

VILLAGE OF JEFFERSONVILLE
Village Hall - 17 Center Street
P. O. Box 555 Jeffersonville, NY 12748
Phone: 845-482-4275 Fax: 845-482-5298 TTD Dial 311

July 13th, 2007

Richard Martinkovic, Commissioner
Sullivan County Emergency Management/Homeland Security
Sullivan County Government Center
100 North St.
Monticello, NY 12701

Dear Dick:

Please be advised on July 11th, 2007, during the regularly scheduled Board meeting, the Board of Trustees did adopt their Revised Emergency Management Plan. This plan can be amended as future needs may dictate.

As a significant amount of time has passed since we last discussed this plan with you we are forwarding you another copy of our plan and again requesting a copy or your emergency management plan for filing with the village clerk.

We would appreciate it if you would look over our plan and confirm receipt of same to us in writing (return self-addressed stamped envelope enclosed), as well as, any and all comments you may have.

Thank you in advance for your cooperation with our request.

Sincerely,



Mayor Justus and Members of the Board of Trustees,
Village of Jeffersonville

Encl: VOJ Adopted Emergency Plan
Receipt Confirmation/Return Envelope
EJJ:cbf



**VILLAGE OF
JEFFERSONVILLE**

**EMERGENCY
MANAGEMENT PLAN**

February 2007 Revision

Submitted by Louise A. Gorr, Clerk

Adopted by Board July 11th, 2007, see Minutes pg. ____

Village of Jeffersonville
Emergency Management Plan

TABLE OF CONTENTS

1. PURPOSE

2. BASIS

3. MANAGEMENT RESPONSIBILITIES

4. MOBILIZATION

5. RESPONSIBILITIES AND DUTIES

6. EVACUATION SITES

ADDENDUM No. 1 - EMERGENCY TELEPHONE NUMBERS

VILLAGE OF JEFFERSONVILLE 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 Village of Jeffersonville 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 Village of Jeffersonville recognizes that planning and preparatory actions are needed to enhance the Village's ability to manage emergency/disaster situations. Preparedness allows the Village of Jeffersonville, in concert with others 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 Village be threatened or hit by a disaster or major emergency.

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

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

VILLAGE OF JEFFERSONVILLE

EMERGENCY MANAGEMENT PLAN CONT'D.

- C. The Mayor is ultimately responsible for Village 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 Village resources. In the event of the Mayor's unavailability the Deputy Mayor 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 Mayor or next in line has 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 fire department until the declared emergency subsides. Should a disaster situation render the Emergency Operation Center inoperable, an auxiliary Emergency Operations Center may be established at another location designated at the time. The Mayor shall be present at the emergency center to respond to all emergency orders which may be issued by the Incident Commander and to transfer any requests and/or orders to the Village's Emergency Operation Center located in the Village Hall, 17 Center St., for appropriate response by Village 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 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.
- (1) The Village 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 village personnel shall assemble at the Village Hall, 17 Center St. upon notification of the existence of an emergency or disaster to receive further instructions from the Mayor who will be located in the fire house's emergency operations center.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (2) The Mayor 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 Village in such a manner as may be necessary or appropriate and may utilize services of the Emergency Operations Center and its staff to achieve emergency operations.
- (3) The Mayor and Village Clerk are responsible for the maintenance and availability of records, documents, plans and other material required to discharge their and other village 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 Sull. Co. 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 Village 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, 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.
- (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.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (7) The Village Supt. of Highways shall be responsible for the maintenance of streets, bridges, 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, water and sewer departments in the restoration of essential services.
- (8) The Village 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 Village Licensed Sewer Plant Operator shall be responsible for the maintenance of all sewer department infrastructures. He shall take all measures necessary to keep the sewer facilities operable.
- (10) The Code Enforcement Officer/Building Inspector shall be responsible for safety inspections of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
- (11) 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.
- (12) The Communications Officer, appointed by the Incident Commander, and his staff shall supervise, direct, arrange and restore emergency communications using all available means.
- (13) 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.
- (14) The Supply Officer, appointed by the Incident Commander, shall carry out measures necessary for the emergency handling of all local resources.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (15) The Manpower Officer, appointed by the Incident Commander, shall direct the assignment of personnel to the various emergency services as so requested.
- (16) The Transportation Officer, appointed by the Incident Commander, shall carry out measures necessary to utilize transportation for support and rescue operations.
- (17) School representatives shall direct the action related to care for school students in school during an emergency situation.
- (18) 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 sitting up an emergency shelter.

6. EVACUATION SITES

A Initial Evacuation

- (1) Family and friends' homes reachable outside of evacuation area.
- (2) Sullivan West Central School's Jeff Campus, 33 Schoolhouse Hill Rd., 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 Rd., 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.

**VILLAGE OF JEFFERSONVILLE
EMERGENCY MANAGEMENT PLAN CONT'D.**

**ADDENDUM No. 1 - EMERGENCY TELEPHONE NUMBERS
845 Area Code unless otherwise noted**

9. EMERGENCY TELEPHONE NUMBERS

Village Office:		482-4275
Jeffersonville Fire Dept.:		911
Sullivan County Emergency Control Center:		911
Mayor Edward J. Justus	Res.	482-3648
	Bus.	482-4815
Deputy Mayor William Thony		482-4151
Supt. of Public Works (Hwy. & Water)		
Daniel Hendrickson	Cell Phone	701-2824
Sewer Plant Operator		
Stephen Willis	Cell Phone	701-2823
American Red Cross		294-9785
Sull. Co. Office of Emergency Management		794-3000 Ext. 3100

VILLAGE OF JEFFERSONVILLE
Village Hall - 17 Center Street
P.O. Box 555 Jeffersonville, N.Y. 12748
Phone: 845-482-4275 Fax: 845-482-5298 TTD Dial 311

Richard A. Martinkovic, Commissioner
Sull. Co. Emergency Management/Homeland Security
Sull. Co. Gov't. Center - 100 North Street
Monticello, N.Y. 12701

March 20, 2007

Re: Emergency Management Plan Up-Date

Dear Mr. Martinkovic,

Enclosed please find draft of revised Village of Jeffersonville Emergency Management Plan for your department's perusal and comment. Approval of draft and/or comments should be noted on draft and returned to the Village of Jeffersonville for Board review as soon as possible.

Please be advised that Mr. Theodore's attendance at the Emergency Procedures Committee's February 2007 meeting was greatly appreciated and his comments were considered in drafting the enclosed up-dated plan.

Sincerely Yours,



Louise A. Gorr, Clerk
Emergency Procedures Committee

Encl: VOJ Emergency Management Plan

LAG/lag

:



**VILLAGE OF
JEFFERSONVILLE**

**EMERGENCY
MANAGEMENT PLAN**

February 2007 Revision

Submitted by Louise A. Gorr, Clerk

Adopted by Board _____, see Minutes pg. ____

Village of Jeffersonville
Emergency Management Plan

TABLE OF CONTENTS

1. PURPOSE

2. BASIS

3. MANAGEMENT RESPONSIBILITIES

4. MOBILIZATION

5. RESPONSIBILITIES AND FUNCTIONS

6. EVACUATION SITES

7. NON-ROUTINE TASKS

8. ADDITIONAL INFORMATION

ADDENDUM No. 1 - EMERGENCY TELEPHONE NUMBERS

VILLAGE OF JEFFERSONVILLE 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 Village of Jeffersonville 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 Village of Jeffersonville recognizes that planning and preparatory actions are needed to enhance the Village's ability to manage emergency/disaster situations. Preparedness allows the Village of Jeffersonville, in concert with others 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 Village be threatened or hit by a disaster or major emergency.
- C. The Village 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 Village intends to use the National Incident Management System (NIMS) to response to emergencies. NIMS is a management tool for the command, control and coordination of resources and personnel in an emergency.
- B. In the event that the Village has fully committed their resources and are still unable to cope with the emergency event, the Village shall call for assistance from other existing governmental and/or emergency service organizations by contacting the Sullivan County Office of Emergency Management/Home Land Security after a State of Emergency is declared.

VILLAGE OF JEFFERSONVILLE

EMERGENCY MANAGEMENT PLAN CONT'D.

C. The Mayor is ultimately responsible for Village 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 Village resources. In the event of the Mayor's unavailability the Deputy Mayor 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 Mayor or next in line has 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 fire department until the declared emergency subsides. Should a disaster situation render the Emergency Operation Center inoperable, an auxiliary Emergency Operations Center may be established at another location designated at the time. The Mayor shall be present at the emergency center to response to all emergency orders which may be issued by the Incident Commander and to transfer any requests and/or orders to the Village's Emergency Operation Center located in the Village Hall, 17 Center St., for appropriate response by Village 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 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.
- (1) The Village 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 village personnel shall assemble at the Village Hall, 17 Center St. upon notification of the existence of an emergency or disaster to receive further instructions from the Mayor who will be located in the fire house's emergency operations center.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (2) The Mayor 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 Village in such a manner as may be necessary or appropriate and may utilize services of the Emergency Operations Center and its staff to achieve emergency operations.
- (3) The Mayor and Village Clerk are responsible for the maintenance and availability of records, documents, plans and other material required to discharge their and other village 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 Sull. Co. 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 Village 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, 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.
- (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.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (7) The Village Supt. of Highways shall be responsible for the maintenance of streets, bridges, 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, water and sewer departments in the restoration of essential services.
- (8) The Village 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 Village Licensed Sewer Plant Operator shall be responsible for the maintenance of all sewer department infrastructures. He shall take all measures necessary to keep the sewer facilities operable.
- (10) The Code Enforcement Officer/Building Inspector shall be responsible for safety inspections of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
- (11) 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.
- (12) The Communications Officer, appointed by the Incident Commander, and his staff shall supervise, direct, arrange and restore emergency communications using all available means.
- (13) 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.
- (14) The Supply Officer, appointed by the Incident Commander, shall carry out measures necessary for the emergency handling of all local resources.

VILLAGE OF JEFFERSONVILLE EMERGENCY MANAGEMENT PLAN CONT'D.

- (15) The Manpower Officer, appointed by the Incident Commander, shall direct the assignment of personnel to the various emergency services as so requested.
- (16) The Transportation Officer, appointed by the Incident Commander, shall carry out measures necessary to utilize transportation for support and rescue operations.
- (17) School representatives shall direct the action related to care for school students in school during an emergency situation.
- (18) 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 sitting up an emergency shelter.

6. EVACUATION SITES

A Initial Evacuation

- (1) Family and friends' homes reachable outside of evacuation area.
 - (2) Sullivan West Central School's Jeff Campus, 33 Schoolhouse Hill Rd., 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 Rd., 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.**

**VILLAGE OF JEFFERSONVILLE
EMERGENCY MANAGEMENT PLAN CONT'D.**

**ADDENDUM No. 1 - EMERGENCY TELEPHONE NUMBERS
845 Area Code unless otherwise noted**

9. EMERGENCY TELEPHONE NUMBERS

Village Office:		482-4275
Jeffersonville Fire Dept.:		911
Sullivan County Emergency Control Center:		911
Mayor Edward J. Justus	Res.	482-3648
	Bus.	482-4815
Deputy Mayor William Thony		482-4151
Supt. of Public Works (Hwy. & Water)		
Daniel Hendrickson	Cell Phone	701-2824
Sewer Plant Operator		
Stephen Willis	Cell Phone	701-2823
American Red Cross		294-9785
Sull. Co. Office of Emergency Management		794-3000 Ext. 3100