In an event of a large-scale disaster in Marlborough NY residents in unaffected areas of the County and people from outside the County will attempt to donate their time, money and household items to assist the victims. Donated goods and services may arrive with little or no warning and donated items may arrive improperly packaged.

Spontaneous volunteers may arrive in the areas affected by the disaster to offer their skill, which may or may not be helpful. Individuals and community organizations may wish to make financial donations to assist in the disaster response and recovery

#### **A. Volunteers**

##### **1. Pre Incident Volunteers**

People wishing to volunteer their time and skills to the Town during emergencies are encouraged to do so prior to a disaster. This is optimal in order to allow the Town to train and equip volunteers properly so that they can effectively contribute to the response effort and not endanger themselves or other emergency responders.

##### **2. Spontaneous Volunteers**

Often in a disaster or other large scale emergency people donate their skills and time to assist those in need. Unfortunately, often these spontaneous volunteers lack the training and equipment to assist emergency responders and disaster relief workers. In order to not impede the efforts of first responders and disaster relief workers the public will not be permitted to assist on site activities with the permission from the Town Supervisor, Chief of Police or Fire Chiefs.

Those wishing to volunteer their services will be directed to call the Town of Marlborough Police Department 845-795-2181

Police Department will take their information and give it to the Supervisor's Office to contact them

B. Donated Goods

The Town Supervisor's Office will accept all donations

Donated goods will be stored at the Town Hall, 21 Milton Turnpike

Court room

C. Financial Contributions

Anyone wishing to make a monetary donation should be directed to the Town Clerks Office

**V. Responsibilities**

A. Division of Emergency Management- DEM will assist with the call center and give logistic support as needed

Town Supervisor      Milton Fire Chief      Chief of Police

Deputy Supervisor      Marlboro Fire Chief      Highway Superintendent

Deputy Highway Superintendent

B. Public Information Officer- The PIO will create press releases in an emergency and may refer to the Police or Fire chiefs