

Town of Delaware

EMERGENCY MANAGEMENT PLAN

Adopted May 2007
Resolution #39-2007

Town of Delaware
104 Main Street, PO Box 129
Hortonville, NY 12745
Phone: 845/887-5250 FAX: 845/887-5228

Emergency Management Plan

TABLE OF CONTENTS

I. Purpose	3
II. Basis	3
III. Management Responsibilities	3
IV. Mobilization	4
V. Responsibilities and Duties	4
VI. Evacuation Plan	7
VII. Emergency Telephone Numbers	8

Town of Delaware Emergency Management Plan

I. Purpose:

The purpose of this plan is to cite the authority and organizational structure to be followed during an emergency, in addition to outlining procedures and job responsibilities for the management of day-to-day operations during an emergency incident. The plan will provide guidance for a coordinated action in providing assistance to the citizens of the Town of Delaware in the event of an emergency incident or disaster. An emergency incident is an occurrence that requires response actions to prevent or minimize loss of life, or damage to property or the environment, from either human or natural causes. By having the organizational structure, communication lines and the emergency response process in place, it allows the response effort to be managed in an effective and timely manner, providing the incident commander the flexibility to utilize any resources which the situation demands.

II. Basis:

- a. Emergency/disaster planning is based on NYS Executive Law, Article 2-b, New York State Defense Emergency Act and Federal Disaster Relief and Emergency Assistance Act.
- b. The Town of Delaware recognizes that planning and preparatory actions are needed to enhance and aid the Town's ability to manage emergency/disaster situations effectively. Preparedness allows the Town of Delaware, in concert with County, State and Federal emergency management agencies; to prepare and react to emergency situations in order to protect lives and property pursuant to the National Incident Management Systems (NIMS) protocol should the Town be threatened or hit with a disaster or major emergency. Partnerships are often required among various branches of government (Town, County, State, Federal), along with volunteer public responders (fire, ambulance), to ensure a coordinated effort and efficient use of resources during an emergency incident.
- c. The Town of Delaware shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to respond to an emergency incident in a timely manner in order to provide for the safety and security of the community.
- d. The Town's management plan shall be reviewed annually. The plan shall set general guidelines, which can be modified by emergency personnel as appropriate.

III. Management Responsibilities:

- a. The Town intends to use the National Incident Management Systems (NIMS) program to respond to emergencies. NIMS, specifically the Incident Command System, is

a management tool for the command, control and coordination of resources and personnel in an emergency. It streamlines communication and coordination between the Town and other public safety responders such as fire and ambulance. It is used as a standard management tool to meet the demands of any type or size of emergency. With an Incident Command System (ICS), there is less duplication of effort and allows for a cooperative, multi-agency response to an incident. The ICS allows many agencies to meld into one management/organizational structure for the duration of an emergency incident.

b. In the event that the Town has fully committed their resources and are still unable to cope with the emergency, the Town shall call for assistance 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 by the Supervisor or his designee.

c. The Supervisor is ultimately responsible for the Town's emergency response activities and has authority to declare a State of Emergency, promulgate emergency orders, waive local laws, ordinances and regulations, and 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 continuing of government and the direction of emergency operations. This individual will be referred to as the Incident Commander. A Deputy Incident Commander may also be designated if the incident is complex or located in a separate geographical area within the township.

IV. Mobilization:

a. Once the Supervisor or next in line has declared that an emergency exists pursuant to §24 of the NYS Executive Law, an Emergency Operations Center (EOC) shall be staffed at the Town Hall or local fire department until the declared emergency subsides. Should a disaster situation render the EOC inoperable, an alternate EOC may be established at another location designated at the time. The Supervisor shall either be present at the EOC or available by telephone to respond to all emergency orders which may be issued by the Incident Commander and to transfer any requests and/or orders to the Town's EOC for appropriate response by Town personnel.

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 ranking official present associated with the initial first responder organization.

c. The Emergency Operations Center (EOC) will act as a public information center and forward all warnings, directives, information, etc. to various local departments, personnel or citizens as appropriate, and as directed by the Incident Commander. Information sharing at all levels of incident management avoids independent action by individuals and agencies and achieves a cohesive, coordinated response to an incident, under the direction

of the Incident Commander. Depending upon the size and type of the incident, communicating timely and accurate information to the public during the crisis may be warranted to avoid confusion and provide direction and assistance.

V. Responsibilities and Duties:

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

1. The Town Board shall take all appropriate steps to prepare for any disaster or emergency and shall be responsible for the implementation for this and other emergency preparedness plans. If not otherwise involved in the disaster (threat to their own family or property), Board members and Town personnel shall assemble at the Town Hall, 104 Main Street, Hortonville upon notification of the existence of an emergency or disaster to receive further instructions from the Supervisor who will be located in the Town Hall's Emergency Operations Center (EOC).

2. The Supervisor or next in command is responsible for notification and declaration of an emergency or disaster. They shall use all facilities, equipment, supplies, personnel and other resources of the Town in such a manner as may be necessary or appropriate and may utilize the services of the EOC and its staff to set the emergency operations in motion.

3. The Supervisor and Town Clerk are responsible for the maintenance and availability of records, documents, plans, and other material required to discharge their own and other personnel duties and functions during an emergency.

It is essential that detailed records are kept of expenditures for (a) labor; (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. All management personnel mobilized during an incident must be responsible for record keeping within their designated area of responsibility.

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 government 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 operations of the Emergency Operation Center (EOC), evaluate the situation, advise the appropriate agencies of operation priorities and request mutual aid assistance.

5. The Fire Chief and fire officials 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. It is anticipated that the Fire Chief and the Incident Commander maintain communication and work together to institute a coordinated response to the emergency, sharing resources and information.
6. The Sullivan 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 (EOC) 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 Superintendent of Highways shall be responsible for the maintenance of streets, bridges, storm drains and culverts through the utilization of departmental crews, trucks and equipment. The Superintendent shall take or direct action to check, restore and maintain essential public facilities and services, calling upon the Sullivan County public works and engineering services if deemed necessary. He shall work in conjunction with the local electric and phone companies, water and sewer departments in the restoration of essential services.
8. The Town Sewer plan operator shall be responsible for the maintenance of all sewer department infrastructures. He shall take all measures necessary to keep the sewer facilities operable.
9. The Building Inspector/Code Enforcement Officer shall be responsible for safety inspections of damaged homes and businesses before evacuees are allowed to re-occupy 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 available.
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 ambulances in

the area regarding anticipated medical needs. In the event of a pandemic or other health related emergency, the Medical Officer will work with the County Public Health Department and/or State Department of Health.

13. The Supply Officer, appointed by the Incident Commander, shall carry out measures necessary for the emergency handling of all 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. School representatives shall direct the action related to care for school students in school during an emergency situation.

17. 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 setting up an emergency shelter. Red Cross trained residents will assist with setting up the emergency shelter.

VI. Evacuation Sites:

a. Initial evacuation:

1. Family and friends homes reachable outside of evacuation area.

2. For Kohlertown, Kenoza Lake and surrounding area residents, Sullivan West Central School's Jeffersonville campus, 33 Schoolhouse Road, Jeffersonville, for mass evacuation staging area from which other shelter locations will be assigned to person who have no other place to go.

3. For Callicoon, Hortonville and surrounding area residents, Delaware Valley Job Corp Center, 9368 State Route 97, Callicoon, for mass evacuation staging area from which other shelter locations will be assigned to person who have no other place to go.

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

c. If unable to stay with their owners, pets will be evacuated to nearby kennels or veterinary offices as soon as is practicable after all human needs have been addressed.

VII. Emergency Telephone Numbers: See attached.

EMERGENCY TELEPHONE NUMBERS (845 Area Code)

Town Hall	887-5250
Sullivan County Emergency Control Center	911
Sullivan County Office of Emergency Mgmt.	794-3000 x3100
All Fire Departments	911
Hortonville Firehouse	887-5177
Callicoon Firehouse	887-4233
Kenoza Lake Firehouse	482-5676
Jeffersonville Firehouse	482-4202
Jim Scheutzow, Supervisor	W: 887-5250 x1 H: 482-5696
Matt Hofer, Deputy Supervisor	W: 887-6219 H: 887-1940
Bill Eschenberg, Highway Superintendent	W: 887-4660 H: 887-4709
Ted Werner, Sewer Plant Manager	W: 887-5832 H: 557-0910 Cell: 796-8397
Tess McBeath, Town Clerk	W: 887-5250 x5 H: 887-5839 x2
American Red Cross	294-9785
Shelters:	
Sullivan West Central School, Jeff	482-4610
Delaware Valley Job Corps Center	887-5400