

**TOWN OF HIGHLAND**

**EMERGENCY PLAN**

rev. AUGUST, 2005

**COMMITTEE MEMBERS**

WILLIAM HOFAKER  
ROBERT BURROW  
NORMAN SUTHERLAND  
JOSEPH MELLAN  
ROBERT MAAS  
DARYL BARNES  
ALLAN SCHADT

ANTHONY LARUFFA  
ADAM NORRIS  
JAMES MORABITO  
RICHARD MCKEAN  
KIETH BLAUT  
TIMOTHY SCHADT  
DOREEN HANSON

# TOWN OF HIGHLAND EMERGENCY MANAGEMENT

## INTRODUCTION

### COMMAND CENTER

The Eldred Town Hall is designated as the primary command center during an emergency. If the town hall should be directly involved in the emergency, other sites will be considered by the command center officials. During an emergency and for its entire duration, the command center will be closed to the public - only command center officials and/or their designees shall be allowed access. All other offices will be closed. The command center official and/or his/her designee are required to stay at the command center for the duration of the emergency. All emergency decisions will be made from the command center.

The Community/Senior Center is the primary evacuation site with the Junior/Senior High School serving as the backup facility.

The following are the designated command center officials:

- Supervisor or Deputy Supervisor
- Town Clerk or designee
- Superintendent of Highways or designee
- Yulan Fire Department Chief or designee
- Highland Lake Fire Department Chief or designee
- Ambulance Department or designee
- Law Enforcement

A log will be maintained by the Town Clerk to include times, actions taken, names, etc.

Upon the end of an emergency the actions and procedures taken will be reviewed by all representatives of the emergency services involved.

The command center must be supplied with non perishable goods to supply the center with basic needs. These should include: water, coffee, tea, sugar, condensed milk. Other foods that may be required should be obtained by the center officials prior to the event. This should be part of the "open Command Center" on page 6.

**TOWN OF HIGHLAND  
EMERGENCY MANAGEMENT**

TABLE OF CONTENTS

<u>SECTIONS</u>	<u>PAGE</u>
INTRODUCTION	
I. Telephone Roster	1 - 4
Local Numbers	1
County Services	2
State Services	2
Federal Services	2 - 3
Bordering Municipalities	3
Industry	3
Media	3
Psychological, Educational or Medical Services	4
Hotline Numbers	4
II. Resources	
Town Buildings	5 - 6
III. General Emergency Procedures	7
IV. Review	8
<u>APPENDIX</u>	
Evacuation Plan	A
Emergency Supplies	B
Phone Chain	C
Area Maps	D
Building Floor Plans	E
Private Contractors	F

## TELEPHONE ROSTER

### Eldred Town Hall:

	<u>Office</u>	<u>Home</u>
Town Clerk	557-6085	557-3816
Supervisor	557-8091	557-8219

### Highway Department

Superintendent of Highways	557-6257	557-8568
----------------------------	----------	----------

### Senior Center

President	557-8907	
-----------	----------	--

### Eldred Central School

Superintendent of Schools	557-6141	583-7172
---------------------------	----------	----------

### Yulan Fire Department

	911	557-8589
--	-----	----------

### Highland Lake Fire Department

	911	
--	-----	--

### Town of Highland Constables

	557-3489	557-3500
--	----------	----------

### Ambulance

	911	557-8285
--	-----	----------

## TELEPHONE ROSTER (cont.)

County Services:

Sheriff	794-7100
Emergency Management Agency	794-3000 ext 3100
NYS Public Health Dept	794-2045
Environmental Protection Agency	1-201-548-8730
Department of Public Works	794-3000 ext. 3045 or 5000
Water Supply	794-5280

State Services

State Police	292-6600
Emergency Management Agency	1-800-457-2222
Department of Transportation Monticello	1-518-457-6164 794-7450
Public Health Department	1-518-475-2200 1-518-465-9720

Federal Services

Department of Agriculture DEC	296-9630
Department of Health and Human Services	1-800-772-1213
U.S. Department of Transportation FAA	794-6602
Environmental Protection Agency	1-201-321-6657
Corps of Engineers	1-215-597-1220
Federal Emergency Management Agency FEMA	1-202-646-2400
Occupational Safety & Health Administration OSHA	1-518-472-6085

## TELEPHONE ROSTER (cont.)

Agency for Toxic Substances & Disease	1-800-424-8802
Bomb Disposal and/or Explosive Ordinance Team NY State Police, Liberty	292-6600
Nuclear Regulatory Commission	1-301-951-0550
or	1-516-345-2200
National Park Service	557-0222
American Red Cross	794-5620
Salvation Army	620-7200
Railroad CSX	252-7157
<u>Bordering Political Municipalities</u>	
Orange County	294-7422
Ulster County	331-7000
Delaware	1-607-746-2335
Pike County Emergency Com. Center	1-570-296-3400
<u>Industry</u>	
Transporters	
Chemical Producers?Consumers	
Spill Cooperatives	
Spill Response Teams	
Tri-State Tank Co.	434-7805
<u>Media</u>	
Radio:	WSUL - 794-9898
	WVOS - 292-5533 *
	WTSX - 856-5185
	WJFF - 482-4141
*Official radio station	
Newspaper:	
Times Herald Record	1-800-295-2181
River Reporter	252-7414
Sull. Co. Democrat	887-5200
Television:	
Newswatch 16	1-800-533-NEWS
Time Warner Channel 6	1-212-691-6397



## TELEPHONE ROSTER (cont.)

Psychological, Educational or Medical Services

Community General Hospital Mental Health	794-3300
Bon Secours Community Hospital	858-7000
Wayne Memorial Hospital	1-570-8100
Sullivan County BOCES	292-0082
Sullivan County Mental Health Clinic	292-8770 794-0640

Hotline Numbers

Alcohol Hotline (AA & AL-ANON)	1-800-252-6465
Child Abuse Hotline	1-800-342-3720
Child Abuse Mandate Reporter	1-800-635-1522
Child Find	1-800-424-9602
Children's Runaway Referral Service	1-800-231-6946
Cocaine Hotline	1-800-COCAINE
Domestic Violence	1-800-942-6906
National Runaway & Suicide Hotline	1-800-621-4000
National AIDS	1-800-342-AIDS
NYS Police	252-3212 or 292-6600
Planned Parenthood	794-3704
Poison Control Center	1-800-336-6997
Rape/Sexual Assault	791-5308
Sullivan County Sheriff DEpt.	794-7100
Safe Passage	292-5700

## RESOURCES

5.

### Town Hall, 4 Proctor Rd., Eldred - Floor Plan Appendix E

Keys	Office	Home
Stephen Barnes, Supervisor	557-8019	557-8219
Doreen Hanson, Town Clerk	557-6085	557-3816
Robert Burrow, Councilman		557-8265
Donald Rupp, Councilman		557-6785
Andrew Valenti, Councilman		557-0485
Paul Zimmermann, Councilman		557-8913
Robert Maas	557-3489	557-3500
Norman Sutherland	557-6257	557-8568
Facilities		
Restrooms		
Kitchen		
Meeting Hall		
Code Enforcement Office		
Copy/ FAX Room		
Assessor's Office		
Town Clerk's Office		
Supervisors Office		
Business Manager's Office		
Emergency Power Generator		
FAX		557-0257

### Fire Department Annex, 4 Proctor Rd., Eldred - Floor Plan Appendix F

James Morabito, Chief, Yulan F.D.	911	557-3865
Sullivan Co. Sheriff's Substation	911	
Facilities:		
Restroom		
Fire Truck Garage		

### Community/Senior Citizen's Center - Floor Plan Appendix F

President	557-8901	
Facilities:		
Restrooms		
Kitchen		
Meeting Hall		
Generator		



**RESOURCES**

**5.**

Town of Highland Highway Department - Floor Plan Appendix F

Superintendent - 557-6257

Facilities:

one rest room  
5 bay truck garage

Barryville Courthouse - Floor Plan Appendix F

Supervisor - 557-8091

Facilities

one restroom  
courtroom

Barryville Fire House - Floor Plan Appendix F

Chief Yulan Fire Department 557-8088

Facilities:

restroom  
two bay truck garage

## RESOURCES

6.

### Town of Highland Highway Department - Floor Plan Appendix E

	Office	Home
Superintendent	557-6257	5578568

#### Facilities:

- one restroom
- 5 bay truck garage
- base station radio with town and school buses
- FAX 557-6259

### Barryville Courthouse - Floor Plan Appendix E

	Office	Home
Supervisor	557-8091	557-8219
Court Clerk	557-8132	

#### Facilities:

- restrooms
- courtroom
- Constable Office with base station all channels ex fire
- FAX 557-0509

### Barryville Fire House - Floor Plan Appendix E

	Office	Home
Chief - Yulan Fire Department	557-8088	557-8589

#### Facilities:

- restroom
- two - bay truck garage

### Helicopter Landing Sites

	Office	Home
Eldred Central School Superintendent	557-6141	583-7172
Junior/Senior Principal	557-6014	
Yulan Ball Field		
Shohola Fire House		

Each individual incident will probably require its own, specific procedures. The following are general guidelines that may be required in an emergency:

- **notify Town Supervisor**
- **monitor weather conditions prior to event**
  - Supervisor and Superintendent of Highways
- **open command center and close all offices of the Town Hall**
  - Supervisor contacts command center officials to assemble at the Town Hall
  - command center officials will evaluate the situation and make plans for future action.
  - log begun by Town Clerk
- **contact emergency services**
  - Supervisor/ Deputy Supervisor
- **open Senior Center for evacuations**
  - Supervisor contacts Center official
  - Supervisor with Senior Center official arrange for supplies
- **contact Superintendent of Schools Eldred - (possible evacuation site)**
  - Supervisor/ Deputy Supervisor
- **contact Office of Emergencies, Monticello**
  - Supervisor/ Deputy Supervisor
- **contact media**
  - Supervisor reports initial emergency procedures taken and sets up an hourly reporting schedule with the media i.e. radio.

### **State of Emergency**

The Supervisor is the sole Town Official who may proclaim a "State of Emergency".

### **Road / Bridge Closing**

Emergency Services will notify the Command Center when a road or bridge is to be closed. The Supervisor and Emergency Service will establish a timeline for the closure.

Review:

After an emergency has occurred and the command center is closed, it is imperative that a review of the events be conducted at the earliest possible time. Within one week of the emergency the command center officials will hold a review meeting. At this time the log will be studied and the ensuing discussion will have the objective of identifying and correcting deficiencies in the emergency plan. It will be important to note what measures taken were effective and any new procedures, materials, etc. that should be added.

At the review meeting the councilman who has the responsibility of the emergency committee must also attend so that additions and corrections can be made to the plan.

Revise:

The emergency plan must be revised periodically. The councilman in charge of emergencies should update data in the plan as needed. A meeting with the emergency committee should be held at least once each year to ensure the plan is current.

## APPENDIX

### A. EVACUATION PLAN

#### **Primary Building - Community Senior Center**

In the event of an evacuation the Supervisor/ Deputy Supervisor will contact the Center Official to open and contact center emergency personnel in preparation for evacuees.

Emergency services will help transport people to the Center. Eldred Central School may be contacted to provide buses

Emergency personnel at the Center will receive, register and settle evacuees.

#### **Secondary Site - Eldred Central School Junior/Senior High School**

The same procedure will follow for the High School.

Coordination is achieved with the Town of Highland Supervisor, the Superintendent of Schools and the Eldred Central School Emergency Staff.

### B. EMERGENCY SUPPLIES

Each Shelter must be supplied with basic food and materials to ensure evacuees are supplied with essential needs.

#### BASIC COMESTIBLES

water  
coffee/tea  
nonperishable food/canned food

#### BASIC MATERIALS

cot/inflatable mattresses  
blankets  
basic toiletries/hand soap,etc.

Medical personnel, local EMT, nurses and doctors must be contacted to be available on site and in reserve should a situation occur at the evacuation site.

Law enforcement will be on site to ensure safety.



## APPENDIX

### C. PHONE CHAIN

Supervisor to:

Superintendent of Highways to:

Highway Department Employees

Sullivan Co. Department of Public Works

Town Clerk to:

Councilmen

Chief of Constables to:

Constables

Senior Center Official to:

Emergency evacuation staff

Yulan and Highland Lake Fire Depts.

Ambulance Corps

Monticello Department of Emergency Services

Media (WSUL)

### D. AREA MAPS

( SEE ENCLOSED )

### E. BUILDING FLOOR PLANS

( SEE ENCLOSED )

## APPENDIX

### A. EVACUATION PLAN

#### **Primary Building - Community Senior Center**

In the event of an evacuation the Supervisor/ Deputy Supervisor will contact the Center Official to open and contact center emergency personnel in preparation for evacuees.

Emergency services will help transport people to the Center. Eldred Central School may be contacted to provide buses

Emergency personnel at the Center will receive, register and settle evacuees.

#### **Secondary Site - Eldred Central School Junior/Senior High School**

The same procedure will follow for the High School.

Coordination is achieved with the Town of Highland Supervisor, the Superintendent of Schools and the Eldred Central School Emergency Staff.

### B. EMERGENCY SUPPLIES

Each Shelter must be supplied with basic food and materials to ensure evacuees are supplied with essential needs.

#### BASIC COMESTIBLES

water  
coffee/tea  
nonperishable food/canned food

#### BASIC MATERIALS

cot/inflatable mattresses  
blankets  
basic toiletries/hand soap,etc.

Medical personnel, local EMT, nurses and doctors must be contacted to be available on site and in reserve should a situation occur at the evacuation site.

Law enforcement will be on site to ensure safety.

## APPENDIX

### C. PHONE CHAIN

Supervisor to:

Superintendent of Highways to:

Highway Department Employees

Sullivan Co. Department of Public Works

Town Clerk to:

Councilmen

Chief of Constables to:

Constables

Senior Center Official to:

Emergency evacuation staff

Yulan and Highland Lake Fire Depts.

Ambulance Corps

Monticello Department of Emergency Services

Media (WSUL)

### D. AREA MAPS

( SEE ENCLOSED )

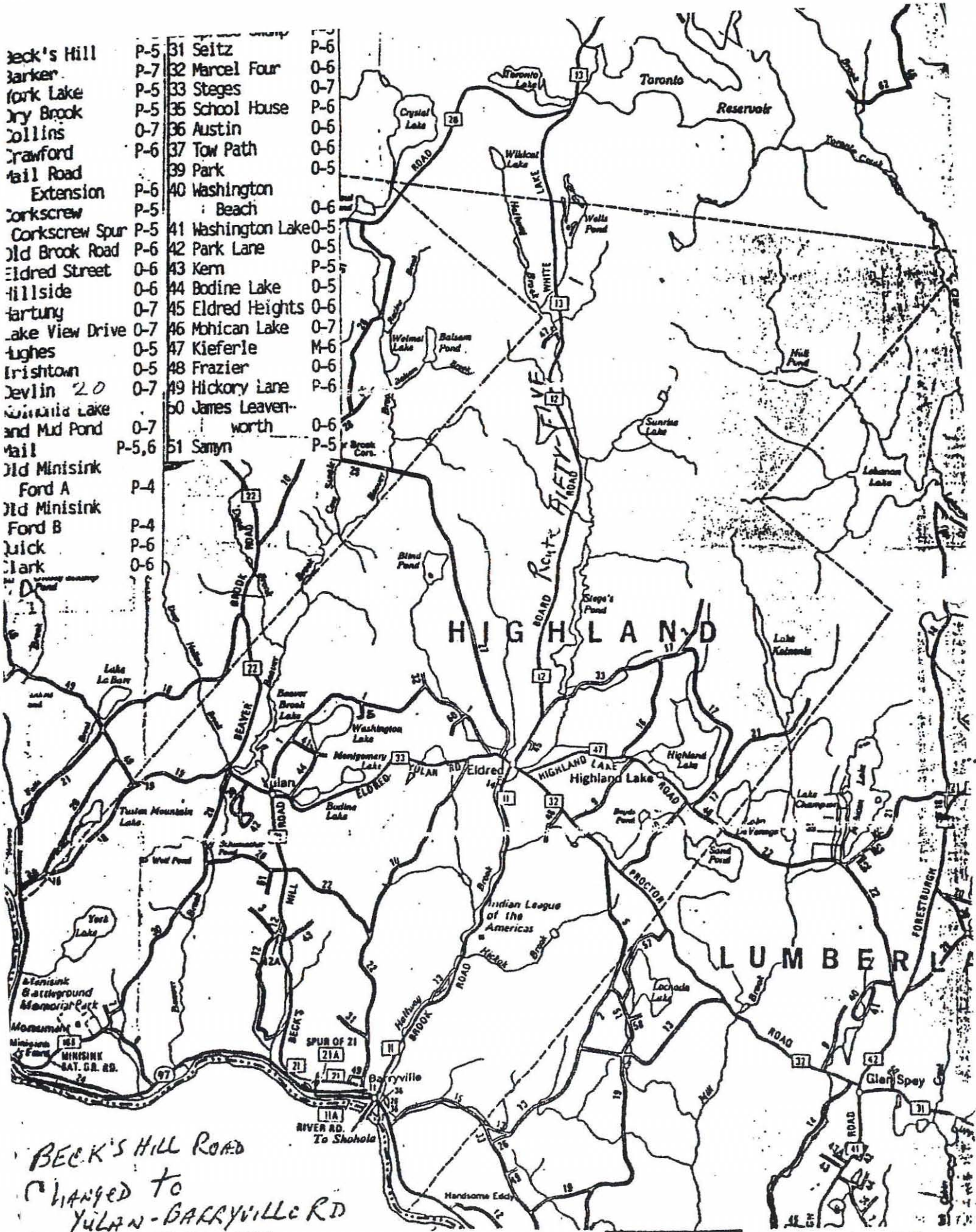
### E. BUILDING FLOOR PLANS

( SEE ENCLOSED )



Beck's Hill  
 Barker  
 Fork Lake  
 Dry Brook  
 Collins  
 Crawford  
 Fall Road  
 Extension  
 Corkscrew  
 Corkscrew Spur  
 Old Brook Road  
 Eldred Street  
 Hillside  
 Hartung  
 Lake View Drive  
 Hughes  
 Irishtown  
 Devlin  
 Kinnala Lake  
 and Mud Pond  
 Fall  
 Old Minisink  
 Ford A  
 Old Minisink  
 Ford B  
 Quirk  
 Clark

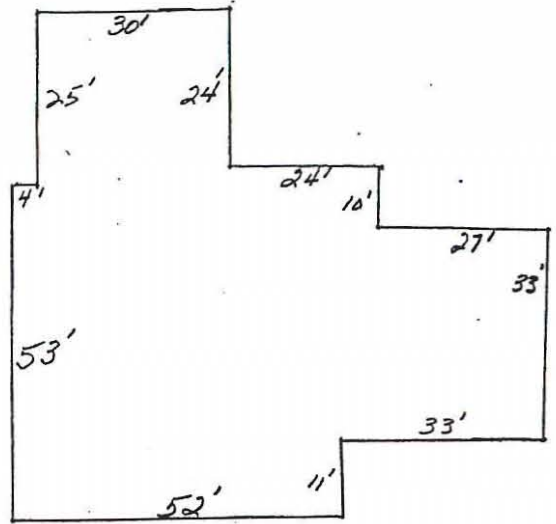
P-5	31	Seitz	P-6
P-7	32	Marcel Four	0-6
P-5	33	Steges	0-7
P-5	35	School House	P-6
0-7	36	Austin	0-6
P-6	37	Tow Path	0-6
	39	Park	0-5
P-6	40	Washington	
P-5		Beach	0-6
P-5	41	Washington Lake	0-5
P-6	42	Park Lane	0-5
0-6	43	Kern	P-5
0-6	44	Bodine Lake	0-5
0-7	45	Eldred Heights	0-6
0-7	46	Mohican Lake	0-7
0-5	47	Kieferle	M-6
0-5	48	Frazier	0-6
0-7	49	Hickory Lane	P-6
	50	James Leavenworth	0-6
P-5,6	51	Samyn	P-5



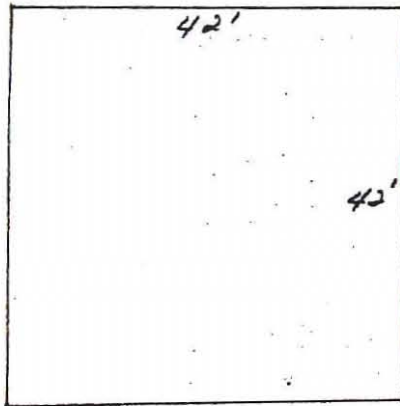
BECK'S HILL ROAD  
 CHANGED TO  
 YULAN-BARRYVILLE RD

APPENDIX E

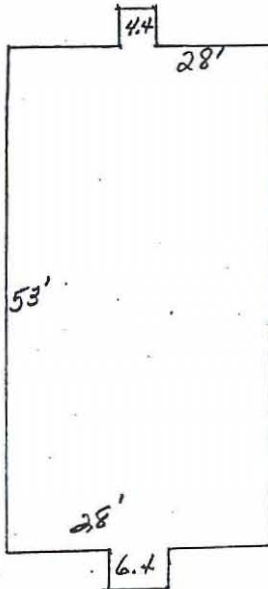
Eldred Town Hall  
5083 square feet



Fire Truck/ Sheriff's Annex (attached to Town Hall)  
1764 square feet



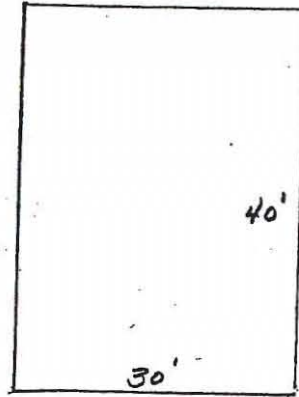
Barryville Court House  
1484 square feet



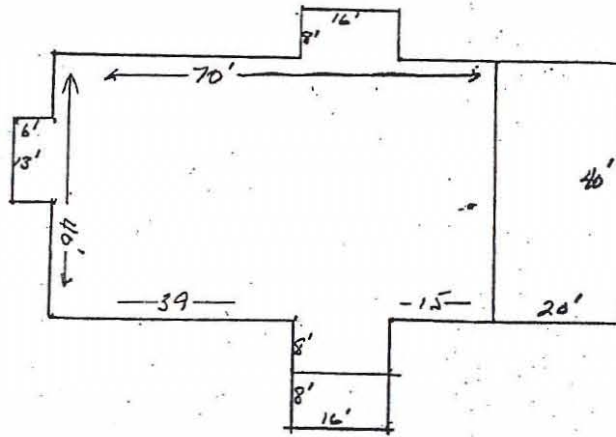


APPENDIX E

Barryville Fire House  
1200 square feet



Senior Citizens Center  
2928 square feet



Highway Department Garage  
3480 square feet

