

TOWN OF CALLICOON

EMERGENCY

MANAGEMENT PLAN

**Updated
March 2008**

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TOWN OF CALLICOON

EMERGENCY MANAGEMENT PLAN

1. PURPOSE

The purpose of this plan is to cite the authority, formulate procedures and provide guidance for coordinated action in rendering assistance to the citizens within the Town of Callicoon in the event of an emergency or disaster.

2. BASIS

A. Emergency/disaster planning is based on New York State Executive Law, Article 2-b, New York State Defense Emergency Act and Federal Disaster Relief and Emergency Assistance Act.

B. The Town of Callicoon recognizes that planning and preparatory actions are needed to enhance the Town's ability to manage emergency/disaster situations. Preparedness allows the Town of Callicoon, in concert with other emergency management agencies, to prepare and react to emergency situations to save life and property pursuant to National Incident Management Systems (NIMS) protocol shall the Town be threatened or hit by a disaster or major emergency.

C. The Town Board shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to provide for the safety and security of the community in the event of an emergency/disaster situation and shall draft a management plan which shall be reviewed annually at their reorganization meeting. Said plan shall set general guidelines, which can be modified by emergency personnel as appropriate.

3. MANAGEMENT RESPONSIBILITIES

A. The Town intends to use the National Incident Management System (NIMS) to respond to emergencies. NIMS is a management tool for the command, control and coordination of resources and personnel in an emergency.

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B. In the event that the Town has fully committed their resources and are still unable to cope with the emergency event, the Town shall call for assist from other existing governmental and/or emergency service organizations by contacting the Sullivan County Office of Emergency Management/Homeland Security after a State of Emergency is declared.

C. The Supervisor is ultimately responsible for Town emergency response activities and may declare a state of emergency, promulgate emergency orders, waive local laws, ordinances and regulations, request assistance when it appears that the incident is beyond the capability of Town resources. In the event of the Supervisor's unavailability the Deputy Supervisor and then the Highway Superintendent shall be the line of command to ensure continuity of government and the direction of emergency operations.

4. MOBILIZATION

A. Once the Supervisor or next in line had declared an emergency exists pursuant to section 24 of the State Executive Law, an Emergency Operations Center shall be staffed at the headquarters of the local Town Hall until the declared emergency subsides. Should a disaster situation render the Emergency Operations Center inoperable, an auxiliary Emergency Operations Center may be established at another location designated at the time. The Supervisor and other designated Town officials should be present at the emergency center to respond to all emergency orders issued by the Incident Commander.

B. Emergency response operations shall be directed and controlled by an Incident Commander to be named at the time. The Incident Commander shall be the highest qualified ranking official present associated with the initial first responder organization. The Emergency Operations Center will forward all warnings, directives, information, etc. to various local departments as appropriate.

5.. RESPONSIBILITIES AND DUTIES

A. To cope with the effects of an emergency, appropriate steps to mobilize fully the available personnel, resources, facilities, supplies and materials shall be implemented pursuant to the following basic duties.

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1. The Town Board as the elected body shall take all appropriate steps to prepare for any disaster or emergency and shall be responsible for the implementation of this and other emergency preparedness plans. Board members and other town personnel shall assemble at the Emergency Operation Center upon notification of the existence of an emergency or disaster to receive further instructions from the Incident Commander.
2. The Supervisor or next in command is responsible for notification and declaration of an emergency or disaster. They shall use any and all facilities, equipment, supplies, personnel and other resources of the Town in such a matter as may be necessary or appropriate and may utilize services of the Emergency Operations Center and its staff to achieve emergency operations.
3. The supervisor and Town Clerk are responsible for the maintenance and availability of records, documents, plans and other materials required to discharge their and other Town personnel functions during an emergency. It is essential that detailed records be kept of expenditures for: a - labor used, b - use of owned equipment, c - use of borrowed or rental equipment, d - use of materials from existing stock and e - contracted services or goods purchased for emergency response. Assessments of public property infrastructure and private sector damages shall be conducted and reported to the Sullivan County Office of Emergency Management. The aforementioned information is necessary to establish eligibility and to prepare and file disaster assistance applications to state and federal governmental agencies. Each Town department head is responsible for assuring the maximum effectiveness and utilization of their department's personnel and equipment.
4. The Incident Commander shall coordinate the emergency operation of the Emergency Operation Center, evaluate the situation, advise the Mayor of operation priorities and request mutual aid assistance.
5. The Fire Chief and fire official shall be responsible for the direction of all action to contain and extinguish fires resulting from emergencies and the removal of trapped or injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon the Sullivan County Fire Coordinator or the Sullivan County Office of Emergency Management/Homeland Security under mutual aid for advice and/or coordination of emergency shelter and feeding operations.

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6. The County Sheriff's Department, New York State Police and/or fire police shall designate a traffic control officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The same shall direct all action to maintain order, prevent looting and help alleviate panic; direct the injured to medical installations and assist handicapped persons by obtaining transportation and directing them to the nearest emergency shelter.

7. The Town Supt. Of Highways shall be responsible for the maintenance of Roads, storm drains and culverts and all the supervision of departmental trucks and equipment. The Superintendent shall take or direct action to check, restore and maintain essential public facilities and services, calling upon if so deemed necessary County of Sullivan public works and engineering services. He shall work in conjunction with the local electric and phone companies and water departments in the restoration of essential services.

8. The Town licensed Water Operator shall be responsible for the maintenance of all water department infrastructures. He shall take all measures necessary to provide potable water during the emergency.

9. The Code Enforcement Officer/Building Inspector shall be responsible for safety inspections of damage homes and business before evacuees are allowed to reoccupy such buildings.

10. The Public Information Officer, appointed by the Incident Commander, shall direct the local dissemination of emergency information, issue public news reports and notify the Sullivan County Office of Emergency Management of the status and development of emergency measures, using all public communication media.

11. The Communications Officer, appointed by the Incident Commander, and his staff shall supervise, direct, arrange and restore emergency communications using all available means.

12. The Medical Officer, staff and/or ambulance corps shall direct all action to render health and medical services to the community. They shall alert hospitals and ambulance in the area regarding anticipated medical needs.

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13. The Supply Officer, appointed by the Incident Commander, shall carry out measures necessary for the emergency handling of all local resources.

14. The Manpower Officer, appointed by the Incident Commander, shall direct the assignment of personnel to the various emergency services as so requested.

15. The Transportation Officer, appointed by the Incident Commander, shall carry out measures necessary to utilize transportation for support and rescue operations.

16. The American Red Cross shall be recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross chapters can extend disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibility in providing such assistance.

6. EVACUATION SITES

A. Initial Evacuation

1. Family or friends' home reachable outside of evacuation area

2. Town of Callicoon Town Barn, 31 Wahl Road, for mass evacuation staging area from which other shelter locations will be assigned to persons who have no other place to go.

3. Jeffersonville Ambulance Corps Building's Classrooms, 49 Callicoon Center Road, available to evacuees of limited evacuation area, such as the Island, Standing room occupancy - 40 to 50; 5 to 10 sleeping accommodations

B. Red Cross to assume administrative and financial responsibility of an emergency evacuation shelter as soon as possible after an evacuation order is given.

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ADDENDUM No. 1 - Emergency Telephone Numbers
845 Area Code unless otherwise noted

Town Offices	482-5390
Fire Departments	911
Sullivan County Emergency Control Ctr	911
Supervisor Linda Babicz	482-4997
Deputy Supervisor Joseph Cullen	482-3269
Highway Superintendent- David Erlwein	482-5505
Water Superintendent-Deming Krum	482-4249
American Red Cross	294-9785
SC Office of Emergency Management	794-3000 Ex 3100
First Student Inc.	482-4448